



Federal Aviation
Administration



FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Request Termination/Dismantled/Abandoned

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

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

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.



Termination Request

Request a submitted aeronautical study be terminated.

The FAA ask that **Request to Terminate** aeronautical studies be uploaded.

Constraints

1. Termination Request must be a PDF file; only PDF files can be uploaded to the system.
2. 25MB limit per document.

Uploading a Termination Request

To upload a Termination Request, go to any **“My Cases in XXX Status”** screen and select the desired **Project Name Link**.

Example: My Cases in Interim Status Screen – Project Name Link

My Cases in INTERIM Status faa.gov Tools: [Print this page](#)

Please refer to the assigned ASN on all inquiries to the FAA

All Cases Show All Cases (4397)	Filter by Case Status Draft (86) Accepted (144) Work in Progress (43) Interim (99) Determined (3009) Circularized (2) Terminated (1108)	Cases Requiring Action 7460-2 Required (1048) Add Letter (5) Cases Due to Expire (53)
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[View Folder](#) [Create Folder](#) [Manage Folders](#) [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/>	2012-ANE-1376-OE	CENTR-000217096-12	251-63	Interim	09/20/2012	03/15/2013		Livermore Falls	ME
<input type="checkbox"/>	2012-ANE-1377-OE	CENTR-000217096-12	251-64	Interim	09/20/2012	03/15/2013		Livermore Falls	ME

To upload a Termination Request, select the applicable XXX status case **“Upload a PDF”** link.

Example: Project Summary Screen – Upload a PDF Link

Off Airport



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Project Summary : MERCU-000268426-14

Structure	City, State	Lat/Long	Map	Actions
CLQ-101 Orange Blvd Work In Progress 2014-ASO-3468-OE	Lake Mary, FL	28° 47' 50.44" 81° 21' 44.50"	Show Map	Clone Upload a PDF Add 7460-2

Select the type of document "**Other**" from the Choose Type of Document dropdown and then **[Browse]** your computer to find the Termination Request PDF file for upload.

Example: Upload a Termination Request (PDF File) – Case Document Upload

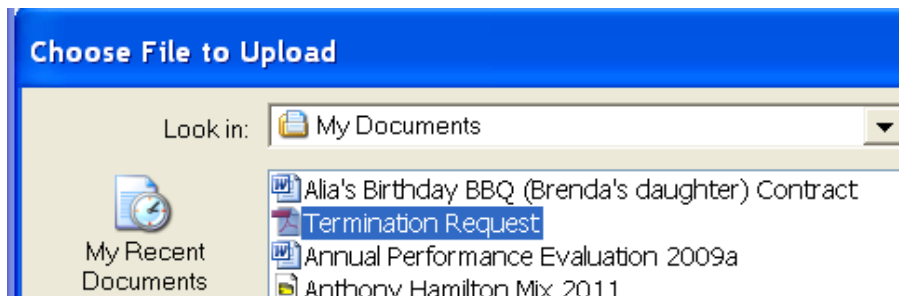
Choose Type of Document:

File to upload:

Only PDF files may be uploaded to the system

Once the Termination Request (PDF file) for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

Example: Choose a File to Upload – Case Document



You'll receive confirmation when the Termination Request document is successfully uploaded.



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The following message will display:

"Your file has been uploaded successfully to ASN: 2013-AXX-####-OE."

View Uploaded Termination Request

To view an uploaded Termination Request, go to the applicable "My Cases in XXX Status" screen and select the desired **Structure Name** Link.

Example: My Cases in Interim Status Screen – Structure Name Link

My Cases in INTERIM Status

Please refer to the assigned ASN on all inquiries to the FAA

All Cases **Filter by Case Status**

[Show All Cases \(4397\)](#) [Draft \(86\)](#) | [Accepted \(144\)](#) | [Work in Progress](#)
[Interim \(99\)](#) | [Determined \(3009\)](#) | [Circularized \(2\)](#) | [Te](#)

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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

An uploaded Termination Request (PDF file) is visible within your registered e-file account on the **Details for Case** screen.

Example: Details for Case screen – Uploaded Termination Request (PDF File)

Details for Case : CLQ-101 Orange Blvd

[Show Project Summary](#)

Date Accepted: 03/12/2014

Date Determined:

Letters: None

Documents:

- 04/16/2014 [Termination Reque...](#)
- 03/12/2014 [CLQ-101 1A.pdf](#)



Dismantled

The permanent removal of a temporary or built structure

Submit E-Supplemental Notice (7460-2) - Dismantled

Under the Off Airport Construction header, **My Cases by Status**, select the **"Add Supplemental Notice (7460-2 Form)"** link.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
<p>Name: EXAMPLE EXAMPLE</p> <p>User Name: dlewis</p> <p>Login Time: 04/15/2014 08:07:24 AM</p> <p>IP Address: 38.105.99.161</p>	<p>My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments</p>

The **Add Supplemental Notice (7460-2 Form)** screen is displayed;

- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)

Add Supplemental Notice (7460-2 Form) faa.g

- Enter your Aeronautical Study Number (ASN) below and select Search
- Review the case data displayed to confirm this is your ASN
- Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN: - - - OE



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Review the case data displayed to confirm this is your ASN.

Once confirmed, within the “**Overview**” section (located at the top of the screen):

- Select the blue “**Add 7460-2**” link to the right of **Supplemental forms 7460-2**.
(This will take you to the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen).

Form 7460-1 for ASN 2014-ASW-983-OE

Overview	
Study (ASN):	2014-ASW-983-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	Add 7460-2

From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

- Select the **Dismantled** link.
(This will take you to the Supplemental Notice (7460-2) - Dismantled for 20XX-AXX-XXX-OE screen).
- Provide the date the project was dismantled
 - * Actual notice is required for dismantlement, therefore you cannot enter a future date.

Supplemental Notice (7460-2) - Dismantled for 2014-ASO-1282-OE

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submit notice

Dismantled Date: (mm/dd/yyyy)

[Cancel](#) [Confirm](#)



Supplemental Notice (7460-2) - Dismantled for 2014-ASO-1282-OE

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date:

<< April 2014 >>						
S	M	T	W	T	F	S
30	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	1	2	3
4	5	6	7	8	9	10
Today						

- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice
- Confirm you would like to submit this 7460-2 - Dismantled to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the [**<<Back**] button to return to the 7460-2 Dismantled screen to make corrections before submitting.

Supplemental Notice (7460-2) - Dismantled for 2014-ASO-1282-OE

faa.gov

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was dismantled
- Actual notice is required for dismantlement, therefore you cannot enter a future date
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Dismantled Date: 04/16/2014

Comments:
(Use this option to submit comments with your validated submission)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.



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Successfully Submitted (7460-2) - Dismantled for 20XX-AXX-XX-OE

Successfully Submitted 7460-2 for 2014-ASW-983-OE

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this ad and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact info

[Continue to 7460-2 Required List](#)

or

[Return to Portal Page](#)

After submission, to view your submitted 7460-2 Dismantled, continue to your 7460-2 list screen. Select the Project Name link to display the details for case screen.

My Cases Requiring 7460-2

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

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status				Cases Requiring Action			
Show All Cases (4397)		Draft (86) Accepted (144) Work in Progress (43) Interim (99) Determined (3009) Circularized (2) Terminated (1108)				7460-2 Required (1048) Add Letter (5) Cases Due to Expire (53)			

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[View Folder](#) | [Create Folder](#) | [Manage Folders](#) | [Transfer Cases](#)

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2013-WTW-1429-OE		PULLM-000231941-13	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX

View the submitted 7460-2 Dismantled by using the **7460-2 Forms** date link.

Notice of Proposed Construction or Alteration - Off Airport

Project Name: PULLM-000231941-13 **Sponsor:** Route

Details for Case : WT 110

[Show Project Summary](#)

Case Status	
ASN:	2013-WTW-1429-OE
Status:	Determined
7460-2 Forms:	04/16/2014 7460-2 (PART 2) required within 5 days after the construction reaches its greatest height. Add Supplemental Notice (7460-2)



Abandoned

When a proposed structure will not be built.

Submit E-Supplemental Notice (7460-2) - Abandoned

Under the Off Airport Construction header, **My Cases by Status**, select the **"Add Supplemental Notice (7460-2 Form)"** link.

OE/AAA Portal Page

My Account	Off Airport Construction (includes on Military Airport)
<p>Name: EXAMPLE EXAMPLE</p> <p>User Name: dlewis</p> <p>Login Time: 04/15/2014 08:07:24 AM</p> <p>IP Address: 38.105.99.161</p>	<p>My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form) My Sponsors Add New Sponsor Off Airport Contacts My Circ Comments</p>

The **Add Supplemental Notice (7460-2 Form)** screen is displayed;

- Enter your Aeronautical Study Number (ASN) below
- Select Search (*the 7460-1 Details for Case screen opens*)

Add Supplemental Notice (7460-2 Form)

• Enter your Aeronautical Study Number (ASN) below and select Search
 • Review the case data displayed to confirm this is your ASN
 • Once confirmed Select the link labeled Add 7460-2 from the Overview section

ASN: - - - OE



Review the case data displayed to confirm this is your ASN.

Once confirmed, within the "Overview" section (located at the top of the screen):

- Select the blue "Add 7460-2" link to the right of **Supplemental forms 7460-2**.
(This will take you to the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen).

Form 7460-1 for ASN 2014-ASW-983-OE

Overview	
Study (ASN):	2014-ASW-983-OE
Prior Study:	
Status:	Determined
Letters:	Determination
Supplemental Form 7460-2:	Add 7460-2

From the Select Supplemental Notice (7460-2) Type for 20XX-AXX-XXX-OE screen:

- Select the **Abandoned** link.
(This will take you to the Supplemental Notice (7460-2) - Abandoned for 20XX-AXX-XXX-OE screen).
- Provide the date the project was abandoned.

Supplemental Notice (7460-2) - Abandoned for 2014-ASW-983-OE

faa.

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date: (mm/dd/yyyy)

[Cancel](#) [Confirm](#)



Supplemental Notice (7460-2) - Abandoned for 2014-ASW-983-OE

faa.gov

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date:

<< April 2014 >>						
S	M	T	W	T	F	S
30	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	1	2	3
4	5	6	7	8	9	10
Today						

- After selecting the [**Confirm**] button, you will be given an option to enter comments before certifying and submitting your notice.
- Confirm you would like to submit this 7460-2 - Abandoned to the FAA by checking the certify statement **checkbox** and selecting the [**Submit**] button.
- Use the [**<<Back**] button to return to the 7460-2 Abandoned screen to make corrections before submitting.

Supplemental Notice (7460-2) - Abandoned for 2014-ASW-983-OE

faa.gov

Please confirm you would like to submit this 7460-2 to the FAA.

- Provide the date the project was abandoned
- After selecting Confirm you will be given an option to enter comments before certifying and submitting your notice

Abandoned Date: 04/16/2014

Comments:
(Use this option to submit comments with your validated submission)

I hereby certify that the information provided is true, complete, and correct to the best of my knowledge.



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Successfully Submitted (7460-2) - Abandoned for 20XX-AXX-XX-OE

Successfully Submitted 7460-2 for 2014-ASW-983-OE

Your 7460-2 has been received by the FAA. Thank you.

You may [Upload a PDF](#) which will be attached to this case.

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information.

[Continue to 7460-2 Required List](#)

or [Return to Portal Page](#)

After submission, to view your submitted 7460-2 Abandonment, continue to your 7460-2 list screen. Select the Project Name link to display the details for case screen.

My Cases Requiring 7460-2

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

Please refer to the assigned ASN on all inquiries to the FAA

All Cases		Filter by Case Status				Cases Requiring Action	
Show All Cases (4397)		Draft (86) Accepted (144) Work in Progress (43)				7460-2 Required (1048) Add Letter (5)	
		Interim (99) Determined (3009) Circularized (2) Terminated (1108)				Cases Due to Expire (53)	

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View Folder

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
<input type="checkbox"/> 2013-WTW-1429-OE		PULLM-000231941-13	WT 110	Determined	03/04/2013	08/09/2013	Ext Req	Amarillo	TX

View the submitted 7460-2 Abandonment by using the **7460-2 Forms** date link.

Notice of Proposed Construction or Alteration - Off Airport

Project Name: PULLM-000231941-13 Sponsor: Route

Details for Case : WT 110

[Show Project Summary](#)

Case Status	
ASN:	2013-WTW-1429-OE
Status:	Determined
7460-2 Forms:	04/16/2014
	7460-2 (PART 2) required within 5 days after the construction reaches its greatest height.
	Add Supplemental Notice (7460-2)