



Federal Aviation  
Administration



# FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

## DESK REFERENCE GUIDE

SUBJECT: FDC NOTAM

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

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



## 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: [dropdown] ASN: [dropdown] - [dropdown] - [dropdown] - OE  
 FAA Region: [dropdown] FCC Number: [text]  
 City: [text] Status: All [dropdown] All [dropdown]  
 State: [dropdown] 7460-2 Filed: [dropdown]

- 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: [dropdown] ASN: [dropdown] - [dropdown] - [dropdown] - **NRA**  
 FAA Region: [dropdown]  
 City: [text] Status: All [dropdown]  
 State: [dropdown]



- 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

Records 1 to 1 of 1 Page 1 of 1

Rows per Page: 20   
Page: 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

**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](#)

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**Sponsor Information**

Sponsor: IBI Group  
 Attention Of: Stephen Sowa  
 Address: 160 West Santa Clara St  
 Address2: Suite 800  
 City: San Jose  
 State: CA  
 Postal Code: 95113  
 Country: US  
 Phone: 408-924-0811 447  
 Fax: 408-924-0844

**Sponsor's Representative Information**

Representative: IBI Group  
 Attention Of: Stephen Sowa  
 Address: 160 West Santa Clara St  
 Address2: Suite 800  
 City: San Jose  
 State: CA  
 Postal Code: 95113  
 Country: US  
 Phone: 408-924-0811 447  
 Fax: 408-924-0844

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**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](#)

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**Structure Details** **Common Frequency Bands**



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**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.

NOTAM Request for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

Start Date:  (mm/dd/yyyy)

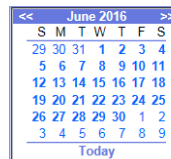
Completion Date:  (mm/dd/yyyy)

Number Of Days:

Time of Arrival:

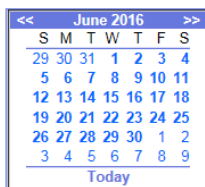
Onsite Contact Name:

Onsite Contact Number :



(mm/dd/yyyy)

(mm/dd/yyyy)



- Select the *Save* button to confirm information



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### 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 a 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-XXX-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:

**Case Information**

Component Type: TEMP. CRANE

Development Type:

Other Desc: TEMP. CRANE - Miscellaneous

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
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- Provide the extension requested until date.

NOTAM Extension for 20XX-XXX-XXX-NRA

[NOTAM Efile - Desk Reference Guide](#)

• Provide the extension requested until date.

Extension Requested Until Date:  (mm/dd/yyyy)



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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:

August 2016						
S	M	T	W	T	F	S
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	31	1	2	3
4	5	6	7	8	9	10
Today						

NOTAM Extension 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 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.

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.

### 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: TEMP. CRANE - Miscellaneous

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
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- 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](#)







### NOTAM Cancellation for 2015-AWP-1569-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 to your address book. Notifications sent from this address are system generated FAA e-mails and replies to it. NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

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### 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.



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