



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: View Letters

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

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## 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**

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)  
Version 2014.2.0.347

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

Obstruction Evaluation / Airport Airspace Analysis (OE/AAA)

In administering Title 14 of the Code of Federal Regulations (14 CFR) Part 77, the prime objectives accomplish this mission, aeronautical studies are conducted based on information provided by pro

Advisory Circular 70/7460-1K, Obstruction Marking and Lighting, describes the standards for marking tanks, supporting structures of overhead wires, etc.

OE/AAA Filing

If your organization is planning to sponsor any construction or alterations which may affect navigability either electronically via this website or manually with the FAA.

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

#### **Instructions:**

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



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

Search For:  Off Airport Cases or  On Airport Cases

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

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

City: [input] Status: All [dropdown]

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

[Search] [Reset]

- 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' 28.0

- 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: [Determination](#)

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



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**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> 



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## View Letters (When Logged In)

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

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

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

Project Summary : BRICK-000021795-05				
Lat/Long	Map	Actions	7460-2 Received	Latest Letter
26° 7' 30.01" 80° 8' 20.56"	Show Map	Clone Upload a PDF		TER

View the **Latest** (most recent) **Letter** 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

OE/AAA Portal Page faa.gov Tools: Print this page

My Account	Off Airport Construction (includes on Military Airport)	On Airport Construction (excludes on Military Airport)
<b>Name:</b> EXAMPLE EXAMPLE <b>User Name:</b> dlewis <b>Login Time:</b> 04/13/2014 01:34:03 AM <b>IP Address:</b> 173.66.117.38  <b>Actions:</b> <a href="#">What's New</a> <a href="#">OE/AAA System User Guide V 2014.1.0</a> <a href="#">Update Account Information</a> <a href="#">Change Password</a> <a href="#">Logout</a>  <b>Email Notifications:</b> <a href="#">Circularized Case Notification</a> <a href="#">Subscription Preferences</a>  <b>Documents:</b> <a href="#">FAA Acronyms</a>  <b>Help:</b> <a href="#">OE/AAA Support Desk</a> <b>Phone:</b> 202-580-7500 <b>Email:</b> oeaaa_helpdesk@cgtech.com	<b>My Cases (Off Airport)   Add New Case (Off Airport)</b> <b>Add Supplemental Notice (7460-2 Form)</b> <b>My Sponsors   Add New Sponsor</b> <b>Off Airport Contacts</b> <b>My Circ Comments</b>  <b>My Cases by Status:</b> Draft 6 Accepted 2 Add Letter 0 Work in Progress 0 Interim 0 Determined 1 <span style="color: red;">* 7460-2 Required (1)</span> Circularized 0 <span style="color: blue;">Extension Request</span> Terminated 5 <b>All 14</b>  <b>Draft:</b> Cases that have been saved by the user but have not been submitted to the FAA. <b>Accepted:</b> Cases that have been submitted to the FAA. <b>Add Letter:</b> Cases that have been reviewed by the FAA and require additional information from the user. <b>Work in Progress:</b> Cases that are being evaluated by the FAA. <b>Interim:</b> Cases that have been reviewed by the FAA and require resolution from the user.	<b>Please file all Wind Turbine/Met Towers as Off Airport</b>  <b>My Cases (On Airport)   Add New Case (On Airport)</b> <b>My Sponsors   Add New Sponsor</b> <b>On Airport Contacts</b>  <b>My Cases by Status:</b> Draft 4 Waiting 0 Accepted 0 Add Letter 0 Work in Progress 0 Determined 0 Terminated 0 <b>All 4</b>  <b>Draft:</b> Cases that have been saved by the user but have not been submitted to the FAA. <b>Waiting:</b> 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. <b>Accepted:</b> Cases that have been submitted to the FAA. <b>Add Letter:</b> Cases that have been reviewed by the FAA and require additional information from the user. <b>Work in Progress:</b> Cases that are being evaluated by the FAA. <b>Determined:</b> Cases that have completed a aeronautical study and an FAA determination.

- 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
<input type="checkbox"/>	2012-ANE-1376-OE	<a href="#">CENTR-000217096-12</a>	251-63	Interim	09/20/2012	03/15/2013
<input type="checkbox"/>	2012-ANE-1377-OE	<a href="#">CENTR-000217096-12</a>	251-64	Interim	09/20/2012	03/15/2013
<input type="checkbox"/>	2012-ANE-1621-OE	<a href="#">CENTR-000222468-12</a>	251-62	Interim	11/15/2012	03/15/2013

**On Airport**

ASN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined
<input type="checkbox"/>	2011-AGL-3855-NRA	<a href="#">Van -147891550-11</a>	MINNEAPOLIS-ST PAUL ...	Determined	08/16/2011	09/02/2011
<input type="checkbox"/>	2011-AGL-3854-NRA	<a href="#">Van -147891550-11</a>	MINNEAPOLIS-ST PAUL ...	Determined	08/16/2011	09/02/2011
<input type="checkbox"/>	2011-AGL-3856-NRA	<a href="#">Van -147891550-11</a>	MINNEAPOLIS-ST PAUL ...	Determined	08/16/2011	09/02/2011



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

Site	Lat/Long	Map	Document	Actions	Latest Letter
WOLIS, MN	44°53'52.00"N 93°13'08.70"W	Show Map	<input checked="" type="checkbox"/>	Upload a PDF	09/02/2011 NO7460
WOLIS, MN	44°53'49.20"N 93°13'25.40"W	Show Map	<input checked="" type="checkbox"/>	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:**

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

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

**Off Airport**

ASN	Folder Name	Project Name	Structure Name	Status
<input type="checkbox"/> 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**

ASN	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 **All Letters** issued for an individual case within your registered e-file account 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: Jeff Russell

**Case Information**

<b>ASN:</b>	2013-ANE-446-NRA
<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 OBJ746 06/18/2013 OBJ746