



Federal Aviation
Administration



FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Subscriptions

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

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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.



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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 (WRK, EVL), CIR, Interim (NPH), or Determined.

*Cases in NEW, ADD and TER 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.



OE/AAA Portal Page

My Account

Name: EXAMPLE EXAMPLE

User Name:

Login Time:

IP Address:

Actions:
[What's New](#)
[OE/AAA System User Guide](#)
[Update Account Information](#)
[Change Password](#)
[Logout](#)

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

Documents:
[FAA Acronyms](#)

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

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- 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](#)

Add Subscription

Name:

Cancel Add

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

Add Subscription

Name:

Cancel Add



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

Subscription

- 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



- 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

Subscription Information

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- To activate/deactivate a subscription, select on the link in the "Current Status" column
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[Add a new subscription](#)

Records 1 to 2 of 2

Subscription Name	Created Date	Current Status	Delete Subscription
Test for march	03/28/2016	Add filter before activating	Delete

Page 1 of 1

- 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
Pending Studies subscription (EXAMPLE)	04/17/2014	Activated	Delete
Test 2	04/17/2014	Add filter before activating	Delete
Wall Street	04/17/2014	Deactivated	Delete



Filter Type example #1:

Subscription

Test for march: created on 03/28/2016

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

Test for march: created on 03/28/2016

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

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 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

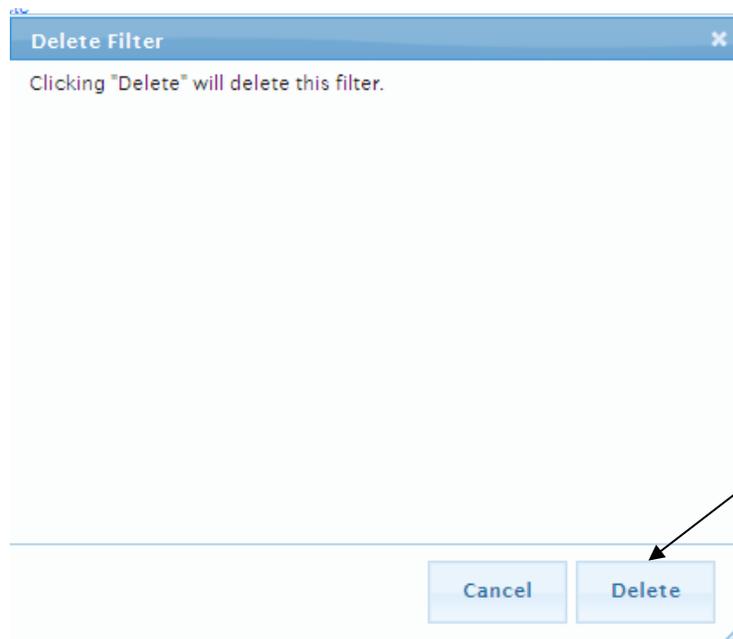
Subscription is currently Deactivated (click to Activate)

Structure Type Filter:

Billboard [Delete](#)

Crane [Delete](#)

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





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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.

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



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

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✕

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◀ 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](#)

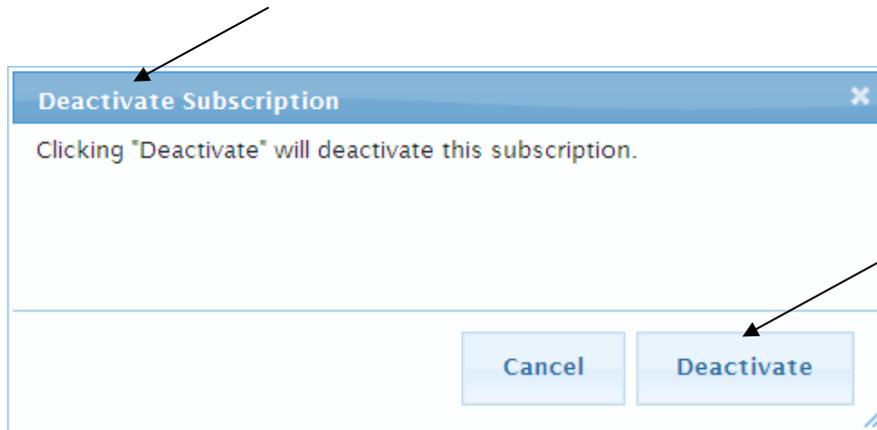
Crane [Delete](#)

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.



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
2014-ASW-1952-OE	Work In Progress	Antenna Tower	Permanent	Schertz	TX	29° 40' 22.12" N	98° 14' 49.79" W	873	469
2014-ASW-2417-OE	Work In Progress	Crane	Temporary	austin	TX	30° 15' 37.93" N	97° 44' 16.13" W	469	207
2014-ASW-2418-OE	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 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