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# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: Add New Case On Airport

*\*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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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:

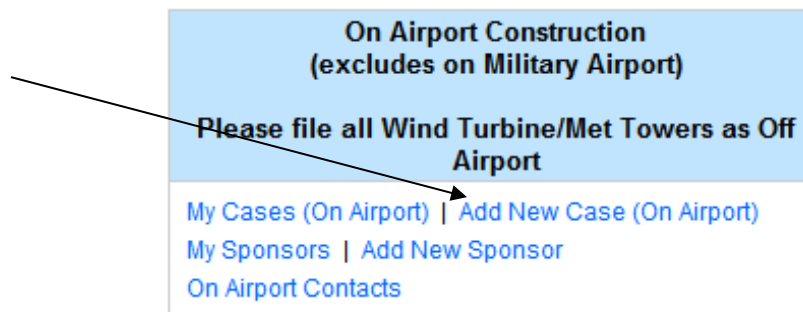
- Submit an FAA Form 7460-1 via an electronic data screen.
- Generate a map directly from your account to be submitted electronically with your filing.
- Track the status of your case(s) while their going through the study process.

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 (On Airport)** link. This will bring up the *Notice of Proposed Construction or Alteration screen*. Complete each section according to the instructions below.



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

<input type="checkbox"/>	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](#)



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- 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).



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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.

Q. 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



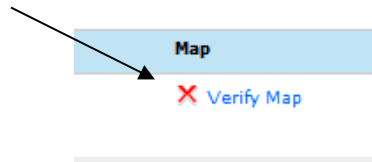
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Frequency Bands and/or Specific Frequencies from the prior ASN auto populate and are available for edit by the e-filer prior to saving the draft. Once the e-filer saves this data, it becomes part of the current filing and is transmitted to the FAA 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: 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.

When all required fields are complete, certify your entered information by checking the **[Certify]** checkbox, then 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.

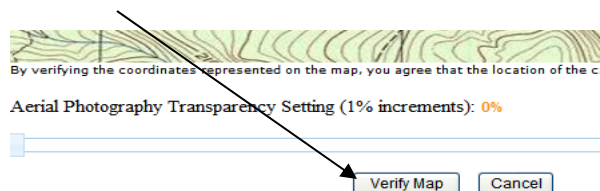
## Verify the Map



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





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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:  Browse...

Only PDF files may be uploaded to the system

Submit
Close

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: 2013-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

### Actions

[Upload a PDF](#)  
[Clone](#)  
[Delete](#)

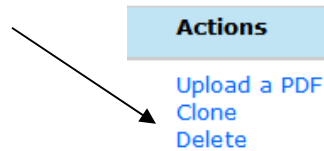
Another way to add a case to the project is to clone a new case from an existing case. E-filers can clone cases from the Project Summary screen of cases in their account regardless of the status (i.e. Draft/Submitted). To clone a case, click the **Clone** link. The cloning feature will copy most of the 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.

Summary of Notice of Proposed Construction or Alteration - On Airport faa.gov Tools: [Print this page](#)

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 Waiting	CULLMAN, AL	34°04'25.00"N 86°56'44.00"W	Show Map (Re-Verify)		Upload a PDF Clone Delete	None

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

You may submit your project to the FAA.  
Submit



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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

faa.gov Tools:

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**

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

Project Bric-213195921-14 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):  
**2014-ASO-822-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 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.