



FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Add a New Case (Off 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.





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

Note1: Exit this guide if you are filing an Off Airport Notice of Proposed Construction or Alteration for Wind Turbine /Met Tower structures.

Note2: To e-file Wind Turbine /Met Tower structure types, refer to the "Add a New **Case** (Off Airport) for Wind Turbine /Met Tower" desk reference guide or the "Add a New **Project** (Off Airport) for Wind Turbine /Met Tower" desk reference guide.

Note3: If you're e-filing a large Off Airport project with the following eligible Structure Types:

- Light Pole
- Power Line
- Transmission Line
- Utility Pole

Review the "Add a New **Project** (Off Airport)" desk reference guide (DRG) to consider e-filing via the OE/AAA data import feature.

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 issued 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.







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 - Off Airport

Sponsor (person, company, etc. proposing this action)								
	* Spons	or:						
Construction / Alteration Information		Churchino Cum						
			Structure Summary					
* Notice Of:		* Structure Type:						
* Duration:	* Structure Nan							
if Temporary: Months: D	NOTAM Number							
Work Schedule - Start: \$\ \times \text{(mm/dd/yyyy)}			FCC Number:					
Work Schedule - End:	Prior ASN:	Prior ASN: - OE Validate Prior						
*For temporary cranes-Does the permanent structure requi To find out, use the Notice Criteria Tool. If separate notice is If it is not filed, please state the reason in the Description o	e separate notice to the FAA? s required, please ensure it is filed.	Micro-Siting:	Yes					
	▼ Proposal.	a location previ The FAA will va	ously studied due to n lidate your latitude/lo	heck this box if you are nicro-siting. ngitude coordinates aga has not moved more th	ninst			
K		the prior ASIV to	gensure the structure	nas not moved more th	an 300 reet.			
Structure Details		K						
* Latitude:	° '' N ∨	Common Freq	uency Bands					
* Longitude:			Low Freq	High Freq	Freq Unit	ERP	ERP U	
* Horizontal Datum:	NAD83 V		698	806	MHz	1000	W	
* Site Elevation (SE):	(nearest foot)		806	824	MHz	500	W	
* Structure Height (AGL):	(nearest foot)		824	849	MHz	500	W	
* Current Height (AGL):	(nearest foot)		851	866	MHz	500	W	
* For notice of alteration or existing provide the current	(Hearest 100t)		869	894	MHz	500	W	
AGL height of the existing structure. Include details in the Description of Proposal			896 901	901 902	MHz MHz	500 7	W W	
Minimum Operating Height (AGL): * For aeronautical study of a crane or construction equipment	(nearest foot)		930 931	931 932	MHz	3500 3500	W	
the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum		H	932	932.5	MHz	17	dBW	
operating height to avoid delays if impacts are identified tha		i i	935	940	MHz	1000	W	
require negotiation to a reduced height. If the Structure Hei and minimum operating height are the same enter the same	jnt		940	941	MHz	3500	W	
value in both fields.			1850	1910	MHz	1640	W	
* Nacelle Height (AGL):	(nearest foot)		1930	1990	MHz	1640	W	
* For Wind Turbines 500ft AGL or greater			2305	2310	MHz	2000	W	
* Requested Marking/Lighting:	None		2345	2360	MHz	2000	W	
Othe		Specific Frequ	encies					
Aircraft Detection Lighting System(ADLS): * Only check this box if you are proposing the installation and use of an Aircraft Detection Lighting System		Add Specific Frequency			Clone Prior ASN frequencie			
installation and use of an Aircraft Detection Lighting System				*Not	e: Selecting this li power from the p	ink will only	y add frequenc	
* Current Marking/Lighting:	Select One			Sumr	nary. Additional fi nually added befo	requency(ie	es)/power mus	
Othe	r:			the	ey are to be consider	dered with	your new filing	
* Nearest City:								
* Nearest State:								
* Description of Location: On the Project Summary page upload any certified survey.								
* Description of Proposal:	0							
Additional Location(s)								
Add New Location(s)								
	ν							





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- A. *Sponsor: Select the <u>Sponsor</u> 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 <u>Construction</u> would be a structure that has not yet been built. <u>Alteration</u> 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. <u>Existing</u> 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 <u>Structure</u>

 <u>Type</u> 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 the e-filer confirms the Prior ASN data, the following data 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. **Micro-Sitting**: (Not a Required Field) only check this box for a Wind Turbine/Met Tower location previously filed that has moved no more than 500 feet from the structure's original location and re-filed for aeronautical study requires a prior ASN to validate the submission meets the criteria to be filed with the FAA as a micro-siting study.





- K. *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).
- L. *Horizontal Datum: Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are made.
- M. *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.
- N. * 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.
- O. * Unadjusted Structure Height: (AGL): Only for Structure 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.

P. * 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.
 - o <u>For Structure Type "Waterway"</u> 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.

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Q. *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).





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R. *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)
- S. **Aircraft Detection Lighting System**" (**ADLS**): (Not a Required Field) Control device to operate marking/lighting systems on structures.
- T. *Current Marking/Lighting: Indicate the current M/L on the structure; if a new structure, select N/A Proposed Structure.
- U. Current AGL: Required for structures being e-filed as existing or alteration.





- V. **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.
- W. **Nacelle Height**: Required when Structure Type "Wind Turbine" is being filed and the Structure Height (AGL) is 500 feet or greater.
- X. *Nearest City/State: Enter the name of the nearest city and the actual state where the site will be located.
- Y. *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.
- Z. *Description of Proposal: Enter a complete description that details the nature of the filing.
- AA. **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, N, R. Additional rows may be added in increments of 1 thru 5. To remove an additional row, select the Delete link.
- BB. **Common Frequency Bands**: (Not a Required Field) Check any that apply. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."
- CC. **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'."
- DD. 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





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frequencies are pre-populated but duplicate entries are not allowed. "Note: Frequencies will not be accepted if your Structure Type is 'Lighting Study'."

- EE. Selecting the **checkbox** to accept the certify statement.
- FF. 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.

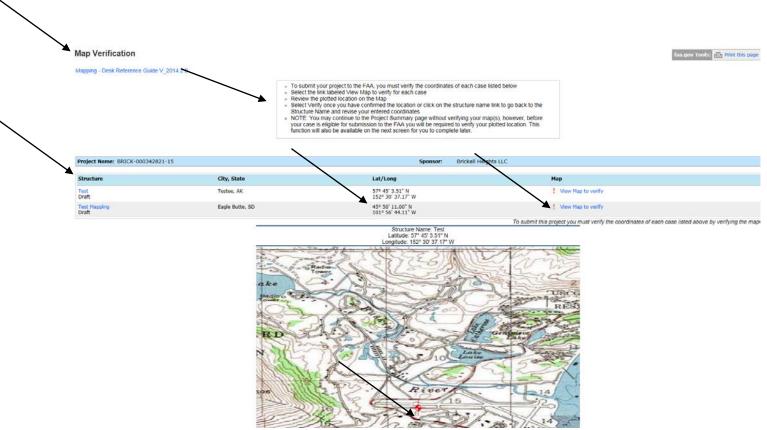


- Select the link labeled **View Map to Verify** for each case (displayed above the map).
- Review the plotted structure location on the Map (red bulleye).





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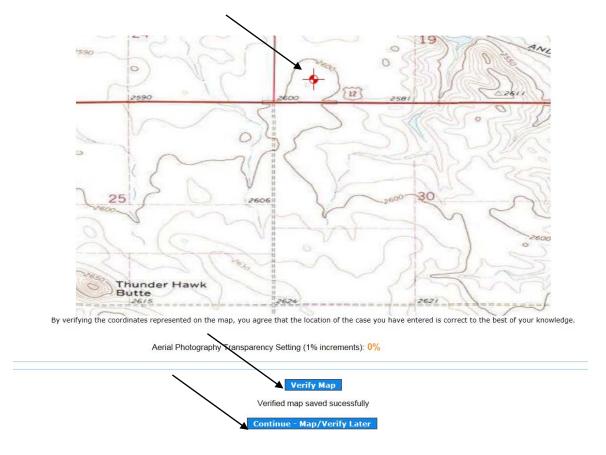


• Select "Verify Map" (at the bottom of the map) once you have confirmed the structure location or click on the "Structure" link to go back to the saved draft to revise your entered case coordinates.

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.







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 <u>Map</u> column and an <u>Actions</u> column. The Actions column contains the **Clone**, **Delete**, and **Upload a PDF** links. The Map column contains the **Verify Map** link.



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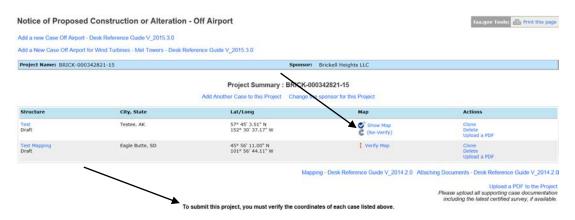




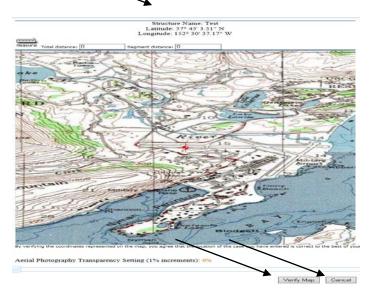
To map the case, select the **Verify Map** link.

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 above by verifying the map".



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.







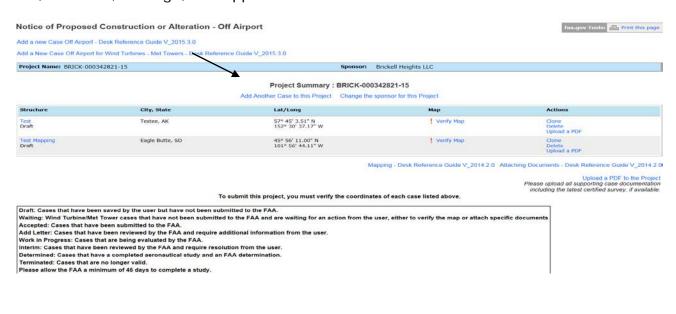
Attach Documents to Cases



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

Projects

One or more cases can be grouped into a <u>Project</u>. 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.





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.





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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 <u>Actions</u> 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

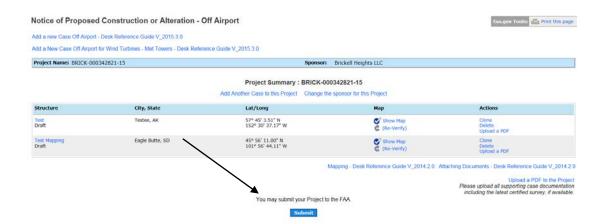
Note: Before submitting your case/project to the FAA, determine if you need to use the Clone or Delete features.

After the case data has been saved and map(s) verified, the **[Submit]** button will appear on the *Project Summary screen* to allow you to submit the case 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.

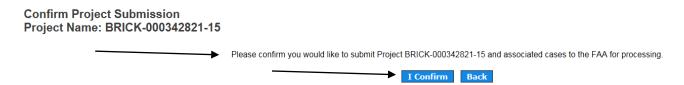




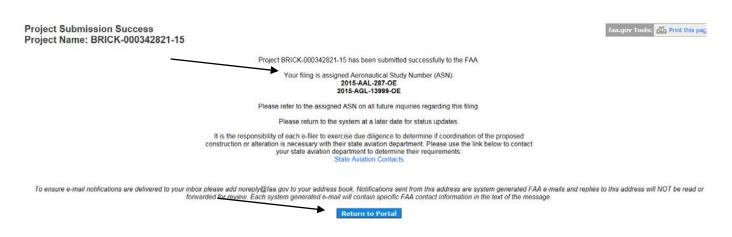
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Select the **[I Confirm]** button to submit the case or project to the FAA. When the submission is done, *OE/AAA* will display the *Project Submission Success* screen.



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.



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