



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## EXTERNAL USER GUIDE

**Prepared by**

**CGH Technologies, Inc.  
600 Maryland Ave., SW Suite 800W  
Washington, DC 20024**

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.



Version Control Table

Version No.	Date	Purpose / Changes	Author
1.0	09/30/2010	First version	CGH Technologies Inc.
2010.4.0	01/17/2011	4Q10 Changes	CGH Technologies Inc.
2011.1.0	03/31/2011	1Q11 Changes	CGH Technologies Inc.
2011.1.1	04/04/2011	1Q11.1 Changes	CGH Technologies Inc.
2011.2.0	06/23/2011	2Q11.0 Changes	CGH Technologies Inc.
2011.2.1	07/11/2011	2Q11.1 Changes	CGH Technologies Inc.
2011.3.0	09/29/2011	3Q11.0 Changes	CGH Technologies Inc.
2012.1.0	03/29/2012	1Q12.0 Changes	CGH Technologies Inc.
2012.2.0	06/28/2012	2Q12.0 Changes	CGH Technologies Inc.
2012.3.0	09/27/2012	3Q12.0 Changes	CGH Technologies Inc.
2012.4.0	01/03/2013	4Q12.0 Changes	CGH Technologies Inc.
2013.1.0	03/28/2013	1Q13.0 Changes	CGH Technologies Inc.
2013.2.0	06/27/2013	2Q13.0 Changes	CGH Technologies Inc.
2013.3.0	09/26/2013	3Q13.0 Changes	CGH Technologies Inc.



Version Control Table (cont.)

<b>Version No.</b>	<b>Date</b>	<b>Purpose / Changes</b>	<b>Author</b>
2014.1.0	01/30/2014	1Q14.0 Changes	CGH Technologies Inc.
2014.2.0	03/24/2014	2Q14.0 Changes	CGH Technologies Inc.
2014.3.0	08/01/2014	3Q14.0 Changes	CGH Technologies Inc.
2014.4.0	10/30/2014	4Q14.0 Changes	CGH Technologies Inc.
2015.1.0	01/29/2015	1Q15.0 Changes	CGH Technologies Inc.
2015.2.0	04/30/2015	2Q15.0 Changes	CGH Technologies Inc.
2015.3.0	04/30/2015	3Q15.0 Changes	CGH Technologies Inc.
2016.2.0	04/28/2016	2Q16.0 Changes	CGH Technologies Inc.
2016.3.0	07/28/2015	3Q16 Changes	CGH Technologies Inc.
2016.4.0	10/27/2016	4Q16 Changes	CGH Technologies Inc.



Change Control Table

<b>Version No.</b>	<b>Date</b>	<b>Purpose / Changes</b>	<b>Author</b>
2010.4.0	01/17/2011	Added Case Management Tools	CGH Technologies Inc.
2010.4.0	01/17/2011	Modified -2 As Built supplemental notice	CGH Technologies Inc.
2010.4.0	01/17/2011	Added Interim information	CGH Technologies Inc.
2011.1.0	03/31/2011	Added info to airports search	CGH Technologies Inc.
2011.1.0	03/31/2011	Modified Respond to Add letter	CGH Technologies Inc.
2011.1.1	04/04/2011	Modified Support Desk Hours	CGH Technologies Inc.
2011.2.0	06/23/2011	Added info on General FAQs	CGH Technologies Inc.
2011.2.0	06/23/2011	Added info on Wind Turbine FAQs	CGH Technologies Inc.
2011.2.0	06/23/2011	Various text modifications	CGH Technologies Inc.
2011.2.1	07/11/2011	Updated text with regards to submitting On Airport case.	CGH Technologies Inc.
2011.3.0	09/29/2011	Updated screen shots	CGH Technologies Inc.
2011.3.0	09/29/2011	Added info for cases due to expire	CGH Technologies Inc.
2011.3.0	09/29/2011	Added info on web services	CGH Technologies Inc.
2011.4.0	01/05/2012	Added Subscription Preferences	CGH Technologies Inc.



Change Control Table (cont.)			
Version No.	Date	Purpose / Changes	Author
2011.4.0	01/05/2012	Added Off Airport Batch PDF Upload	CGH Technologies Inc.
2012.1.0	03/29/2012	Added E-filed Case Transfer	CGH Technologies Inc.
2012.1.0	03/29/2012	Micro Siting Validation	CGH Technologies Inc.
2012.1.0	03/29/2012	Updated Frequent Asked Questions	CGH Technologies Inc.
2012.2.0	06/28/2012	Added - State Aviation Contacts Link to the Submit Off Airport Case to FAA	CGH Technologies Inc.
2012.2.0	06/28/2012	Updated – Create a New Case (Off Airport)	CGH Technologies Inc.
2012.2.0	06/28/2012	Updated – My Case Transfer History	CGH Technologies Inc.
2012.2.0	06/28/2012	Added – Useful Links	CGH Technologies Inc.
2012.2.0	06/28/2012	Deleted - Competition for the Sky	CGH Technologies Inc.
2012.3.0	09/27/2012	Added – 7460-2 Duplicate Validation	CGH Technologies Inc.
2012.4.0	01/03/2013	Added – Nacelle Height	CGH Technologies Inc.
2012.4.0	01/03/2013	Added – N/A Proposed Structure	CGH Technologies Inc.
2012.4.0	01/03/2013	Added – Current AGL	CGH Technologies Inc.
2012.4.0	01/03/2013	Added – Aerial Photography Opacity (Photo Overlay)	CGH Technologies Inc.

Confidential and Proprietary© 2016 Federal Aviation Administration.



Change Control Table (cont.)			
Version No.	Date	Purpose / Changes	Author
2012.4.0	01/03/2013	Added – Latitude and Longitude Labels (Air Traffic Areas of Responsibility Map)	CGH Technologies Inc.
2013.1.0	03/28/2013	Removed – Fax Documents	CGH Technologies Inc.
2013.2.0	06/27/2013	Add/Revised Instructional Text For E-filers to Complete 7460-2 Forms	CGH Technologies Inc.
2013.2.0	06/27/2013	Added Deviation To lighting Standards Options to the M/L dropdowns	CGH Technologies Inc.
2013.2.0	06/27/2013	Added E-mail Notification Language to Off Airport E-filer Confirmation Screen	CGH Technologies Inc.
2013.2.0	06/27/2013	Added Temporary Structure Letter Link to the Off Airport Portal Page	CGH Technologies Inc.
2013.2.0	06/27/2013	Automated NOTAM request, Extension and Cancelation from E-filers.	CGH Technologies Inc.
2013.2.0	06/27/2013	Added Business Rule to Prevent E-filers from selecting 7460-2 Parts 1 and 2 for Cases in DET-TMP status.	CGH Technologies Inc.
2013.3.0	09/27/2013	Added E-filer Clone of Submitted Cases	CGH Technologies Inc.
2014.1.0	01/30/2014	Revised 7460-2 Part I & II references	CGH Technologies Inc.



Change Control Table (cont.)			
Version No.	Date	Purpose / Changes	Author
2014.2.0	03/24/2014	Added Clone Frequencies	CGH Technologies Inc.
2014.2.0	03/24/2014	Added Search Results Toggle Arrows	CGH Technologies Inc.
2014.2.0	03/24/2014	Added Crane / Construction Equipment Max Operating Heights (AGL)	CGH Technologies Inc.
2014.2.0	03/24/2014	Added "Instructions Page" to display Desk Reference Guides	CGH Technologies Inc.
2014.2.0	03/24/2014	Added Desk Reference Guides	CGH Technologies Inc.
2014.2.0	03/24/2014	Added Clone Prior ASN Frequencies	CGH Technologies Inc.
2014.3.0	08/01/2014	Added NOTAM Temporary Structure Notification FDC NOTAM section and FAQ	CGH Technologies Inc.
2014.3.0	08/01/2014	Added Specific Frequencies "Lighting Study" Note	CGH Technologies Inc.
2014.3.0	08/01/2014	Added Circularized Case Notification section	CGH Technologies Inc.
2014.2.0	03/24/2014	Added Desk Reference Guides Reference	CGH Technologies Inc.
2014.4.0	10/30/2014	Added E-filing with Frequency Overlap	CGH Technologies Inc.



2014.4.0	10/30/2014	Added Prior ASN Auto-Population	CGH Technologies Inc.
2015.1.0	01/29/2015	Added Waiting Status for WT/Met Tower cases	CGH Technologies Inc.
2015.2.0	04/30/2015	Added Batch Print / Download Correspondence	CGH Technologies Inc.
2015.3.0	07/30/2015	Updated Max to Min Operating Height (AGL) Various text modifications	CGH Technologies Inc.
2015.3.0	07/30/2015	Various text modifications	CGH Technologies Inc.
2015.4.0	10/31/2015	E-filer Mapping	CGH Technologies Inc.
2015.4.0	10/31/2015	E-Supplemental AGL Height Validation	CGH Technologies Inc.
2016.1.0	01/30/2016	Added Airport Operations Contact and FDC NOTAMs	CGH Technologies Inc.
2016.1.0	01/30/2016	Removed NPH Letter from External (Not Logged in Account View). Added NPH Letter Attachment to Notification Email	CGH Technologies Inc.
2016.1.0	01/30/2016	Added 7460-2 Part 1 and Part 2 submission instructions	CGH Technologies Inc.
2016.2.0	04/28/2016	Added Traverseway Height Adjustment / Unadjusted Structure Height (AGL) / Total Structure Height (AGL)	CGH Technologies Inc.



2016.2.0	04/28/2016	Added Aircraft Detection Lighting System” (ADLS)	CGH Technologies Inc.
2016.2.0	04/28/2016	Added 7460-2 Part 1 and Part 2 ADLS submission instructions	CGH Technologies Inc.
2016.2.0	04/28/2016	Updated Subscription Preferences – Structure Types	CGH Technologies Inc.
2016.2.0	04/28/2016	Added Marking/Lighting FAQs section and link	CGH Technologies Inc.
2016.2.0	04/28/2016	ADD Marking/Lighting Types and information	CGH Technologies Inc.
2016.3.0	07/28/2015	Added E-file Project via Import Spreadsheet	CGH Technologies Inc.
2016.4.0	10/27/2016	Added E-filer Correspondence Archive	CGH Technologies Inc.
2016.4.0	10/27/2016	Revised Wind Turbine E-filer Requirements for Document Upload Prior to Filing	CGH Technologies Inc.
2016.4.0	10/27/2016	Added On-Airport Landing Area Proposal (LAP)	CGH Technologies Inc.
2016.4.0	10/27/2016	Removed Wind Turbine/Met Tower Micro-siting.	CGH Technologies Inc.



## Contents

<b>Welcome</b> .....	13
Getting Started.....	13
<b>Desk Reference Guides</b> .....	13
Computer.....	14
Software.....	14
Browser.....	14
Clearing Browser Cache .....	14
Pop-up Windows.....	15
<b>Using the OE/AAA System</b> .....	15
Registering a First Time User.....	15
Existing Users .....	18
Forgot Your Username.....	18
Forgot Your Password.....	18
Help.....	19
<b>OE/AAA Portal Page</b> .....	19
OE/AAA Portal Page Layout.....	19
Circularized Case Notification.....	19
Subscription Preferences.....	20
<b>Navigation Sidebar</b> .....	29
<b>Sponsor</b> .....	29
Add New Sponsor.....	29
View My Sponsors.....	30
My Sponsors Screen.....	31
Change Sponsors.....	34
<b>Off Airport Construction Case</b> .....	38
Off-Airport Construction Case Functionality.....	38
My Cases (Off Airport).....	38
Filtering Cases (Off Airport).....	41
Case or Project Details.....	41
Managing Case Archives.....	41
Create a New Case .....	42
Verify the Map.....	50
Confirm Structure Location.....	56
Reject Structure Location.....	56
<b>Attach Documents to Cases</b> .....	57
Uploading a PDF Document.....	57
Uploading a Single PDF Document to Multiple Cases.....	57
Uploading Documents to a Wind Turbine / Met Tower Project.....	57
<b>Projects</b> .....	58
Add a Case.....	59
Clone a Case.....	59
Delete a Case.....	59
Submit to FAA .....	61



	Project	
<b>Add New Project (Off Airport)</b> .....		62
Case Letters .....		79
View Latest Letter.....		79
View All Letters.....		85
View Request/Respond to ADD Letters.....		86
Uploading an Add Response PDF Document.....		90
<b>Responding to NPH</b> .....		92
Uploading a Response to a NPH.....		92
View Uploaded Response to a NPH.....		94
<b>Uploading a Termination Request</b> .....		96
View Uploaded Termination Request.....		98
<b>Supplemental Notice (7460-2)</b> .....		99
To submit an e-supplemental notice 7460-2 Part 1.....		99
To submit an e-supplemental notice 7460-2 Part 2.....		105
To submit an e-supplemental notice 7460-2 Part 2 – Dismantle.....		110
To submit an e-supplemental notice 7460-2 Part 2 - Abandon.....		114
To submit an e-supplemental notice 7460-2 Part 2 Extension Request.....		118
To submit an e-supplemental notice 7460-2 Part 2 Marking/Lighting Change.....		123
Third Party 7460-2 Filer.....		124
<b>FDC NOTAM – Temporary Structure Notification (Off Airport)</b> .....		125
E-filed Case Transfer.....		132
<b>On Airport Construction Case</b> .....		137
My Cases (On Airport).....		138
Filtering Cases.....		138
Managing Case Archives.....		138
<b>Create a New Case (On Airport)</b> .....		140
Verify the Map.....		142
Confirm Structure Location.....		143
Reject Structure Location.....		143
Attach Documents to the Case.....		143
Uploading a PDF Document.....		143
<b>Projects</b> .....		144
Add a Case.....		144
Clone a Case.....		145
Delete a Case.....		145
Submitting to the FAA.....		145
<b>Case Letters</b> .....		147
View Latest Letter.....		147
View All Letters.....		147
<b>FDC NOTAM – Temporary Structure Notification (On Airport)</b> .....		147
Sidebar Links.....		156
Obstruction Evaluation.....		156
Home.....		156
FAA OE/AAA Offices.....		156
<b>Searches</b> .....		156
View Determined Cases.....		157
View Interim Cases.....		161
View Proposed Cases.....		162
View Supplemental Notices.....		163



View Circularized Cases .....	164
Search Archives.....	165
Circle Search for Cases.....	168
Circle Search for Airports.....	168
Download Archives.....	168
Download Correspondence.....	172
<b>Web Services</b> .....	175
Public Access .....	175
Caselist - No login required .....	175
• Find cases by type and date range.....	175
• Find cases by type, year and region or nearest state code.....	175
Circ – No login required. ....	175
• Find Circ cases by nearest state code.....	175
<b>General FAQs</b> .....	176
Marking / Lighting FAQs .....	176
Wind Turbine FAQs.....	176
Discretionary Review FAQs.....	176
<b>Notice Criteria Tool</b> .....	178
<b>DoD Preliminary Screening Tool</b> .....	183
<b>Long Range Radar (LRR)</b> .....	184
<b>NEXRAD</b> .....	187
<b>Wind Turbine Build Out</b> .....	192
Distance Calculation Tool.....	195
<b>OE/AAA Account</b> .....	196
Portal Page.....	196
My Cases (Off Airport).....	196
My Cases (On Airport).....	196
My Sponsors.....	196
My Circ Comments.....	196
Add New Case (Off Airport).....	196
Add New Case (On Airport).....	196
Add Supplemental Notice (7460-2 Form).....	196
<b>My Cases Transfer History</b> .....	196
<b>Update User Account</b> .....	196
<b>Change Password</b> .....	197
Logout.....	197
<b>Information Resources</b> .....	197
FAA Acronyms.....	197
Forms.....	197
Regulatory Policy.....	197
Relevant Advisory Circulars.....	197
Survey Accuracy.....	197
Light Outage Reporting.....	197
<b>Useful Links</b> .....	198
State Aviation Contacts.....	198
On Airport Contacts (Airports Regional Contacts).....	198



*iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide*



Off Airport Contacts (Air Traffic Areas of Responsibility)..... 198  
**Frequent Asked Questions**..... 199



## Welcome

Thank you for using the Obstruction Evaluation and Airport Airspace Analysis (OE/AAA) System. OE/AAA is a public Web site provided by the Aeronautical Information Management (AIM) Division of the Federal Aviation Administration (FAA) at <https://oeaaa.faa.gov>.

The OE/AAA Web site enables individuals and organizations engaged in sponsoring the construction and/or alteration of potential obstructions both on location at airports (On Airport) and external to the airport periphery (Off Airport) to easily notify the FAA of their intent and activities. This, in turn, allows the FAA to efficiently evaluate and determine the impacts of these activities on compliance with Airports Programs and the National Airspace System (NAS) under Title 14 of the Code of Federal Regulations (CFR) part 77.

The OE/AAA® External User Guide is a tool designed to facilitate the use of the online OE/AAA Web site for individuals and organizations seeking to adhere to FAA regulations on navigational airspace, and who have or will be submitting proposals, i.e. form 7460-1 *Notice of Proposed Construction or Alteration*, or from 7460-2 *Notice of Actual Construction or Alteration*, to the FAA. This guide will enable sponsors to manage and monitor their cases more effectively by using the OE/AAA Web site. The Guide provides instructions for how to log on and log off the system, quickly self-evaluate planned activities, and file applications to, and receive notification from, the FAA. Information on how to supply additional documentation, how to update and self-administer sponsor information, and how to use other related tools and information on managing your cases online, is also contained in this document.

## ***Getting Started***

### **Desk Reference Guides**

Desk Reference Guides (DRG) are a compilation of instructions of specific site activities to aid users complete topic task. Users can access DRGs from the OE/AAA Account section of the website via the sidebar link labeled "Instructions".

The link is available to users whether logged in or not. When not logged in, the link is displayed after New User Registration. When logged in, the link is displayed between What's New and Change Password. The External User Guide and Desk Reference Guides are intended to improve user site experience.



## **Computer**

To use the *OE/AAA* System, you need to have a suitable computer with necessary software installed and properly configured.

- Hardware processing speed no less than 1GB of RAM.
- Internet connection (dial-up is not recommended).

Some smart phones can run the *OE/AAA* System, but may not be able to access all the functions.

## **Software**

- Adobe Acrobat Reader is required to view letters issued by the FAA on the *OE/AAA* website.

## **Browser**

Internet Explorer, Mozilla Firefox, or other popular browsers are suitable with the *OE/AAA* Web site. Some browser/computer combinations, however, might require special configurations.

## **Clearing Browser Cache**

Please clear your computer cache.

In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your computer's hard drive in an area called "cache". The cache contains a kind of travel record of the items you have seen, heard, or downloaded from the Web, including images, sounds, Web pages, even cookies. Typically, these items are stored in the Temporary Internet Files folder of your computer.

When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed. If you're experiencing problems like long waits while your computer boots up, or long waits in calling up web pages, it may be because you need to clear your Temporary Internet Files.



## Pop-up Windows

The OE/AAA System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the OE/AAA site (<https://oeaaa.faa.gov>) to the "white list" of sites for which your browser will always allow pop-ups.

## Using the OE/AAA System

### *Registering a First Time User*

- You must register to have an account created in the OE/AAA System.
- When registered, you'll be able to file a 7460-1, *Notice of Proposed Construction or Alteration* or 7460-2, *Notice of Actual Construction* online to the FAA.

Below, step-by-step instructions are given to register as a new OE/AAA user and create an online e-File account:

- Go to <https://oeaaa.faa.gov> .
- Click the link "New User Registration" on the left side of the page under OE/AAA Account.



- Follow the instructions to fill in all required information to create an OE/AAA e-File account, **“OE/AAA Login.”**

**NOTE:** when registering or creating a new account you must:

- **Create a Valid User Name:** A *valid* username is at least 4 characters long and may contain letters, numbers, or the following special characters ( - \_ @ . ) and “spaces” are allowed in a username.
- **Create a Valid Password:** A *valid* password is at least 8 characters long and contains one letter, one number, and one special character (e.g., bu1ld!t, con\$truct1on, @ntenna5).



## New User Registration

### New User Registration

- Please populate the form below and accept the Restriction of Liability Statement in order to register.
- A *valid Username* is at least 4 characters long and may contain letters, numbers, or the following special characters ( - \_ @ . ). No spaces are allowed in a Username.
- A *valid Password* is at least 8 characters long and contains one letter, one number, and one special character (e.g., Fly2\*High, gllDer\$77, @ntenna#5).
- Required fields indicated with \*

\* First Name:   
 \* Last Name:   
 \* Email Address:   
 \* Username:   
 \* Password:   
 \* Retype Password:   
 \* Phone Number:   -  ext   
 Fax Number:   -   
 Organization / Company:   
 \* Address 1:   
 Address 2:   
 \* City:   
 \* State:    
 -OR-  
 \* Non-US State:   
 \* Country:  United States   
 \* Zip / Post Code:

- **Understand and Accept the Restriction of Liability Statement:** At the bottom of the page, read and accept the mandatory Restriction of Liability Statement. Follow these steps:
  - Click **Submit** to accept the Statement. The *Successful Registration Confirmation* page opens to confirm the registration.
  - After registration, you can begin using the OE/AAA site, click **Submit** to go to the OE/AAA Portal.

#### Restriction of Liability Statement

The FAA makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by FAA.

I accept the above statement.



## Existing Users

Below, step by step instructions to manage your accounts are given:

- Click Login to enter the OE/AAA system.
- Click the Logout link to Log Off.
- Enter your OE/AAA system Username and Password.
- Click **Submit** to go to the OE/AAA Portal page.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:

→ **Submit**

OE/AAA Support Desk  
Phone: 202-580-7500  
Email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com)

## Forgot Your Username

If you forget your username, select the **Forgot My Username** link. Enter your email address and last name and then select the **Submit** button.

The system will send you an email with your username so you can regain access to the system.

## Forgot Your Password

If you forget your password, select the **Forgot My Password** link. Enter your username and last name and then select the **Submit** button. The system will send you an email with password reset instructions so you can create a new password and regain access to the system.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:



## Help

If you need assistance using the system, please contact the Support Desk at (202) 580-7500, or via email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com).

## OE/AAA Portal Page

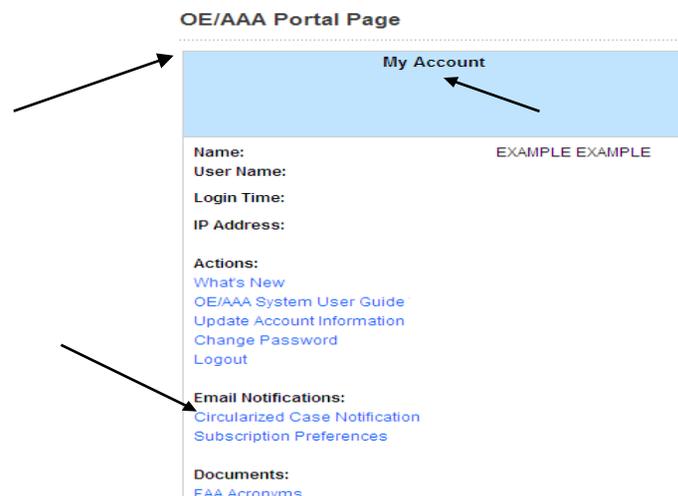
### OE/AAA Portal Page Layout

Each time you login to <https://oeaaa.faa.gov>, the *OE/AAA Portal* page appears. The *OE/AAA Portal* page shows all your cases in one clear and concise layout that makes it easy for you to file and manage your cases.

### Circularized Case Notification

In lieu of manually searching for cases currently being circularized by state, the Circularized Case Notification page allows you to register for email notification. This feature allows a user to select specific states or airports for which they want notification. Then whenever a new case is circularized or a previously circularized case is determined for the selected states and/or airports the user will receive an email message notification.

To register for this option login to your account on your Portal Page, in the My Account column, under the Email Notifications header, select the blue “Circularized Case Notification” link to begin setup.





## Email Notifications

On the Circularized Case Notification Preferences screen, select the States and Airports you're interested in receiving notification about and then select the Save] button. For Airports you must select the three or four digit Airport Identifier.

Circularized Case Notification Preferences

- The OE/AAA system will automatically notify you via email whenever a case is Circularized.
- You may customize what cases are emailed to you by:
  - The state the Circularized case is located in.
  - Within 13 nautical miles of a specified airport.

States:

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> American Samoa	<input type="checkbox"/> Arizona
<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Federated States of Micronesia	<input type="checkbox"/> Florida
<input type="checkbox"/> Georgia	<input type="checkbox"/> Guam	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Idaho
<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas
<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Marshall Islands
<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Minor Outlying Islands	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana
<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey
<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota
<input type="checkbox"/> Northern Mariana Islands	<input type="checkbox"/> Ohio	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon
<input type="checkbox"/> Palau	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Republic of Panama
<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee
<input type="checkbox"/> Texas	<input checked="" type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virgin Islands
<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Wyoming			

Airports: SLC  (e.g., LAX, IAD, BOS)

### Circularized Case Notification Preferences Screen

The OE/AAA system will automatically notify you of Circularized Cases via email based on the State(s) and Airport(s) selected.

## Subscription Preferences

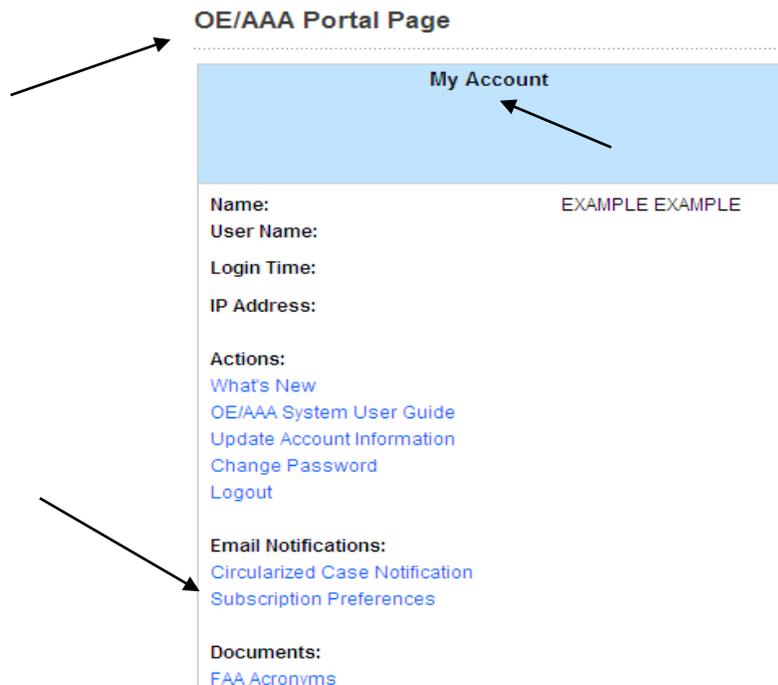
Registered OE/AAA users can set up subscription(s) for the FAA to provide **e-mail notification of Off Airport aeronautical studies** conducted for obstacles in locations and/or statuses that are of interest to you. Subscriptions are only available to registered users through the public OE/AAA website. Cases sent to you that fall within your preferences are those in a valid public status i.e. Proposed, CIR, Interim or Determined.

\*Cases in NEW, ADD and Terminated status are not returned in the subscription distribution. On Airport cases are not included in the subscription functionality.



To setup Subscription Preferences to receive e-mail notification of cases you've asked the FAA to inform you of (Subscription Preferences), follow these steps:

Login to your account on your Portal Page, in the My Account column, under the Email Notifications header, select the blue "Subscription Preferences" link to begin setup.



## Email Notifications

### My Subscriptions screen

The OE/AAA system will automatically notify you via email based on the subscription(s) created.

1. To add a new subscription, select on the link "Add a new subscription"
2. To modify a current subscription, select on the subscription name
3. To activate/deactivate a subscription, select the link in the "Current Status" column
4. Allow up to 24 hours for notification to begin



## My Subscriptions

### Subscription Information

The OE/AAA system will automatically notify you via email based on the subscription(s) create

- To add a new subscription, select on the link "Add a new subscription"
- To modify a current subscription, select on the subscription name
- To activate/deactivate a subscription, select on the link in the "Current Status" column
- Allow up to 24 hours for notification to begin

[Add a new subscription](#)

No Subscriptions Found

- **Enter a name for your subscription**

[Add a new subscription](#)

The screenshot shows a dialog box titled "Add Subscription" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name:". The field is currently empty. At the bottom of the dialog box, there are two buttons: "Cancel" and "Add". An arrow points from the "Add a new subscription" link in the previous image to the "Add" button.

- **Select the 'Add" button (after entering a subscription name)**

The screenshot shows the same "Add Subscription" dialog box. The "Name:" field now contains the text "Pending Studies subscription (EXAMPLE)". The "Add" button is highlighted with a blue border, and an arrow points to it from the right side of the image.

**Your subscription is now created (but deactivated); it's ready for you to add Subscription Filters.**



### Subscription

.....

**Pending Studies subscription (EXAMPLE): created on 04/17/2014**

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:

[Subscription List](#)

- **Add Subscription Filters based on the following criteria:**

Subscription Information

Airport(s)

1. Duration Type
2. Latitude/Longitude Coordinates (for a point and a straight line)
3. OE Case(s)
4. Polygon
5. State(s)
6. Status
7. Structure Heights(AGL)
8. Structure Heights(AMSL)
9. Structure Types

### Subscription

.....

**Pending Studies subscription (EXAMPLE): created on 04/17/2014**

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:

[Subscription List](#)

- The subscription List link displays your “My Subscriptions” screen. This is where you can view the created subscriptions in your account; by Name, Creation date and Current Status.
- The ability to delete individual subscriptions is also available.



## My Subscriptions

faa.gov Tools:

**Subscription Information**

The OE/AAA system will automatically notify you via email based on the subscription(s) created.

- To add a new subscription, select on the link "Add a new subscription"
- To modify a current subscription, select on the subscription name
- To activate/deactivate a subscription, select on the link in the "Current Status" column
- Allow up to 24 hours for notification to begin

[Add a new subscription](#)

Records 1 to 1 of 1

Subscription Name	Created Date	Current Status	Delete Subscription
<a href="#">Pending Studies subscription (EXAMPLE)</a>	04/17/2014	<a href="#">Add filter before activating</a>	<a href="#">Delete</a>

Rows per Page: 20

- As desired, use the Subscription Name, Filter Type and Subscription List link to continue adding other Subscription Filters to meet your criteria.

Records 1 to 3 of 3

Subscription Name	Created Date	Current Status	Delete Subscription
<a href="#">Pending Studies subscription (EXAMPLE)</a>	04/17/2014	<a href="#">Activated</a>	<a href="#">Delete</a>
<a href="#">Test 2</a>	04/17/2014	<a href="#">Add filter before activating</a>	<a href="#">Delete</a>
<a href="#">Wall Street</a>	04/17/2014	<a href="#">Deactivated</a>	<a href="#">Delete</a>

## Filter Type example #1:

### Subscription

[Pending Studies subscription \(EXAMPLE\):](#)

Subscription is currently Deactivated (You must add a filter before you can activate)

Filter Type:

[Subscription List](#)

**Update Status Filters**

Circularization     Determined     Interim

Work In Progress



## Filter Type example #2:

### Subscription

Traverseway: created on 03/25/2016

Subscription is currently Deactivated (click to Activate)

Structure Height AGL Filter:  
AGL: 40 - 60 [Delete](#)

Structure Type Filter:  
[Waterway Delete](#)

Filter Type:    
[Subscription List](#)

**Update Structure Filters**

<input type="checkbox"/> Antenna - Side Mount	<input type="checkbox"/> Antenna - Top Mount	<input type="checkbox"/> Antenna Tower
<input type="checkbox"/> Billboard	<input type="checkbox"/> Bridge	<input type="checkbox"/> Building
<input type="checkbox"/> Cell-On-Wheels	<input type="checkbox"/> Chimney	<input type="checkbox"/> Construction Equipment
<input type="checkbox"/> Crane	<input type="checkbox"/> Deviation from Red Obstruction Light Standards	<input type="checkbox"/> Drilling Rig
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Flagpole	<input type="checkbox"/> High Mast Illumination
<input type="checkbox"/> Interstate Highway	<input type="checkbox"/> Landfill	<input type="checkbox"/> Light Pole
<input type="checkbox"/> Lighting Study	<input type="checkbox"/> Lighting Study for Met Tower	<input type="checkbox"/> Lighting Study for Wind Turbine
<input type="checkbox"/> Met Tower	<input type="checkbox"/> Monopole	<input type="checkbox"/> Other Traverseway
<input type="checkbox"/> Other With Antenna	<input type="checkbox"/> Other Without Antenna	<input type="checkbox"/> Power Line
<input type="checkbox"/> Private Road	<input type="checkbox"/> Public Roadway	<input type="checkbox"/> Railroad
<input type="checkbox"/> Sign	<input type="checkbox"/> Solar Panel	<input type="checkbox"/> Solar Tower
<input type="checkbox"/> Stack	<input type="checkbox"/> Tower	<input type="checkbox"/> Transmission Line
<input type="checkbox"/> Utility Pole	<input type="checkbox"/> Waste Management Facility	<input type="checkbox"/> Water Tank
<input checked="" type="checkbox"/> Waterway	<input type="checkbox"/> Wind Turbine	<input type="checkbox"/> Workover Rig

To “Delete” a subscription, select the “Delete” link next to the applicable Structure Type Filter.

### Subscription

Pending Studies subscription (EXAMPLE): created on 04/17/2014

Subscription is currently Deactivated (click to Activate)

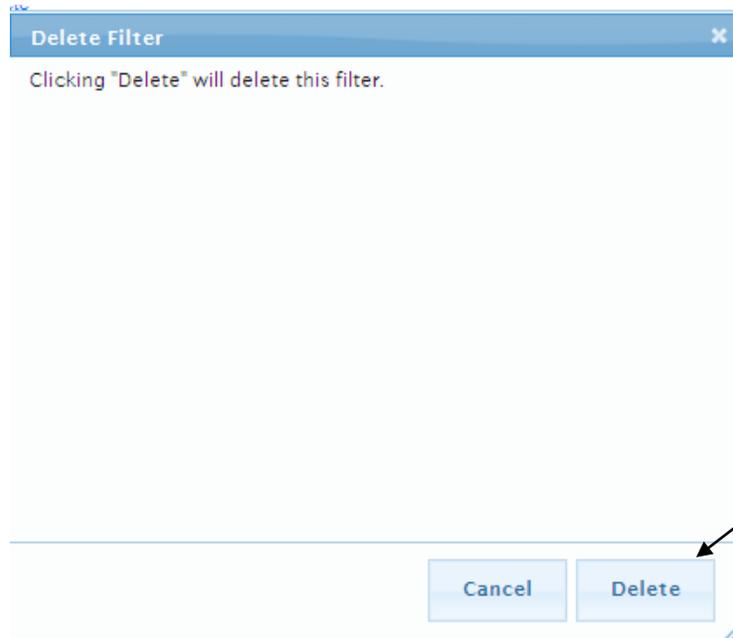
Structure Type Filter:

Billboard [Delete](#)

Crane [Delete](#)



- **Select the “Delete” button to delete the selected subscription.**



### **Activate Subscription**

By entering the **Activation Date** and clicking **"Activate"** you are agreeing to the following terms.

1. I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences.
2. I agree to establish and maintain my preferences.
3. I agree that if I change my e-mail address, it is my responsibility to update my user profile.
4. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.



Activate Subscription
✕

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

By entering the Activation Date and clicking "Activate" you are agreeing to the above terms.

\* Activation Date:  (MM/DD/YYYY and must be greater than last Saturday)

**\* The Activation Date: (MM/DD/YYYY must be greater than last Saturday)**

Activate Subscription
✕

I agree to provide the FAA with a valid email address so I may receive electronic notification of aeronautical studies based on my preferences. I agree to establish and maintain my preferences. I agree that if I change my e-mail address, it is my responsibility to update my user profile. I understand that the FAA only solicits input from the public on cases that are issued a Public Notice and Circularized.

By entering the Activation Date and clicking "Activate" you are agreeing to the above terms.

\* Activation Date:  (MM/DD/YYYY and must be greater than last Saturday)

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					



## Subscription

Pending Studies subscription (EXAMPLE): created on 04/17/2014

Subscription is Active (click to Deactivate)

**Structure Type Filter:**

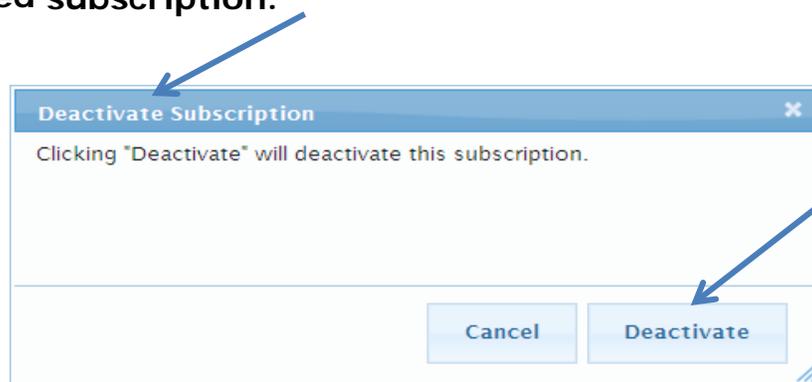
Billboard [Delete](#)

Crane [Delete](#)

Filter Type:  ▼

[Subscription List](#)

- Select the “Deactivate” button to deactivate the selected subscription.



The OE/AAA System will automatically notify you via email based on your Subscription Preferences when an Off Airport case is updated by the FAA and falls within your selected filters.

You will only receive updates when a subscription is activated and the FAA updates cases that fall within your preferred Subscription Filters.

**From:** [noreply@faa.gov](mailto:noreply@faa.gov) [mailto:noreply@faa.gov]  
**Sent:** Thursday, April 17, 2014 3:25 AM  
**To:** joseph.steed@aol.com  
**Subject:** Updates to your subscription 'Notifications' 04/17/2014

Joseph Steed

Listed below are OE/AAA cases that are recently changed and belong to your "Notifications" Subscription:

ASN	Status	Structure	Duration	City	State	Latitude	Longitude	Elevation	AGL
<a href="#">2014-ASW-1952-OE</a>	Work In Progress	Antenna Tower	Permanent	Schertz	TX	29° 40' 22.12" N	98° 14' 49.79" W	873	469
<a href="#">2014-ASW-2417-OE</a>	Work In Progress	Crane	Temporary	austin	TX	30° 15' 37.93" N	97° 44' 16.13" W	469	207
<a href="#">2014-ASW-2418-OE</a>	Work In Progress	Crane	Temporary	austin	TX	30° 15' 36.10" N	97° 44' 16.39" W	469	174

3 total case(s)

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto: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



### 1.0.1 Navigation Sidebar

The navigational system Sidebar is located on the left side of all screens within your account. The Sidebar provides links to help you go directly to some frequently used system functions. Sidebar links are grouped under three categories:

1. Obstruction Evaluation links help you file and manage your cases.
2. OE/AAA Account links help you manage your OE/AAA.
3. Information Resources provide some further information to help you understand the obstruction evaluation process.

A detailed description of each of these links is provided later on in this Guide.

## Sponsor

The sponsor is the owner/operator of the structure you are requesting the FAA to study. This is the name and address that will be reflected on all FAA correspondence generated regarding this site. If you are the owner/operator, please enter your own information to proceed.

## Add New Sponsor

Before filing a case, you must have a minimum of one sponsor. As a first time user, you're required to enter a sponsor before you can submit a new case (7460-1). This is only required for your first account filing, and is optional thereafter. Example: In case other filings have different sponsors.

### Instructions:

1. Select the "Add New Sponsor" link on your portal screen to add a sponsor. The **Add a New Sponsor** link is used to open the My Sponsors Page to add a new sponsor.



<b>Off Airport Construction (includes on Military Airport)</b>	<b>On Airport Construction (excludes on Military Airport)</b>
<b>Please file all Wind Turbine/Met Towers as Off Airport</b>	
<a href="#">My Cases (Off Airport)</a>   <a href="#">Add New Case (Off Airport)</a> <a href="#">Add Supplemental Notice (7460-2 Form)</a> <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a> <a href="#">Off Airport Contacts</a>	<a href="#">My Cases (On Airport)</a>   <a href="#">Add New Case (On Airport)</a> <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a> <a href="#">On Airport Contacts</a>

### Example: Add New Sponsor Screen

#### Add New Sponsor

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- **Required fields indicated with \***

* Sponsor Name:	<input type="text"/>
* Attention Of:	<input type="text"/>
* Address:	<input type="text"/>
Address2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="v"/>
-OR-	
* Non-US State:	<input type="text"/>
* Country:	<input style="background-color: #ADD8E6; color: #000080; font-weight: bold; font-size: small; text-align: center; border: none; border-bottom: 1px solid #ADD8E6;" type="text" value="United States"/> v
* Zip / Post Code:	<input type="text"/>
* Phone:	<input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/> - <input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/> - <input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/> ext <input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/>
Fax:	<input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/> - <input style="width: 20px; border: none; border-bottom: 1px solid #ADD8E6;" type="text"/>
* Email:	<input type="text"/>

#### Instructions:

1. Enter your name in the "attention of" field
2. Enter the sponsors address information
3. Then, select the [Submit] button
4. Return to your portal screen and select the "Add New Case" link to see the 7460-1 form for completion.



## View My Sponsors

- Click the **My Sponsors** link on your Portal Page to move to the **My Sponsors** screen that lists your sponsors.
- Sort the list: sponsor name, attention of, phone, email, city, state, View Off Airport Cases or View On Airport Cases.

## My Sponsors Screen

From the My Sponsors screen, additional sponsors can be added and existing sponsor profiles can be updated or deleted.

### Example: My Sponsors Screen

My Sponsors faa.gov Tools: [Print this page](#)

\* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.

[Add New Sponsor](#)

Records 1 to 20 of 203 Page 1 of 11  
[Next page →](#)

Sponsor Name	Attention Of	Phone	Email	City	State	Off Airport Cases	On Airport Cases
				Alpharetta	NC	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
				Chepachet	WV	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
				Brighton	VT	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>
				Charlotte	NC	<a href="#">View Off Airport Cases</a>	<a href="#">View On Airport Cases</a>

## Update Sponsor

Change and update information in your existing sponsor profile(s):

### Instructions:

5. Selecting the applicable sponsor from the Sponsor name list
6. Change the sponsor data as needed on the update Sponsor screen
7. Then, select the **[Submit]** button



**Example: My Sponsors - Update Sponsor Screen – *Update Sponsor***

Update Sponsor faa.g

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with \*

[Delete this Sponsor](#)

\* Sponsor Name:

\* Attention Of:

\* Address:

Address2:

\* City:

\* State:

-OR-

\* Non-US State:

\* Country:

\* Zip / Post Code:

\* Phone:  ext

Fax:

\* Email:

**Delete a Sponsor Profile**

**Instructions:**

1. Select the sponsor name from the list on the My Sponsors screen
2. Select the **Delete this Sponsor** link on the Update Sponsor screen
3. Select the **[Submit] button** on the Confirm sponsor Deletion screen



**Example: My Sponsors - Update Sponsor Screen – *Delete this Sponsor***

Update Sponsor

faa.g

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please populate the following form to add or update a Sponsor.
- Required fields indicated with \*



[Delete this Sponsor](#)

\* Sponsor Name:

\* Attention Of:

\* Address:

Address2:

\* City:

\* State:

-OR-

\* Non-US State:

\* Country:

\* Zip / Post Code:

\* Phone:  ext

Fax:

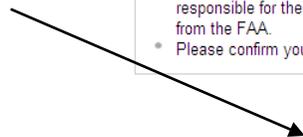
\* Email:

[Submit](#) [Cancel](#)

**Example: My Sponsors - Update Sponsor Screen – *Confirm Sponsor Deletion***

Confirm Sponsor Deletion

- The Sponsor can be you, your company, or your client. The sponsor is the person responsible for the construction or alteration. The sponsor appears as the addressee from the FAA.
- Please confirm you would like to delete this sponsor.



Sponsor Name:

Attention Of:

Address:

Address2:

City:

State:

-OR-

Non-US State:

Country:

Zip / Post Code:

Phone:

Fax:

Email:

[Submit](#) [Cancel](#)



## Change Sponsors

Links on the My Sponsors screen (“View Off Airport Cases” and “View On Airport Cases”) places you on the My Sponsors Active Cases screen.

From the My Sponsors Active Cases screen, sponsors can be changed.

### Example: My Sponsors - My Sponsors Active Cases Screen - **Change Sponsor**

#### Off Airport

My Sponsors Active Cases faa.gov Tools: [Print this page](#)

---

Records 1 to 2 of 2 Page 1 of 1

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	(Cooper Rd)	2010-ANE-1111-OE	Terminated	12/01/2010	12/02/2010	Chepachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	(Cooper Rd)	2010-ANE-1119-OE	Terminated	12/02/2010	07/23/2012	Chepachet	RI

Rows per Page: 20

Records 1 to 2 of 2 Page: 1 Page 1 of 1

Use the current sponsor to create a new sponsor or choose an existing sponsor from the “change sponsor” dropdown.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide



Cases For Sponsor

faa.gov Tools: [Print this page](#)

- \* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- \* Please populate the following form to add or update a Sponsor.
- \* Required fields indicated with \*

You are currently editing the sponsor information for 2010-ANE-1111-OE (Cooper Rd)

Change sponsor to:  Change Sponsors Cancel

Use Current Sponsor to Create a New Sponsor

\* Sponsor Name:

\* Attention Of:

\* Address:

Address2:

\* City:

\* State:

-OR-

\* Non-US State:

\* Country:

\* Zip / Post Code:

\* Phone: -- ext

\* Fax: --

\* Email:

Create New Sponsor Cancel

Cases For Sponsor

faa.gov Tools: [Print this page](#)

- \* The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- \* Please populate the following form to add or update a Sponsor.
- \* Required fields indicated with \*

You are currently editing the sponsor information for 2011-AGL-3855-NRA MINNEAPOLIS-ST PAUL INTL/WOLD-CHAMBERLAIN

Change sponsor to:  Change Sponsors Cancel

Use Current Sponsor to Create a New Sponsor

\* Sponsor Name:

\* Attention Of:

\* Address:

Address2:

\* City:

\* State:

-OR-

\* Non-US State:

\* Country:

\* Zip / Post Code:

\* Phone: -- ext

\* Fax: --

\* Email:

Create New Sponsor Cancel



**Confirm Sponsor Update** faa.gov

---

- The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Please confirm you would like to Change this sponsor.

—————> You are currently editing the sponsor information for 2010-ANE-1111-OE (Cooper Rd)

Change sponsor to: Bechtel

**Example: My Sponsors - Sponsor Change Success Screen - Off Airport**

**Sponsor Change Success**

---

You have successfully changed the sponsor for your location(s).

--  
ADDITIONALLY  
--

**My Sponsors Active Cases** screen features are available for currently assigned sponsors.

The following case features are available via the **Project Name** link on the My Sponsors Active Cases screen:

- Project Summary screen
- Link to Details for Case screen
- Show saved map
- Clone the case
- Upload a PDF / Upload a PDF to the Project
- View the (most recent) Latest letter



From the **My Sponsors Active Cases** screen, the following case features are available via the **Structure Name** (Off Airport) or **Airport** (On Airport) link. Details for case)

- View 7460-1 information
- View all letters issued for a case
- View all documents uploaded to a case (e-filed)

**Example: My Sponsors - My Sponsors Active Cases Screen - Structure Name**

Off Airport

My Sponsors Active Cases

faa.gov Tools: Print this page

Records 1 to 2 of 2

Page 1 of 1

Update Sponsor	Project Name	Structure Name	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	ABCOM-000161335-10	<a href="#">(Cooper Rd)</a>	2010-ANE-1111-OE	Terminated	12/01/2010	12/02/2010	Chepachet	RI
<input type="checkbox"/>	ABCOM-000161441-10	<a href="#">(Cooper Rd)</a>	2010-ANE-1119-OE	Terminated	12/02/2010	07/23/2012	Chepachet	RI

**Example: My Sponsors - My Sponsors Active Cases Screen – Airport On Airport**

My Sponsors Active Cases

faa.gov Tools: Print this page

Records 1 to 5 of 5

Page 1 of 1

Update Sponsor	Project Name	Airport	ASN	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/>	Van -147891550-11	<a href="#">MINNEAPOLIS-ST PAUL ...</a>	2011-AGL-3855-NRA	Determined	08/16/2011	09/02/2011	MINNEAPOLIS	MN
<input type="checkbox"/>	Van -147891550-11	<a href="#">MINNEAPOLIS-ST PAUL ...</a>	2011-AGL-3854-NRA	Determined	08/16/2011	09/02/2011	MINNEAPOLIS	MN



## Off Airport Construction Case

The primary mission of the OE/AAA System is for users to file construction cases for the FAA to review. This section describes in detail the main OE/AAA system functionalities related to filing construction cases for Off Airport and On Airport construction cases.

### Off-Airport Construction Case Functionality

The Off Airport Construction area on the OE/AAA Portal page provides quick links to some of the most frequently used functionalities for off-airport construction cases. You can also access these functionalities from *My Cases (Off Airport)* page by clicking the **My Cases (Off Airport)** link from the Sidebar.

**ALL OF My Cases (Off Airport)**

Please refer to the assigned ASN on all inquiries to the FAA

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2010-WTW-882-OE		TALOG-00020896-10	Turbine 48	Determined	01/20/2010	03/23/2010	Part 2	Taloga	OK
2006-AGU-5148-OE		BSG S-00020895-06	Turbine 57T	Determined	07/13/2006	11/15/2006	Part 2	Ohio	IL
2005-AGD-4028-OE		BRICK-00001795-05	Second Street Project	Terminated	07/28/2005	09/25/2008		Fort Lauderdale	FL
2005-AGD-4029-OE		BRICK-00001797-05	Second Street Project	Terminated	07/28/2005	09/25/2008		Fort Lauderdale	FL
2005-AGD-4043-OE		BRICK-00001832-05	Elipse	Terminated	07/28/2005	09/25/2008		Fort Lauderdale	FL
2005-AGD-4042-OE		BRICK-00001836-05	Antenna is on top of...	Terminated	07/28/2005	08/22/2007		Fort Lauderdale	FL
2005-AGD-4041-OE		BRICK-00001840-05	The Elipse	Terminated	07/28/2005	02/20/2008		Fort Lauderdale	FL

**My Cases (Off Airport)**

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
 Accepted: Cases that have been submitted to the FAA.  
 Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.  
 Work in Progress: Cases that are being evaluated by the FAA.  
 Interim: 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.  
 Terminated: Cases that are no longer valid.  
 Please allow the FAA a minimum of 45 days to complete a study.

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

Note: Drafts and cases in Add and Terminated status can not be transferred.  
 Click here to contact the appropriate representative.

### My Cases (Off Airport)

The **My Cases (Off Airport)** link takes you to the All My Cases page that lists all Off Airport cases filed using your account, according to their status. Table 4 provides a list of the types of status for each Off Airport cases.



<b>Type of Off Airport</b>	<b>Status of the Case</b>
Draft	Cases that have been saved by the user but have not been submitted to the FAA.
Waiting	Wind Turbine/Met Tower 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 specific documents.
Accepted	Cases that have been submitted to the FAA.
ADD Letter	Cases that have been reviewed by the FAA, and require additional information from the user.
Work In Progress	Cases that are being evaluated by the FAA.
Interim	Cases that have been reviewed by the FAA and require additional information from the user.
Determined	Cases that have a completed aeronautical study
7460-2 Required	Cases that have been determined by the FAA and that require a Notice of Actual Construction or Alteration to be filed. *only visible when required
Circularized	Cases that have been distributed for public comment.



Cases Due to	Cases that are due to expire within the next 30 days.
Terminated	Cases that are no longer valid.



## Filtering Cases (Off Airport)

If you have too many cases showing in the *My Cases (Off Airport)* page, you may hide some of them by filtering. To do this, choose a status under Filter by Case Status or by items requiring attention under Cases Requiring Action.

Filter by Case Status	Cases Requiring Action
<a href="#">Draft (16)</a>   <a href="#">Accepted (1)</a>   <a href="#">Work in Progress (1)</a> <a href="#">Interim (0)</a>   <a href="#">Determined (0)</a>   <a href="#">Circularized (0)</a>   <a href="#">Terminated (22)</a>	7460-2 Required (0)   <a href="#">Add Letter (0)</a> Cases Due to Expire (0)

Page 1 of 2  
[Next page →](#)

[Manage Folders](#)

Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<a href="#">TEST-000042518-06</a>	<a href="#">2010-AWP-4655-OE test</a>	Draft				Test	TX

## Case or Project Details

“Case or Project Details”, shows the **Project Name** for each case listed is a hyperlink to the *Project Summary* page for that project. The **Structure Name** is a hyperlink into the *Case Data* page which has the detailed case information. Your cases can be sorted by project name, structure name, aeronautical study number (ASN)<sup>1</sup>, status, date accepted, date determined, city, or state.

## Managing Case Archives.

The system allows user to organize cases into different folders from the *My Case (Off Airport)* page.

## Create Folder

Select the [Create Folder] button and in the pop-up **Add Folder** enter in the folder name then select [Create Folder].

<sup>1</sup> When contacting the FAA about your filing, please use the Aeronautical Study Number (ASN) to identify your case. The Project Name is not transmitted to the FAA during case submission.



## Moving cases to Folders

To move cases into your folders, select on the check box on the right side of the page, then at the bottom of the page, in the drop down select the folder you want to move the cases to, the system will then mark the case to that folder name. To remove cases from a folder, select the case and then select on the [Remove cases from folder] button.

## Manage Folders

To delete/change a folder, select on the [Manage Folders] button at the top of the page. From the **Manage Folders** page you can change the name of the folder by moving your cursor over the Folder Name, then entering in the new name. At the bottom of this page, user have the ability to either remove the cases from the folder or remove cases and delete the folder depending on the button selected.

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

The OE/AAA electronic filing (e-file) system allows you to:

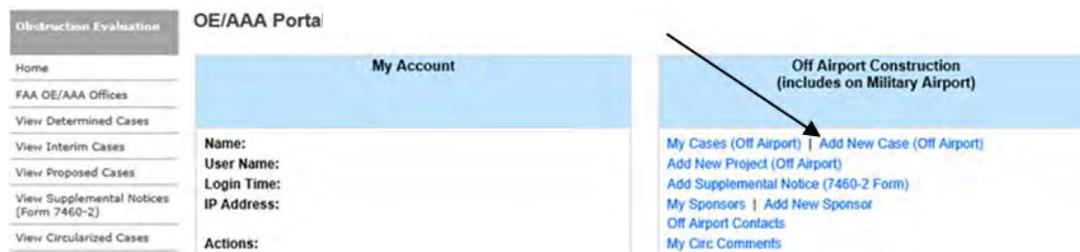
- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) while their going through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).

## Create a New Case

To create a new case, click the **Add New Case (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.





Federal Aviation  
Administration

iOE/AAA® Internet



**Important:** You must complete all required fields (indicated with an asterisk \*) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.

### Add New Case (Off Airport)

## Notice of Proposed Construction or Alteration - Off Airport

Sponsor (person, company, etc. proposing this action) \* Sponsor:

---

**Construction / Alteration Information**

\* Notice Of:

\* Duration:

*if Temporary:* Months:  Days:

Work Schedule - Start:  (mm/dd/yyyy)

Work Schedule - End:  (mm/dd/yyyy)

\*For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.

State Filing:

---

**Structure Details**

\* Latitude: ° ′ ″ N

\* Longitude: ° ′ ″ W

\* Horizontal Datum:

\* Site Elevation (SE):  (nearest foot)

\* Structure Height (AGL):  (nearest foot)

\* Current Height (AGL):  (nearest foot)

\* For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal

Minimum Operating Height (AGL):  (nearest foot)

\* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.

\* Nacelle Height (AGL):  (nearest foot)

\* For Wind Turbines 500ft AGL or greater

\* Requested Marking/Lighting:  None  Other:

Aircraft Detection Lighting System(ADLS):  Yes

\* Only check this box if you are proposing the installation and use of an Aircraft Detection Lighting System

\* Current Marking/Lighting:  Select One  Other:

\* Nearest City:

\* Nearest State:

\* Description of Location:

On the Project Summary page upload any certified survey.

\* Description of Proposal:

---

**Additional Location(s)**

[Add New Location\(s\)](#)

**Structure Summary**

\* Structure Type:

\* Structure Name:

NOTAM Number:

FCC Number:

Prior ASN:  -  -  - OE

---

**Common Frequency Bands**

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

---

**Specific Frequencies**

[Add Specific Frequency](#)

[Clone Prior ASN frequencies](#)

\*Note: Selecting this link will only add frequency (ies)/power from the prior ASN listed in Structure Summary. Additional frequency(ies)/power must be manually added before submitting to the FAA if they are to be considered with your new filing.

I hereby certify that all of the above statements made by me are 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.



*Note: Fields O, P and Q are not required Fields for Wind Turbine/Met Tower submissions.*

- A. **\* Sponsor:** Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.
- B. **\* Notice Of:** Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing structure that has never been studied by the FAA.
- C. **\* Duration:** If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.
- D. **Work Schedule:** *(Not a Required Field)* Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.
- E. **State Filing:** *(Not a Required Field)* Indicate if the case has been filed with the state.
- F. **\* Structure Type:** Select the type of structure from the Structure Type drop down list. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- G. **\* Structure Name:** Enter a name for the structure (e.g. 50 Ton Crane, Hotel, Tower, etc.)
- H. **FCC Number:** *(Not a Required Field)* If this is an existing tower that has been registered with the FCC, enter the Antenna Structure Registration number.
- I. **Prior ASN:** *(Not a Required Field)* If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Prior ASN data can be pre-populated into the Notice of Proposed Construction or Alteration-Off Airport form data fields. When a e-filer confirms the Prior ASN data, the following fields are available for pre-population:
  - Latitude/Longitude
  - Site Elevation
  - Above Ground Level Height (determined AGL from valid prior ASN)



- Marking/Lighting (Recommended Marking /Lighting from valid prior ASN to requested Marking /Lighting)
- J. \* **Latitude/Longitude:** Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).
- K. \* **Horizontal Datum:** Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.
- L. \* **Site Elevation:** Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12). This data should match the ground contour elevations for the site.
- M. \* **Structure Height:** (AGL): Only for Structure Types that **ARE NOT** a traverseway. Your structure's height is the height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.
- N. \* **Unadjusted Structure Height:** (AGL): Only for Structures Types that **ARE** a traverseway. Your structure's height is the unadjusted structure height. Enter the Unadjusted structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The unadjusted structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.
- O. \* **Height Adjustment:**
  - Only for Structure Types that **ARE** a traverseway. The Unadjusted Structure Height AGL is adjusted upward by the system to account for the expected height of vehicles (or the highest mobile object [as applicable]) using the traverseway selected from the Structure Type drop down list in the Structure Summary section of the data entry screen.
    - Structure Type "**Waterway**" and "**Other Traverseway**" the Unadjusted Structure Height AGL is adjusted upward one (1) foot (default) by the system. **Enter the height** of the highest mobile object or vehicle expected to use the traverseway into the Height Adjustment field.
    - For Structure Type "**Private Road**" the Unadjusted Structure Height AGL is adjusted upward ten (10) feet (default) by the system. **Enter the height** of the highest vehicle expected to use the traverseway into the Adjustment field.



- P. \***Total Structure Height** (AGL): Only for Structure Types that **ARE** a traverseway. The total of both the Unadjusted Structure Height and the Height Adjustment above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13).
- Q. \***Requested Marking and Lighting**: (Indicate the type Desired). The FAA Advisory Circular 70/7460-1 – Obstruction Marking and Lighting is recommended for determining the proper way to light and mark structures affecting navigable airspace. The AC can be accessed from the *Information Resources* section of the website using the *Relevant Advisory Circulars* link.

Requested Marking/Lighting options:

- None
- Red lights
- Red lights and paint
- Red lights and flags
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity white
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night
- Other – (if selected from the dropdown, enter the marking/lighting type in the "Other" field)



- R. **Aircraft Detection Lighting System (ADLS):**  
(Not a Required Field) Control device to operate marking/lighting systems on structures. \* Only check the ADLS box if you are proposing the installation and use of an Aircraft Detection Lighting System. Aircraft Detection Lighting Systems (ADLS) are sensor-based systems designed to detect aircraft as they approach an obstruction or group of obstructions; these systems automatically activate the appropriate obstruction lights until they are no longer needed by the aircraft. This technology reduces the impact of nighttime lighting on nearby communities and migratory birds and extends the life expectancy of obstruction lights. Refer to Chapter 14 of FAA Advisory Circular 70/7460-1 for details.
- S. \***Current Marking/Lighting:** Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure. For an existing structure proposal, how is the structure currently Marked/Lighted?

Current Marking/Lighting: (Select One)

- N/A Proposed Structure
- None
- Red lights
- Red lights and paint
- Red lights and flags
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Flag Marker
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity white
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary



- White-high catenary
  - Paint day, red flashing twilight & night
  - Paint day, med-strobes twilight & night
  - Paint day, hi-strobes twilight & night
  - Other – (if selected from the dropdown, enter the marking/lighting type in the “Other” field)
- T. **Current AGL:** Required for structures being e-filed as existing or alteration.
- U. **Min Operating Height (AGL):** \* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.
- V. **Nacelle Height:** Required when Structure Type “Wind Turbine” is being filed and the Structure Height (AGL) is 500 feet or greater.
- W. **\*Nearest City/State:** Enter the name of the nearest city and the actual state where the site will be located.
- X. **\*Description of Location:** Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, airports, prominent terrain, existing structures, etc...
- Y. **\*Description of Proposal:** Enter a complete description that details the nature of the filing.
- Z. **Add new location:** When submitting more than one case (e.g. a crane and a building or four building points) the following required fields indicated with an asterisk (\*) must be completed to successfully save additional locations: G, K, L, M, R and either N or Q. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the **Delete** link.
- AA. **Common Frequency Bands:** *(Not a Required Field)* Check any that apply. “Note: Frequencies will not be accepted if your Structure Type is ‘Lighting Study’.”



- BB. **Specific Frequencies:** *(Not a Required Field)* any frequency band not listed in the Common Frequency Bands should be added here. Select the **Add Specific Frequency** link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select **[Save]** or **[Cancel]** to be returned to the *Case Data Entry* page. If an e-filer intends to overlap protected FAA frequencies, specific coordination with the FAA Spectrum Engineering Group will be required. A textbox allows filers to submit rationale for the frequency overlap in the e-filed Notice of Proposed Construction or Alteration-Off Airport form. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- CC. **Clone Prior ASN frequencies** – *(Not a Required Field)* The Prior ASN field must be filled before entering frequencies. This link is displayed after the Specific Frequency Bands section. This link is only available if the e-filer adds a Prior ASN that has frequencies included in the case. When selected the applicable Common Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA with the new ASN. The e-filer is permitted to add additional frequencies if necessary after cloned frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- DD. Selecting the checkbox to accept the **certify statement**.
- EE. When all required fields are completed, select the **[Save]** button. This will save the case data as a draft and take you to the *Project Summary* screen.



After case data has been saved as a draft, filers are taken to the **Map Verification** screen that displays all cases created on the previous Add New Case(s) Off Airport screen and require Map verification before submission.

Map Verification

Mapping - Case Reference Guide

- To submit your project to the FAA, you must verify the coordinates of each case listed below.
- Select the link labeled View Map to verify for each case.
- Review the plotted location on the map.
- Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and review your entered coordinates.
- NOTE: You may continue to the Project Summary page without verifying your map(s). However, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This vector will also be available on the next screen for you to complete later.

Project Name:	BR22-00942821-13	Source:	Gruber Heights LLC
Structure	City, State	Lat/Long	Map
Tree	Texas, TX	37° 43' 3.51" N 102° 30' 27.27" W	<a href="#">View Map to verify</a>
Draft	Stage Date, ID	04/28/15, 001	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map.

Structure Name: Tree  
Latitude: 37° 43' 3.51" N  
Longitude: 102° 30' 27.27" W

By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% Increment)

[Verify Map](#)

[Continue - Map Verify Later](#)

- Select the link labeled **View Map to Verify** for each case (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).



### Map Verification

Mapping - Desk Reference Guide

fas.gov | Home | Print this page

- To submit your project to the FAA, you must verify the coordinates of each case listed below  
 - Select the link labeled View Map to verify for each case  
 - Review the plotted location on the Map  
 - Select Verify once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates  
 - NOTE: You may continue to the Project Summary page without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

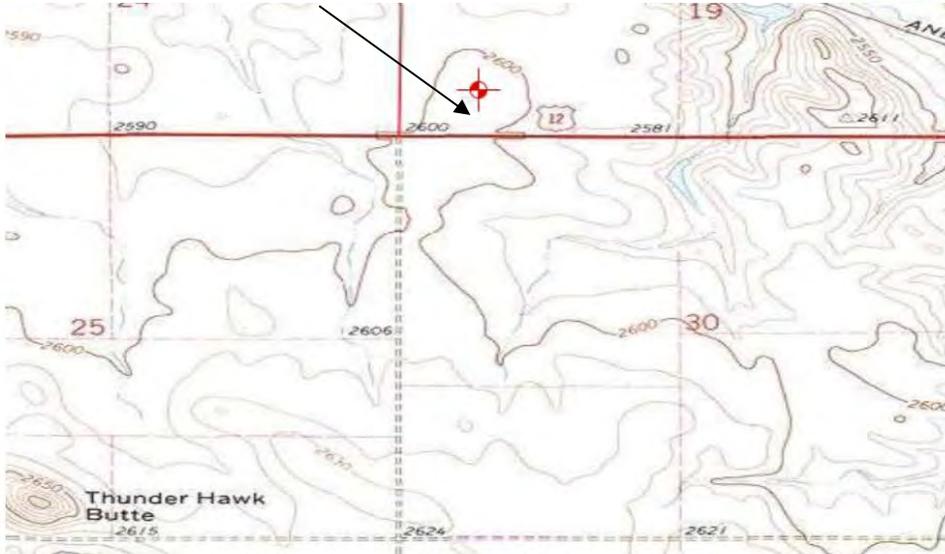
Project Name: BRICK-000342821-15		Sponsor: Brickell Heights LLC	
Structure	City, State	Lat/Long	Map
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">View Map to verify</a>
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	<a href="#">View Map to verify</a>

To submit this project you must verify the coordinates of each case listed above by verifying the map



- Select **“Verify Map”** (at the bottom of the map) once you have confirmed the structure location or click on the **“Structure”** link to go back to the saved draft to revise your entered case coordinates.

Note: Once a map is verified, if the e-filer returns to the saved Off Airport data entry draft and re-certifies and saves the data, the filer is required to re-verify the map location prior to submission to the FAA. If the e-filer returns to the saved Off Airport data entry draft [view data] but cancels (does not re-certify the entered data), they won't be required to re-verify the Map.



By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): 0%

**Verify Map**

Verified map saved successfully

**Continue - Map/Verify Later**

NOTE: You may continue to the Project Summary screen without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

When the only or last listed map in a project on the Map Verification screen is verified or if you continue to the Project Summary screen without verifying your map(s) the *Project Summary screen* will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.

**Project Summary : BRICK-000342824-15**  
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

To map the case, select the **Verify Map** link.  
 If the crosshairs on the map match with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Project Summary screen*.



From the Project Summary page filers can verify or re-verify plotted location(s).

"To submit your project you must verify the coordinates of each case listed by verifying the map".

**Notice of Proposed Construction or Alteration - Off Airport**

faa.gov Tools: Print this page

[Add a new Case Off Airport - Desk Reference Guide V\\_2015.3.0](#)

[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\\_2015.3.0](#)

Project Name: BRICK-000342821-15		Sponsor: Brickell Heights LLC		
<b>Project Summary : BRICK-000342821-15</b>				
<a href="#">Add Another Case to this Project</a>		<a href="#">Change the sponsor for this Project</a>		
Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W		Clone Delete Upload a PDF
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W		Clone Delete Upload a PDF

[Mapping - Desk Reference Guide V\\_2014.2.0](#) [Attaching Documents - Desk Reference Guide V\\_2014.2.0](#)

Upload a PDF to the Project  
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

To verify or re-verify your plotted location from the Project Summary screen Select "Verify Map" or "Re-Verify Map" under the "Map" column header.

Once you've confirmed the structure location, select the "Verify Map" button at the bottom of the map or click on the "Cancel" button to return to Project Summary screen.



## Verify the Map



After the case data has been saved as a draft, the *Project Summary* screen will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.

To map the case select the **Verify Map** link.

On the *OE/AAA mapping* window, verify that the crosshairs line up with your structure location.

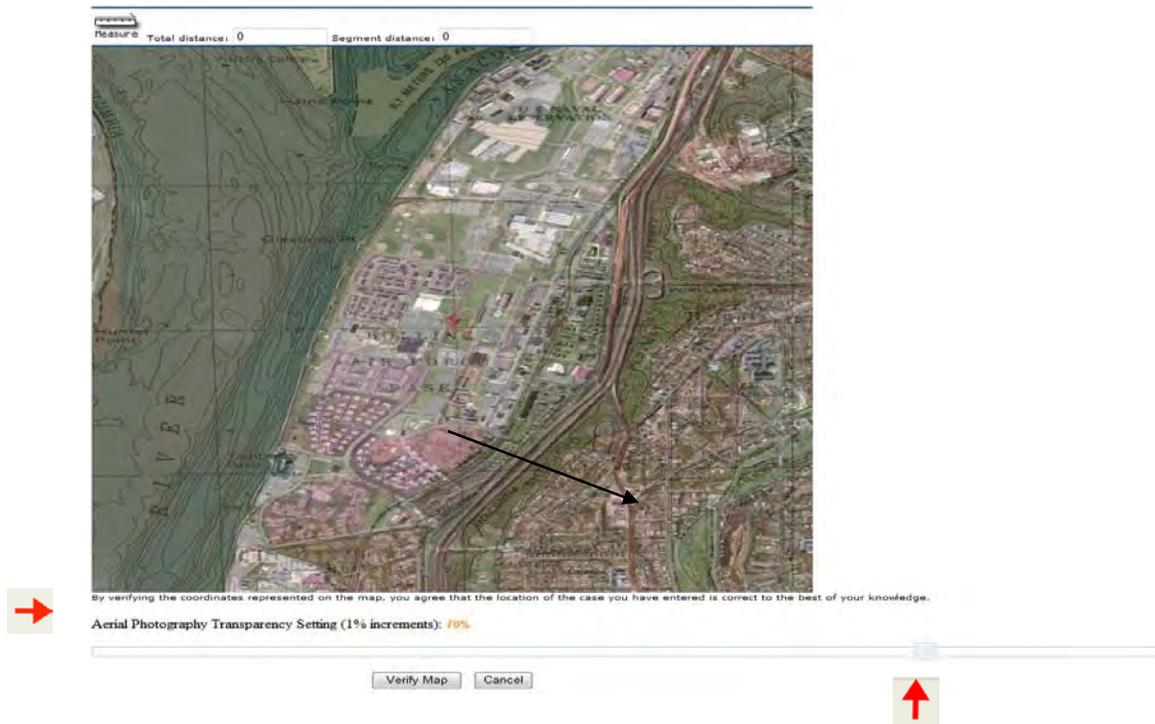




When verifying structure location, an optional aerial photography transparency setting is available up to 50 percent before verifying the topographical (TOPO) location map used for submission to the FAA.

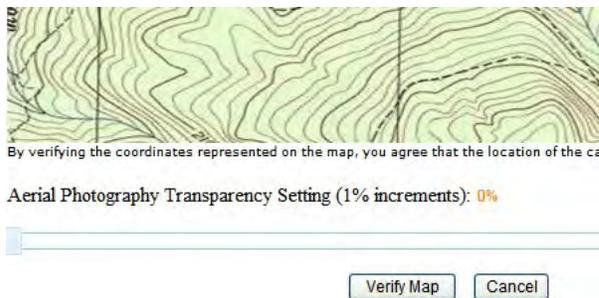


Adjust the transparency percentage by sliding the transparency setting guide with your mouse. When a percentage is selected, the aerial photography transparency setting will display after the screen refreshes; you can then verify your map.



Verified maps aerial photography transparency setting can be reset to zero percent by selecting the “Re-verify map” link. You can choose to include incremental aerial photography transparency with your verified TOPO map or you can verify your location with only the TOPO map.

### Confirm Structure Location



If the crosshairs on the map match with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Project Summary screen*.

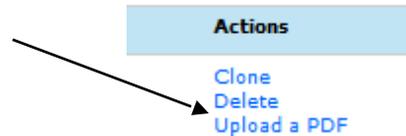
### Reject Structure Location

If the crosshairs on the map do not accurately depict the location of your structure, select the **[Cancel]** button. This will return you to the *Project Summary screen*. Select the **Structure Name** link to be returned to the *Confidential and Proprietary©2016 Federal Aviation Administration*.



Case Data Entry (7460-1) screen. Here you can revise your latitude/longitude coordinates. After you have made the appropriate revisions select the **[Save]** button. You will be required to repeat the map verification after you revise and re-save your case data.

## Attach Documents to Cases



For Off Airport cases you can upload PDF documents before and after submitting your case if needed.

## Uploading a PDF Document

To upload a PDF document from your computer, select the **Upload a PDF** link. Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file. Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue. You will receive confirmation when the document is successfully uploaded. The following message will display: Your file has been uploaded successfully to ASN: 2018-AXX-####-OE. You may upload as many PDF documents as your case requires, there is a 25MB file size limit per document.

## Uploading a Single PDF Document to Multiple Cases

[Upload a PDF to the Project](#)  
*Please upload all supporting case documentation  
including the latest certified survey, if available.*

You can select from individual project name(s) of projects you created in your account to **batch upload a single document** into all cases within the selected project. The link is located on the Project Summary screen. To upload a PDF document from your computer for batch upload, select the **Upload a PDF** to the project link. Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file. Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue. You will receive confirmation when the document is successfully uploaded. The following message will display: Your file has been uploaded successfully to ASN: 2018-AXX-####- OE. Documents uploaded within your registered e-file account are visible in your account on the Details for Cases screen. You may upload as many PDF documents as your cases requires, there is a 25MB file size limit per document.

*Confidential and Proprietary©2016 Federal Aviation Administration.*



## Upload Documents to a Wind Turbine/Met Tower Project

### Small Projects

One or more cases can be grouped into a Project. For example, each of the four building corner points can be a “case” of a building Project. “Project” makes it easier to file, evaluate, manage, and approve related cases.

Notice of Proposed Construction or Alteration - Off Airport FAA.gov Tools [Print this page](#)

[Add a new Case Off Airport - Desk Reference Guide V\\_2015.3.0.](#)  
[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\\_2015.3.0.](#)

**Project Name:** BRICK-000342821-15 **Sponsor:** Brickell Heights LLC

**Project Summary :** BRICK-000342821-15  
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	<a href="#">Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

[Mapping - Desk Reference Guide](#) [Attaching Documents - Desk Reference Guide](#)

[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

**Draft:** Cases that have been saved by the user but have not been submitted to the FAA.  
**Waiting:** Wind Turbine/Met Tower 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 specific documents  
**Accepted:** Cases that have been submitted to the FAA.  
**Add Letter:** Cases that have been reviewed by the FAA and require additional information from the user.  
**Work in Progress:** Cases that are being evaluated by the FAA.  
**Interim:** 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.  
**Terminated:** Cases that are no longer valid.  
Please allow the FAA a minimum of 45 days to complete a study.

Saved Wind Turbine/Met Tower project drafts of three (3) or more records (or any combination of the two); require specific document types to be uploaded to successfully e-file a project (after individual maps have also been verified).

E-filers can optionally upload three specific document types: a "Project Layout map", a "Spreadsheet" and a "WT Data File". The documents are best uploaded using the “Upload a PDF to the Project” link (located on the lower right side of the project summary screen); or by individual upload to each case using the “Upload a PDF” link available beneath the “Actions” header of the same screen. Please note, a WT Data File is not required for Met Tower only submissions.

### Large Projects

To submit a large project, consider using the “Add New Project” batch process described on page 62. For Wind Turbine/Met Tower filings you must upload a Project Layout Map and a Spreadsheet. A WT Data File is optional and can be submitted using the Upload a PDF link available on the *Confidential and Proprietary*©2016 Federal Aviation Administration.



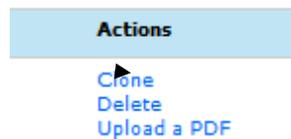
lower right side of the page.

## Add a Case



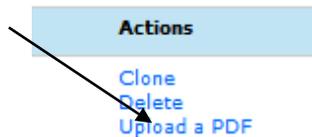
On the *Project Summary* screen you may select the **Add another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

## Clone a Case



Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[Confirm]** button to execute the deletion.



## Submit to FAA

Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.

After the case data has been saved and map(s) verified (and if applicable Wind turbine/Met Tower document requirements met), the **[Submit]** button will appear on the *Project Summary* screen to allow you to submit the case(s) to the FAA. If you have provided all the information about your case or project, select the **[Submit]** button. This will take you to the *Confirm Project Submission* screen.

Notice of Proposed Construction or Alteration - Off Airport Taxiway: Loading Print this page

[Add a new Case Off Airport - Desk Reference Guide V\\_2015.3.0](#)  
[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\\_2015.3.0](#)

**Project Name:** BRICK-000342821-15 **Sponsor:** Brickell Heights LLC

**Project Summary : BRICK-000342821-15**  
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
<a href="#">Test Draft</a>	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>
<a href="#">Test Mapping Draft</a>	Eagle Butte, SD	45° 56' 11.00" N 101° 50' 44.11" W	<a href="#">Show Map</a> <a href="#">(Re-Verify)</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

[Mapping - Desk Reference Guide](#) [Attaching Documents - Desk Reference Guide](#)

[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

You may submit your Project to the FAA **[Submit]**

Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, OE/AAA will display the *Project Submission Success* screen.

### Confirm Project Submission Project Name: BRICK-000342821-15

→ Please confirm you would like to submit Project BRICK-000342821-15 and associated cases to the FAA for processing.

→ **[I Confirm]** **[Back]**



The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.

**Project Submission Success**

Project Name: BRICK-000342821-15

faa.gov Tools: [Print this page](#)

Project BRICK-000342821-15 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):  
**2016-AAL-287-OE**  
**2016-AGL-13999-OE**

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:  
[State Aviation Contacts](#)

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto: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.

[Return to Portal](#)

**Please return to the system at a later date for status updates.**

## Add New Project (Off Airport)

This section addresses e-filing of Off Airport projects with the following eligible Structure Types:

- Light Pole
- Lighting Study for Met Tower
- Lighting Study for Wind Turbine
- Met Tower
- Power Line
- Transmission Line
- Utility Pole
- Wind Turbine

**Note:** If your structure type is not eligible to use this feature, refer to the “Add New Case (Off Airport)” section.



## Create a New Project

To create a new Project, click the **Add New Project (Off Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* Page. Complete each section according to the instructions below.

Click to open **Add New Project (Off Airport)**

**Obstruction Evaluation**  
Version 2016.3.0.833

**OE/AAA Portal Page**

**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
- Circle Search for Cases
- Circle Search for Airports
- General FAQs
- Marking/Lighting FAQs
- Wind Turbine FAQs
- Discretionary Review FAQs
- Notice Criteria Tool
- DoD Preliminary Screening Tool
- Wind Turbine Build Out
- Distance Calculation Tool

**OE/AAA Account**

- Portal Page
- My Cases (Off Airport)
- My Cases (On Airport)
- My Sponsors
- My Circ Comments
- Add New Case (Off Airport)
- Add New Case (On Airport)
- Add Supplemental Notice (7460-2 Form)
- Add New Project (Off Airport)**
- My Case Transfer History
- Update User Account
- What's New
- Instructions
- Change Password
- Logout

**My Account**

Diana Lewis  
dlewis  
07/17/2016 06:04:40 PM  
172.26.22.194

16.2.0

[Update Account Information](#)  
[Change Password](#)  
[Logout](#)

**Email Notifications:**  
[Circularized Case Notification](#)  
[Subscription Preferences](#)

**Documents:**  
[FAA Acronyms](#)

**Help:**  
OE/AAA Support Desk  
Phone: 202-580-7500  
Email: oeaaa\_helpdesk@cghtech.com

**Off Airport Construction (includes on Military Airport)**

[My Cases \(Off Airport\)](#) | [Add New Case \(Off Airport\)](#)  
[Add New Project \(Off Airport\)](#)  
[Add Supplemental Notice \(7460-2 Form\)](#)  
[My Sponsors](#) | [Add New Sponsor](#)  
[Off Airport Contacts](#)  
[My Circ Comments](#)

**My Cases by Status:**

Draft	1
Waiting	0
Accepted	0
Add Letter	0
Work in Progress	4
Interim	0
Determined	0
Circularized	0
Terminated	5
All	10

**Extension Request**  
**Temporary Structure Notification**

**Draft:** Cases that have been saved by the user but have not been submitted to the FAA.  
**Waiting:** Wind Turbine/Met Tower 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 specific documents  
**Accepted:** Cases that have been submitted to the FAA.  
**Add Letter:** Cases that have been reviewed by the FAA and require additional information from the user.  
**Work in Progress:** Cases that are being evaluated by the FAA.  
**Interim:** 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.  
**Terminated:** Cases that are no longer valid.  
Please allow the FAA a minimum of 45 days to complete a study.  
[Click here to contact the appropriate representative.](#)



## Notice of Proposed Construction or Alteration - Off Airport

### Add New Project (Off Airport)

In the **Structure Details** section, **verify your structure type is eligible** to use of this feature; locate your structure type in the Structure Type dropdown menu.

The screenshot shows the 'Notice of Proposed Construction or Alteration - Off Airport' web form. The 'Structure Details' section is highlighted with a blue box, and a blue arrow points to the 'Structure Type' dropdown menu. The form includes sections for 'Sponsor', 'Construction / Alteration Information', and 'Structure Details'. The 'Structure Details' section contains fields for 'Structure Type', 'Nearest City', 'Nearest State', 'Description of Location', and 'Description of Proposal'. A 'Cancel' button is visible at the bottom of the form.

1. **Download** the **Spreadsheet template** (OECASEDataSpreadsheet) to upload your project.
  - a. **Download** and **Save** the spreadsheet template locally to your computer:
    - i. **Right click**; then, click '**Save target As**'
    - b. The template contains **2** tabs, **Instructions** and **Data Sheet**.



## OECASEDATASpreadsheet

### (Instructions)

1	Instructions for preparing your spreadsheet for import to Add a New Project (Off Airport) via the FAA's OEAAA E-filing System			
2	Select the Data Sheet tab at the bottom of this workbook and enter the case data information to complete your filing with the FAA using the Import Spreadsheet function as specified below. Your imported data must not exceed 250 rows:			
3				
4	Column	Case Data	Instructions to complete this Data entry	Alert
5	A	<b>Structure Name</b>	Enter a unique name for each point in your project submission	DO NOT LEAVE BLANK
6	B	<b>Latitude (DD-MM-SS.SS)</b>	Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your project	DO NOT LEAVE BLANK
7	C	<b>Longitude (DD-MM-SS.SS)</b>	Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second. Note: If you do not follow this format specifically your import will fail to load your project	DO NOT LEAVE BLANK
8	D	<b>Site Elevation</b>	Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour elevations for the site	DO NOT LEAVE BLANK
9	E	<b>Structure Height (AGL)</b>	Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc	DO NOT LEAVE BLANK
10	F	<b>Requested MS</b>	Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace	DO NOT LEAVE BLANK
	G		If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the	

## 2. Complete your spreadsheet (based on the Instructions tab).

### Instructions

Instructions for preparing your spreadsheet for import to the FAA's OEAAA E-filing System via the Add a New Project (Off Airport) feature.

Column	Case Data	Instructions to complete this Data entry	Alert	Constraint
A	<b>Structure Name</b>	Enter a unique name for <u>each point</u> in your project submission	DO NOT LEAVE BLANK	Limit to 40 Characters alpha and/or numeric only
B	<b>Latitude (DD-MM-SS.SS)</b>	Latitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.  <i>Note: If you do not follow this format specifically your import will fail to load your project</i>	DO NOT LEAVE BLANK	Must be positive numbers. 2 digit-2 digit-4 digit (2 digit decimal 2 digit)



C	<b>Longitude (DD-MM-SS.SS)</b>	Longitude must be in NAD83, numeric, separated by hyphen and must be entered in whole numbers as degrees, minutes and seconds to the hundredth of a second.  <i>Note: If you do not follow this format specifically your import will fail to load your project</i>	DO NOT LEAVE BLANK	Must be positive numbers. Up to 3 digits-2 digit-4 digit (2 digit decimal 2 digit)
D	<b>Site Elevation</b>	Enter the site elevation as a number only above mean sea level expressed in whole feet rounded to the nearest foot. This data should match the ground contour elevations for the site	DO NOT LEAVE BLANK	Must be a positive number. No decimals
E	<b>Structure Height (AGL)</b>	Enter the structure height above ground level (AGL) in whole feet rounded to the next highest foot. The structure height includes anything mounted on top of the structure such as antennas, lightning rods, obstruction lights etc.	DO NOT LEAVE BLANK	Must be a positive number. No decimals
F	<b>Requested M&amp;L</b>	Enter the type desired (*see options below). The FAA Advisory Circular 70/7460-1-Obstruction Marking and Lighting is recommended when determining the proper way to light/mark objects affecting navigable airspace	DO NOT LEAVE BLANK	Must copy exactly one of the choices below
G	<b>Current Marking/Lighting</b>	If the structure is existing, enter the current Marking/Lighting. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be 'N/A Proposed Structure' when you submit your project to the FAA	MAY BE LEFT BLANK	Data enter must copy exactly one of the choices below or leave blank



H	<b>Prior ASN</b>	If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: if during import validation the Prior ASN you entered is found to be invalid, this field will be blank when you submit your project to the FAA	MAY BE LEFT BLANK	Must use the following format: 4 digit year-3 Letter Region Code-1-6 digit case number-OE. (**See region codes below) or leave blank
I	<b>Current AGL</b>	Required for structures being e-filed as existing or alteration. Note: if during import validation the Notice Of Construction you entered is not Alteration or Existing, this field will be blank when you submit your project to the FAA	IF YOU SELECTED NOTICE OF ALTERATION OR EXISTING DO NOT LEAVE BLANK	Must be a positive number. No decimals

**\*Requested Marking/Lighting Options acceptable for spreadsheet import:**

- None
- Red Lights
- Red Lights and paint
- Paint and 24-hour med-strobes
- Paint and a med-dual system
- Spherical markers and red lights
- Spherical Markers
- Dual-red and medium intensity
- Dual-red and high intensity
- White-medium intensity
- White-high intensity
- White Paint/Synchronized Red Lights
- White Paint Only
- Dual medium catenary
- Dual high catenary
- White-medium catenary
- White-high catenary
- Paint day, red flashing twilight & night
- Paint day, med-strobes twilight & night
- Paint day, hi-strobes twilight & night



**\*\* 3 Letter Region Code**

- AAL
- ACE
- AEA
- AGL
- ANE
- ANM
- ASO
- ASW
- AWP
- WTE
- WTW

**3. Complete your spreadsheet** (based on the Instructions tab)  
Example Spreadsheet

Structure Name	Latitude (DD-MM-SS.SS)	Longitude (DD-MM-SS.SS)	Site Elevation	Structure Height (AGL)	Requested M&L	Current Marking/Lighting	Prior ASN	Current AGL	Request ADLS
Example1	38-54-25.89	77-02-12.73	50	123	White-high intensity	Red Lights	2015-WTW-1234-OE	101	Yes
Example2	34-03-08.04	118-14-37.26	76	560	None	N/A Proposed			
Example3	39-44-21.24	104-59-24.90	300	77	Red Lights and paint				

**OECaseDataSpreadsheet  
(Data Sheet)**

	A	B	C	D	E	F	G	H	I	J	K
1	Structure Name	Latitude (DD-MM-SS.SS)	Longitude (DD-MM-SS.SS)	Site Elevation	Structure Height (AGL)	Requested M&L	Current Marking/Lighting	Prior ASN	Current AGL	Request ADLS	
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											



4. Select the **Data Sheet tab** at the bottom of the workbook
  - i. **Enter** your case data information
    1. Note: Data can't exceed 250 rows
  - ii. **Save** the finished spreadsheet to your computer.
5. **Go back** to the **Add New Project (Off Airport) screen**
  - a. Add the required information.
    - i. Note: Must be entered before importing your spreadsheet data.



Sponsor cannot be blank.  
Notice Of cannot be blank.  
Duration cannot be blank.  
Structure Type cannot be blank.  
Nearest City cannot be blank.  
Nearest State cannot be blank.  
Description of Location cannot be blank.  
Description of Proposal cannot be blank.

**Important:** All required fields (indicated with an asterisk \*) must be complete to successfully save your project. Missing data will result in a warning message identifying the missing required information.

6. Click **Browse** to select your saved spreadsheet for upload.
7. Click the **"Read File"** button to validate your spreadsheet data.
  - a. **If any imported data is Invalid,**
    - ii. Update your saved spreadsheet.
      1. Note: Don't cancel out of your "Add New Project (Off Airport)" screen.
        - a. If you do, your data will need to be re-accomplished after spreadsheet update.
    - iii. Return to the **Add New Project (Off Airport) screen**.
    - iv. Click **Browse** to select your updated spreadsheet for upload.
    - v. Click the **"Read File"** button to validate your spreadsheet data.
      1. **If any data is Invalid**, repeat **step 5** until all spreadsheet data is valid.



## Add New Project (Off Airport) screen

### Example of **invalid** spreadsheet data

The screenshot shows the 'Add New Project (Off Airport)' screen. It includes a sidebar with navigation links, a top navigation bar, and a main content area. The main content area has several form fields for project details, a 'Download Spreadsheet' section, and a 'Location(s) Data' table. The table has columns for Structure Name, Latitude, Longitude, SE, Structure Height (AGL), Requested M&L, Current M&L, Prior ASN, Current AGL, ADL, and Message. One row, 'YarberParkFarm1', has a red box around the 'Message' cell containing the text 'Invalid Requested MSL'. Below the table, a red box contains the message: 'Please fix the data in the spreadsheet and upload the spreadsheet again...'. At the bottom, there is a 'Cancel' button and a checkbox for certifying the data.

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADL	Message
YarberParkFarm1	46-53-09.76	-67-58-17.93	44	165	Red Line	None				Invalid Requested MSL
YarberParkFarm2	46-53-09.76	-67-58-17.91	44	165	Red Lights	None				Valid
YarberParkFarm3	46-53-09.76	-67-58-17.92	44	165	Red Lights	None				Valid
YarberParkFarm4	46-53-09.76	-67-58-17.94	44	165	Red Lights	None				Valid
YarberParkFarm5	46-53-09.76	-67-58-17.95	44	165	Red Lights	None				Valid
YarberParkFarm6	46-53-09.76	-67-58-17.96	44	165	Red Lights	None				Valid
YarberParkFarm7	46-53-09.76	-67-58-17.97	44	165	Red Lights	None				Valid
YarberParkFarm8	46-53-09.76	-67-58-17.98	44	165	Red Lights	None				Valid
YarberParkFarm9	46-53-09.76	-67-58-17.99	44	165	Red Lights	None				Valid
YarberParkFarm10	46-53-09.76	-67-58-18.00	44	165	Red Light	None				Valid
YarberParkFarm11	46-53-09.76	-67-58-18.01	44	165	Red Light	None				Valid

#### b. If all imported data is Valid,

- i. A successful data imported message (**Valid**) will be displayed in the **Location(s) Data** section for each row of data.
- ii. **Check** the data certification and **Save** button.



## Add New Project (Off Airport) screen

### Example of **valid** spreadsheet data

Sponsor (person, company, etc. proposing this action) \* Sponsor:

---

**Construction / Alteration Information**

\* Notice Of:

\* Duration:

if Temporary: Months:  Days:

Work Schedule - Start:  (mm/dd/yyyy)

Work Schedule - End:  (mm/dd/yyyy)

State Filing:

**Structure Details**

\* Structure Type:

\* Nearest City:

\* Nearest State:

\* Description of Location:

\* Description of Proposal:

\* Note all other required information must be entered before importing your spreadsheet data

Download Spreadsheet template for loading project - [OECDataSpreadsheet](#) (Right click and then click on 'Save Link As' to locally save it)

Select file to import Case(s) information:

\* Note: The data successfully imported from you spreadsheet will be displayed in this section after it successfully loaded.

**Location(s) Data**

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested M&L	Current M&L	Prior ASN	Current AGL	ADLS	Message
YarberParkFarm1	46-53-09.76	67-58-17.93	44	165	Red Lights	None				Valid
YarberParkFarm2	46-53-09.76	67-58-17.91	44	165	Red Lights	None				Valid
YarberParkFarm3	46-53-09.76	67-58-17.92	44	165	Red Lights	None				Valid
YarberParkFarm4	46-53-09.76	67-58-17.94	44	165	Red Lights	None				Valid
YarberParkFarm5	46-53-09.76	67-58-17.95	44	165	Red Lights	None				Valid
YarberParkFarm6	46-53-09.76	67-58-17.96	44	165	Red Lights	None				Valid
YarberParkFarm7	46-53-09.76	67-58-17.97	44	165	Red Lights	None				Valid
YarberParkFarm8	46-53-09.76	67-58-17.98	44	165	Red Lights	None				Valid
YarberParkFarm9	46-53-09.76	67-58-17.99	44	165	Red Lights	None				Valid
YarberParkFarm10	46-53-09.76	67-58-18.00	44	165	Red Lights	None				Valid
YarberParkFarm11	46-53-09.76	67-58-18.01	44	165	Red Lights	None				Valid

I hereby certify that all of the above statements made by me are 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.

**Project draft cases** are created in your account, after the imported project data, and the required data fields of the Add New Project (Off Airport) form, have been certified and successfully saved.



## Add New Project (Off Airport) screen

Example of **successfully saved** project drafts

Sponsor (person, company, etc. proposing this action) \* Sponsor:

**Construction / Alteration Information**

\* Notice Of:   
 \* Duration:   
 If Temporary: Months:  Days:   
 Work Schedule - Start:  (mm/dd/yyyy)  
 Work Schedule - End:  (mm/dd/yyyy)  
 State Filing:

**Structure Details**

\* Structure Type:   
 \* Nearest City:   
 \* Nearest State:   
 \* Description of Location:   
 \* Description of Proposal:

\* Note all other required information must be entered before importing your spreadsheet data  
 Download Spreadsheet template for loading project - iOECaseDataSpreadsheet v1.0 (Right click and then click on "Save Link As" to locally save it)

Select file to import Case(s) information:

\* Note: The data successfully imported from your spreadsheet will be displayed in this section after it successfully loaded.

**Location(s) Data**

Structure Name	Latitude	Longitude	SE	Structure Height (AGL)	Requested MSL	Current MSL	Prior ASN	Current AGL	ADLS	Message
YarberParkFarm1	46-53-09.76	67-58-17.93	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm2	46-53-09.76	67-58-17.91	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm3	46-53-09.76	67-58-17.92	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm4	46-53-09.76	67-58-17.94	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm5	46-53-09.76	67-58-17.95	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm6	46-53-09.76	67-58-17.96	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm7	46-53-09.76	67-58-17.97	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm8	46-53-09.76	67-58-17.98	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm9	46-53-09.76	67-58-17.99	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm10	46-53-09.76	67-58-18.00	4A	165	Red Lights	None				Successfully Saved
YarberParkFarm11	46-53-09.76	67-58-18.01	4A	165	Red Lights	None				Successfully Saved

The Map Verification screen displays all draft project cases created, which require Map verification before submission.

Project Summary : BRICK-000374673-16  
 Add Another Case to this Project Change the sponsor for this Project

Structure	City, State	Lat/Long	Map	Actions
YarberParkFarm1 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.93" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm2 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.91" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm3 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.92" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm4 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.94" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm5 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.95" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm6 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.96" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm7 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.97" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm8 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.98" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm9 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 17.99" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm10 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.00" W	Verify Map	Clone Delete Upload a PDF
YarberParkFarm11 Draft	Caribou, ME	46° 53' 9.76" N 67° 58' 18.01" W	Verify Map	Clone Delete Upload a PDF

To submit this project, you must verify the coordinates of each case listed above.

Upload a PDF to the Project  
Please upload all supporting case documentation including the latest certified survey, if available.



- Select the link labeled **Verify Map** to verify the coordinate location for each project case (displayed above the map).
- Review the plotted structure location on the Map (red bullseye).

### Map Verification

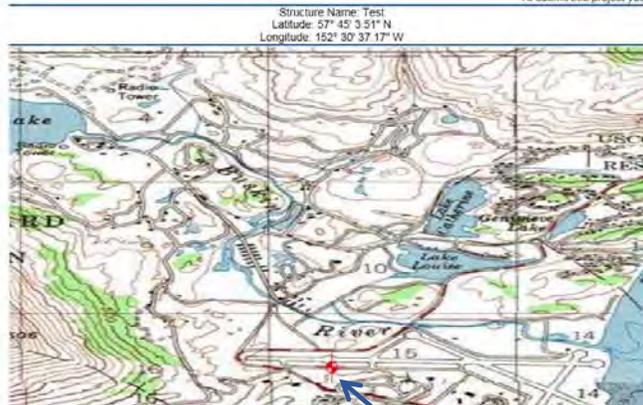
faa.gov | Photo | Print this page

Mapping - Desk Reference Guide

- To submit your project to the FAA, you must verify the coordinates of each case listed below
- Select the link labeled 'View Map' to verify for each case
- Review the plotted location on the Map
- Select 'Verify' once you have confirmed the location or click on the structure name link to go back to the Structure Name and revise your entered coordinates
- NOTE: You may continue to the Project Summary page without verifying your map(s), however, before your case is eligible for submission to the FAA you will be required to verify your plotted location. This function will also be available on the next screen for you to complete later.

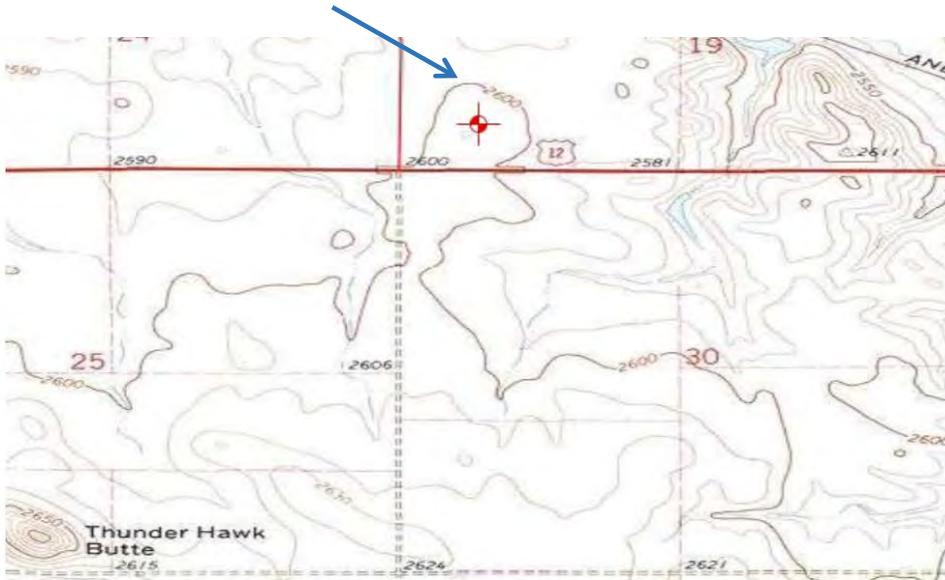
Project Name: BRICK-000342821-15		Sponsor: Brickell Heights LLC	
Structure	City, State	Lat/Long	Map
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	View Map to verify
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	View Map to verify

To submit this project you must verify the coordinates of each case listed above by verifying the map



Select **"Verify Map"** (at the bottom of the map) once you have confirmed the structure location or click on the **"Structure"** link to go back to the saved draft to revise your entered case coordinates.

- **Note:** Once a map is verified, if you return to the saved Off Airport data entry draft, and re-certify, and again save the data, you'll be required to re-verify the map location prior to submission to the FAA. If you return to the saved Off Airport data entry draft [view data], but cancel, (does not re-certify the entered data), you won't be required to re-verify the Map.



By verifying the coordinates represented on the map, you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): 0%

[Verify Map](#)

Verified map saved successfully

[Continue - Map/Verify Later](#)

NOTE: You may continue to the Project Summary screen without verifying your maps, however, before your project is eligible for submission to the FAA you will be required to verify your plotted locations. This function will also be available on the next screen for you to complete later.

When the only or last listed map in a project on the Map Verification screen is verified, or if you continue to the Project Summary screen without verifying all your maps, the *Project Summary screen* will be displayed. Towards the right side of the page there will be a Map column and an Actions column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.

**Project Summary : BRICK-000342821-15**

[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">! Verify Map</a>	<a href="#">Clone</a> <a href="#">Delete</a> <a href="#">Upload a PDF</a>

To map the project case, select the **Verify Map** link.



If the crosshairs on the map match with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the project to the FAA. It will also return you to the *Project Summary* screen.

From the Project Summary page, filers can verify or re-verify plotted location(s). "To submit your project you must verify the coordinates of each case listed above by verifying the map".

Notice of Proposed Construction or Alteration - Off Airport [Task] [Print this page]

Add a new Case Off Airport - Desk Reference Guide V\_2015.3.0  
Add a New Case Off Airport for Wind Turbines - Mit Towers - Desk Reference Guide V\_2015.3.0

Project Name: BRICK-000342821-15 Sponsor: Brickell Heights LLC

Project Summary : BRICK-000342821-15  
Add Another Case to this Project Change the sponsor for this Project

Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	Show Map (Re-Verify)	Clone Delete Upload a PDF
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 56' 44.11" W	Verify Map	Clone Delete Upload a PDF

Mapping - Desk Reference Guide | Attaching Documents - Desk Reference Guide

Upload a PDF to the Project  
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

To verify or re-verify your plotted project case location from the Project Summary screen, select "Verify Map" or "Re-Verify Map" under the "Map" column header for the case. Once you've confirmed the structure location, select the "Verify Map" button at the bottom of the map or click on the "Cancel" button to return to Project Summary screen.

Structure Name: Test  
Latitude: 57° 45' 3.51" N  
Longitude: 152° 30' 37.17" W

Total distance: [0] Segment distance: [0]

By verifying the coordinates (represented on the map) you agree that the location of the case you have entered is correct to the best of your knowledge.

Aerial Photography Transparency Setting (1% increments): 0%

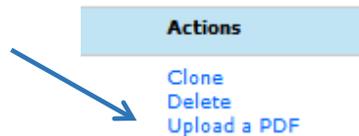
[Verify Map] [Cancel]



## Attach Documents to Cases

For Off Airport project cases, you can upload PDF documents, before and after submitting your cases, if needed.

**Note:** For Off Airport projects with three (3) or more records that have Structure Type Wind Turbine, Met Tower or any combination of the two, document types labeled "Project Layout map", "Spreadsheet" are required before submitting your cases, "WT Data File" is optional.



### Notice of Proposed Construction or Alteration - Off Airport

FAA.gov Tools: [Print this page](#)

[Add a new Case Off Airport - Desk Reference Guide V\\_2015.3.0](#)

[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\\_2015.3.0](#)

Project Name: BRICK-000342821-15      Sponsor: Brickell Heights LLC

Project Summary : BRICK-000342821-15  
[Add Another Case to this Project](#)   [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
Test Draft	Testee, AK	57° 45' 3.51" N 152° 30' 37.17" W	<a href="#">Verify Map</a>	Clone Delete <a href="#">Upload a PDF</a>
Test Mapping Draft	Eagle Butte, SD	45° 56' 11.00" N 101° 50' 44.11" W	<a href="#">Verify Map</a>	Clone Delete <a href="#">Upload a PDF</a>

[Mapping - Desk Reference Guide](#)      [Attaching Documents - Desk Reference Guide](#)

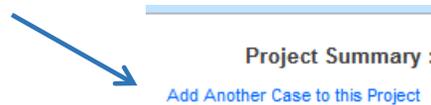
[Upload a PDF to the Project](#)  
Please upload all supporting case documentation including the latest certified survey, if available.

To submit this project, you must verify the coordinates of each case listed above.

Draft: Cases that have been saved by the user but have not been submitted to the FAA.  
 Waiting: Wind Turbine/Met Tower 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 specific documents  
 Accepted: Cases that have been submitted to the FAA.  
 Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.  
 Work in Progress: Cases that are being evaluated by the FAA.  
 Interim: 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.  
 Terminated: Cases that are no longer valid.  
 Please allow the FAA a minimum of 45 days to complete a study.

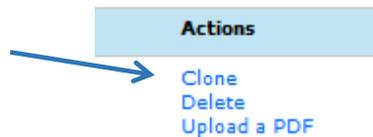


## Add a Project Case



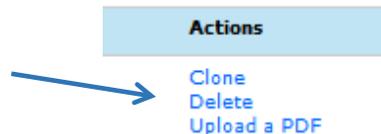
On the *Project Summary* screen, you may select the **Add Another Case to this Project** link to add another case to your project. The cases entered this way will have the same project number.

## Clone a Case



Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case



You may only delete cases in Draft status. To delete a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.



## Submit to FAA

Note: Before submitting your project to the FAA, determine if you need to use the Clone or Delete features.

After the project case data has been saved and all maps verified, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the project to the FAA. If you've provided all the information about your project, select the **[Submit]** button. This will take you to the *Confirm Project Submission screen*.

Note: Before submitting your project to the FAA, determine if you need to use the Upload, Clone or Delete features.

Once all maps have been verified, you may submit your project to the FAA.

Project Summary : BRICK-000374673-16  
[Add Another Case to this Project](#) [Change the sponsor for this Project](#)

Structure	City, State	Lat/Long	Map	Actions
YarberParkFarm1 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.93" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm2 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.91" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm3 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.92" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm4 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.94" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm5 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.95" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm6 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.96" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm7 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.97" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm8 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.98" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm9 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 17.99" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm10 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 18.00" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF
YarberParkFarm11 Draft	Caribou, ME	-46° 53' 9.76" N 67° 58' 18.01" W	<input checked="" type="checkbox"/> Show Map <input type="checkbox"/> (Re-Verify)	Clone Delete Upload a PDF

Mapping - Desk Reference Guide      Attaching Documents - Desk Reference Guide

Upload a PDF to the Project  
Please upload all supporting case documentation including the latest certified survey, if available.

You may submit your Project to the FAA.

**Submit**

Confirm you want to submit your project and associated cases to the FAA



Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, *OE/AAA* will display the *Project Submission Success* screen.

Confirm Project Submission  
Project Name: BRICK-000374673-16

Please confirm you would like to submit Project BRICK-000374673-16 and associated cases to the FAA for processing.

**I Confirm** **Back**

Confirm Project Submission  
Project Name: BRICK-000374673-16

Please confirm you would like to submit Project BRICK-000374673-16 and associated cases to the FAA for processing.

Submitting project ... please wait until the screen is refreshed...

Upon confirmation of your project submission, aeronautical study numbers will be assigned to your project cases.

Project Submission Success  
Project Name: BRICK-000374673-16

faa.gov Tools: [Print this page](#)

Project BRICK-000374673-16 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):

2016-ANE-2747-OE  
2016-ANE-2748-OE  
2016-ANE-2749-OE  
2016-ANE-2750-OE  
2016-ANE-2751-OE  
2016-ANE-2752-OE  
2016-ANE-2753-OE  
2016-ANE-2754-OE  
2016-ANE-2755-OE  
2016-ANE-2756-OE  
2016-ANE-2757-OE

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:

[State Aviation Contacts](#)

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.

[Return to Portal](#)

Please return to the system at a later date for status updates.

The Aeronautical Study Number (ASN) assigned to your filed project cases and other submission information is displayed. The Project Submission Success screen includes a link to a **state aviation contacts** map to determine if coordination of your proposed activity is necessary with your state aviation department.



## **Case Letters**

FAA's responses to your cases are called Letters. Depending on your case, FAA can issue a number of letters during the life of your case. These letters all appear on your *Portal* page in either ADD Letter, Determined, Circularized, or Terminated status. You can open and view your case letters in two ways.

### **View Latest Letter**

To open your latest letter, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Project Name** of the case. On the *Project Summary* page your latest letter will be on the right under the Latest Letter column.



## View Letters (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

The screenshot shows the OE/AAA website interface. On the left, there is a navigation menu under the heading "Obstruction Evaluation Version". The menu items are: 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, Circle Search for Cases, and Circle Search for Airports. The "Search Archives" link is highlighted with an arrow. The main content area on the right is titled "Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)" and contains introductory text and a link to "Advisory Circular 70/7460-1". Below the text, there is a banner with the text "CLICK HERE If you have received a post card" and an image of a postcard.

#### 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**

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**

**Archive Search Results**

Records 1 to 1 of 1

Case Number	City	State	Latitude
<a href="#">2013-ANE-22-OE</a>	Westborough	MA	42° 17' 28.1

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 2014-

Overview	
Study (ASN):	2014-AAL-22-OE
Prior Study:	
Status:	Determined
Letters:	<a href="#">Determination</a>
Supplemental Form 7460-2:	<a href="#">Add 7460-2</a>

**Example: Archive Search Results: Notice of Proposed Construction or Alteration - On Airport**

Case Information	
Component Type:	OTHER
Development Type:	OTHER - Miscellaneous
Other Desc:	
Prior Study:	
Date Determined:	02/14/2013
Letters:	02/14/2013 <a href="#">NO7460</a>



## 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		

View the **Latest** (most recent) **Letter** of cases in the following five statuses using the Case Status links:

#### **Statuses:**

- Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.
- Interim: 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: Cases 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. On the left is a navigation menu with links like Home, My Account, My Cases (Off Airport), and My Cases (On Airport). The main content area is divided into three columns: 'My Account', 'Off Airport Construction (includes on Military Airport)', and 'On Airport Construction (excludes on Military Airport)'. The 'Off Airport Construction' section includes a 'My Cases by Status' table and a legend for Draft, Waiting, Accepted, Add Letter, Work in Progress, Interim, Determined, Circularized, and Terminated cases. The 'On Airport Construction' section includes a 'Please file all Wind Turbine/Met Towers as Off Airport' notice and another 'My Cases by Status' table with a legend for Draft, Waiting, Accepted, Add Letter, Work in Progress, Determined, and Terminated cases.

- 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	Date Accepted	Date Determined
2012-AEA-5725-OE		MIP R-000223450-12	Building D Point B	Interim	11/27/2012	08/01/2013
2012-AEA-5726-OE		MIP R-000223450-12	Building D Point C	Interim	11/27/2012	08/01/2013

#### On Airport

ASN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined
2011-AGL-3855-NRA		Van -147891550-11	MINNEAPOLIS-ST PAUL...	Determined	09/16/2011	09/02/2011
2011-AGL-3854-NRA		Van -147891550-11	MINNEAPOLIS-ST PAUL...	Determined	09/16/2011	09/02/2011

- 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 Off Airport cases and in the **Details for Case Screen - Form 7460-1 Case Information** section for 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		TER
44° 24' 20.57" 70° 8' 50.74"	Show Map	Clone Upload a PDF Add 7460-2		NPH
44° 24' 16.75" 70° 8' 50.55"	Show Map	Clone Upload a PDF		NPH

### On Airport

Project Summary: Van -147891550-11

ite	Lat/Long	Map	Document	Actions	Latest Letter
MINNEAPOLIS, MN	44°53'52.00"N 93°13'08.70"W	Show Map		Upload a PDF	09/02/2011 NO7460
MINNEAPOLIS, MN	44°53'49.20"N 93°13'25.40"W	Show Map		Upload a PDF	09/02/2011 NO7460

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

### Instructions:

- 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

ASIN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/>	2012-ANE-1376-OE	CENTR-000217096-12	251-63	Interim
<input type="checkbox"/>	2012-ANE-1377-OE	CENTR-000217096-12	251-64	Interim

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

#### On Airport

ASIN	Folder Name	Project Name	Airport	Status
<input type="checkbox"/>	2011-AGL-3855-NRA	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	Determined
<input type="checkbox"/>	2011-AGL-3854-NRA	Van -147891550-11	MINNEAPOLIS-ST PAUL ...	Determined



- View the latest letter (by type) issued for an individual case within your registered e-file account in the Letters Correspondence Archive on the **Details for Case** screen.

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

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

<b>Date Accepted:</b>	04/02/2012
<b>Date Determined:</b>	09/21/2012
<b>Letters:</b>	10/26/2012  CIR
	09/21/2012  NPH
	04/10/2012  ADD

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

**Details for Case**  
[Show Project Summary](#)

**Sponsor:**

Case Information	
<b>ASN:</b>	
<b>Component Type:</b>	PART 77
<b>Development Type:</b>	PART 77 - Other w/o Antenna
<b>Other Desc:</b>	
<b>Prior Study:</b>	
<b>Date Determined:</b>	06/18/2013
<b>Letters:</b>	06/18/2013 <a href="#">OBJ746</a>
	06/18/2013 <a href="#">OBJ746</a>

## View Letters

To view letters associated with a particular case, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Structure Name** of the case. View the latest letter (by type) issued for an individual case within your registered e-file account in the Letters Correspondence Archive on the right side of the **Details for Case** screen.

*Confidential and Proprietary © 2016 Federal Aviation Administration.*



## View Request/Respond to Add Letter

The screenshot shows the OE/AAA Portal Page with three main sections:

- Left Panel (User Profile):** My Profile, Name: Recs, User Name: RDR1, Login Time: 04/01, IP Address: [redacted]. Actions include: What's New, OE/AAA System (Last Build: 2/2014), Update Account Information, Change Password, Logout. Email Notifications: Computer Case Notifications, Subscription Preferences. Documents: FAA Account. Help: OE/AAA Support Desk, Phone: 202/463-7900, Email: oeaaa\_helpdesk@cgtech.com.
- Middle Panel (Off Airport Construction):** Includes links for My Cases (Off Airport), Add New Case (Off-Airport), Add Supplemental Notice (ASN) Form, My Suspense, Off Airport Contacts, and My Case Comments. A table shows 'My Cases by Status': Draft (1), Accepted (1), Add Letter (1), Work in Progress (0), Incomplete (0), Determined (0), Circulated (0), Terminated (7). A red arrow points to the 'Add Letter' status. A legend below explains: 'Draft: Cases that have been saved by the user but have not been submitted to the FAA.', 'Accepted: Cases that have been submitted to the FAA and require additional information from the user.', 'Work in Progress: Cases that are being evaluated by the FAA.', 'Incomplete: 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.', 'Terminated: Cases that are no longer valid. Please allow the FAA a minimum of 45 days to complete a study. Click here to contact the appropriate representative.'
- Right Panel (On Airport Construction):** Includes links for My Cases (On Airport), Add New Case (On-Airport), My Suspense, Add New Suspense, On Airport Contacts, and My Cases by Status. A table shows: Draft (0), Working (2), Accepted (0), Add Letter (1), Work in Progress (0), Determined (1), Terminated (0), All (3). A red arrow points to the 'Add Letter' status. A legend below explains: 'Draft: Cases that have been saved by the user but have not been submitted to the FAA.', 'Working: 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.', 'Add Letter: Cases that have been reviewed by the FAA and require additional information from the user.', 'Work in Progress: Cases that are being evaluated by the FAA.', 'Determined: Cases that have completed a aeronautical study and an FAA determination.', 'Terminated: Cases that are no longer valid.'

Cases in Add Letter status have been reviewed by the FAA and require additional information from the e-filer. If the submission contains errors, discrepancies, or lack of information, the FAA will request resolution by issuing an Add Letter.

If the FAA does not receive response within 30 days of the written request, the FAA may terminate the aeronautical study. The registered e-filer and the sponsor will receive notification via email from noreply@faa.gov advising that a letter has been issued requesting additional information and providing instructions on how to respond.

The following View Request/Respond to **Add Letter** sections are described herein:

- **Off Airport Cases**
- **On Airport Cases**

### **View Request/Respond to “Off Airport” Add Letter.**

If you receive notification that an Add letter has been issued, login to your registered e-filing account. Note: The sponsor is provided a courtesy notification of the request but only the registered e-filer can respond through their account.



From your **Portal Page**, select **ADD Letter** from **My Cases by Status**.

**Off Airport Construction  
(includes on Military Airport)**

My Cases (Off Airport) | Add New Case (Off Airport)  
Add Supplemental Notice (7460-2 Form)  
My Sponsors | Add New Sponsor  
Off Airport Contacts  
My Circ Comments

**My Cases by Status:**

Draft	2	
Accepted	5	
Add Letter	1	* Action required
Work in Progress	0	
Interim	0	
Determined	1	Extension Request
Circularized	0	Temporary Structure Notification
Terminated	5	
All	14	

This will bring up the **My Cases in Add Letter Status** screen.  
Select the **Respond to Add Letter** link to open the **Add Letter Responses Required for Your Case** screen.

**My Cases in ADD LETTER Status**

Please refer to the assigned ASN on all inquiries to the FAA

All Cases: New All Cases (26)

Filter by Case Status: Draft (17) | Accepted (1) | Work in Progress (0) | Interim (0) | Determined (0) | Circularized (0) | Terminated (7)

Cases Requiring Action: 7460-2 Required (0) | Add Letter (1) | Cases Due to Expire (0)

Records 1 to 1 of 1

View Folder | Create Folder | Manage Folders | Transfer Cases

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State	Respond To Add Letter
2014-ACE-1205-OE		TESTE-000269776-14	Sample	Add Letter	04/01/2014			Lebanon	KS	Respond to Add Letter

Move To | Archive

Rows per Page: 20 | Page: 1

On the **Add Letter Responses Required for Your Case** screen:  
Two options are available; **View Request/Respond** and **ADD Letter**.

**Add Letter Responses Required for Your Case**

The following are requests for your case.  
\*Letter Request for Case 2014-ACE-1205-OE Requested on 04/01/2014 [View Request/Respond](#) [ADD Letter](#)

Cancel

Select **ADD Letter** to view the written request from the FAA; it'll open in a separate window for you to review.



**Example: Off Airport Cases – Add Letter**

Subject: Status of FAA Filing  
From: FAAREpresentative@faa.gov  
To: 'registrefiler@email.com'  
'sponsor@email.org'  
cc:  
Send Time: 03/26/2014 03:03 PM

-----Email Body-----

Your filing is assigned Aeronautical Study Number 2014-AEA-#### OE.

The FAA posted a letter in your registered e-filing account requesting additional information regarding your filing. A response is required from you within 30 days or the case will be terminated. Please review the request and fax scan or upload your response through your registered e-filing account. If you require additional information please contact FAA Representative via phone: (202) 111-2222 or email: faarepresentative@faa.gov Please refer to the assigned ASN on all future inquiries regarding this filing.

*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.*

Select the **View Request/Respond** link to provide the requested information. Depending on the type of additional information requested, the system will display different options to either upload documentation or enter in requested information.

Add Letter Response for Case



Site Elevation:  ft

**Save** **Cancel**

Once the information is entered and/or uploaded, select the **[Save]** button to complete the action.

Submission Success



Your letter response was successfully submitted.

**Return**

To view your response, return to the **Add Letter Responses Required for Your Case** screen and select the **View Request/Respond** link.

The case will remain in ADD Letter status until the FAA has reviewed and **Accepted** your response and changed the status of the case to **Work In Progress**. The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter. If your case is not in ADD Letter



status you are not required to provide any further response to the FAA. If the FAA rejects your response, you will be notified via email from [noreply@faa.gov](mailto:noreply@faa.gov) with an explanation from the FAA describing why your response was rejected.

### **View Request/Respond to “On Airport” Add Letter**

From your **Portal Page**, select *ADD Letter* from *My Cases by Status*.

**On Airport Construction**  
(excludes on Military Airport)

**Please file all Wind Turbine/Met Towers as Off Airport**

[My Cases \(On Airport\)](#) | [Add New Case \(On Airport\)](#)  
[My Sponsors](#) | [Add New Sponsor](#)  
[On Airport Contacts](#)

**My Cases by Status:**

<a href="#">Draft</a>	4
<a href="#">Waiting</a>	0
<a href="#">Accepted</a>	0
<a href="#">Add Letter</a>	1 * Action required
<a href="#">Work In Progress</a>	0
<a href="#">Determined</a>	0
<a href="#">Terminated</a>	0
<a href="#">All</a>	5

This will bring up a list of cases in ADD Letter status. The **Project Name** for each case listed is a hyperlink to the *Project Summary* screen for that project. To respond to the ADD letter, select the **Project Name** link of the applicable case. This will bring up the Project Summary screen. View the Add Letter by selecting it from the **Latest Letter** column of the applicable case.

Summary of Notice of Proposed Construction or Alteration - *On Airport*

faa.gov Tools: [Print this page](#)

<b>Project:</b> Bric-144483208-11		<b>Sponsor:</b> Tom Bluth				
<a href="#">Project Summary: Bric-144483208-11</a>						
Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
TRECO 2014-ASO-821-NRA Add Letter	DAPHNE, AL	34°04'25.00"N 86°56'44.00"W	<a href="#">Show Map</a>		<a href="#">Upload a PDF</a>	04/19/2014 <b>ADD</b>

[Upload a PDF to the Test Project](#)

By selecting the **ADD Letter**, the written request from the FAA will open in a separate window for you to review.



## Uploading an Add Response PDF Document

### Constraints

1. Only PDF files may be uploaded to the system

2. There is a 25MB file size limit

To upload an Add Response PDF document from your computer, go to the **“My Cases in Add Status”** screen and select the desired Project Name Link.

### On Airport

Project Summary: Greg-207448624-14

Lat/Long	Map	Document	Actions
20°46'40.72"N 156°57'29.10"W	Show Map		Upload a PDF

[Upload a PDF to the Test Project](#)

Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file.

### Example: Upload a PDF File – Add Letter Response Document Upload

**Choose Type of Document:**

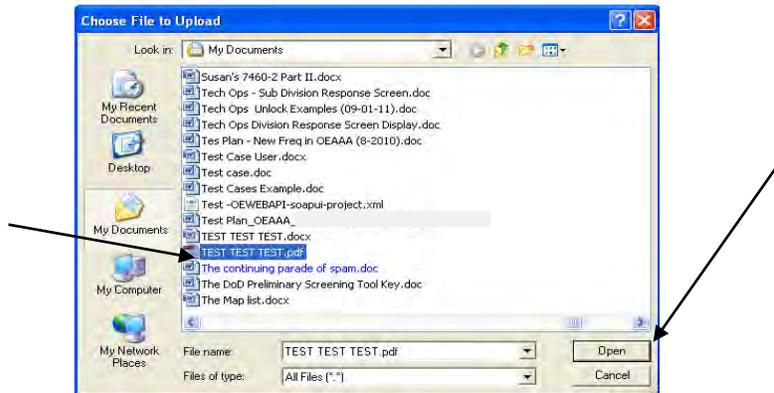
**File to upload:**

*Only PDF files may be uploaded to the system*

Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

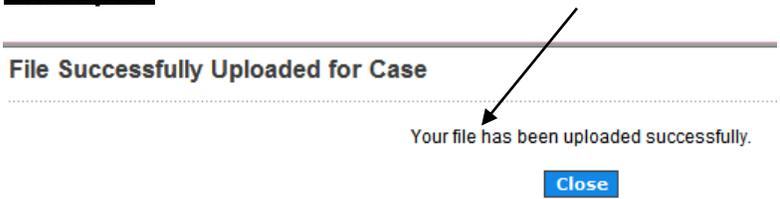


**Example:** Choose a File to Upload – Add Letter Response Document



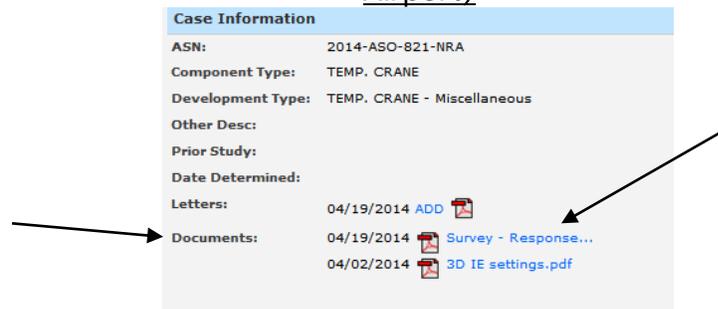
You'll receive confirmation when the Add Letter response document is successfully uploaded.

**Example:**



An Add Response document uploaded within your registered e-file account is visible in your account on the **Details for Cases** screen of the applicable case.

**Example:** Details for Cases screen – Uploaded Add Letter Response (On Airport)



The case will remain in ADD Letter status until the FAA has reviewed and **Accepted** your response and changed the status of the case to Work In Progress. The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter. If your case is not in ADD Letter status you are not required to provide any further response to the FAA.



## Responding to NPH

ANY RESOLUTION OF THE ISSUE(S) DESCRIBED IN THE NPH MUST BE COMMUNICATED TO THE FAA VIA YOUR REGISTERED E-FILE ACCOUNT SO THAT A FAVORABLE DETERMINATION CAN SUBSEQUENTLY BE CONSIDERED.

You must upload your Response to a Notice of Presumed Hazard (NPH).

### Constraints

3. Response to an NPH must a PDF file; only PDF files can be uploaded to the system.
4. There is a 25MB file size limit per document.

### Uploading a Response to a NPH

To upload a Response to a NPH, go to the “My Cases in Interim Status” screen and select the desired Project Name Link.

#### Example: My Cases in Interim Status Screen – Project Name Link

My Cases in INTERIM Status faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases	Filter by Case Status	Cases Requiring Action
<a href="#">Show All Cases (4397)</a>	<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a>	<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a>
	<a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>	<a href="#">Cases Due to Expire (53)</a>

Records 1 to 20 of 99 Page 1 of 5  
[Next page →](#)

[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/>	2012-ANE-1376-OE	<a href="#">CENTR-000217096-12</a>	251-63	Interim	09/20/2012	03/15/2013		Livermore Falls	ME
<input type="checkbox"/>	2012-ANE-1377-OE	<a href="#">CENTR-000217096-12</a>	251-64	Interim	09/20/2012	03/15/2013		Livermore Falls	ME

To upload a Response to a NPH, select the applicable Interim status case **Upload a PDF** link.



**Example: Project Summary Screen – Upload a PDF Link**

Off Airport

Project Summary : CENTR-000217096-12

Structure	City, State	Lat/Long	Map	Actions
251-62 Terminated 2012-ANE-1375-OE	Livermore Falls, ME	44° 24' 24.43" 70° 9' 50.93"	Show Map	Clone Upload a PDF
251-63 Interim 2012-ANE-1376-OE	Livermore Falls, ME	44° 24' 20.57" 70° 8' 50.74"	Show Map	Clone Upload a PDF Add 7460-2
251-64 Interim 2012-ANE-1377-OE	Livermore Falls, ME	44° 24' 16.75" 70° 8' 50.55"	Show Map	Clone Upload a PDF Add 7460-2

Select the type of document "**NPH resp.**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Response to a NPH PDF file.

**Example: Upload a Response to a NPH (PDF File) – Case Document Upload**

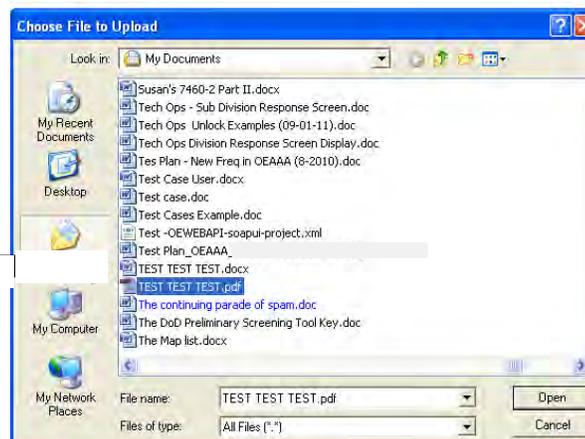
Choose Type of Document:  ▼

File to upload:  No file selected.

*Only PDF files may be uploaded to the system*

Once the Response to a NPH file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example: Choose a File to Upload – Case Document**





You'll receive confirmation when the Response to a NPH\_document is successfully uploaded.

The following message will display:

"Your file has been uploaded successfully to ASN: 2018-AXX-####-OE."

### View Uploaded Response to a NPH

To view an uploaded Response to a NPH, go to the "My Cases in Interim Status" screen and select the desired **Structure Name** Link.

#### Example: My Cases in Interim Status Screen – Structure Name Link

**My Cases in INTERIM Status**

Please refer to the assigned ASN on all inquiries to the FAA

All Cases Show All Cases (4397) Draft (86) | Accepted (144) | Work in Progress  
Interim (99) | Determined (3009) | Circularized (2) | Te

Records 1 to 20 of 99

View Folder

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 2012-ANE-1376-OE		CENTR-000217096-12	251-63	Interim
<input type="checkbox"/> 2012-ANE-1377-OE		CENTR-000217096-12	251-64	Interim

An uploaded Response to NPH (PDF file) is visible within your registered e-file account on the **Details for Case** screen.

#### Example: Details for Case screen – Uploaded Response to a NPH (PDF File)

**Details for Case : (Tower 53/5)**

[Show Project Summary](#)

Date Accepted: 12/31/2013  
Date Determined: 02/06/2014

Letters: 02/06/2014 NPH  
01/09/2014 ADD

Documents: 12/31/2013 FAA Engr Cert 53-...

Project Documents:  
None

You may upload as many PDF Response documents as your case requires, there is a 25MB file size limit per document.



## Cases (Off Airport) and My Cases (On Airport)

You can access your e-filed cases in ADD Letter status by selecting **My Cases (Off Airport)** or **My Cases (On Airport)** from either your **Portal Page** or the navigation links on the left side of the page.

The screenshot shows the OE/AAA Portal Page with three main sections: My Account, Off Airport Construction, and On Airport Construction. Red arrows point from the 'My Cases (Off Airport)' link in the Off Airport Construction section to the 'My Cases (On Airport)' link in the On Airport Construction section.

The **My Cases (Off Airport)** or **My Cases (On Airport)** link takes you to the **All of My Cases** screen, which lists all cases e-filed using your account according to the case status. If you have too many cases showing in the **All of My Cases** screen, you may organize or hide some of them by filtering. To do this, select the Status column to resort the list alphabetically by status or filter by selecting the applicable status in the *Cases Requiring Action* section.

The screenshot shows the 'ALL of My Cases' screen with a table of cases. A red arrow points to the 'Status' column header, which is currently set to 'Accepted'. The table contains three rows of case data.

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2014-AWP-1823-OE		SAMPLE-000168378-11	test	Accepted	04/01/2014			test	CA
2014-ACE-1205-OE		TESTE-000269776-14	Sample	Add Letter	04/01/2014			Lebanon	KS
		FAA-000052155-08		Draft				FLORIDA	NY



## Termination Request

Request a submitted aeronautical study be terminated.

The FAA ask that **Request to Terminate** aeronautical studies be uploaded.

### Constraints

5. Termination Request must be a PDF file; only PDF files can be uploaded to the system.
6. There is a 25MB file size limit per document.

### Uploading a Termination Request

To upload a Termination Request, go to any **“My Cases in XXX Status”** screen and select the desired **Project Name Link**.

#### Example: My Cases in Interim Status Screen – Project Name Link

My Cases in INTERIM Status faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status				Cases Requiring Action				
<a href="#">Show All Cases (4397)</a>		<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a> <a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>				<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a> <a href="#">Cases Due to Expire (53)</a>				

Records 1 to 20 of 99 Page 1 of 5  
[Next page →](#)

[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2012-ANE-1376-OE		<a href="#">CENTR-000217096-12</a>	251-63	Interim	09/20/2012	03/15/2013		Livermore Falls	ME
<input type="checkbox"/> 2012-ANE-1377-OE		<a href="#">CENTR-000217096-12</a>	251-64	Interim	09/20/2012	03/15/2013		Livermore Falls	ME

To upload a Termination Request, select the applicable XXX status case **“Upload a PDF”** link.

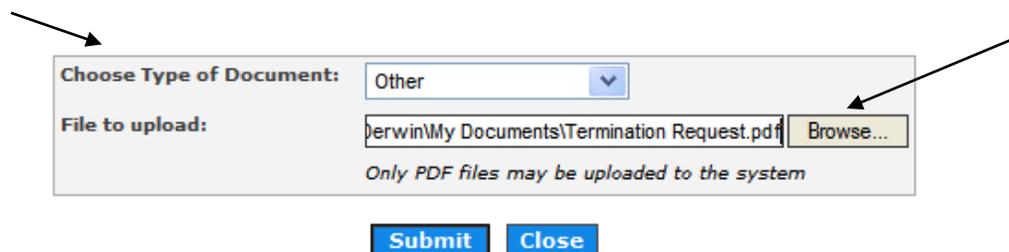


**Example: Project Summary Screen – Upload a PDF Link**

**Off Airport**

Select the type of document “**Other**” from the Choose Type of Document dropdown and then [**Browse**] your computer to find the Termination Request PDF file for upload.

**Example: Upload a Termination Request (PDF File) – Case Document Upload**



Once the Termination Request (PDF file) for upload is located on the computer, [**Open**] it, then select the [**Submit**] button to continue.

**Example: Choose a File to Upload – Case Document**



You’ll receive confirmation when the Termination Request document is successfully uploaded.

The following message will display:

“Your file has been uploaded successfully to ASN: 2018-AXX-####-OE.”



## View Uploaded Termination Request

To view an uploaded Termination Request, go to the applicable “My Cases in XXX Status” screen and select the desired **Structure Name** Link.

### Example: My Cases in Interim Status Screen – Structure Name Link

**My Cases in INTERIM Status**

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status	
<a href="#">Show All Cases (4397)</a>		<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (1)</a> <a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (0)</a>	

Records 1 to 20 of 99

View Folder ▼ Create Folder Manage Folders Transfer Case

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 2012-ANE-1376-OE		<a href="#">CENTR-000217096-12</a>	<a href="#">251-63</a>	Interim
<input type="checkbox"/> 2012-ANE-1377-OE		<a href="#">CENTR-000217096-12</a>	<a href="#">251-64</a>	Interim

An uploaded Termination Request (PDF file) is visible within your registered e-file account on the **Details for Case** screen.

### Example: Details for Case screen – Uploaded Termination Request (PDF File)

**Details for Case : CLQ-101 Orange Blvd**

[Show Project Summary](#)

Date Accepted:	03/12/2014
Date Determined:	
Letters:	None
Documents:	04/16/2014 <a href="#">Termination Reque...</a> 03/12/2014 <a href="#">CLQ-101 1A.pdf</a>



## Supplemental Notice 7460-2 Part 1 & 2

If your construction information includes any changes to the originally submitted coordinates or an increased AGL height, you will be notified by the system that a new filing is required. For 7460-2 Part-1 and Part-2 submissions, a new study will be automatically generated by the system when you proceed with any changes to the originally submitted coordinates so that a revised determination may be issued.

Select the **[Proceed]** button to confirm the changes and re-file for a new aeronautical study. An “Add New Case - Off Airport” (7460-1) form will display with the changes and case data pre-populated.

### To submit an e-supplemental notice 7460-2 Part 1:

- 1) Go to the Obstruction Evaluation web site: <https://oeaaa.faa.gov>
- 2)
  - a. If you already have an account:
    - Go to step 3.
  - b. If you don't have an account:
    - Select the *New User Registration* link, and complete the registration form. (Make note of your User ID and Password.)
- 3) Log in with your User ID and Password.
- 4) Select the “Add Supplemental Notice (7460-2 Form)” link. The link is located on the Portal Page (middle column) under the *Off Airport Construction* header.

The screenshot shows the OE/AAA Portal Page. On the left is the 'My Account' section with fields for Name, User Name, Login Time, IP Address, and Actions (What's New). On the right is the 'Off Airport Construction (includes on Military Airport)' section. Within this section, there are links for 'My Cases (Off Airport)', 'Add New Case (Off Airport)', 'Add Supplemental Notice (7460-2 Form)', 'My Sponsors', 'Add New Sponsor', 'Off Airport Contacts', and 'My Circ Comments'. Below these links is a section for 'My Cases by Status:'. Arrows point from the text above to the 'OE/AAA Portal Page' label and the 'Add Supplemental Notice (7460-2 Form)' link.



5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.

**Add Supplemental Notice (7460-2 Form)**

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN:  -  -  - OE

[Search](#) [Reset](#)

*(This will take you to the Form 7460-1 details for case screen.)*

6) From the *Form 7460-1 details for case screen Overview* section (located at the top of the page), select the *Supplemental Form 7460-2 "Add 7460-2"* link.

**Form 7460-1 for 20XX-XXX-XXX-OE**

Overview	
<b>Study (ASN):</b>	20XX-XXX-XXX-OE
<b>Prior Study:</b>	
<b>Status:</b>	Determined
<b>Letters:</b>	<a href="#">Determination</a>
<b>Supplemental Form 7460-2:</b>	<a href="#">Add 7460-2</a>
Sponsor Information	

*(This will take you to the Select Supplemental Notice Type screen).*



7) Select the "File a 7460-2 Part 1" link.

Select Supplemental Notice (7460-2) Type for 2015 20XX-XXX-XXX-OE

- Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary
- Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required
- If both Part 1 and Part 2 are required, you must submit Part 1 notification first
- Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

**PART 1**

A 7460-2 (PART 1) is required at least 10 days prior to start of construction.

[File a 7460-2 Part 1](#)

**PART 2**

A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.

[File a 7460-2 Part 2](#)

Or

*(This will take you to the Supplemental Notice (7460-2) – Part 1 (questionnaire screen).*

8) Answer the following questions and complete the required fields (as applicable) regarding your newly constructed structure; then select the "Confirm" button.

Supplemental Notice (7460-2) - Part 1 for 2015-AAI 20XX-XXX-XXX-OE

faa.gov Tools: [Print this page](#)

- Please answer the following questions regarding your newly constructed structure.
- You will be required to certify your answers before submitting to the FAA.
- You are required to re-file for a new study if the original site data has changed.

\* Will the structure be constructed at the originally filed location 57-45-03.51?  No  
 Yes

\* Is the site elevation at the construction location 233 feet?:  No  
 Yes

\* Site Elevation Determined By: [Dropdown]

\* The determination issued states a condition that the structure is to be marked/lighted with No marking/lighting. Will you adhere to this condition when the construction is completed?:  No  
 Yes

\* Note: If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

\* When will actual construction, which includes the laying of a foundation but not including excavation, begin?: [Date] (mm/dd/yyyy)

\* What is the estimated date the structure will reach its Greatest Height?: [Date] (mm/dd/yyyy)

\* Will the structure be constructed to the originally filed height of 33 feet above ground level (AGL)?:  No  
 Yes

\* Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing

**Antenna Requiring FCC License:** (Leave blank if your structure does not require FCC License)

ASR Number: [Text Box] FCC Permit Applied Date: [Date] (mm/dd/yyyy)  
FCC Permit Issued Date: [Date] (mm/dd/yyyy)

Cancel Confirm



**Note 1:** If proposing the installation and use of an Aircraft Detection Lighting System (ADLS), the 7460-2 Part 1 will display the following additional required date fields:

- Estimated Date ADLS will be installed.
- Estimated Date ADLS will be operational.

**Note 2:** If you confirm the 7460-2 screen with **ANY** question answered **No** and the required fields completed:

- **Skip to Step 13.**

**Note 3:** If you confirm the 7460-2 screen with **ALL** questions answered **Yes** and the required fields completed:

- The OE/AAA system will pre-populate an electronic 7460-2 Part 1.
- The pre-populated 7460-2 form is available for edit, including the “Upload a PDF” link and “Comments” box.
- **Go to Step 9.**

9) *Certify* the supplemental notice information by selecting the “check box” (to successfully submit the 7460-2 Part 1 to the FAA).

Supplemental Notice (7460-2) - Part 1 for 20XX-XXX-XXX-OE

Please confirm you would like to submit this 7460-2 to the FAA.

- Please complete all items that have a red asterisk
- If your construction information includes any changes to the originally submitted proposal, you will be notified that a new filing is required. If you wish to proceed with the changes the system will require that you complete a new filing
- If you select Site Elevation Determined by an actual survey, be sure that a copy is uploaded with your submission if it has not already been provided
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

**Construction**  
Construction Type: New  
Owner of Structure: Brickell Heights LLC

**Construction Location / Height**  
Latitude: 57° 45' 3.51" N  
Longitude: 152° 30' 37.17" W  
Horizontal Datum:  
Site Elevation (ft):  
Structure Height (AGL): 33 (nearest foot)  
Site Elevation Determined By: USGS 7.5 Quad Map  
Address:  
Address 2:  
City: Teske  
State: Alaska  
Upload a PDF which will be attached to this case

**Construction Notifications** (Please enter Construction Start/End dates)  
Construction Start Date: 01/17/2016  
Estimated End Date: 01/17/2016

**Antenna Requiring FCC License** (Leave blank if your structure does not require FCC License)  
ASR Number  
FCC Permit Applied Date:  
FCC Permit Issued Date:

**Marking and Lighting**  
Marking and Lighting: None  
Other Desc:

**Supplemental Case Notes**  
Latest Supplemental Case Note:  
Comments:  
(Use this option to submit comments with your validated submission)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge

Back Cancel Submit



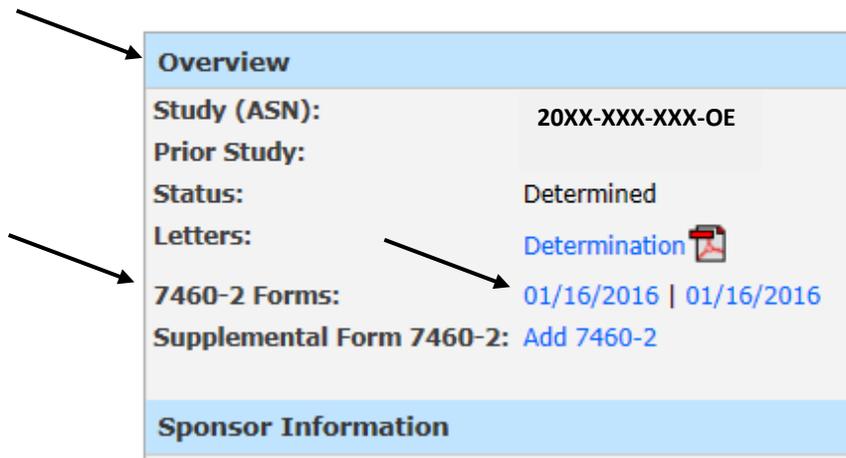
10) Select the [Submit] button.

11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise that the FAA has received the Supplemental Notice 7460-2 Part 1.



12) The submitted Supplemental Notice (7460-2, Part-1) can be viewed from the “Form 7460-1 for ASN 20XX-XXX-XXX-OE” screen in the *Overview* section located at the top left of the form. The link will display the current date.

### Form 7460-1 for ASN 20XX-XXX-XXX-OE



13) If information was confirmed on the 7460-2 with ANY questions answered No:

- The 7460-2, Part 1 will be pre-populated with your information except for data where you answered No.



Example:

Supplemental Notice (7460-2) - Part 1 for 20XX-XXX-XXX-OE

Your latitude/longitude do not match the coordinates evaluated by the FAA  
Your site elevation does not match the elevation evaluated by the FAA

- The 7460-2, Part 1 screens will prompt you to enter the *changed* (new) information (when applicable) and advise if a new filing is required.

Example:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

[Proceed](#) [Cancel](#) [Confirm](#)

- **Greatest Height (AGL)** - If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.
- **Marking/Lighting** - If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

14) Select the [Proceed] button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

**Note:** The applicable DRG link is on the top of the 7460-1 form for guidance:

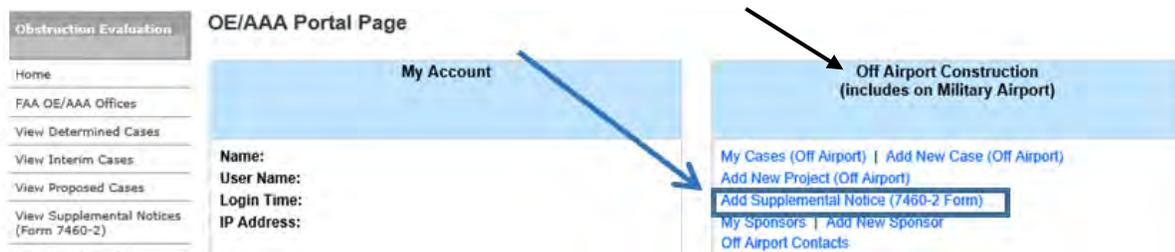
- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers

How to submit a Supplemental Notice 7460-2, Part 2 Notice of Actual Construction or Alteration, for structures located OFF airport property or ON military airport property.



To submit an e-supplemental notice **7460-2 Part 2:**

- 1) Go to the Obstruction Evaluation web site: <https://oeaaa.faa.gov>
- 2)
  - a. If you already have an account:
    - Go to step 3.
  - b. If you don't have an account:
    - Select the *New User Registration* link, and complete the registration form. (Make note of your *User ID* and *Password*.)
- 3) Log in with your User ID and Password.
- 4) Select the "Add Supplemental Notice (7460-2 Form)" link. The link is located on the Portal Page (middle column) under the *Off Airport Construction* header.



- 5) From the *Add Supplemental Notice (7460-2 Form)* screen enter the Aeronautical Study Number (ASN) and then select the [Search] button.

**Add Supplemental Notice (7460-2 Form)**

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN:  -  -  - OE

(This will take you to the Form 7460-1 details for case screen.)



6) From the *Form 7460-1 details for case screen Overview* section (located at the top of the page), select the *Supplemental Form 7460-2 "Add 7460-2"* link.

**Form 7460-1 for 20XX-XXX-XXX-OE**

*(This will take you to the Select Supplemental Notice Type screen).*

7) Select the "File a 7460-2 Part 2" link.

**Select Supplemental Notice (7460-2) Type for 20XX-XXX-XXX-OE**

- Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary
- Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required
- If both Part 1 and Part 2 are required, you must submit Part 1 notification first
- Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

**PART 1**  
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.  
[File a 7460-2 Part 1](#)

**PART 2**  
A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.  
[File a 7460-2 Part 2](#)

..... Or .....

*(This will take you to the Supplemental Notice (7460-2), Part 2 (questionnaire screen).*



8) Answer the following questions and complete the required fields (as applicable) regarding your newly constructed structure; then select the “Confirm” button.

Supplemental Notice (7460-2) - Part 2 for **20XX-XXX-XXX-OE**

• Please answer the following questions regarding your newly constructed structure.  
 • You will be required to certify your answers before submitting to the FAA.  
 • You are required to re-file for a new study if the original site data has changed.

\* Was the structure constructed at the originally filed location?  No  Yes

\* Is the site elevation at the constructed location 233 feet?:  No  Yes

\* Has the structure reached its greatest height of 33 feet above ground level(AGL)?:  
 \* Note: If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.  No  Yes

\* The determination issued states as a condition that the structure is to be marked/lighted with No marking/lighting. Did you adhere to this condition?:  
 \* Note: If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.  No  Yes

\* Enter the greatest Height Reached Date:  (mm/dd/yyyy)

\* Site Elevation Determined By:

**Antenna Requiring FCC License:** (Leave blank if your structure does not require FCC License)

ASR Number:

FCC Permit Applied Date:  (mm/dd/yyyy)

FCC Permit Issued Date:  (mm/dd/yyyy)

**Note 1:** If the installation and use of an Aircraft Detection Lighting System (ADLS) was proposed, the 7460-2 Part 2 will display the following additional required date fields (complete one):

- Date ADLS enabled
- Or
- Date ADLS discontinued

**Note 2:** If you confirm the 7460-2 screen with **ANY** question answered **No** and the required fields completed:

- **Skip to Step 13.**

**Note 3:** If you confirm the 7460-2 screen with **ALL** questions answered **Yes** and the required fields completed:

- The OE/AAA system will pre-populate an electronic 7460-2 Part 2.
- The pre-populated 7460-2 form is not available for edit, however the “Upload a PDF” link and “Comments” box are available.
- **Go to Step 9.**



9) Certify the supplemental notice information by selecting the "check box" (to successfully submit the 7460-2 Part 2 to the FAA).

10) Select the [Submit] button.

Supplemental Notice (7460-2) - Part 2 for 20XX-XXX-XXX-OE

Please confirm you would like to submit this 7460-2 to the FAA.

<b>Construction</b>		<b>Owner of Structure</b>	
Construction Type: New			
<b>Construction Location / Height</b>			
Latitude:		Address:	
Longitude:		Address 2:	
Horizontal Datum: NAD83		City: Ashland	
Site Elevation (SE): 1420		State: Maine	
Structure Height (AGL): 492 (nearest foot)		Upload a PDF which will be attached to this case.	
Site Elevation Determined By: Actual As-Built Survey			
<b>Construction Notifications</b> (Please enter Greatest Height Reached date)			
Greatest Height Reached Date:	01/16/2016		
<b>Antenna Requiring FCC License</b> (Leave blank if your structure does not require FCC License)			
ASR Number:		FCC Permit Applied Date:	
		FCC Permit Issued Date:	
<b>Marking and Lighting</b>			
Marking and Lighting:	Red lights		
Other Desc:			
<b>Supplemental Case Notes</b>			
Latest Supplemental Case Note:			
Comments:			
(Use this option to submit comments with your validated submission)			
<input type="checkbox"/> I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.			
<a href="#">Back</a> <a href="#">Cancel</a> <a href="#">Submit</a>			

11) After submission of an e-supplemental notice, an e-mail notification will be sent to the case sponsor and sponsor representative to advise that the FAA has received the Supplemental Notice 7460-2 Part 2.

Successfully Submitted 7460-2 for 20XX-XXX-XXX-OE

Your 7460-2 has been received by the FAA. Thank you.

You may Upload a PDF which will be attached to this case.

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.

[Continue to 7460-2 Required List](#) or [Return to Portal Page](#)



12) The submitted Supplemental Notice (7460-2) can be viewed from the “Form 7460-1 for ASN 20XX-XXX-XXX-OE” screen in the *Overview* section located at the top left of the form. The link will display the current date.

### Form 7460-1 for ASN 20XX-XXX-OE

Overview	
Study (ASN):	20XX-XXX-XXX-OE
Prior Study:	
Status:	Determined
Letters:	<a href="#">Determination</a>
7460-2 Forms:	<a href="#">01/16/2016</a>   <a href="#">01/16/2016</a>
Supplemental Form 7460-2:	<a href="#">Add 7460-2</a>

13) If information was confirmed on the 7460-2 with ANY questions answered No:

- The 7460-2, Part 2 will be pre-populated with your information except for data where you answered No.

Example:

Supplemental Notice (7460-2) - Part 2 for 20XX-XXX-XXX-OE

Your latitude/longitude do not match the coordinates evaluated by the FAA  
Your site elevation does not match the elevation evaluated by the FAA

- The 7460-2, Part 2 screens will prompt you to enter the *changed* (new) information (when applicable) and advise if a new filing is required.

Example:

The FAA conducted an aeronautical study on your original filing and issued a determination based on specific latitude/longitude coordinates and heights. You are required to re-file for a new study if the original site data has changed. Do you wish to proceed with the submitted data?

[Proceed](#) [Cancel](#) [Confirm](#)



- **Greatest Height (AGL)** - If you respond 'No' you will be prompted to provide the greatest height (AGL) reached and may be required to submit a new filing.
- **Marking/Lighting** - If you respond 'No' you will be prompted to provide the planned marking/lighting. If you filed separately for a lighting study and received approval from the FAA in writing to change the lighting condition, please include a comment with your submission identifying the ASN for any additional studies conducted and select the lighting approved under that ASN.

14) Select the [Proceed] button.

15) A 7460-1 form may be displayed; if so, proceed with adding your new case.

**Note:** The applicable DRG is on the top of the 7460-1 form for guidance:

- Add a new Case Off Airport
- Add a New Case Off Airport for Wind Turbines - Met Towers

## Dismantled

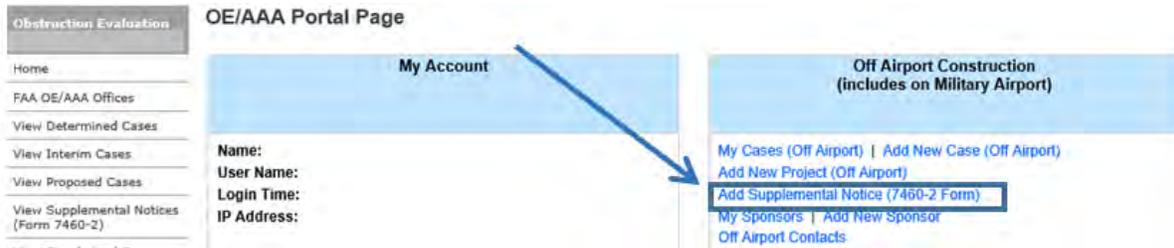
When a built structure is taken down.

## Submit E-Supplemental Notice (7460-2) - Dismantled

Under the Off Airport Construction header, **My Cases by Status**, select the **"Add Supplemental Notice (7460-2 Form)"** link.

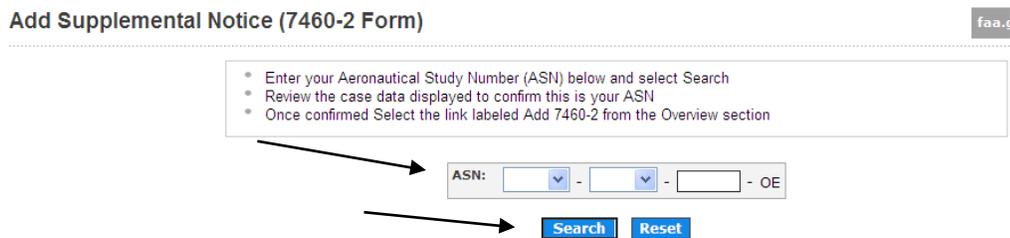
Project Summary : MERCU-000268426-14

Structure	City, State	Lat/Long	Map	Actions
CLQ-101 Orange Blvd Work In Progress 2014-ASO-3468-OE	Lake Mary, FL	28° 47' 50.44" 81° 21' 44.50"	Show Map	Clone Upload a PDF Add 7460-2



The **Add Supplemental Notice (7460-2 Form)** screen is displayed;

- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)



Review the case data displayed to confirm this is your ASN

Once confirmed, within the **“Overview”** section (located at the top of the screen):

- Select the blue **“Add 7460-2** link to the right of **Supplemental forms 7460-2**. (*This will take you to the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen*).





From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

- Select the **Dismantled** link.  
(This will take you to the Supplemental Notice (7460-2) - Dismantled for 20XX-AXX-XXX-OE screen).
- Provide the date the project was dismantled
  - \* Actual notice is required for dismantlement, therefore you cannot enter a future date.

### Supplemental Notice (7460-2) - Dismantled for

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submit notice

Dismantled Date:   (mm/dd/yyyy)

### Supplemental Notice (7460-2) - Dismantled for 20XX-AXX-XXX-OE

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date:  

<< Apr >>						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						

- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice
- Confirm you would like to submit this 7460-2 - Dismantled to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the [**<<Back**] button to return to the 7460-2 Dismantled screen to make corrections before submitting.



**Supplemental Notice (7460-2) - Dismantled for 20XX-XXX-XXXX-OE**

faa.gov

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date: 04/16/2014

Comments: (Use this option to submit comments with your validated submission)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Back](#) [Cancel](#) [Submit](#)

**Successfully Submitted (7460-2) - Dismantled for 20XX-AXX-XX-OE**

**Successfully Submitted 7460-2 for 20XX-XXX-XXXX-OE**

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

[Continue to 7460-2 Required List](#) or [Return to Portal Page](#)

**After submission**, to view your submitted 7460-2 Dismantled, continue to your 7460-2 list screen. Select the Project Name link to display the details for case screen.

**My Cases Requiring 7460-2**

faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status					Cases Requiring Action			
<a href="#">Show All Cases (4397)</a>		<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a> <a href="#">Interim (95)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>					<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a> <a href="#">Cases Due to Expire (53)</a>			
Records 501 to 1000 of 1048							Page 2 of 3			
<a href="#">Previous page</a>							<a href="#">Next page</a>			
<a href="#">View Folder</a>	<a href="#">Create Folder</a>	<a href="#">Manage Folders</a>	<a href="#">Transfer Cases</a>							
ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State	
<input type="checkbox"/> 2013-WTW-1429-OE		<a href="#">PULLM-000231941-13</a>	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX	



View the submitted 7460-2 Dismantled by using the **7460-2 Forms** date link.

**Notice of Proposed Construction or Alteration - Off Airport**

---

**Project Name:** PULLM-000231941-13 **Sponsor:** ROUTE

**Details for Case : WT 110**  
[Show Project Summary](#)

Case Status	
ASN:	2013-WTW-1429-OE
Status:	Determined
7460-2 Forms:	04/16/2014 7460-2 (PART 2) required within 5 days after the construction reaches its greatest height. <a href="#">Add Supplemental Notice (7460-2)</a>

## Abandoned

When a proposed structure is not going to be built.

## Submit E-Supplemental Notice (7460-2) - Abandoned

Under the Off Airport Construction header, **My Cases by Status**, select the **"Add Supplemental Notice (7460-2 Form)"** link.

### OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
<p><b>Name:</b></p> <p><b>User Name:</b></p> <p><b>Login Time:</b></p> <p><b>IP Address:</b></p>	<p><a href="#">My Cases (Off Airport)</a>   <a href="#">Add New Case (Off Airport)</a>  <a href="#">Add Supplemental Notice (7460-2 Form)</a>  <a href="#">My Sponsors</a>   <a href="#">Add New Sponsor</a>  <a href="#">Off Airport Contacts</a>  <a href="#">My Circ Comments</a></p>

The **Add Supplemental Notice (7460-2 Form)** screen is displayed;

- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)



### Add Supplemental Notice (7460-2 Form)

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN:  -  -  - OE

Review the case data displayed to confirm this is your ASN

Once confirmed, within the “**Overview**” section (located at the top of the screen):

- Select the blue “**Add 7460-2**” link to the right of **Supplemental forms 7460-2**.  
(This will take you to the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen).

### Form 7460-1 for

**Overview**

Study (ASN):

Prior Study:

Status: Determined

Letters: Determination

Supplemental Form 7460-2: [Add 7460-2](#)

From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

- Select the **Abandoned** link.  
(This will take you to the Supplemental Notice (7460-2) - Abandoned for 20XX-AXX-XXX-OE screen).
- Provide the date the project was abandoned.



Supplemental Notice (7460-2) - Abandoned for

faa.

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:   (mm/dd/yyyy)

Supplemental Notice (7460-2) - Abandoned for

faa.g

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:  

<< April 2014 >>

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice
- Confirm you would like to submit this 7460-2 - Abandoned to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the [**<<Back**] button to return to the 7460-2 Abandoned screen to make corrections before submitting.



Supplemental Notice (7460-2) - Abandoned for

faa.gov

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:

Comments:  
(Use this option to submit comments with your validated submission)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[« Back](#) [Cancel](#) [Submit](#)

Successfully Submitted (7460-2) - Abandoned for 20XX-AXX-XX-OE

Successfully Submitted 7460-2 for

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact info

[Continue to 7460-2 Required List](#)

or [Return to Portal Page](#)

**After submission**, to view your submitted 7460-2 Abandonment, continue to your 7460-2 list screen. Select the Project Name link to display the details for case screen.

My Cases Requiring 7460-2

faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status					Cases Requiring Action			
<a href="#">Show All Cases (4397)</a>		<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a> <a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>					<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a> <a href="#">Cases Due to Expire (53)</a>			
Records 501 to 1000 of 1048						Page 2 of 3				
<a href="#">« Previous page</a>						<a href="#">Next page »</a>				
<a href="#">View Folder</a>	<a href="#">Create Folder</a>	<a href="#">Manage Folders</a>	<a href="#">Transfer Cases</a>							
ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State	
<input type="checkbox"/> 2013-WTW-1429-OE		<a href="#">PULLM-000231941-13</a>	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX	



View the submitted 7460-2 Abandonment by using the **7460-2 Forms** date link.

**Notice of Proposed Construction or Alteration - Off Airport**

---

**Project Name:** PULLM-000231941-13 **Sponsor:** Route

**Details for Case : WT 110**  
[Show Project Summary](#)

---

Case Status	
ASN:	
Status:	Determined
7460-2 Forms:	<a href="#">04/16/2014</a> <small>7460-2 (PART 2) required within 5 days after the construction reaches its greatest height.</small> <a href="#">Add Supplemental Notice (7460-2)</a>

## Extension Request

If needed, after an aeronautical study (case) has been Determined, one e-file request to extend the effective period of the determination up to 18 additional months can be submitted from your e-file account.

After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination may be eligible for one extension of the effective period.

Any changes in coordinates, heights, and frequency or use of greater power require that you resubmit for a new study (Add New Case-Off Airport).

FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.

After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice



## Submit E-Supplemental Notice (7460-2) - Extension Request

### Instructions:

- From your Portal Page, select the **Extension Request** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section.
- From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. *(This will take you to the Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX-OE screen).*
- **Read** the extension criteria statements. If necessary, you can upload PDF documentation by using the **"Upload a PDF"** link.
- Select the **[Confirm]** button. *(This will take you to the Supplemental Notice Extension Request Submission screen).*
- **Read** the extension request statements. If necessary, you can submit comments by using the **"Comments"** box.
- Select the [Confirm] button. The system will display the number of days left until your original determination expires.
- If necessary, use the Comments option to submit comments with your validated submission.
- Select the check box certifying the supplemental notice information.
- Select the [Submit] button in order to successfully submit your extension request to the FAA.
- After submission, you can return to your Portal Page or continue to your 7460-1 list screen.
- Your submitted Extension request can be viewed in the "Overview" section of the "Form 7460-1 for ASN" screen in the **7460-2 Forms** link.



From your Portal Page, select the **Extension Request** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section.

The screenshot shows the OE/AAA Portal Page with three main columns: My Account, Off Airport Construction, and On Airport Construction. In the 'Off Airport Construction' column, under 'My Cases by Status', there is a table with the following data:

Draft	1
Waiting	0
Accepted	0
Add Letter	0
Work in Progress	4
Interim	0
Determined	0
Circularized	0
Terminated	5
All	10

An arrow points to the 'Extension Request' link in the 'Work in Progress' row.

From the **Search for Extension Request** screen, enter the Aeronautical Study Number (ASN), and then select the [Search] button. (This will take you to the Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX- OE screen).

### Search for Extension Request

Search for a case to create an extension request.

ASN:  -  -  - OE

Read the extension criteria statements.

**Search** **Reset**

### Supplemental Notice (7460-2) - Extension Request for

- After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period
- Any changes in coordinates, heights, and frequency or use of greater power will require that you resubmit for a new study (Add New Case-Off Airport).
- FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Construction has not started. Please consider an extension of the Effective Period of this determination for an additional 18 months.

If necessary, Upload a PDF which will be attached to the case.

**Cancel** **Confirm**



Select the **[Confirm]** button. (*This will take you to the Supplemental Notice Extension Request Submission screen*).

### Upload a PDF Document

PDF documents may also be uploaded to the 7460-2 Extension request. You may upload as many PDF documents as your case requires.

**FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.**

When the Confirm button is selected, the system will display the number of days left until your original determination expires.

### Supplemental Notice (7460-2) - Extension Request for 20XX-AXX-XX-OE

There are XX days left until your original determination expires.

If an extension is granted it will be extended for a maximum 18 months from the date the FAA issues the Extension letter.

Please confirm that you would like to submit this 7460-2 to the FAA

- **Read** the extension request statements.
- If necessary, use the **Comments** option to submit comments with your validated submission.
- Select the **check box** certifying the supplemental notice information.
- Select the **[Submit]** button in order to successfully submit your extension request to the FAA.



**Supplemental Notice (7460-2) - Extension Request for** faa.gov Tools

There are 456 days left until your original determination expires.  
If an extension is granted it will be extended for a maximum 18 months  
from the date the FAA issues the Extension letter.  
Please confirm that you would like to submit this 7460-2 to the FAA

- After re-evaluation of current operations in the area of the structure to determine that no significant aeronautical changes have occurred, your determination is eligible for one extension of the effective period
- Any changes in coordinates, heights, and frequency or use of greater power will require that you resubmit for a new study(Add New Case-Of-Airport)
- FCC Construction Permits, if applicable, must be uploaded with your filing in order to be considered.
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

**18 Month Extension Requested**

Comments:  
(Use this option to submit comments with your validated submission)

Example Example Example

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

**After submission**, you can continue to your 7460-2 list screen where you can navigate to view the submitted extension request or return to your Portal Page.

### Successfully Submitted 7460-2 for 20XX-AXX-XX-OE

**Successfully Submitted 7460-2 for**

---

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this add and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact info

or

To view your submitted extension request, continue to your 7460-2 list screen. Select the Project name link to display the details for case screen.



My Cases Requiring 7460-2 ←

faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases	Filter by Case Status	Cases Requiring Action
<a href="#">Show All Cases (4397)</a>	<a href="#">Draft (86)</a>   <a href="#">Accepted (144)</a>   <a href="#">Work in Progress (43)</a> <a href="#">Interim (99)</a>   <a href="#">Determined (3009)</a>   <a href="#">Circularized (2)</a>   <a href="#">Terminated (1108)</a>	<a href="#">7460-2 Required (1048)</a>   <a href="#">Add Letter (5)</a> <a href="#">Cases Due to Expire (53)</a>

Records 501 to 1000 of 1048 Page 2 of 3  
[← Previous page](#) [Next page →](#)

[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2013-WTW-1429-OE		PULLM-000231941-13	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX

View the submitted extension request by using the **7460-2 Forms** date link.

### Notice of Proposed Construction or Alteration - Off Airport

Project Name: PULLM-000231941-13 Sponsor: Route

**Details for Case : WT 110**  
[Show Project Summary](#)

Case Status	
ASN:	
Status:	Determined
7460-2 Forms:	<input type="text"/> <span style="color: red;">7460-2 (PART 2) required within 5 days after the construction reaches its greatest height.</span> <a href="#">Add Supplemental Notice (7460-2)</a>

## Marking/Lighting Change Notification

If there has been a change in the type of Marking or Lighting of the structure, the user can select the **Marking/Lighting Change Notification** link, then enter in the date the change was made and what type of marking/lighting was done. When the data is entered, the user selects the **[Confirm]** button to continue.



## ***Third Party 7460-2 Filer***

If someone else filed the original Notice of Proposed Construction or Alteration (7460-1), follow the steps in this subsection to file a 7460-2.

- Select the **New User Registration** link, and complete the form. Make note of your User ID and Password.
- Select the **Add New Sponsor** link. The Sponsor can be you, your company, or your client. The sponsor is the person or business ultimately responsible for the construction or alteration. The sponsor appears as the addressee on all correspondence from the FAA.
- Select the **Search Archives** link. When on the *Search Archives* page enter the Aeronautical Study Number (ASN) and then select the **[Search]** button. This will take you to the *Archive Search Results* page. On this page select the **Case Number** link. This will take you to the *Case Data* page for the ASN you supplied.
- Select the **Add 7460-2** link. This will take you to the *Select Supplemental Notice Type* page.
- Select the Part to be filed by selecting **File a 7460-2 Part 1** link or **File a 7460-2 Part 2** link or **Dismantled** link or the **Abandoned** link if you do not intend to build the structure. The Notice of Actual Construction requests much of the same information as the Notice of Proposed Construction. You must reenter the data to ensure that the actual construction information is processed accurately.

On the *7460-2 Part 1* the user must provide the following information:

- A. Construction Type
- B. Latitude/Longitude
- C. Horizontal Datum
- D. Site Elevation
- E. Structure Height
- F. Site Elevation Determined by
- G. Marking and Lighting
- H. Construction Start Date
- I. Estimated Construction End Date.

On the *7460-2 Part 2 Construction Notification*:

- A. Answer the first four questions with either a yes or no
- B. Greatest Height Reached Date (Greatest Height Reached Date may not be entered as a future date since it is required to report actual construction.)



Optional Fields for the 7460-2 Part 1 & 2 may include:

- A. Address
- B. ASR Number
- C. FCC Permit Applied Date
- D. FCC Permit Issued Date
- E. Other Description

Pre-populated fields for the 7460-2 Part 1 include:

- A. Sponsor (Owner of Structure)
- B. City/State

## NOTAM TEMPORARY STRUCTURE NOTIFICATION

Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

When a case is determined, based on the condition stated in the Temporary structure (TMP) letter, the "FDC NOTAM" field displays whether a NOTAM is or is not required.

To determine if you need to submit a NOTAM for a temporary structure case, view the "FDC NOTAM" field. The field is located in the Structure Summary section of the Off Airport Details for Case screen.

### Notice of Proposed Construction or Alteration - Off Airport

[Add a new Case Off Airport - Desk Reference Guide](#)

<b>Project Name:</b> BRICK-000279861-14	<b>Sponsor:</b> Brickell Heights LLC
---	--------------------------------------

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

Case Status	
<b>ASN:</b>	<b>Date Accepted:</b>
<b>Status:</b> Determined	<b>Date Determined:</b>
<b>Public Comments:</b> None	<b>Letters:</b>
	<b>Documents:</b> None
	<b>Project Documents:</b> None
Construction / Alteration Information	
<b>Notice Of:</b> Construction	<b>Structure Summary</b>
<b>Duration:</b> Temporary	<b>Structure Type:</b> Crane
<b>if Temporary :</b> Months: 1 Days: 1	<b>Structure Name:</b> Tet
<b>Work Schedule - Start:</b>	<b>FDC NOTAM:</b> Required via e-filing
<b>Work Schedule - End:</b>	<b>NOTAM Number:</b>
	<b>FCC Number:</b>
	<b>Prior ASN:</b>

\*For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.

Confidential and Proprietary©2016 Federal Aviation Administration.



The "FDC NOTAM" field will display "Notify FAA via e-filing", "Notify FAA via phone" or "Not Required".

**When "Notify FAA via e-filing" is required by your FAA determination, NOTAM notification is completed through your registered E-file account.**

From your Portal Page, select the **Temporary Structure Notification** link located in the **"Off Airport Construction"** column on the right side of the **My Cases by Status** section below the Extension Request link.

The screenshot shows the OE/AAA Portal Page. On the left is a navigation menu. The main content area is divided into 'My Account' and 'Off Airport Construction (includes on Military Airport)'. Under 'Off Airport Construction', there is a 'My Cases by Status' table and a list of links. The 'Temporary Structure Notification' link is highlighted with a blue box and an arrow.

Draft	1
Waiting	0
Accepted	0
Add Letter	0
Work in Progress	4
Interim	0
Determined	0
Circularized	0
Terminated	5
All	10

- Enter your Aeronautical Study Number (ASN) below and select Search

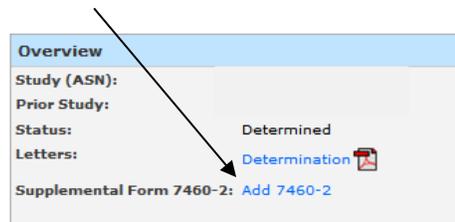
**Add Supplemental Notice (7460-2 Form)**

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN:  -  -  - OE



- Review the case data displayed to confirm this is your ASN
- Once confirmed, select the link labeled **Add 7460-2** from the Overview section.



- Select the **“Request A NOTAM”** link on the bottom left of the **Select Supplemental Notice (7460-2)** for **20XX-XXX-XXX-OE** screen.

Select Supplemental Notice (7460-2) Type for

• Based on your FAA issued letter, choose which type of Supplemental Notice (7460-2) is necessary  
 • Supplemental notice (7460-2) should not be used to notify the FAA of changes to your original proposal; a new filing is required  
 • If both Part 1 and Part 2 are required, you must submit Part 1 notification first  
 • Marking/Lighting Change Notification should only be selected if you have a letter from the FAA confirming the change is acceptable

PART 1	PART 2
<p>A 7460-2 (PART 1) is required at least 10 days prior to start of construction.</p> <p>The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.</p>	<p>A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.</p> <p>The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.</p>
Or	
<p><a href="#">Abandoned</a></p> <p>The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.</p> <p><a href="#">Request a NOTAM</a></p>	<p><a href="#">Dismantled</a></p> <p><a href="#">Marking/Lighting Change Notification</a></p>

**This will take you to the NOTAM Request for 20XX-XXX-XXX-OE screen.**

- Provide the start date. This must be at least 04/22/2018.
- Provide a completion Date or the number of days.
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.



iOE/AA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide



Start Date:  (mm/dd/yyyy)

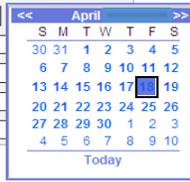
Completion Date:  (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

Onsite Contact Name:

Onsite Contact Number :



NOTAM Request for

- Select the Save button to confirm information

Start Date:  (mm/dd/yyyy)

Completion Date:  (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

Onsite Contact Name:

Onsite Contact Number :

NOTAM Request for:

Please confirm you would like to submit this NOTAM request to the FAA.

Start Date:

Completion Date:

Number Of Days: 3

Time of Arrival: 8:00 AM

Onsite Contact Name: Bob Carpenter

Onsite Contact Number : 3011231236

I hereby certify that the information provided is true, complete and correct to the best of my knowledge.

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for

Your NOTAM request has been received by the FAA. Thank you.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

or



- **After submission**, return to your Portal Page.

### Successfully Submitted NOTAM for 20XX-AXX-XX-OE

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

## NOTAM Extension Request

If needed, a NOTAM Extension Request can be submitted.

Follow the instructions above for initial NOTAM notification until you get to the "Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen". At that point follow the NOTAM Extension Request instructions below:

---

Select Supplemental Notice (7460-2) Type for

- Provide the extension requested until date.

NOTAM Extension for

\* Provide the extension requested until date

Extension Requested Until Date:

Cancel Save

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						



**NOTAM Extension for**

---

• Provide the extension requested until date.

Extension Requested Until Date:  (mm/dd/yyyy)

[Cancel](#) [Save](#)

---

**NOTAM Extension for**

Please confirm you would like to submit this NOTAM request to the FAA.

• Provide the extension requested until date.

Extension Requested Until Date: 04/28/2014

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[Back](#) [Cancel](#) [Confirm](#)

## NOTAM Cancellation Notification

Follow the instructions above for initial NOTAM notification until you get to the “Select Supplemental Notice (7460-2) for 20XX-XXX-XXX-OE screen”. At that point follow the NOTAM Cancellation Notification instructions below:

PART 1	PART 2
A 7460-2 (PART 1) is required at least 10 days prior to start of construction.	A 7460-2 (PART 2) is required within 5 days after the construction reaches its greatest height.
The ASN you requested is for a temporary structure and therefore does not require Part 1 notification.	The ASN you requested is for a temporary structure and therefore does not require Part 2 notification.
Or	
Abandoned	Dismantled
The ASN you requested was not assigned an expiration date and therefore is not eligible for an extension request.	Marking/Lighting Change Notification
Request a NOTAM Request to Extend a NOTAM	Request Cancellation of a NOTAM



- Provide the removal date. This cannot be a future date.

NOTAM Cancellation for 2014-AWP-1824-OE

Provide the removal date. This must not be a date in the future.

Removal Date:

Cancel Sat

<< April 2014 >>						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today						

- Select the Save button

NOTAM Cancellation for faa.

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the removal date. This must not be a date in the future.

Removal Date:

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

« Back Cancel Confirm

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for

Your NOTAM request has been received by the FAA. Thank you.

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 this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

Continue to 7460-2 Required List or Return to Portal Page



## E-filed Case Transfer

### Transfer Cases from 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.

The screenshot shows the OE/AAA Portal Page. On the left is a navigation menu with options like 'Home', 'View Determined Cases', etc. The main content area is titled 'My Account' and 'Off Airport Construction (includes on Military Airport)'. A blue arrow points to the 'My Cases (Off Airport)' link, which is highlighted with a black box. Other links include 'Add New Case (Off Airport)', 'Add New Project (Off Airport)', 'Add Supplemental Notice (7460-2 Form)', 'My Sponsors | Add New Sponsor', 'Off Airport Contacts', and 'My Circ Comments'.

2. Select the case(s) to be transferred by using the check box(es) on the left side of the Aeronautical Study Number (ASN).
3. Select the **Transfer Cases** button to open the Manage Transfer Cases screen.

The screenshot shows the 'ALL of My Cases (Off Airport)' screen. At the top, there are 'faa.gov Tools' and a 'Print this page' link. Below is a message: 'Please refer to the assigned ASN on all inquiries to the FAA'. A table shows case statistics: 'All Cases' (4397), 'Filter by Case Status' (Draft: 86, Accepted: 144, Work-in Progress: 43, Interim: 99, Determined: 2009, Circularized: 2, Terminated: 1108), and 'Cases Requiring Action' (7460-2 Required: 1048, Add Letter: 5, Cases Due to Expire: 53). Below the table, it says 'Records 4001 to 4496 of 4496' and 'Previous page'. A row of buttons includes 'View Folder', 'Create Folder', 'Manage Folders', and 'Transfer Cases'. A table of cases follows, with columns for ASN, Folder Name, Project Name, Structure Name, Status, Date Accepted, Date Determined, 7460-2 Received, City, and State. A black arrow points to the 'Transfer Cases' button, and another black arrow points to the check box next to the first ASN (2014-ASW-1205-OE).

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2014-ASW-1205-OE		POWER-000265053-14	99/ V	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1206-OE		POWER-000265053-14	100/ Node V-N	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1207-OE		POWER-000265053-14	101/ Node G-U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1208-OE		POWER-000265053-14	102/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1209-OE		POWER-000265053-14	103/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1210-OE		POWER-000265053-14	104/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX

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

faa.gov To

**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.

ASW	ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received
<input checked="" type="checkbox"/>	2014-ASW-1297-OE		POWER-000265053-14	192/ Node Q1-Z	Determined	02/13/2014	03/24/2014	
<input checked="" type="checkbox"/>	2014-ASW-1298-OE		POWER-000265611-14	115/ U	Determined	02/13/2014	03/24/2014	
<input checked="" type="checkbox"/>	2014-AWP-975-OE		SRPMI-000266082-14	- Landfill	Determined	02/19/2014	03/20/2014	
<input checked="" type="checkbox"/>	2014-AWP-983-OE		SRPMI-000266128-14	- Talking Stick	Determined	02/20/2014	03/20/2014	
<input checked="" type="checkbox"/>	2014-AWP-984-OE		SRPMI-000266129-14	- Two Waters	Work In Progress	02/20/2014		
<input checked="" type="checkbox"/>	2014-AEA-860-OE		MILES-000266519-14	(Milestone at Parkda...	Work In Progress	02/24/2014		
<input checked="" type="checkbox"/>	2014-ACE-732-OE		HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	02/24/2014		

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 complete.

[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 cannot 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 Jason Moore at [jmoore@cghtech.com](mailto:jmoore@cghtech.com) 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 faa.gov Tools:

ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City	
<input type="checkbox"/>	2014-ASW-1297-OE	POWER-000265053-14	192/ Node Q1-Z	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Fred
<input type="checkbox"/>	2014-ASW-1298-OE	POWER-000265611-14	115/ U	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Fred
<input type="checkbox"/>	2014-AWP-975-OE	SRPMI-000266082-14	- Landfill	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Mess
<input type="checkbox"/>	2014-AWP-983-OE	SRPMI-000266128-14	- Talking Stick	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Para
<input type="checkbox"/>	2014-AWP-984-OE	SRPMI-000266129-14	- Two Waters	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Para
<input type="checkbox"/>	2014-AEA-860-OE	MILES-000266519-14	(Milestone at Parkda...	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	River
<input type="checkbox"/>	2014-ACE-732-OE	HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	<a href="#">View Email</a>	Mays

[Return to My Cases \(Off airport\).](#)  
[View Case Transfer History \(Off Airport\).](#)  
[Confirm/Reject Transfer Request \(View all of your OE/AAA cases\).](#)

1. If Withdrawing the transfer:
  1. Select the "Withdraw" 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 Puttnan at [dl@cghtech.com](mailto:dl@cghtech.com) has withdrawn the transfer of the following cases to you. 2014-ASW-XXX-OE  
From:CGHdl@123.com To:jmoore@cghtech.com

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





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

faa.gov Tools: Print this page

\* 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
<input type="checkbox"/>	2014-ASW-1298-OE	POWER-000265611-14	115/ U	Determined	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Fredericksburg	TX
<input type="checkbox"/>	2014-AWP-975-OE	SRPMI-000266082-14	- Landfill	Determined	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Mesa	AZ
<input type="checkbox"/>	2014-AWP-983-OE	SRPMI-000266128-14	- Talking Stick	Determined	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Paradise Valley	AZ
<input type="checkbox"/>	2014-AWP-984-OE	SRPMI-000266129-14	- Two Waters	Work In Progress	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Paradise Valley	AZ
<input type="checkbox"/>	2014-AEA-860-OE	MILES-000266519-14	(Milestone at Parkda...	Work In Progress	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Riverdale	MD
<input type="checkbox"/>	2014-ACE-732-OE	HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	04/17/2014	REQUEST-	cpittman FAA@airspaceusa.com	Maysville	MO

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

Note: Previously confirmed cases cannot 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" button to complete the transfer.
3. An email notification of your "confirmation" will be sent to the original e-filer.

Subject: Demo: Case Transfer Request Confirmed

Jason Moore at [jmoore@cghtech.com](mailto:jmoore@cghtech.com) has confirmed the transferred cases per your request. 2014-ASW-XXX-OE From: System For:jmoore@cghtech.com To: dl@cghtech.com

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto: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

faa.gov Tools: Print

ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City
<input type="checkbox"/>	2014-ASW-1298-OE	POWER-000269782-14	115/ U	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	Fredericksbu
<input type="checkbox"/>	2014-AWP-975-OE	SRPMI-000269783-14	- Landfill	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	Mesa
<input type="checkbox"/>	2014-AWP-983-OE	SRPMI-000269784-14	- Talking Stick	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	Paradise Vall
<input type="checkbox"/>	2014-AWP-984-OE	SRPMI-000269785-14	- Two Waters	Work In Progress	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	Paradise Vall
<input type="checkbox"/>	2014-AEA-860-OE	MILES-000269786-14	(Milestone at Parkda...	Work In Progress	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	Riverdale
<input type="checkbox"/>	2014-ACE-732-OE	HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	04/17/2014	REJECT-04/17/2014	jmoore	jmoore@cghtech.com	Maysville

Confidential and Proprietary © 2016 Federal Aviation Administration.



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



**Subject:** Demo: Case Transfer Request Rejected

Jason Moore at [jmoore@cghtech.com](mailto:jmoore@cghtech.com) has rejected your request to transfer cases. 2014-ACE-XXX-OE  
From: System [Forjmoore@cghtech.com](mailto:Forjmoore@cghtech.com) To: (dl@cghtech.com)

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto: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.

## On Airport Construction Case

The On Airport Construction area on the home page gives quick links to some of the most frequently used functionalities for on airport construction cases. You can also access these functionalities from the *All My Cases (On Airport)* Page by clicking the **My Cases (On Airport)** link from the Sidebar.

ALL of My Cases (On Airport)

faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases	Filter by Case Status	Cases Requiring Action
<a href="#">Show All Cases (17)</a>	<a href="#">Draft (2)</a>   <a href="#">Accepted (0)</a>   <a href="#">Work in Progress (0)</a> <a href="#">Determined (0)</a>   <a href="#">Terminated (13)</a>	<a href="#">Waiting (2)</a>   <a href="#">Add Letter (0)</a>

Records 1 to 17 of 17

Page 1 of 1

View Folder

ASIN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined	City	State
<input type="checkbox"/> 2010-ASW-30-NRA			HEATH CANYON	Terminated	01/10/2010		TERLINGUA	TX
<input type="checkbox"/>		test-122118693-10	ABILENE RGNL	Draft			ABILENE	TX
<input type="checkbox"/>		test-123536484-10	MORRISTOWN MUNI	Waiting			MORRISTOWN	NJ
<input type="checkbox"/> 2010-ASW-700-NRA		test-124146340-10	GDAP AIR RANCH	Terminated	03/26/2010	03/26/2010	WILLIS	TX
<input type="checkbox"/> 2010-ASW-1636-NRA		test-127449271-10	GDAP AIR RANCH	Terminated	06/24/2010	06/24/2010	WILLIS	TX
<input type="checkbox"/> 2010-ASW-2943-NRA		test-131524659-10	GDAP AIR RANCH	Terminated	09/30/2010	09/30/2010	WILLIS	TX
<input type="checkbox"/> 2010-ASW-3550-NRA		test-134302743-10	GDAP AIR RANCH	Terminated	12/12/2010	12/12/2010	WILLIS	TX
<input type="checkbox"/> 2011-ASW-98-NRA		test-135766925-11	GDAP AIR RANCH	Terminated	01/18/2011	01/18/2011	WILLIS	TX
<input type="checkbox"/>		test-122118693-10	PORTAGE LA PRAIRIE	Waiting			PORTAGE	ND
<input type="checkbox"/> 2008-ASO-75-NRA			TGP STATION 71	Terminated	02/07/2008	02/08/2008	MIDDLETON	TN



## My Cases (On Airport)

The **My Cases On Airport** link takes you to a page that lists all On Airport cases filed using your account. This page shows all your on-airport cases by their status. These statuses include:

Draft	Cases that have been saved by the user, but have not been submitted to the FAA.
Waiting	Cases that are waiting for an action from you to Verify the Map or upload a document. These cases have not been submitted to FAA.
Accepted	Cases that have been submitted to the FAA.
Add Letter	Cases that have been reviewed by the FAA, and require additional information from the user.
Work In Progress	Cases that are being evaluated by the FAA.
Determined	Cases that have a completed aeronautical study and an FAA determination.
Terminated	Cases that are no longer valid.

### Filtering Cases

If you have too many cases showing in this screen, you may hide some cases by filtering. To do this, choose a Status under Filter by Case Status or by items requiring attention under Cases Requiring Action.

### Managing Case Archives.

The system allows user to organize cases into different folders from the *My Case (Off Airport) page*.

### Create Folder

Select the [Create Folder] button and in the pop-up **Add Folder** enter in the folder name then select [Create Folder].



## **Moving cases to Folders**

To move cases into your folders, select on the check box on the right side of the page, then at the bottom of the page, in the drop down select the folder you want to move the cases to, the system will then mark the case to that folder name. To remove cases from a folder, select the case and then select on the [Remove cases from folder] button.

## **Manage Folders**

To delete/change a folder, select on the [Manage Folders] button at the top of the page. From the **Manage Folders** page you can change the name of the folder by moving your cursor over the Folder Name, then entering in the new name. At the bottom of this page, user have the ability to either remove the cases from the folder or remove cases and delete the folder depending on the button selected.

If you've successfully registered, you can use your OE/AAA account to file your Notice of Proposed Construction or Alteration.

The OE/AAA electronic filing (e-file) system allows you to:

- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) while their going through the study process.

From your OE/AAA Portal Page you have:

- Instant access to your determination, requests for additional information, etc... as they are completed by the FAA.
- The ability to attach surveys, and additional background information directly to your electronic case file(s).



## Create a New Case (On Airport)

To create a new case, click the **Add New Case (On Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration* screen. Complete each section according to the instructions below.

**On Airport Construction  
(excludes on Military Airport)**

**Please file all Wind Turbine/Met Towers as Off Airport**

[My Cases \(On Airport\)](#) | [Add New Case \(On Airport\)](#)  
[My Sponsors](#) | [Add New Sponsor](#)  
[On Airport Contacts](#)

Important: You must complete all required fields (indicated with an asterisk \*) to successfully save your case. Missing data will result in a warning message at the top of your page identifying the required information.

**Notice of Proposed Construction or Alteration - On Airport** faa.gov Tools: [Print this page](#)

---

**Sponsor (person, company, etc. proposing this action)**  
Sponsor:\*

**Construction / Alteration Information**

Notice Of:\*

Duration:\*

*if Temporary :* Months:  Days:

Work Schedule - Start:  (mm/dd/yyyy)

Work Schedule - End:  (mm/dd/yyyy)

**Case Information**

Component Type:\*

Development Type:\*

Other Desc:

Prior Study:  -  -  - NRA

Documents: None

Project Documents: None

**Structure Details**

Latitude:\*    N

Longitude:\*    W

Horizontal Datum:

Site Elevation (SE):\*  (nearest foot)

Structure Height (AGL):\*  (nearest foot)

**Common Frequency Bands**

	Low Freq	High Freq	Freq Unit	ERP	ERP Unit
<input type="checkbox"/>	698	806	MHz	1000	W
<input type="checkbox"/>	806	824	MHz	500	W
<input type="checkbox"/>	824	849	MHz	500	W
<input type="checkbox"/>	851	866	MHz	500	W
<input type="checkbox"/>	869	894	MHz	500	W
<input type="checkbox"/>	896	901	MHz	500	W
<input type="checkbox"/>	901	902	MHz	7	W
<input type="checkbox"/>	930	931	MHz	3500	W
<input type="checkbox"/>	931	932	MHz	3500	W
<input type="checkbox"/>	932	932.5	MHz	17	dBW
<input type="checkbox"/>	935	940	MHz	1000	W
<input type="checkbox"/>	940	941	MHz	3500	W
<input type="checkbox"/>	1850	1910	MHz	1640	W
<input type="checkbox"/>	1930	1990	MHz	1640	W
<input type="checkbox"/>	2305	2310	MHz	2000	W
<input type="checkbox"/>	2345	2360	MHz	2000	W

**Describe/Remarks \***

**Additional Location(s)**  
[Add New Location\(s\)](#)

**Specific Frequencies**  
[Add Specific Frequency](#)



- A. \***Sponsor**: Select the Sponsor from the dropdown menu. This menu is populated from your *My Sponsors* list. The registered information will automatically display in your electronic public record as the Sponsor's Representative once the case has been completed and a valid FAA Determination is issued.
- B. \***Notice Of**: Select the type of proposal. New Construction would be a structure that has not yet been built. Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and/or lighting, a change to power and/or frequency, or a change to the height. Existing would be a correction to the latitude and/or longitude, a correction to the existing height, or if filing for an existing
- C. \***Duration**: If Permanent, so indicate. If Temporary, enter the estimated length of time the temporary structure will be up in Months/Days.
- D. \***Work Schedule**: (*Not a Required Field*) Using the calendar icons next to the fields select the date that construction is expected to start and the date that construction should be completed.
- E. \***Component Type**: Select the type of component from the Component Type drop down list (e.g. Buildings, Hangar, etc...)
- F. \***Development Type**: Select the type of development from the Development Type drop down list (e.g. Construction, Expansion, etc...)
- G. \***Other Description**: (*Not a Required Field*) Only available for certain Component/Development Type combinations, where the user may enter more description if necessary.
- H. \***Prior Study**: (*Not a Required Field*) If an FAA aeronautical study was previously conducted, enter the prior Aeronautical Study Number. Note: Micro-siting submission of Wind Turbines/Met Towers previously filed that have moved no more than 500 feet from the structures original location and re-filed for aeronautical study require a prior ASN to validate the submission meets the criteria to be filed with the FAA as a micro-siting study.
- I. \***Latitude/Longitude**: Latitude and Longitude must be precise geographic coordinates entered in Degrees, Minutes, and seconds to the hundredth of a second (e.g. 25-47-4.75 N, 80-19-7.26 W).
- J. \***Horizontal Datum**: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.
- K. \***Site Elevation**: Enter the site elevation above mean sea level expressed in whole feet rounded to the nearest foot (e.g. 12' 3" should be entered as 12).
- L. \***Structure Height**: Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 12' 3" should be entered as 13). The total structure height shall include anything mounted on top of the structure such as antennas, lightning rods, obstruction lights, etc.



- M. \***Describe/Remarks:** Enter a brief description of the actual location of the site including the address or the relationship of the structure to roads, the airport, prominent terrain, existing structures, etc..., and a complete description that details the nature of the filing.
- N. **Additional Location(s):** To successfully save additional location(s), the following required fields indicated with an asterisk (\*) must be completed:
  1. Latitude
  2. Longitude
  3. DATUM
  4. Site Elevation (SE)
  5. AGL height
- O. **Common Frequency Bands:** *(Not a Required Field)* Check any that apply.
- P. **Specific Frequencies:** *(Not a Required Field)* Any frequency band not listed in Common Frequency Bands should be added here. Select the **Add Specific Frequency** link and enter the Low Frequency, High Frequency, Frequency Unit, Effective Radiated Power (ERP), and ERP Unit. Select **[Save]** or **[Cancel]** to be returned to the *Case Data Entry* page.

When all required fields are complete, select the **[Save]** button. This will save the case data as a **draft** and take you to the *Case Summary* page, but will **NOT** submit the form to the FAA.

### Verify the Map

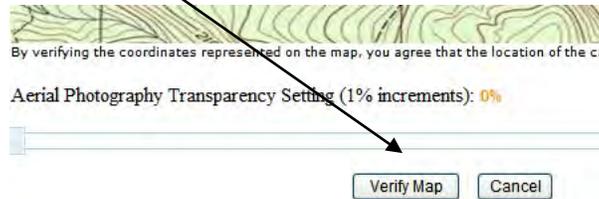


The right side of the *Case Summary* screen includes a Map column and an Actions column. The Actions column contains the **Upload a PDF**, **Clone Location**, and **Delete Case** links. The Map column contains the **Verify Map** link. To map the case select the **Verify Map** link. This will bring you to the *OE/AAA Mapping Window*.

E-filers can view a topographical map and as desired, include aerial photo opacity up to 80 percent before verifying the location map used for submission to the FAA. To verify the map, check that the crosshairs line up with your structure location. There a measuring tool to assist the user:



## Confirm Structure Location



If the crosshairs on the map match up with your proposed structure location, select the **[Verify Map]** button. This will save the verified map but will *NOT* submit the case to the FAA. It will also return you to the *Case Summary* screen.

## Reject Structure Location

If the crosshairs on the map do not accurately depict the location of your structure, select the **[Cancel]** button. This will return you to the *Project Summary* screen. Select the **Airport Name** link to be returned to the *Case Data Entry (7460-1)* screen. Here you can revise your latitude/longitude coordinates. After you have made the appropriate revisions select the **[Save]** button. You will be required to repeat the map verification after you revise and re-save your case data.

## Attach Documents to the Case

Before you submit a case to the FAA, you must also provide the FAA a document (site location drawing) of the proposal. You can do this by uploading a PDF document with your submission to the FAA.

## Uploading a PDF Document

Upload PDF File for Case

- Choose a document type
- Click Browse to select an Adobe PDF file from your PC
- There is a 25MB file size limit
- Please upload all supporting case documentation including the latest certified survey, if available

Note: If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

Choose Type of Document: Site Location Drawing

File to upload:

Only PDF files may be uploaded to the system



To upload a PDF document from your computer, select the **Upload a PDF** link. Choose the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file. Once the file is located on the computer, **[Open]** it, then select the **[Submit]** button to continue. You will receive confirmation when the document is successfully uploaded. The following message will display: Your file has been uploaded successfully to ASN: 20XX-AXX-####-NRA. You may upload as many PDF documents as your case needs.

## Projects

One or more cases can be grouped into a Project. For example, each of the four building corner points can be a Case of a building Project. Project makes it easier to file, evaluate, manage, and approve related cases.

Summary of Notice of Proposed Construction or Alteration - *On Airport* faa.gov Tools: [Print this page](#)

---

**Project Summary: Bric-176923733-12**  
[Add Another Case to this Project](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
GRISSOM ARB Draft	PERU, IN	40°39'43.17"N 86°08'45.66"W	✗ <a href="#">Verify Map</a>	✗	<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
GRISSOM ARB Draft	PERU, IN	40°39'45.17"N 86°08'46.20"W	✗ <a href="#">Verify Map</a>	✗	<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None
GRISSOM ARB Draft	PERU, IN	40°39'43.38"N 86°08'52.56"W	✗ <a href="#">Verify Map</a>	✗	<a href="#">Upload a PDF</a> <a href="#">Clone</a> <a href="#">Delete</a>	None

[Upload a PDF to the Test Project](#)  
To submit this project, you must verify the coordinates and attach a Document for each case listed above.

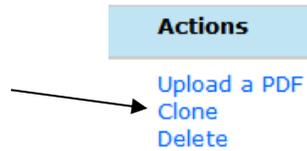
## Add a Case

**Project Summary :**  
[Add Another Case to this Project](#)

On the *Project Summary screen* you may select the **Add Another Case to this Project** link to add another case to this project. The cases entered this way will have the same project number.

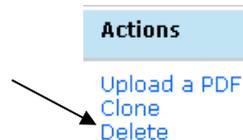


## Clone a Case



Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the information over into a new *Case Data Entry* screen and link the cases together in a project. You may add as many cloned cases to your project as necessary. Once all of the maps for the project have been verified, the **[Submit]** button will appear on the *Project Summary* screen so that the entire project can be submitted to the FAA.

## Delete a Case



You may only delete cases in Draft status. To delete a single case or a case from a project, select the **Delete** link located under the Actions header on the Project Summary screen. This will display the *Confirm Case Deletion* screen. To continue with the delete, select the **[I Confirm]** button to execute the deletion.

## Submitting to the FAA

*Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.*

After the case data has been saved, the map verified, and a document uploaded, the **[Submit]** button will appear on the *Case Summary* screen to allow you to submit the case to the FAA. If you have completed inputting your case, select the **[Submit]** button to send it to the FAA. The *Confirm Case Submission* screen will be displayed. Select the **[I Confirm]** button to continue. The case will be submitted to the FAA and the *Case Submission Success* screen will be displayed.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide



Obstruction Evaluation Summary of Notice of Proposed Construction or Alteration - On Airport

Project: test-123536484-10 Sponsor: test

Project Summary: test-123536484-10  
Add Another Case to this Project

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
MORRISTOWN MUNI	MORRISTOWN, NJ	40°47'43.40"N 74°29'32.32"W	Show Map (Re-Verify)	Upload a PDF	Upload a PDF Clone Delete	None
Waiting						

You may submit your project to the FAA

[Submit](#)

Summary of Notice of Proposed Construction or Alteration - On Airport

Project Summary: Bric-213195921-14

Add Another Case to this Project

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
CULLMAN RGNL MEDICAL CENTER	CULLMAN, AL	34°04'25.00"N 86°56'44.00"W	Show Map (Re-Verify)	Upload a PDF	Upload a PDF Clone Delete	None
Waiting						

Upload a PDF to the Test Project

You may submit your project to the FAA

[Submit](#)

Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, OE/AAA will display the *Project Submission Success* screen.

Confirm Project Submission

Project: Bric-213195921-14

Please confirm you would like to submit Project Bric-213195921-14 and associated cases to the FAA for processing.

[I Confirm](#) [Back](#)

File Successfully Uploaded for Case

Your file has been uploaded successfully.

[Close](#)

The Aeronautical Study Number (ASN) assigned to your filed case(s) and other submission information is displayed.

Case Submission Success

Project test-122118693-10 has been submitted successfully to the FAA

Your filing is assigned Aeronautical Study Number (ASN)

20XX-ASW-XXX-NRA

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto: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.

[Return to Portal](#)



Please refer to the assigned ASN on all future inquiries regarding this filing.  
Please return to the system at a later date for status updates.

## **Case Letters**

FAA's responses to your cases are called Letters. Depending on your case, FAA can issue a number of letters during the life of your case. These letters can be accessed via your *Portal* page in either Add Letter, Determined, or Terminated status.

## **View Latest Letter**

To open your latest letter, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Project Name** of the case. On the *Project Summary* page your latest letter will be located on the right under the Latest Letter column.

## **View All Letters**

To view all letters associated with a particular case, select the status of the case on the *Portal* page. When on the *My Cases by Status* page, select the **Structure Name** of the case. On the *Details for Case* page, the latest version of all letters (by type) that have been issued for this case will be on the right.

## ***FDC NOTAM - TEMPORARY STRUCTURE NOTIFICATION***

Notice to the FAA for erecting a temporary structure is necessary so aeronautical procedures can be temporarily modified to accommodate the structure.

When a case is determined, based on the condition stated in the determination letter (NO7460), the "FDC NOTAM" field becomes available on the website.

The "FDC NOTAM" field is located in the **Case Information section** of the *Archive Search Results: Notice of Proposed Construction or Alteration – On Airport* screen and displays **when a NOTAM is required**.

To determine if you need to submit a NOTAM for a temporary structure case, view the determination letter.



When a “FDC NOTAM” is required by your FAA determination, NOTAM notification is completed (via e-filing) through your registered E-file account.

- Select the **On Airport Cases** radio button (from the *Search Archives* screen).

\* Search the entire archive of OE/AAA cases.  
 \* Enter/select any combination of fields to construct a desired query.  
 \* Note: the system returns a maximum of 2000 records.

Search For:  Off Airport Cases or  **On Airport Cases**

Year: [ ] ASN: [ ] - [ ] - [ ] - OE  
 FAA Region: [ ] FCC Number: [ ]  
 City: [ ] Status: All [ ] All [ ]  
 State: [ ] 7460-2 Filed: [ ]

- Enter your **Aeronautical Study Number (ASN)** below and select Search.

Search Archived Cases

[Searches - Desk Reference Guide V\\_2014.2.0](#)

\* Search the entire archive of OE/AAA cases.  
 \* Enter/select any combination of fields to construct a desired query.  
 \* Note: the system returns a maximum of 2000 records.

Search For:  Off Airport Cases or  **On Airport Cases**

Year: [ ] ASN: [ ] - [ ] - [ ] - NRA  
 FAA Region: [ ]  
 City: [ ] Status: All [ ]  
 State: [ ]

- Click the Aeronautical Study (Case Number).

#### Archive Search Results

Records 1 to 1 of 1 Page 1 of 1

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
20XX-XXX-XXX-NRA	SOUTH COUNTY ARPT OF SANTA CLA...	SAN MARTIN	CA	281	11	292

Rows per Page: 20 [ ]  
 Page: 1 Page 1 of 1

- Review the case data displayed on the *Archive Search Results: Notice of Proposed Construction or Alteration – On Airport* screen to confirm this is your ASN.
- Once confirmed, select the link labeled **Request a NOTAM** from the *Case Information FDC NOTAM* section.



Archive Search Results: Notice of Proposed Construction or Alteration - On Airport

faa.gov Tools: Print

**Overview**

Study (ASN): 20XX-XXX-XXX-NRA  
 Prior Study:  
 Status: Determined  
 Received Date: 07/22/2015  
 Entered Date: 07/22/2015  
 Completion Date: 01/17/2016  
 Map: [View Map](#)

**Sponsor Information**

Sponsor:  
 Attention Of:  
 Address:  
 Address2:  
 City: San Jose  
 State: CA  
 Postal Code: 95113  
 Country: US  
 Phone:  
 Fax:

**Sponsor's Representative Information**

Representative:  
 Attention Of:  
 Address:  
 Address2:  
 City: San Jose  
 State: CA  
 Postal Code: 95113  
 Country: US  
 Phone: 408-924-0811 447  
 Fax: 408-924-0844

**Construction / Alteration Information**

Notice Of: Construction  
 Duration: Permanent  
 If Temporary : Months: Days:  
 Work Schedule - Start: 12/01/2015  
 Work Schedule - End: 05/30/2016

**Case Information**

Component Type: BUILDINGS  
 Development Type: BUILDINGS - Construction  
 Other Desc:  
 Prior Study:  
 Date Determined: 01/17/2016  
 Letters: 01/17/2016 NO7460

**FDC NOTAM** [Request a NOTAM](#)  
[Request to Extend a NOTAM](#) [Request Cancellation of a NOTAM](#)

**Structure Details**

**Common Frequency Bands**

**Case Information**

Component Type: TEMP. CRANE  
 Development Type: TEMP. CRANE - Miscellaneous  
 Other Desc:  
 Prior Study:  
 Date Determined: 01/17/2016  
 Letters: 01/17/2016 NO7460

**FDC NOTAM** [Request a NOTAM](#)

- Select the “Request A NOTAM” link

This will take you to the NOTAM Request for 20XX-XXX-XXX-NRA screen.

- Provide the start date. This must be at least XX/XX/20XX.
- Provide a completion Date or the number of days.
- Provide a Time of Arrival.
- Provide an Onsite Contact.
- Provide an Onsite Contact Number.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide



NOTAM Request for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

Start Date:	<input type="text"/>	(mm/dd/yyyy)
Completion Date:	<input type="text"/>	(mm/dd/yyyy)
Number Of Days:	<input type="text"/>	
Time of Arrival:	<input type="text"/>	
Onsite Contact Name:	<input type="text"/>	
Onsite Contact Number :	<input type="text"/>	<input type="text"/>

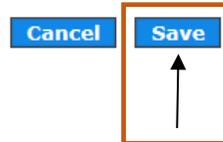
Cancel Save



(mm/dd/yyyy)  
 (mm/dd/yyyy)



- Select the *Save* button to confirm information



NOTAM Request for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

Please confirm you would like to submit this NOTAM request to the FAA.

Start Date:	03/03/2016
Completion Date:	04/19/2016
Number Of Days:	47
Time of Arrival:	0800
Onsite Contact Name:	Bob Carpenter
Onsite Contact Number :	3324569876

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

« Back Cancel Confirm



I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.

[← Back](#) [Cancel](#) [Confirm](#)

[← Back](#) [Cancel](#) [Submitting... please wait](#)

- Your NOTAM request has been received by the FAA.

Successfully Submitted NOTAM for 20XX-XXX-XXX-NRA

Your NOTAM request has been received by the FAA. Thank you.

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 add NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

[Return to Portal Page](#)

### Successfully Submitted NOTAM for 20XX-AXX-XX-NRA

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.



## NOTAM Extension Request

If needed, a NOTAM Extension Request can be submitted.

- Follow the instructions above for initial NOTAM notification until you get to the "Case Information FDC NOTAM section. At that point, select the link labeled **Request to Extend a NOTAM** and follow the Extension Request instructions below:

The screenshot shows the 'Case Information' section of a NOTAM entry. The 'FDC NOTAM' section contains three links: 'Request a NOTAM', 'Request to Extend a NOTAM' (highlighted with a red box), and 'Request Cancellation of a NOTAM'. An arrow points to the 'Request to Extend a NOTAM' link. Below this section is a table for 'Common Frequency Bands' with columns: Low Freq, High Freq, Freq Unit, ERP, and ERP Unit.

- Provide the extension requested until date.

NOTAM Extension for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

The screenshot shows a form for providing the extension requested until date. A text box contains the instruction: "Provide the extension requested until date." Below this is a date input field with the label "Extension Requested Until Date:" (highlighted with a red box) and a calendar icon. The date format is indicated as "(mm/dd/yyyy)". Below the date field are "Cancel" and "Save" buttons. An arrow points to the date input field.



NOTAM Extension for 20XX-XXX-XXX-NRA

faa.gov Tools:

NOTAM Efile - Desk Reference Guide

Provide the extension requested until date.

Extension Requested Until Date:  (mm/dd/yyyy)

Cancel Save

NOTAM Extension for 20XX-XXX-XXX-NRA

faa.gov Tools: Print this page

NOTAM Efile - Desk Reference Guide

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the extension requested until date.

Extension Requested Until Date: 08/25/2016

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.

Back Cancel Confirm

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.

Back Cancel Submitting... please wait

**Successfully Submitted NOTAM for 20XX-AXX-XX-NRA**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.



## NOTAM Cancellation Notification

Follow the instructions above for initial NOTAM notification until you get to the "Case Information FDC NOTAM section. At that point, select the link labeled **Request Cancellation of a NOTAM** and follow the NOTAM Cancellation Notification instructions below:

**Case Information**

Component Type: TEMP. CRANE  
Development Type: TEMP. CRANE - Miscellaneous  
Other Desc:  
Prior Study:  
Date Determined: 01/17/2016  
Letters: 01/17/2016 NO7460

**FDC NOTAM**

[Request a NOTAM](#)  
[Request to Extend a NOTAM](#) [Request Cancellation of a NOTAM](#)

**Common Frequency Bands**

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
----------	-----------	-----------	-----	----------

- Provide the **Removal Date**. (This must not be a date in the future)
- Click the **Save** button.

### NOTAM Cancellation for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

• Provide the removal date. This must not be a date in the future.

Removal Date:  (mm/dd/yyyy)

**Cancel Save**

Removal Date:  (mm/dd/yyyy)

**Cancel Save**

<< January 2016 >>

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
18	19	20	21	22	23	
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today



**NOTAM Cancellation for 20XX-XXX-XXX-NRA**

[NOTAM Efile - Desk Reference Guide](#)

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the removal date. This must not be a date in the future.

Removal Date: 01/16/2016

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

[« Back](#) [Cancel](#) [Confirm](#)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.

[« Back](#) [Cancel](#) [Confirm](#)

**NOTAM Cancellation for 20XX-XXX-XXX-NRA**

[NOTAM Efile - Desk Reference Guide](#)

Please confirm you would like to submit this NOTAM request to the FAA.

Provide the removal date. This must not be a date in the future.

Removal Date: 01/16/2016

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your determination. Please review your determination letter for details.

[« Back](#) [Cancel](#) [Submitting... please wait](#)

- Your NOTAM request has been received by the FAA.

**Successfully Submitted NOTAM for**

Your NOTAM request has been received by the FAA. Thank you.

To ensure e-mail notifications are delivered to your inbox please add [noreply@faa.gov](mailto:noreply@faa.gov) to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

[Return to Portal Page](#)

**Successfully Submitted NOTAM for 20XX-AXX-XX-NRA**

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.



## Sidebar Links

In addition to the capability that directly supports filing off- and on-airport cases, *OE/AAA* also provides other information and functionalities to help users. This section describes the links listed in the Sidebar on the left side of the screen.

### **Obstruction Evaluation**

#### **Home**

Clicking this link will bring you back to the OE/AAA Home Page.

#### **FAA OE/AAA Offices**

From the **FAA OE/AAA Offices** link, the name and contact information for Obstruction Evaluation Service managers and supervisors is provided. Links to appropriate representatives and FAA Airports Region/District offices (ADO) are also available, along with the mailing addresses for forms filed via US Mail.

#### **Searches**

To access OE/AAA Searches, select the applicable search link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

Obstruction Evaluation Version	
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	←
Circle Search for Cases	
Circle Search for Airports	←
General FAQs	←
Wind Turbine FAQs	
Discretionary Review FAQs	
Notice Criteria Tool	
DoD Preliminary Screening Tool	
Wind Turbine Build Out	
Distance Calculation Tool	

*Confidential and Proprietary*©2016 Federal Aviation Administration.



## **OE/AAA Search Instruction**

**Common search information and examples**, consistent with the operation of searches described herein, are shown in the **View Determined Cases** search section. Refer to this section to better familiarize yourself with common screens and functionality.

## **View Determined Cases**

### **Status:**

- *Determined cases have a completed aeronautical study.*

From the **View Determined Cases** link you'll have the ability to view recently determined cases by state within the last seven (7) or thirty (30) days.

Use the Search Archives form to query and view cases that were determined more than 30 days ago.

View Determined Cases by selecting the **View Determined Cases** link and selecting the desired search criteria.

Search For:  Off Airport Cases  On Airport Cases  
Completed in the last:  7 days or  30 days  
State:

The **State** drop-down list includes all fifty states as well as the following territories of the United States: Puerto Rico, American Samoa, the Virgin Islands, Federated States of Micronesia, the Marshall Islands, Northern Mariana Islands, Wake Island, Palau, Guam and outlying areas such as the Republic of Panama.

### **Instructions:**

8. Select Off Airport Cases or On Airport Cases
9. Select the number of Days
10. Select the State
11. Then, select the **[Search]** button

The results will only display aeronautical studies that have a valid FAA determination.



**Example: Off Airport Cases – Search**

Search For:  Off Airport Cases  On Airport Cases

Completed in the last:  7 days or  30 days

State:

**Example: Off Airport Cases - Search Results**

Case Number	City	State	Latitude	Longitude	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-2003-OE</a>	Riverdale	CA	36° 29' 10.59" N	120° 24' 50.42" W	498	296	794
<a href="#">2014-AWP-1660-OE</a>	Fresno	CA	36° 37' 00.90" N	119° 53' 52.96" W	236	129	365
<a href="#">2014-AWP-1638-OE</a>	Foster City	CA	37° 33' 57.38" N	122° 16' 51.90" W	8	250	258
<a href="#">2014-AWP-1634-OE</a>	Corona	CA	33° 52' 59.59" N	117° 36' 01.87" W	658	80	738
<a href="#">2014-AWP-1622-OE</a>	Sunol	CA	37° 37' 12.78" N	121° 55' 20.28" W	2172	156	2328
<a href="#">2014-AWP-1618-OE</a>	Hawthorne	CA	33° 52' 27.32" N	118° 23' 19.25" W	177	200	377
<a href="#">2014-AWP-1611-OE</a>	Los Angeles	CA	33° 56' 43.00" N	118° 13' 43.90" W	116	56	172
<a href="#">2014-AWP-1595-OE</a>	Yreka	CA	41° 42' 35.00" N	122° 36' 59.00" W	2825	38	2863

The Off Airport search results can be sorted by ASN, City, State, Latitude, Longitude, Site Elevation, Structure Height and Total Height.

**Example: Off Airport Cases - Result Sort**

Case Number	City	State	Latitude	Longitude	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-2003-OE</a>	Riverdale	CA	36° 29' 10.59" N	120° 24' 50.42" W	498	296	794
<a href="#">2014-AWP-1660-OE</a>	Fresno	CA	36° 37' 00.90" N	119° 53' 52.96" W	236	129	365

In the Search Results, the Aeronautical Study Number (ASN) for each case listed is a hyperlink to detailed information about that study.

**Example: Off Airport Cases Search Result - ASN Hyperlink**

Case Number	City	State	Latitude	Longitude	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-2003-OE</a>	Riverdale	CA	36° 29' 10.59" N	120° 24' 50.42" W	498	296	794
<a href="#">2014-AWP-1660-OE</a>	Fresno	CA	36° 37' 00.90" N	119° 53' 52.96" W	236	129	365
<a href="#">2014-AWP-1638-OE</a>	Foster City	CA	37° 33' 57.38" N	122° 16' 51.90" W	8	250	258
<a href="#">2014-AWP-1634-OE</a>	Corona	CA	33° 52' 59.59" N	117° 36' 01.87" W	658	80	738
<a href="#">2014-AWP-1622-OE</a>	Sunol	CA	37° 37' 12.78" N	121° 55' 20.28" W	2172	156	2328
<a href="#">2014-AWP-1618-OE</a>	Hawthorne	CA	33° 52' 27.32" N	118° 23' 19.25" W	177	200	377
<a href="#">2014-AWP-1611-OE</a>	Los Angeles	CA	33° 56' 43.00" N	118° 13' 43.90" W	116	56	172
<a href="#">2014-AWP-1595-OE</a>	Yreka	CA	41° 42' 35.00" N	122° 36' 59.00" W	2825	38	2863



**Example: Off Airport Details for Case Information – (Form 7460-1)**

<b>Overview</b>		<b>Received Date:</b> 04/04/2016	
<b>Study (ASN):</b> 2016-ANM-91	<b>Prior Study:</b> Determined	<b>Entered Date:</b> 04/04/2016	<b>Completion Date:</b> 04/05/2016
<b>Status:</b> Determined	<b>Letters:</b> <a href="#">Determination</a>	<b>Expiration Date:</b> 04/05/2016	<b>Map:</b> <a href="#">View Map</a>
<b>7460-2 Forms:</b> 04/05/2016   04/05/2016	<b>Supplemental Form 7460-2:</b> Please <a href="#">login</a> to add a Supplemental Form 7460-2.		
<b>Sponsor Information</b>		<b>Sponsor's Representative Information</b>	
<b>Sponsor:</b> Brickell Heights LLC	<b>Attention Of:</b> Tom Bluth	<b>Representative:</b> TYLin/HRoss	<b>Attention Of:</b> Diana Lewis
<b>Address:</b> 400 North Andrews Avenue	<b>City:</b> Fort Lauderdale	<b>Address:</b> 201 Alhambra Circle	<b>City:</b> Coral Gables
<b>Address2:</b>	<b>State:</b> FL	<b>Address2:</b> Suite 900	<b>State:</b> FL
<b>Postal Code:</b> 33301	<b>Country:</b> US	<b>Postal Code:</b> 33134	<b>Country:</b> US
<b>Phone:</b> 954-522-4800	<b>Fax:</b> 954-522-7665	<b>Phone:</b> 305-567-1888	<b>Fax:</b> 202
<b>Construction Info</b>		<b>Structure Summary</b>	
<b>Notice Of:</b> CONSTR	<b>Duration:</b> PERM (Months: 0 Days: 0)	<b>Structure Type:</b> Power Line	<b>Structure Name:</b> Test
<b>Work Schedule:</b>	<b>Date Built:</b> 04/05/2016	<b>FCC Number:</b>	
<b>Structure Details</b>		<b>Height and Elevation</b>	
<b>Latitude (NAD 83):</b> 39° 11' 11.00" N	<b>Longitude (NAD 83):</b> 113° 08' 11.12" W	<b>Site Elevation:</b>	<b>Proposed</b> <b>DNE</b> <b>DET</b>
<b>Horizontal Datum:</b> NAD 83	<b>Survey Accuracy:</b> 4D	<b>Unadjusted Structure Height:</b>	45
<b>Marking/Lighting:</b> Paint and 24-hour med-strobes	<b>Other Description:</b>	<b>Height Adjustment:</b>	77
<b>Aircraft Detection Lighting System(ADLS):</b> Approved	<b>Current Marking/Lighting:</b> N/A Proposed Structure	<b>Total Structure Height:</b>	0
<b>Current Marking/Lighting Other Description:</b>		<b>Total Height (AMSL):</b>	77
<b>Name:</b>	<b>City:</b> Test	<b>Low Freq</b>	<b>High Freq</b>
<b>State:</b> UT	<b>Nearest County:</b> Millard	123	123
<b>Nearest Airport:</b> DTA	<b>Distance to Structures:</b> 192354.61 feet	<b>Unit</b>	<b>ERP</b>
<b>On Airport:</b> No	<b>Direction to Structures:</b> 248.4°	Mhz	5
<b>Description of Location:</b> test ADLS	<b>Description of Proposal:</b> test ADL	<b>Unit</b>	W

On the Off Airport Details for Case screen, in the Overview section, there are links to letters on the left. The latest letters associated with this case will be listed. On the right there is a link to view the map.

**Example: Off Airport Details for Case screen - Overview Section**

**Example: On Airport Cases Search**

Search For:  Off Airport Cases  On Airport Cases

Completed in the last:  7 days or  30 days

State:



**Example: On Airport Cases Search Result**

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-307-NRA</a>	BOB HOPE	BURBANK	CA	691	31	722
<a href="#">2014-AWP-366-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-365-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-364-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-363-NRA</a>	BOB HOPE	BURBANK	CA	692	33	725
<a href="#">2014-AWP-362-NRA</a>	BOB HOPE	BURBANK	CA	692	27	720
<a href="#">2014-AWP-361-NRA</a>	BOB HOPE	BURBANK	CA	694	21	715
<a href="#">2014-AWP-320-NRA</a>	BOB HOPE	BURBANK	CA	691	33	724
<a href="#">2014-AWP-319-NRA</a>	BOB HOPE	BURBANK	CA	692	27	719
<a href="#">2014-AWP-318-NRA</a>	BOB HOPE	BURBANK	CA	692	21	713
<a href="#">2014-AWP-317-NRA</a>	BOB HOPE	BURBANK	CA	690	31	721
<a href="#">2014-AWP-316-NRA</a>	BOB HOPE	BURBANK	CA	489	38	727
<a href="#">2014-AWP-278-NRA</a>	SAN FRANCISCO INTL	SAN FRANCISCO	CA	6	43	31
<a href="#">2014-AWP-274-NRA</a>	SAN FRANCISCO INTL	SAN FRANCISCO	CA	6	23	29

The On Airport search results can be sorted by ASN, Airport, City, State, Site Elevation, Structure Height and Total Height.

**Example: On Airport Result Sort**

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-367-NRA</a>	BOB HOPE	BURBANK	CA	691	31	722
<a href="#">2014-AWP-366-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729

In the Search Results, the Aeronautical Study Number (ASN) for each case listed is a hyperlink into detailed information about that study.

**Example: On Airport Cases Search Result - ASN Hyperlink**

Case Number	Airport	City	State	Site Elevation	Structure Height	Total Height
<a href="#">2014-AWP-307-NRA</a>	BOB HOPE	BURBANK	CA	691	31	722
<a href="#">2014-AWP-366-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-365-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-364-NRA</a>	BOB HOPE	BURBANK	CA	691	38	729
<a href="#">2014-AWP-363-NRA</a>	BOB HOPE	BURBANK	CA	692	33	725
<a href="#">2014-AWP-362-NRA</a>	BOB HOPE	BURBANK	CA	692	27	720
<a href="#">2014-AWP-361-NRA</a>	BOB HOPE	BURBANK	CA	694	21	715
<a href="#">2014-AWP-320-NRA</a>	BOB HOPE	BURBANK	CA	691	33	724
<a href="#">2014-AWP-319-NRA</a>	BOB HOPE	BURBANK	CA	692	27	719
<a href="#">2014-AWP-318-NRA</a>	BOB HOPE	BURBANK	CA	692	21	713
<a href="#">2014-AWP-317-NRA</a>	BOB HOPE	BURBANK	CA	690	31	721
<a href="#">2014-AWP-316-NRA</a>	BOB HOPE	BURBANK	CA	489	38	727
<a href="#">2014-AWP-278-NRA</a>	SAN FRANCISCO INTL	SAN FRANCISCO	CA	6	43	31
<a href="#">2014-AWP-274-NRA</a>	SAN FRANCISCO INTL	SAN FRANCISCO	CA	6	23	29

On the **On Airport Details for Case** screen, in the Case Information section, there are links to letters on the right. The latest letter associated with this case will be listed. In the Overview section at the top, the case status is listed on the left and on the right there is a link to view the map.



**Example: On Airport Details for Case Information – (Form 7460-1)**

Overview	
Study (ASN):	Received Date: 03/25/2014
Prior Study:	Entered Date: 03/25/2014
Status: Determined	Completion Date: 03/31/2014
	Map: <a href="#">View Map</a>
Sponsor Information	
Sponsor:	
Attention Of:	Address: 3407 Wilona Avenue
Address2:	City: Burbank
City:	State: CA
State:	Postal Code: 91504
Postal Code:	Country: US
Country:	Phone: 818-296-3126
Phone:	Fax:
Fax:	
Construction / Alteration Information	
Notice Of:	Construction
Duration:	Permanent
if Temporary:	Months: Days:
Work Schedule - Start:	
Work Schedule - End:	
Sponsor's Representative Information	
Representative:	
Attention Of:	Address: 3407 Wilona Avenue
Address2:	City: Burbank
City:	State: CA
State:	Postal Code: 91504
Postal Code:	Country: US
Country:	Phone: 818-296-3126
Phone:	Fax:
Fax:	
Case Information	
Component Type:	BUILDINGS
Development Type:	BUILDINGS - Construction
Other Desc:	
Prior Study:	
Date Determined:	03/31/2014
Letters:	03/31/2014 OBS746

## View Interim Cases

### Status:

- *Interim cases have been reviewed by the FAA and require resolution from the filer.*

From the **View Interim Cases** link, you have the ability to view those cases in Interim status in the past 30 or 60 days.

Use this search to view recently issued **Notice of Presumed Hazard** cases by state.

Use the **Search Archives** search for other queries and view cases.

Within the last:  30 days or  60 days

State:

[Search](#)

### Instructions:

1. Select 30 or 60 days
2. Select the State
3. Then select the **[Search]** button

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.



## View Proposed Cases

### Status:

- Proposed cases are being reviewed by the FAA but have not received an FAA determination.

From the **View Proposed Cases** link, you have the ability to view recently proposed cases by state.

Proposed cases are cases that are currently being processed but have not yet been completed.

Search For:  Off Airport Cases  On Airport Cases

State:  ▼

[Search](#)

### Instructions:

- Select Off Airport Cases or On Airport Cases
- Select the State
- Then, select the **[Search]** button

The information provided is a summary of the information on file. Not all of the data is available because there is no valid FAA Determination.

### Example: Off Airport Proposed Case Information – (Form 7460-1)

**For information only.**  
This proposal has not yet been studied. Study outcomes will be posted at a later date.  
Public comments are not requested, and will not be considered at this time.

Overview				
Study (ASN):	Received Date:			
Prior Study:	Entered Date:			
Status: Work In Progress	Map: <a href="#">View Map</a>			
Construction Info				
Notice Of: CONSTR	<b>Structure Summary</b>			
Duration: PERM (Months: 0 Days: 0)	Structure Type: Transmission Line			
Work Schedule:	Structure Name: 51038			
	FCC Number:			
Structure Details				
Latitude (NAD 83): 43° 28' 21.64" N	<b>Height and Elevation</b>			
Longitude (NAD 83): 82° 47' 29.25" W	Site Elevation: 765			
Datum: NAD 83	Structure Height: 152			
City: Sandusky	Total Height (AMSL): 917			
State: MI				
Nearest County: Sanilac				
Frequencies				
Low Freq	High Freq	Unit	ERP	Unit

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.



## View Supplemental Notices

From the **View Supplemental Notices** link, you have the ability to view recently filed Supplemental notices within the last sixty (60) days or one hundred twenty (120) days in a given State.

Submitted in the last:  60 days or  120 days  
 State:

### Instructions:

1. Select the number of Days
2. Select the State
3. Then, select the **[Search]** button

Select an ASN link on the search result screen to be taken to a screen that displays the case data. At the bottom of the form there is a section called **Latest Supplemental Case Note**. The latest note (if any) from the Obstruction Evaluation Group concerning the Supplemental Notice will be listed here.

### Example: Off Airport Supplemental Notices Case Note

<b>Construction</b>	
Construction Type	
<b>Construction Location / Height</b>	
Latitude:	38° 54' 17.53" N
Longitude:	77° 03' 51.47" W
Horizontal Datum:	NAD 83
Site Elevation (SE):	(nearest foot)
Structure Height (AGL):	(nearest foot)
Site Elevation Determined By:	
<b>Construction Notifications</b>	
Construction Start Date:	
Estimated End Date:	
Greatest Height Reached Date:	
<b>Antenna Requiring FCC License</b>	
ASR Number:	
<b>Marking and Lighting</b>	
Marking and Lighting:	None
Estimated Date AVWS will be installed:	
Estimated Date AVWS will be operational:	
AVWS Enabled Date:	
AVWS Discontinued Date:	
<b>Latest Supplemental Case Note</b>	
Latest Supplemental Case Note:	Study was extended on 08/14/2012. Only one extension is allowed. You must re-file.
Comments:	construction has not yet started.

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.



## View Circularized Cases

### Status:

- *Circularized cases have been opened for public comment.*

Circularized (public comment) cases are studies where the FAA solicits input from the public. Proposed or existing construction that would affect an airport or necessitate a change in aeronautical operations or procedures require Public Notice. A Public Notice letter is distributed or "circulated" to interested parties for comment.

From the **View Circularized Cases** link, you have the ability to view cases open for public comment.

State :  ▼

[Search](#)

### Instructions:

1. Select the State
2. Then, select the **[Search]** button

On the Case Data screen of Off Airport cases, in the Overview section there is a link to the Circularization letter on the left. On the right there is a link to view the **map** and there will either be a link to **login** or **Add Comment**. The **Add Comment** link is only visible if you are a registered and logged in user.

If you would like to provide input for a circularized case, please login to submit your comments.

### Example: Off Airport Case Data screen - Overview Section

The screenshot shows the 'Overview' section of a case data screen. It contains the following information:

- Study (ASN):**
- Prior Study:**
- Status:** Circularization (with an arrow pointing to the link)
- Letters:** Circularization (with a document icon and an arrow pointing to the link)
- Supplemental Form 7460-2:** Please login to add a Supplemental Form 7460-2.
- Received Date:**
- Entered Date:**
- Completion Date:**
- Expiration Date:**
- Map:** View Map (with an arrow pointing to the link)
- Public Comments:** Please login to submit comments. (with an arrow pointing to the link)

If you would like to receive an email notification whenever a case is circularized, please login to configure your **email preferences**.



## Search Archives

From the **Search Archives** link, you have the ability to search for **Off Airport** or **On Airport** Cases dating back to the year **1960** where available.

### Off Airport Cases

By selecting the **[Off Airport Cases]** radio button you have the ability to search cases dating back to the year 1960 where available.

Archived cases can be searched via Year, Region, Status, City, State, ASN, ORS Number, FCC Number, 7460-2 Filed and Signature Control Number.

Results can be narrowed by choosing one or more filters such as "Status".

### Statuses:

- Determined cases have a completed aeronautical study.
- Circularized cases have been opened for public comment.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.
- Interim cases that have been reviewed by the FAA and require resolution from the user.

Searches will only return the first 2000 cases found.

The screenshot shows a search form with the following fields and controls:

- Search For:** Radio buttons for "Off Airport Cases" (selected) and "On Airport Cases".
- Year:** A dropdown menu.
- ASN:** Three input fields separated by hyphens, with "OE" at the end.
- FAA Region:** A dropdown menu.
- FCC Number:** An input field.
- City:** An input field.
- Status:** A dropdown menu with "All" selected.
- State:** A dropdown menu.
- 7460-2 Filed:** A dropdown menu.
- Buttons:** "Search" and "Reset" buttons at the bottom.

### Instructions:

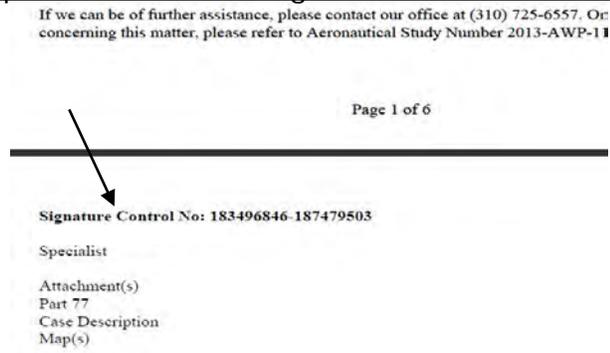
1. Enter/select any combination of fields to construct a desired query
2. Then, select the **[Search]** button



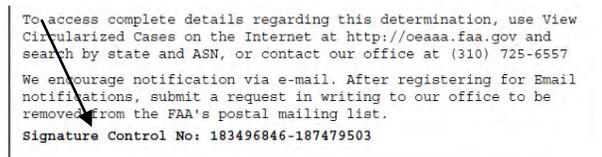
### Search by Signature Control Number

You have the ability to search for **Off Airport** cases by using the assigned case Signature Control Number. The SCN is located on the bottom of distributed FAA letters and Post Cards.

#### Example: Off Airport FAA Letter - Signature Control Number location



#### Example: Off Airport Post Card - Signature Control Number location



Signature Control Number:  -

**Search** **Reset**

### Instructions:

3. Enter Signature Control Number
4. Then, select the **[Search]** button



## On Airport Cases

By selecting the **[On Airport Cases]** radio button you have the ability to search cases dating back to the year 1960 where available.

Archived cases can be searched via Year, Region, Status, City, State, ASN, and Airport ID.

Results can be narrowed by choosing one or more filters such as "Status".

### Statuses:

- Determined cases have a completed aeronautical study.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.

Searches will only return the first 2000 cases found.

The screenshot shows a search interface with the following elements:

- Search For:** Radio buttons for "Off Airport Cases" and "On Airport Cases" (selected).
- Year:** A dropdown menu.
- ASN:** A dropdown menu followed by a hyphen, another dropdown menu, another hyphen, a text input field, and "- NRA".
- FAA Region:** A dropdown menu.
- City:** A text input field.
- State:** A dropdown menu.
- Status:** A dropdown menu with "All" selected.
- Buttons:** "Search" and "Reset" buttons.

## Instructions:

5. Enter/select any combination of fields to construct a desired query
6. Then, select the **[Search]** button

Results can be narrowed by choosing a Status.

### Statuses:

- Determined cases have a completed aeronautical study.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.



## Circle Search for Cases

From the **Circle Search for Cases** link, you have the ability to search for Off Airport Cases up to 50 nautical miles of an airport, an Off Airport case, an On Airport case, or a specific set of coordinates.

Results can be narrowed by choosing a Status.

### Statuses:

- Determined cases have a completed aeronautical study.
- Circularized cases have been opened for public comment.
- Proposed cases are being reviewed by the FAA but have not received an FAA determination.
- Interim cases that have been reviewed by the FAA and require resolution from the user.

If you are searching for Off Airport Cases the results may also be narrowed by choosing if the 7460-2 filed field.

Note: this search may take up to 30 seconds to return results.

Note: this search may take up to 30 seconds to return results.

**Search** **Reset**

### Instructions:

1. Enter the search criteria
2. Enter the Circle Radius
3. Select the **[Search]** button

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.



## Circle Search for Airports

Search for airports as defined in 14 CFR Part 77.9(d) around a center point with a specified radius.

From the **Circle Search for Airports** link, you have the ability to search for all public use airports and heliports within 50 nautical miles of an airport, an Off Airport case, an On Airport case, or a specific set of coordinates.

\* Search results will only display public use facilities.

\* This search may take up to 30 seconds to return results.

Circle Center Point:		Circle Radius:
<input checked="" type="radio"/> An airport:	<input type="text"/> (e.g. IAD, SFO, LAX)	<input type="text" value="1"/> Nautical miles (50 miles max)
<input type="radio"/> An Off Airport Case:	<input type="text"/> - <input type="text"/> - <input type="text"/> - OE	
<input type="radio"/> An On Airport Case:	<input type="text"/> - <input type="text"/> - <input type="text"/> - NRA	
<input type="radio"/> A specific location:	Latitude: <input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="text" value="N"/>	
	Longitude: <input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="text" value="W"/>	
	Datum: NAD83	

Note: this search may take up to 30 seconds to return results.

### Instructions:

1. Enter the search criteria
2. Enter the Circle Radius
3. Select the **[Search]** button

The search results can be sorted by the Name of the Airport, The Airport Loc ID, Site Type, City, State, Latitude, Longitude, Distance and Azimuth.

\* For examples of common search screens and functionality, refer to the **View Determined Cases** search section.

NOTE: There are two links provided as an additional resource on this screen:

- List of Active Special Instrument Flight Procedures
- Terminal Procedures Publication (d-TPP)/Airport Diagrams



For more info on these two links contact the links site owner.

- Search for airports as defined in 14 CFR Part 77.9(d) around a center point with a specified radius.
- Note: the system returns a maximum of 2000 records. Search results will only display public use facilities.
- [List of Active Special Instrument Flight Procedures](#)
- [Terminal Procedures Publication \(d -TPP\)/Airport Diagrams](#)

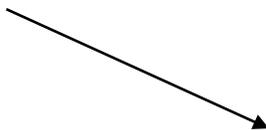
Circle Center Point:		Circle Radius:
<input checked="" type="radio"/> An airport:	<input type="text"/> (e.g, IAD, SFO, LAX)	<input type="text" value="1"/> Nautical miles (50 miles max)
<input type="radio"/> An Off Airport Case:	<input type="text"/> - <input type="text"/> - <input type="text"/> - OE	
<input type="radio"/> An On Airport Case:	<input type="text"/> - <input type="text"/> - <input type="text"/> - NRA	
<input type="radio"/> A specific location:	Latitude: <input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="text" value="N"/> Longitude: <input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="text" value="W"/> Datum: NAD83	

Note: this search may take up to 30 seconds to return results.

[Search](#) [Reset](#)

## Download Archives

<b>Obstruction Evaluation</b>
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
Circle Search for Cases





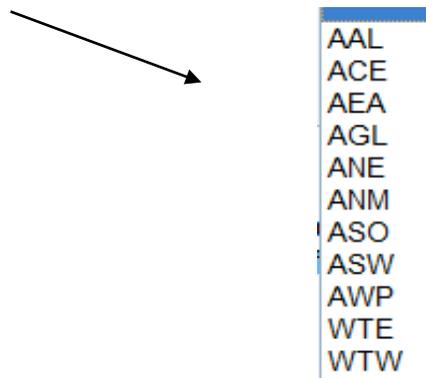
To access the OE/AAA Download Archives, select the **Download Archives link** located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **Download Archives** link, you have the ability to download case information in CSV format.

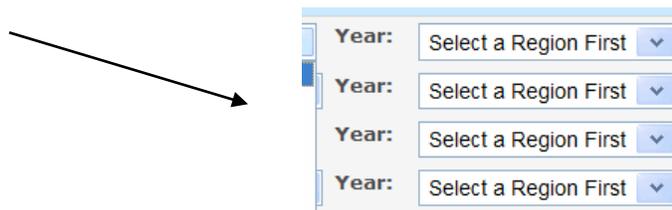
Determine the type of case information to download; On or Off airport, with or without frequencies.

To download Obstruction Evaluation / Airport Airspace Analysis case data:

1. Select a regional area of the United States from the Region dropdown.



2. Select a year.



3. After both are chosen, select the **[Download]** button.



iOE/AAA® Internet  
Obstruction Evaluation / Airport Airspace Analysis  
External User Guide



Example of Comma Separated Values (CSV) Download Archives Data

On Airport Cases: Region: **ACE** Year: **20XX** **Download**

L	M	N
NEAREST STATE	AIRPORT NAME	AIRPORT PROPOSAL DESCRIPTION
2 MO	SGF - Springfield-Branson	28NV Request for Mobile Air Traffic Control Tower. Dates of operation 11/04/2002 through 11/30/2002.
3 NE	YORK MUNICIPAL	CBT PLANT
4 KS	Fl. Leavenworth Military Airport	CA33 Modify existing to increase the height of the wellhouse/diesel generator/tank containment structure.
5 MO	BARNESSUEWISH HOSPITAL	CO18 RELOCATE EXISTING PAD EXISTING SITE #12076.32H.
6 KS	GBO - Great Bend Kansas	MJ92 Install 4 foot tall wire and T-post fencing. Location of this study is 660' to rwy end on centerline. Spot elevation of 1889' AMSL. Coordinates from
7 KS	GBO - Great Bend Kansas	MJ92 Install 4 foot tall wire and T-post fencing. Location of this study is 600' to rwy end on centerline. Spot elevation of 1879' AMSL. Coordinates from
8 KS	GBO - Great Bend Kansas	MJ92 Install 4 foot tall wire and T-post fencing. Location of this study is 1300' to rwy end on centerline. Spot elevation of 1879' AMSL. Coordinates from
9 NE	OMA - Eppler Airfield	Installation of new Precision Approach Path Indicator (PAPI) system located on RWY 19R.
10 MO	MCI - Kansas City International	MRT Installation for the Precision Approach Path Indicator (PAPI) system for RWY 01R.
11 MO	MCI - KC International Airport	MRT Installation for the Precision Approach Path Indicator (PAPI) system located on Runway 01L.
12 MO	MCI - Kansas City International	MRT Installation for the Precision Approach Path Indicator (PAPI) system located on RWY 27.
13 MO	MCI - Kansas City International	MRT Installation for the Precision Approach Path Indicator (PAPI) system located on RWY 19R.
14 KS	Mid-Continent Airport	22FA Install new RF feed cables from the building to the four antenna towers located at the RTR #1. Temporary equipment used to dig trench about 15'
15 KS	OAKLEY MUNICIPAL	23TA Final ALP Review - Circ'd 6/6/02 - expires 7/19/02. UNOBJECTIONABLE: There is a 422' structure that will penetrate Notice Criteria for RW 9 by 337'
16 NE	Antelope County Airport	CL97 Install Windcone - fixed by function -
17 MO	Malden Regional	75S Construction of new rail scale for loading of rail cars. In-Determination expires 4/24/2004.
18 MO	8WC - Washington County	M446 Request to extend rwy 20 by 400' and change approach from visual to NP.
19 KS	MANHATTAN REGIONAL	-- TEST CASE ONLY!!!!
20 NE	HASTINGS MUNICIPAL AIRPORT	5IN3 Relocating wind cone
21 IA	Forest City Municipal	NY00 Install. 2,000 gal. fuel tank & 6' chain link fence
22 MO	CHARLES B. WHEELER DOWNTOWN	PA03 FPO objected to the NP approach to RWE1 - SEE FILE INFO - ALP REVIEW - extend RWE1 by 100 ft. and increase approach to > 34 and extend
23 NE	LINCOLN MUNICIPAL	PUB Site 4 - Remove and Replace Terminal Jetway
24 NE	LINCOLN MUNICIPAL	PUB Site 2 - Remove & Replace Terminal Jetway
25 NE	LINCOLN MUNICIPAL	PUB Site 3 - Remove and Replace Terminal Jetway
26 NE	LINCOLN MUNICIPAL	PUB SITE - 1 - REMOVE & REPLACE TERMINAL JETWAY
27 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #1.
28 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #9.
29 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #5.
30 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #4.
31 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #3.
32 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #2.
33 NE	OLU - Columbus Municipal	NE37 Intersection of proposed N. Arterial and existing 18th Ave. Height AGL reflects possible traffic signals.
34 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #8.
35 NE	OLU - Columbus Municipal	NE37 Northernmost intersection of RP2 and centerline of proposed roadway.
36 NE	OLU - Columbus Municipal	NE37 Northwestern intersection of RP2 and centerline of proposed N. Arterial Roadway.
37 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #7.
38 NE	OLU - Columbus Municipal	NE37 250 watt, 25' AGL light pole along proposed N. Arterial. Light #6.
39 NE	EAR - Kearney Municipal	Construct new corporate hangar (approx. 100' x 100'), south of building 10. The proposed height of the hangar is 32' AGL.
40 MO	KANSAS CITY INTERNATIONAL	MRT 260 ft. maximum height for crane with basket used to install additional lightning protection ground cables from near the top of the tower to the both
41 IA	INDEPENDENCE MUNICIPAL	4TA5 FINAL ALP - Circularized 9/7/02 - expires 9/21/02. In Shortening RWE 36 - extending RWE 18 for a total RW length of 5500 ft. also increasing appro.
42 IA	WATERLOO REGIONAL AIRPORT	9W6 50' crane to remove tower cab from existing terminal bldg.
43 IA	WATERLOO REGIONAL AIRPORT	9W6 Install boarding bridge to terminal building.
44 KS	SALINA MUNICIPAL	60 FT. CRANE TO INSTALL AN 18000 GAL. PROPANE TANK.
45 KS	SABETHA COMM. HOSPITAL	Establish a 75' diameter helipad.
46 MO	Jefferson City Memorial Airport	M72 Construct extension connecting two existing hangars. New addition will not exceed height of existing structures.

The download archives case data is usually updated on Saturday evenings.

The CSV file contains a timestamp that will show you when the information was retrieved.

381	2002-ACE-43-NRA	Determined
382	2002-ACE-57-NRA	Determined
383	2002-ACE-42-NRA	Determined
384		
385	Data as of	
386		

Archived case data can also be accessed using the OE/AAA Web Application Programming Interface (API) RESTFUL SERVICES



## Batch Download or Batch Print correspondence

To **batch download** or **batch print** correspondence documents from the OE/AAA website, select the link labeled **Download Correspondence** in the left side navigation. The **Download Correspondence** link is located under the **Obstruction Evaluation** section between Download Archives and the Circle Search for Cases links.

**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 air safety and the efficient use of the navigable airspace. To accomplish this mission, aeronautical studies are conducted based on information provided by proponents on an FAA Form 7460-1, Notice of Proposed Construction or Alteration.

**Advisory Circular 70/7460-1L**, Obstruction Marking and Lighting, describes the standards for marking and lighting structures such as buildings, chimneys, antenna towers, cooling towers, storage tanks, supporting structures of overhead wires, etc.

If your organization is planning to sponsor any construction or alterations which may affect navigable airspace, you must file a Notice of Proposed Construction or Alteration (FAA Form 7460-1) either electronically via this website or manually with the FAA.

**OE/AAA Filing Process**

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

**CLICK HERE**  
for instructions on how to E-file your proposal with the FAA

**If construction or alteration IS NOT LOCATED on an airport:**  
File forms 7460-1 and 7460-2 electronically via this website - [New User Registration](#).

E-filing your proposal is preferred because  
- It's the fastest, most accurate method to submit to the FAA and immediately assigns an aeronautical study number to your case.  
- It establishes an electronic communications link with FAA and allows you to obtain project status and notifications directly from this site.

**ISO 9001:2008 Certified**

**If construction or alteration IS LOCATED on an airport:**  
You may file forms 7460-1 electronically via this website - [New User Registration](#).

or  
Find the [FAA Airports Region / District Office](#) having jurisdiction over the airport on which the construction is located, and file to that address.

When the Download Correspondence link is selected, the page will provide users the ability to enter a range of cases, using a year and region drop down menu; where a range of case numbers can be entering.

**Download Correspondence**

[Download Correspondence - Desk Reference Guide V\\_2016.1.0](#)

...secutive range of ASN case correspondence.  
- When a range of cases, provide your email address, and select if you want to Print or Download and save the correspondence.  
• Note: You will receive an email at the address you provide from noreply@faa.gov when your Batch is prepared. The email will contain a link established specifically for your request that will be available for you to retrieve the correspondence for 24 hours. Once you access the link from the email notification it will be purged and no longer available.

**Select the Case Range for Download Correspondence**

From ASN: 2016 - ANM - - OE  
To ASN: 2016 - ANM - - OE  
Status: -

Correspondence Email: \_\_\_\_\_

[Download](#) [Print](#)



Select the type of correspondence for download or print from the dropdown menu provided.

- Search Archives
- Download Archives
- Download Correspondence
- Circle Search for Cases
- Circle Search for Airports
- General FAQs

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - - OE

To ASN: 2015 - AAL - - OE

Status: [dropdown menu]

The following choices are available:

- Determination (for Off Airport cases in Determined status)
- Extension (for Off Airport cases in Determined status with an extension pending)
- Circularization (for Off Airport cases in Circularized status)

An email address is required to send a message when the request is complete.

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - - OE

To ASN: 2015 - AAL - - OE

Status: [dropdown menu]

Correspondence Email: [text input]

Download Print

>If **Print** is selected the system will compile the requested correspondence into a **single pdf** so the user may print it.

>If **Download** is selected the system will create a **zip file** so the user can save the **individual pdfs**.

Select the Case Range for Download Correspondence

From ASN: 2015 - AAL - - OE

To ASN: 2015 - AAL - - OE

Status: [dropdown menu]

Correspondence Email: [text input]

Download Print

When all required information has been filled in and Print or Download has been selected a notification will be notified via email when your requested information has been prepared for you.

The email will contain a **link** to retrieve the information for downloading/printing. This link will only be valid for **24 hours** after you have been notified that your request has been prepared. **If the link expires you must submit a new request. You will only receive one email notification."**



**Example Email: Off Airport Case Correspondence Ready for Download**



Thank you.

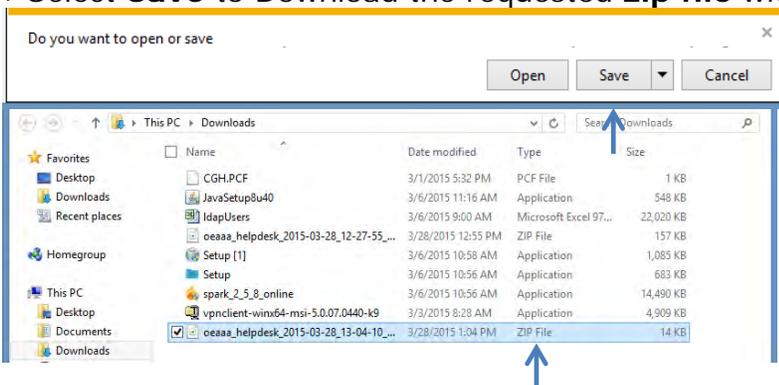
**Example Email: No Off Airport Case Correspondence Found for Download**



>Select **Open** to compile the requested correspondence into a **single pdf** for printing.



>Select **Save** to Download the requested **zip file** with the **individual pdfs**.





## **Web Services**

OE/AAA Web services are available for computer to computer receipt of on and off airport potential obstruction data.

### **Public Access**

#### **Caselist - No login required**

- Find On Airport or Off Airport Case by Aeronautical Study Number (ASN)
- Find cases by type and date range
- Find cases by type, year and region or nearest state code

#### **Circ – No login required.**

- Find Circ cases by nearest state code
- Find On Airport or Off Airport Case by ASN

A RESTful Web Services user guide is included on the Download Archives screen.

The Web Application Description Language (WADL) of the public web services for downloading case information can be found here.

[https://ioeaaa.faa.gov/oeaaa/services/?\\_wadl&\\_type=xml](https://ioeaaa.faa.gov/oeaaa/services/?_wadl&_type=xml)



## General FAQs

From the **General FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

## Marking/Lighting FAQs

From the **Marking/Lighting FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

## Wind Turbine FAQs

From the **Wind Turbine FAQs** link, you are given answers to frequently asked questions about the FAA's OE/AAA Process.

## Discretionary Review FAQs

From the **Discretionary Review FAQs** link, you are given answers to frequently asked questions about the FAA's Petitions Process.

If you need further information, contact the Airspace Regulations & ATC Procedures Group at (202) 267-8783.

## Notice Criteria Tool

**Obstruction Evaluation**  
Version 2016.2.0.763

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

Circle Search for Cases

Circle Search for Airports

General FAQs

Marking/Lighting FAQs

Wind Turbine FAQs

Discretionary Review FAQs

**Notice Criteria Tool**

DoD Preliminary Screening Tool

Wind Turbine Build Out

Distance Calculation Tool

---

**OE/AAA Account**

Login

New User Registration

Instructions

---

Information Resources

**Notice Criteria Tool**

[Notice Criteria Tool - Desk Reference Guide](#)

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference [CFR Title 14 Part 77.9](#).

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the [FAA Co-location Policy](#)
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the [Air Traffic Areas of Responsibility map](#) for Off Airport construction, or contact the [FAA Airports Region / District Office](#) for On Airport construction.

The tool below will assist in applying Part 77 Notice Criteria.

Latitude:  Deg  M  S  N

Longitude:  Deg  M  S  W

Horizontal Datum:

Site Elevation (SE):  (nearest foot)

Unadjusted Structure Height :  (nearest foot)

Height Adjustment:  (nearest foot)

Total Structure Height (AGL):  (nearest foot)

Traverseway:

(Additional height is added to certain structures under 77.9(c))  
User can increase the default height adjustment for Traverseway, Private Roadway and Waterway

Is structure on airport:  No  Yes

To access the OE/AAA Notice Criteria screen, select the **Notice Criteria Tool** link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

*Confidential and Proprietary©2016 Federal Aviation Administration.*

- 178



As shown below, the Notice Criteria screen summarizes the filing requirements specified in Title 14 of the Code of Federal Regulations Part 77.9 Notice Criteria.

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference [CFR Title 14 Part 77.9](#).

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the [FAA Co-location Policy](#)
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the [Air Traffic Areas of Responsibility map](#) for Off Airport construction, or contact the [FAA Airports Region / District Office](#) for On Airport construction.

There's a **CFR Title 14 Part 77.9** link in the first paragraph above. Selecting this link, opens a new browser window where you can view text or PDF sections of the Part 77 regulation. You must ensure that your proposal does not require notice under *any* Notice Criteria prescribed in Part 77.9.

In the bulleted list above, there is a link to the **FAA Co-location Policy**. In the second paragraph above, there are links to the **Air Traffic Areas of Responsibility map** and the **FAA Airports Region / District Office**.

You can use the calculation tool to determine if your proposal exceeds the slope ratio criteria.

The slope calculation tool is only provided to assist you in applying the appropriate calculation for Part 77.9.



## Notice Criteria Tool:

The tool below will assist in applying Part 77 Notice Criteria.

Latitude:	<input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="button" value="N"/>
Longitude:	<input type="text"/> Deg <input type="text"/> M <input type="text"/> S <input type="button" value="W"/>
Horizontal Datum:	<input type="button" value="NAD83"/>
Site Elevation (SE):	<input type="text"/> (nearest foot)
Unadjusted Structure Height :	<input type="text"/> (nearest foot)
Height Adjustment:	<input type="text" value="0"/> (nearest foot)
Total Structure Height (AGL):	<input type="text" value="0"/> (nearest foot)
Traverseway:	<input type="button" value="No Traverseway"/> <small>(Additional height is added to certain structures under 77.9(c)) User can increase the default height adjustment for Traverseway, Private Roadway and Waterway</small>
Is structure on airport:	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Submit"/>	

1. Enter the proposed Latitude, Longitude, Horizontal Datum, Site Elevation, and Unadjusted Structure Height.
2. Traverseway - use the default entry of "No Traverseway" in this field **unless** your structure type is a traverseway entry from the dropdown.

Traverseway:	<input type="button" value="No Traverseway"/> Interstate Highway Other Traverseway Private Road Public Roadway Railroad Waterway
--------------	--

3. Select whether the structure is located on an airport.
4. Then, select the **[Submit]** button.

The results will provide the slope calculation exceed, if any.



The following is an example of a slope calculation that did not exceed FAA Part 77 Notice Criteria:

**Example 1: “Does Not Exceed”**

↓

---

**Results**

You do not exceed Notice Criteria.

A screenshot of a software interface showing a red circle with a crosshair symbol, representing an obstruction, positioned above a grey shaded area that represents a slope calculation. The background is white with some faint grid lines.



The following two examples illustrate On and OFF airport slope calculations that exceed FAA Part 77 Notice Criteria:

In both Exceed result examples below the slope calculation exceed is provided in feet; the nearest airport and affected runway(s) are also identified.

### Example 2: On Airport “Exceed”

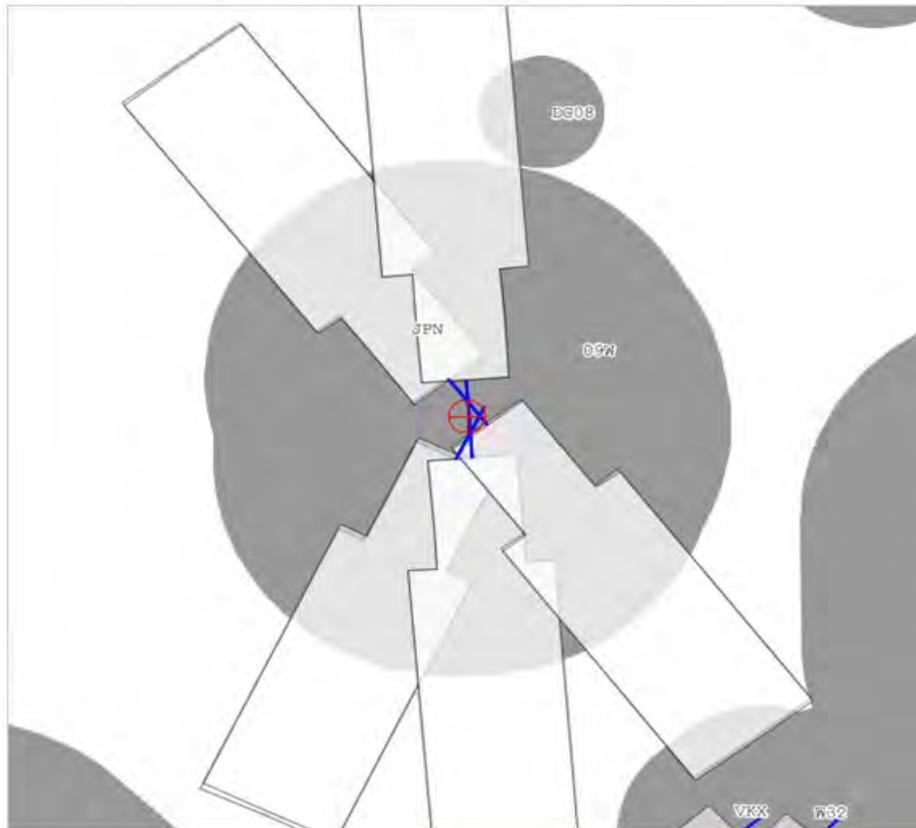
Latitude:	38	Deg	51	M	6.22	S	N
Longitude:	77	Deg	02	M	18.00	S	W
Horizontal Datum:	NAD83						
Site Elevation (SE):	15 (nearest foot)						
Structure Height (AGL):	190 (nearest foot)						
Traverseway:	No Traverseway						
<small>(Additional height is added to certain structures under 77.9(c))</small>							
Is structure on airport:	<input type="radio"/> No <input checked="" type="radio"/> Yes						
<b>Submit</b>							

you file.

77.9(b) by 193 ft. The nearest airport is DCA, and the nearest runway is 01/19.

77.9(d) construction is on an airport.

The FAA requests that you file





### Example 3: Off Airport “Exceed”

Latitude:	<input type="text" value="38"/> Deg	<input type="text" value="51"/> M	<input type="text" value="6.90"/> S	<input type="text" value="N"/>
Longitude:	<input type="text" value="76"/> Deg	<input type="text" value="02"/> M	<input type="text" value="16.00"/> S	<input type="text" value="W"/>
Horizontal Datum:	<input type="text" value="NAD83"/>			
Site Elevation (SE):	<input type="text" value="15"/> (nearest foot)			
Structure Height (AGL):	<input type="text" value="345"/> (nearest foot)			
Traverseway:	<input type="text" value="No Traverseway"/>			
<small>(Additional height is added to certain structures under 77.9(c))</small>				
Is structure on airport:	<input checked="" type="radio"/> No			
	<input type="radio"/> Yes			
<input type="button" value="Submit"/>				

#### Results

\*You exceed the following Notice Criteria:

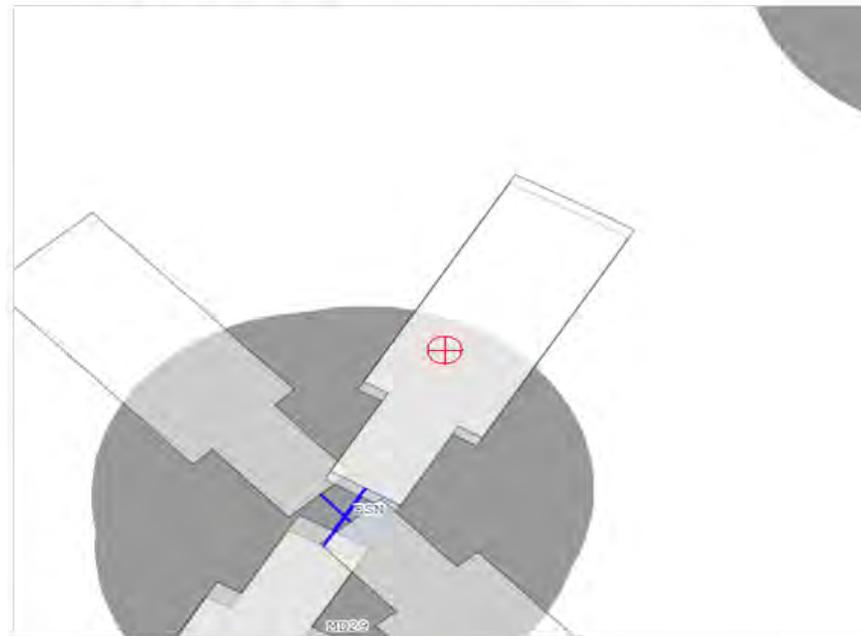
Your proposed structure exceeds an instrument approach area by 193 feet and aeronautical study is needed to determine if it will exceed a standard of subpart C of 14CFR Part 77. The FAA, in accordance with 77.9, requests that you file.

Your proposed structure is in proximity to a navigation facility and may impact the assurance of navigation signal reception. The FAA, in accordance with 77.9, requests that you file.

77.9(a) by 145 ft.

77.9(b) by 136 ft. The nearest airport is ESN, and the nearest runway is 15/33.

The FAA requests that you file



If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airports Region/District Office for On Airport construction.

*Confidential and Proprietary©2016 Federal Aviation Administration.*



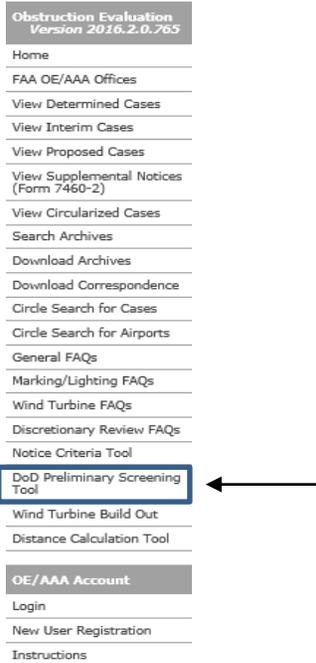
## DoD Preliminary Screening Tool

The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range Radars, Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing.

This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above.

The use of this tool is **100 % optional** and will provide a first level of feedback and list the single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars.

**The use of this tool does not in any way replace the official FAA processes/procedures.**



To access the OE/AAA **DoD Preliminary Screening Tool**, select the DoD Preliminary Screening link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **DoD Preliminary Screening Tool** link, you have the ability to see if a proposed structure or group of structures will impact Radars.



## DoD Preliminary Screening Tool

### Long Range Radar

-Air Defense and Homeland Security radars (Long Range Radar)

Long Range Radar geometry type Single Point – Entry screen.

#### DoD Preliminary Screening Tool

Faa.gov Tools: Print this page

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

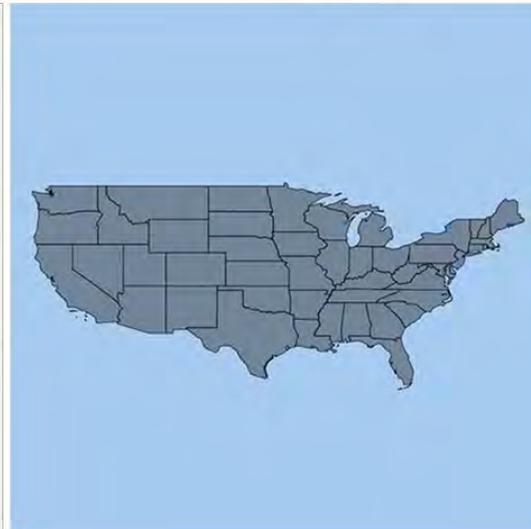
Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>

Horizontal Datum:

**Map Legend:**

- No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



### Instructions:

1. Select the radar type Long Range Radar.
2. Select the geometry type of Single Point.
3. Enter the proposed Latitude(s), Longitude(s) and Horizontal Datum.
4. Select the **[Submit]** button to generate a Long Range Radar analysis map.



A visual representation will be depicted showing Red, Yellow and Green areas.

The Map Legend describes what each color means.

**Example:** Long Range Radar geometry type Single Point- “No Anticipated Impact”.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

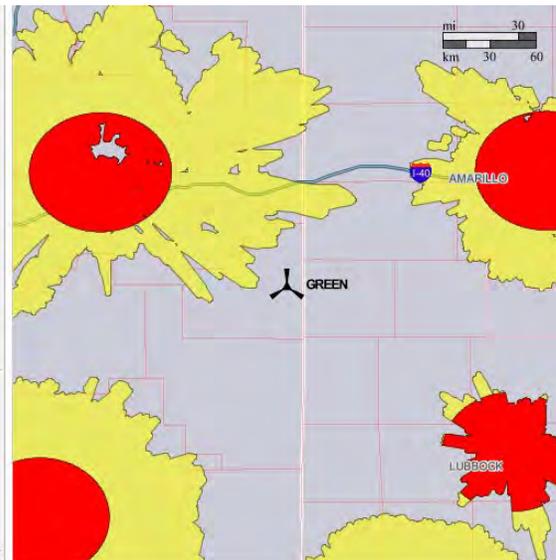
Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	34	36	35.84	N	103	8	22.35	W

Horizontal Datum:

**Map Legend:**

- Green:** No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Yellow:** Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Red:** Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



### Map Legend:

- Green:** No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.
- Yellow:** Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.
- Red:** Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



### Long Range Radar geometry type Polygon - Entry Screen.

- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Routes(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**  
Select a screening type for your initial evaluation. Currently the system supports pre-screening on:  
-Air Defense and Homeland Security radars(Long Range Radar)  
-Weather Surveillance Radar-1988 Doppler radars(NEXRAD)  
-Military Operations  
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.  
- Military Operations is only available for a single point.  
- At least three points are required for a polygon, with an optional fourth point.  
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>							
2	<input type="text"/>							
3	<input type="text"/>							
4	<input type="text"/>							

Horizontal Datum:

**Map Legend:**  
■ No anticipated impact to Air Defense and Homeland Security radars. Aeronautical study required.  
■ Impact likely to Air Defense and Homeland Security radars. Aeronautical study required.  
■ Impact highly likely to Air Defense and Homeland Security radars. Aeronautical study required.



### Example: Long Range Radar geometry type Polygon – “No Anticipated Impact”.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Routes(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**  
Select a screening type for your initial evaluation. Currently the system supports pre-screening on:  
-Air Defense and Homeland Security radars(Long Range Radar)  
-Weather Surveillance Radar-1988 Doppler radars(NEXRAD)  
-Military Operations  
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.  
- Military Operations is only available for a single point.  
- At least three points are required for a polygon, with an optional fourth point.  
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	50	58	52.76	N	111	09	53.11	W
2	50	59	52.76	N	111	17	53.11	W
3	50	59	52.76	N	111	05	53.11	W
4	50	58	52.76	N	111	11	53.11	W

Horizontal Datum:



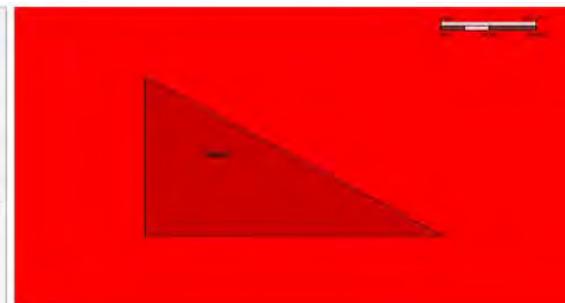
### Example: Long Range Radar geometry type Polygon– “Impact Highly Likely”.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Routes(s) and Special Airspace(s) prior to official iOE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**  
Select a screening type for your initial evaluation. Currently the system supports pre-screening on:  
-Air Defense and Homeland Security radars(Long Range Radar)  
-Weather Surveillance Radar-1988 Doppler radars(NEXRAD)  
-Military Operations  
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.  
- Military Operations is only available for a single point.  
- At least three points are required for a polygon, with an optional fourth point.  
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	50	58	52.76	N	111	47	53.11	W
2	50	59	52.76	N	111	47	53.11	W
3	50	58	52.76	N	111	48	53.11	W
4								





## DoD Preliminary Screening Tool

### NEXRAD

Weather Surveillance Radar-1988 Doppler radars (NEXRAD)  
Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged.

Send project information directly to NOAA at [wind.energy.matters@noaa.gov](mailto:wind.energy.matters@noaa.gov) or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce.

NOAA protects all wind project information as proprietary and

sensitive. [NEXRAD geometry type Single Point – Entry screen.](#)

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official O/E/AAA filing. This tool will produce a map relating the structure to any of the O/O/OTM and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the O/O/OTM and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point Latitude Longitude

Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
<input type="text"/>							

Horizontal Datum:

**Map Legend:**

- Green:** No Impact Zone. Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.
- Blue:** Notification Zone. Some impacts possible. Consultation with NOAA is optional, but NOAA would still like to know about the project.
- Yellow:** Consultation Zone. Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.
- Orange:** Mitigation Zone. Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.
- Red:** No-Build Zone. Severe impacts likely. NOAA requests developers not build wind turbines within 3 km of the NEXRAD. Detailed impact analysis required.



Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged. Send project information directly to NOAA at [wind.energy.matters@noaa.gov](mailto:wind.energy.matters@noaa.gov) or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce. NOAA protects all wind project information as proprietary and sensitive.

### Instructions:

1. Select the Radar Type NEXRAD.
2. Select the geometry type Single Point.
3. Enter the proposed Latitude(s), Longitude(s), and Horizontal Datum.
4. Select the **[Submit]** button to generate a NEXRAD radar analysis map.



A visual representation will be depicted showing Red, Orange, Yellow, Dark Green and Green areas.

The Map Legend describes what each color means.

**Example:** NEXRAD Geometry type Polygon– “Consultation Zone”.

**Disclaimer:**

- The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:     Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	34	23	28.40	N	76	51	28.98	W

Horizontal Datum:

**Map Legend:**

- **Green: No Impact Zone.** Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.
- **Dk Green: Notification Zone.** Some impacts possible. Consultation with NOAA is optional, but NOAA would still like to know about the project.
- **Yellow: Consultation Zone.** Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.
- **Orange: Mitigation Zone.** Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.
- **Red: No-Build Zone.** Severe impacts likely. NOAA requests developers not build wind turbines within 3 km of the NEXRAD. Detailed impact analysis required.



## NEXRAD geometry type Polygon - Entry screen.

- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

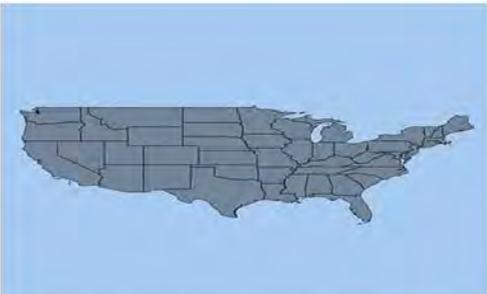
Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>

Horizontal Datum:

populate a test case (not viable in Production)

**Map Legend:**

- **Green No Impact Zone.** Impacts not likely. NOAA will not perform a detailed analysis, but would still like to know about the project.
- **Yellow Notification Zone.** Some impacts possible. Consultation with NOAA is optional, but NOAA would still like to know about the project.
- **Orange Consultation Zone.** Significant impacts possible. NOAA requests consultation to discuss project details and to perform a detailed impact analysis. NOAA may request mitigation of significant impacts.
- **Red Mitigation Zone.** Significant impacts likely. NOAA will likely request mitigation if a detailed analysis indicates that the project will cause significant impacts.
- **No-Build Zone.** Severe impacts likely. NOAA requests developers not build wind turbines within 3 km of the NEXRAD. Detailed impact analysis required.



Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged. Send project information directly to NOAA at [wind.energy.matters@noaa.gov](mailto:wind.energy.matters@noaa.gov) or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce. NOAA protects all wind project information as proprietary and sensitive.

## Example: NEXRAD geometry type Polygon – “Consultation”, “Mitigation” And “No-Build” Zones.

**Disclaimer:**  
The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

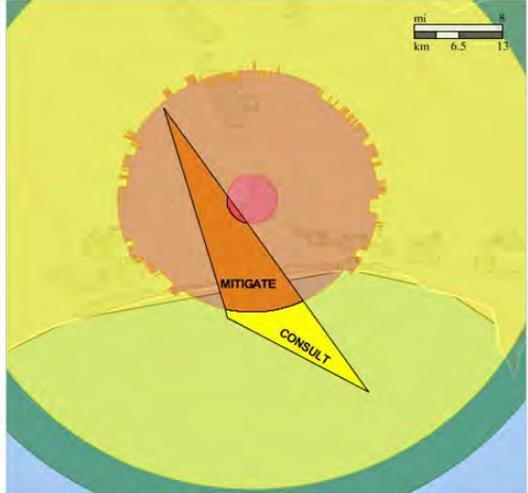
- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text" value="34"/>	<input type="text" value="33"/>	<input type="text" value="38.40"/>	<input type="text" value="N"/>	<input type="text" value="76"/>	<input type="text" value="43"/>	<input type="text" value="28.96"/>	<input type="text" value="W"/>
2	<input type="text" value="34"/>	<input type="text" value="38"/>	<input type="text" value="28.11"/>	<input type="text" value="N"/>	<input type="text" value="76"/>	<input type="text" value="54"/>	<input type="text" value="28.00"/>	<input type="text" value="W"/>
3	<input type="text" value="34"/>	<input type="text" value="43"/>	<input type="text" value="37.21"/>	<input type="text" value="N"/>	<input type="text" value="76"/>	<input type="text" value="55"/>	<input type="text" value="27.00"/>	<input type="text" value="W"/>
4	<input type="text" value="34"/>	<input type="text" value="52"/>	<input type="text" value="36.11"/>	<input type="text" value="N"/>	<input type="text" value="76"/>	<input type="text" value="59"/>	<input type="text" value="26.11"/>	<input type="text" value="W"/>

Horizontal Datum:

**Map Legend:**



Because the NEXRAD can detect wind turbines occasionally at great distance, NOAA would like to know the location of all wind farm projects so that corrupted radar data can be flagged. Send project information directly to NOAA at [wind.energy.matters@noaa.gov](mailto:wind.energy.matters@noaa.gov) or through the National Telecommunications & Information Administration (NTIA) in the Dept. of Commerce. NOAA protects all wind project information as proprietary and sensitive.



## DoD Preliminary Screening Tool

### Military Operations

Military Operations is only available for a single point.

Your search data is not retained and the privacy of all your searches is assured.

### Military Operations geometry type Single Point - Entry screen.

**Disclaimer:**

- \* The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100 % optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- \* Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- \* Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- \* Military Operations is only available for a single point.
- \* At least three points are required for a polygon, with an optional fourth point.
- \* The largest polygon allowed has a maximum perimeter of 100 miles.

Screening Type: Military Operations    Geometry Type: Single Point

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="border: 1px solid black; padding: 2px;">N</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="border: 1px solid black; padding: 2px;">W</span>

Horizontal Datum: NAD83

Submit

**This is a preliminary review of your proposal and does not preclude official FAA processes.**  
Your search data is not retained and the privacy of all your searches is assured.



Any questions interpreting the map, please email Steve Sample with your question/s and phone number at [steven.sample@pentagon.af.mil](mailto:steven.sample@pentagon.af.mil)

### Instructions:

1. Select the Radar Type Military Operations.
2. Military Operations is only available for a single point geometry type.
3. Enter the proposed Latitude(s), Longitude(s), Horizontal Datum,
4. Select the **[Submit]** button to generate a Military Operations radar analysis map.



**Example:** Military Operations geometry type Single Point - “May Have An Impact”.

**Disclaimer:**  
 The DoD Preliminary Screening Tool enables developers to obtain a preliminary review of potential impacts to Long-Range and Weather Radar(s), Military Training Route(s) and Special Airspace(s) prior to official OE/AAA filing. This tool will produce a map relating the structure to any of the DoD/DHS and NOAA resources listed above. The use of this tool is **100% optional** and will provide a first level of feedback and single points of contact within the DoD/DHS and NOAA to discuss impacts/mitigation efforts on the military training mission and NEXRAD Weather Radars. **The use of this tool does not in any way replace the official FAA processes/procedures.**

**Instructions:**

- Select a screening type for your initial evaluation. Currently the system supports pre-screening on:
  - Air Defense and Homeland Security radars(Long Range Radar)
  - Weather Surveillance Radar-1988 Doppler radars(NEXRAD)
  - Military Operations
- Enter either a single point or a polygon and click submit to generate a long range radar analysis map.
- Military Operations is only available for a single point.
- At least three points are required for a polygon, with an optional fourth point.
- The largest polygon allowed has a maximum perimeter of 100 miles.

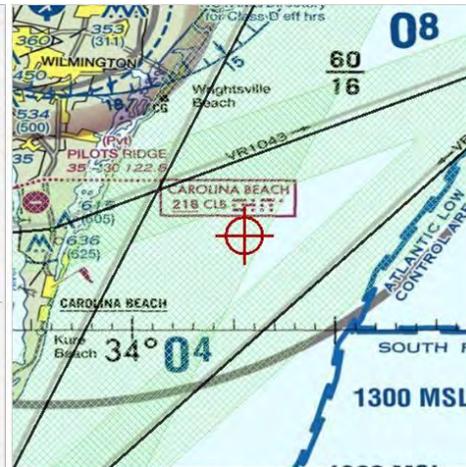
Screening Type:  Geometry Type:

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	34	4	38.40	N	77	44	29.86	W

Horizontal Datum:

Your structure falls within the confines of VR084, and may have an impact on military operations. For a more detailed review, please contact Larry Pickett at (919)722-2672. This POC will review the analysis and identify any additional areas of concern. Upon completion of this process, the POC will provide you a letter stating the results of the review.

**This is a preliminary review of your proposal and does not preclude official FAA processes.**  
Your search data is not retained and the privacy of all your searches is assured.



Any questions interpreting the map, please email Steve Sample with your question/s and phone number at [steven.sample@pentagon.af.mil](mailto:steven.sample@pentagon.af.mil)

Any questions interpreting the analysis map, please contact the individual listed below the map with your question(s).

A more detailed review of your proposal can be requested if your structure falls within the confines of Military Training Route(s) or Special Airspace(s) which may have an impact on military operations.

The POC will review the analysis and identify any additional areas of concern. Upon completion of this process, the POC will provide you a letter stating the results of the review.

Your search data is not retained and the privacy of all your searches is assured.

**This is a preliminary review of your proposal and does not preclude official FAA processes.**



## Wind Turbine Build Out

The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process.

**The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations [Part 77](#).**



To access the OE/AAA Wind Turbine Build Out tool, select the **Wind Turbine Build Out** link located on the left sidebar of the website, under the gray Obstruction Evaluation header.

From the **Wind Turbine Build Out** link you'll have the ability to view a depiction of current Determined wind turbine cases within a 48 nautical mile radius of a specified location.



## Wind Turbine Build Out

### Wind Turbine Build Out

Faa.gov Tool

**Disclaimer:**

The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States. When latitude/longitude coordinates are submitted, the map will recenter and display the wind turbine build out within a 48 nautical mile radius of the specified location.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process. **The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations Part 77.**

**Instructions:**

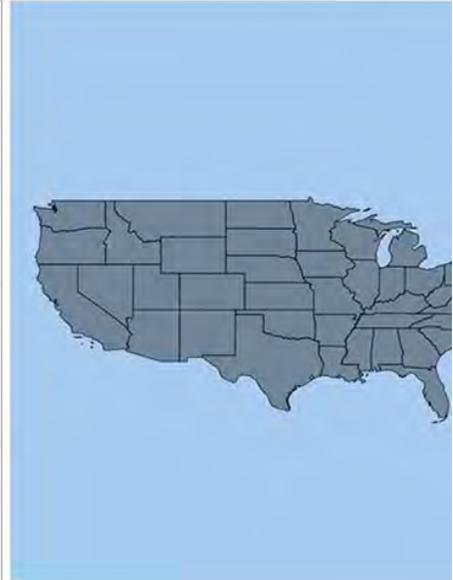
Enter a single point and click submit to generate a wind turbine build out analysis map.

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	W

Horizontal Datum:

**Map Legend:**

- Red:** Hazard- cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.



### Map Legend:

- Red:** Hazard- cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.



## Instructions:

1. Enter a single point Latitude and Longitude.

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W"/>
Horizontal Datum:		<input type="text" value="NAD83"/>						
<input type="button" value="Submit"/>								

2. Submit to generate a wind turbine build out analysis map.

When latitude/longitude coordinates are submitted, the map will re-center and display the wind turbine build out within a 48 nautical mile radius of the specified location.

Example 1: Display of Hazard, Proposed and Determined





## Example 2: display of Determined and Proposed Cases

**Disclaimer:**

- The Wind Turbine Build Out display provides an overview of determined and proposed wind turbine/met tower projects within the continental United States. When latitude/longitude coordinates are submitted, the map will recenter and display the wind turbine build out within a 48 nautical mile radius of the specified location.

This display is provided to assist developers during the planning phase and to identify areas where cumulative impact may become a factor in the aeronautical study process. **The use of this display does not exempt any person(s) from the filing requirements described in Title 14 of the Code of Federal Regulations Part 77.**

**Instructions:**

- Enter a single point and click submit to generate a wind turbine build out analysis map.

**Point**

Point	Latitude				Longitude			
	Deg	Min	Sec	Dir	Deg	Min	Sec	Dir
1	27	11	01.26	N	98	09	39.03	W

Horizontal Datum:

**Map Legend:**

- Red:** Hazard- cases that exceed obstruction standards and/or have an adverse effect upon navigable airspace or air navigation facilities.
- Yellow:** Proposed-cases that are being evaluated by the FAA.
- Blue:** Determined-cases that have a completed aeronautical study and an FAA determination.

**Air Traffic Wind Turbine Contacts for Texas - Central**

Position	Name	Email	Telephone
Technician			
Specialist			
Backup Technician			

Planning phase/cumulative impact questions should be directed to the Air Traffic Wind Turbine Contacts for the location state. Contact information is located below the generated map.

## Distance Calculation Tool

From the **Distance Calculation Tool** link, you have the ability to measure the distance between two sets of coordinates. Enter the Latitude Degrees, Minutes, Seconds, Direction, Longitude Degrees, Minutes, Seconds, Direction, and Horizontal Datum for Point 1, and Point 2. Then select the **[Submit]** button. The tool will calculate and display the distances in Feet, Statute Miles, Nautical Miles, Meters and Kilometers.



## ***OE/AAA Account***

### ***Portal Page***

Clicking this link will bring you back to your *OE/AAA* portal page.

### **My Cases (Off Airport)**

Clicking the **My Cases (Off Airport)** link takes you to a page that lists Off Airport cases filed using your account.

### **My Cases (On Airport)**

Clicking the **My Cases (On Airport)** link transports you to a page that lists On Airport cases filed using your account.

### **My Sponsors**

Clicking this link will bring you to a page showing your *OE/AAA* sponsors.

### **My Circ Comments**

Clicking this link will bring you to a page for you to view your comments submitted to Off Airport cases in Circularization (Circ) status. E-filers can't view comments submitted through other user accounts.

### **Add New Case (Off Airport)**

Clicking this link will bring you to a page for you to add new Off-Airport cases.

### **Add New Case (On Airport)**

Clicking this link will bring you to a page for you to add new On-Airport cases.

### **Add Supplemental Notice (7460-2 Form)**

### **My Cases Transfer History**

Click to go to the View Case Transfer History screen to select the pending Off Airport case(s) you want to Confirm (Accept) or Reject and view your case transfer history.

### **Update User Account**

Clicking the **Update Account Information** link will bring you to a page for you to update your account information. All account information except the password and username can be changed on this screen. After making the desired changes, select the **[Submit]** button at the bottom of the page to save your changes.



## Change Password

Click the **Change Password** link to change your user password. Enter a new password twice, and then select the **[Submit]** button at the bottom of the page.

## Logout

Click the **Logout** link to log out of the *OE/AAA* System.

## Information Resources

### FAA Acronyms

From the **FAA Acronyms** link, the system will open the FAA Acronyms PDF in a new window. This document lists common FAA abbreviations that may show up during the filing process.

### Forms

From the **Forms** link, you can access several FAA forms to download and submit via US Mail. You can view and/or print out the paper copies of the 7460-1, 7460-2, 5010-3, 5010-5, and 7480-1 forms.

### Regulatory Policy

From the **Regulatory Policy** link users can view the Title 14 Code of Federal Regulations Part 77.

### Relevant Advisory Circulars

From the **Relevant Advisory Circulars** link, you have access to two links. From the **Airports Series 150 Advisory Circular Library** link, the system will open a new window that contains an FAA search engine where you can search for all FAA Series 150 Advisory Circulars. From the **AC 70/7460-1** link, the system will open the Advisory Circular 70/7460-1 Change PDF in a new window. This Advisory Circular is for Obstruction Marking and Lighting.

### Survey Accuracy

From the Survey Accuracy link, Obstacle Accuracy codes are displayed along with a link to FAA Order 8260.19D, Appendix 3.

### Light Outage Reporting

From the **Light Outage Reporting** link, you are given instructions about what should be done and who to notify in the event of a failure or malfunction of obstruction lighting.



## **Useful Links**

From the **Useful Links** link, you are taken to a screen containing a listing of useful FAA and non-FAA links.

## **State Aviation Contacts**

From the **State Aviation Contact** link you are provided with an interactive map of the United States, its territories and other outlying areas. Select the State or portion of the State on the map where the structure is or would be located. You will be taken to the State Aviation Contact website.

## **On Airports Contacts**

From the **On Airports Contacts** link, the system will display a link for Airport Regional Contacts. The Contact Information for FAA Regional Airports Offices web page opens to a list containing the Mailing Address and Phone numbers of FAA Airports Regional and District processors who evaluate On Airport Construction. They can assist you with FAA policy questions regarding On Airport Construction requirements.

## **Off Airport Contacts**

From the **Off Airport Contact** link, you are provided with an interactive Air Traffic Areas of Responsibility map of the United States, its territories and other outlying areas. Select the state or portion of the state on the map where the structure is located. The contact information is separated into two sections. The top section contains contact information for all types of structures with the exception of Wind Turbines and Met Towers. The bottom section contains contact information for Wind Turbines and Met Towers.



## Frequent Asked Questions

This section gives answers to some frequently asked questions about OE/AAA.

1. How can I create an OE/AAA account?  
A: To create an OE/AAA account, visit <https://oeaaa.faa.gov>. Click the **New User Registration** link on the left. Follow the instructions to fill in all the required information to create an OE/AAA e-File account.
2. How can I find out my username?  
A: Select the **Forgot My Username** link. Enter your Email address and last name and then select the **[Submit]** button. The system will send you an email with your username so you can regain access to the system.
3. How can I change my password?  
A: Select the **Forgot My Password** link. Enter your Username and Last name and then select the **[Submit]** button. The system will send you an Email with password reset instructions so you can create a new password and regain access to the system.
4. What is a Sponsor?  
A: A Sponsor is the person or business ultimately responsible for the construction or alteration. It can be yourself, your company, or your client. The sponsor appears as the addressee on all correspondence from the FAA.
5. Can I be my own Sponsor?  
A: Yes.
6. Can I have more than one Sponsor?  
A: Yes.
7. Can my cases have different sponsors?  
A: Yes, but each case can only have one sponsor listed.
8. Can one "Sponsor" sponsor both off- and on-airport cases?  
A: Yes.
9. What is a *Project*?  
A: A Project is a collection of Cases that can be filed, evaluated, and process together.



10. Must all Cases belong to Projects?

A: No. Cases can be filed individually without being part of a Project.

11. How do I find out the status of my case?

A: Case status is displayed on the Portal Page. A status legend is also displayed to explain the status.

12. How can I withdraw or abandon a case?

A: Contact the appropriate On or Off Airport representative.

13. Why do I have to file a 7460-2?

A: Refer to your FAA Determination Letter issued for your case to see if a 7460-2 is required.

14. How can I transfer a case from me to someone else?

A: Registered e-filers have the ability to transfer cases between their account and the account of other registered e-file users. Select the Case Transfer Button in the My Cases (Off Airport) section to select cases for transfer.

15. How can I transfer a case from someone else to me?

A: Registered e-filers have the ability to transfer cases between their account and the account of other registered e-file users. Select the "Pending Transfer Request" link located on your Portal Page below the "Extension Request" link located under the My Cases by Status section or the "My Transfer Cases" link on the side menu bar in the "OE/AAA Account" section to go to the Accept /Reject Transfer Cases screen.

16. How can I cancel a pending case transfer?

A: "Pending Transfer Requests" can be cancelled by clicking the "Withdraw" button on the View Transfer Cases screen.

17. How can I tell if I need to submit a NOTAM for my temporary structure case?

A: View the "FDC NOTAM" field located in the Structure Summary section of the Off Airport Details for Case screen. When a study is determined, based on the condition stated in the Temporary structure (TMP) letter, the "FDC NOTAM" data field will display if a NOTAM is or is not required.