



Federal Aviation
Administration



FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Transfer Case(s)

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

**Prepared by
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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.



E-filed Case Transfer

Transfer Cases from E-filer to another E-filer

From your Portal Page

1. Select the My Cases (Off Airport) link to open the All My Cases (Off Airport) screen.

OE/AAA Portal Page

My Account		Off Airport Construction (includes on Military Airport)	
Name:	EXAMPLE EXAMPLE	My Cases (Off Airport) Add New Case (Off Airport) Add Supplemental Notice (7460-2 Form)	
User Name:	dlewis	My Sponsors Add New Sponsor	
Login Time:	04/17/2014 02:56:37 PM	Off Airport Contacts	
IP Address:	38.105.99.161	My Circ Comments	

2. Select the case(s) to be transferred by using the check box(es) on the left side of the Aeronautical Study Number (ASN).
3. Select the **Transfer Cases** button to open the Manage Transfer Cases screen.

ALL of My Cases (Off Airport)

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)

Records 4001 to 4496 of 4496
[← Previous page](#)

Page 9 of 9

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"/> 2014-ASW-1205-OE		POWER-000265053-14	99/ V	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1206-OE		POWER-000265053-14	100/ Node V-N	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1207-OE		POWER-000265053-14	101/ Node G-U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1208-OE		POWER-000265053-14	102/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1209-OE		POWER-000265053-14	103/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX
<input type="checkbox"/> 2014-ASW-1210-OE		POWER-000265053-14	104/ U	Determined	02/13/2014	03/24/2014		Fredericksburg	TX



4. On the **Manage Transfer Cases** screen: Use the check box(es) to select the case(s) you want to transfer.
5. Type the recipient's username in the blank "Transfer to Username" field.
6. Type the recipient's email in the blank "Transfer to Email" field.
7. Confirm the "terms of transfer statement" using the check box.
8. Select the "Transfer Cases button" to initiate the transfer process.

Manage Transfer Cases

faa.gov To

Case Transfer:

- Use the check box(es) to select the case(s) you want to transfer.
- Type the recipient's username in the blank "Transfer to Username" field.
- Type the recipient's email in the blank "Transfer to Email" field.
- Confirm the "terms of transfer statement" using the check box.
- Select the "Transfer Cases button" to initiate the transfer process.

Notes:

- The recipient will receive an email of the pending transfer request.
- A "transfer request" must be confirmed by a recipient to complete a transfer.

ASW	ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received
<input checked="" type="checkbox"/>	2014-ASW-1297-OE		POWER-000265053-14	192/ Node Q1-Z	Determined	02/13/2014	03/24/2014	
<input checked="" type="checkbox"/>	2014-ASW-1298-OE		POWER-000265611-14	115/ U	Determined	02/13/2014	03/24/2014	
<input checked="" type="checkbox"/>	2014-AWP-975-OE		SRPMI-000266082-14	- Landfill	Determined	02/19/2014	03/20/2014	
<input checked="" type="checkbox"/>	2014-AWP-983-OE		SRPMI-000266128-14	- Talking Stick	Determined	02/20/2014	03/20/2014	
<input checked="" type="checkbox"/>	2014-AWP-984-OE		SRPMI-000266129-14	- Two Waters	Work In Progress	02/20/2014		
<input checked="" type="checkbox"/>	2014-AEA-860-OE		MILES-000266519-14	(Milestone at Parkda...	Work In Progress	02/24/2014		
<input checked="" type="checkbox"/>	2014-ACE-732-OE		HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	02/24/2014		

Transfer to Username: Transfer to User Email:

I understand that I am required to continue to comply with FAA requirements and respond to periodic inquiries from the FAA regarding the status of these cases complete.

[Return to My Cases \(Off Airport\)](#)
[View Case Transfer History \(Off Airport\)](#)
[Confirm/Reject Transferred Cases \(Off Airport\)](#)



Manage Transfer Cases

Your transfer request has been sent; awaiting recipient action.

Notes:

- Draft submissions and cases in Add and Terminated status can not be transferred.
- The recipient will receive an email of the pending transfer request.
- A "transfer request" must be confirmed by a recipient to complete a transfer.

Subject: Demo: Case Transfer Request Initiated

Your request to transfer the following cases from your registered e-filing account to Jason Moore at jmoore@cghtech.com has been initiated. You must wait for the registered e-filer you indicated to confirm or reject the cases. You are required to continue to comply with FAA requirements and respond to periodic inquiries from the FAA regarding the status of these cases until the transfer is complete and the sponsor/representative

Note: The transfer request must be accepted before the transfer process is completed.

View Pending REQUEST Status

View Case Transfer History faa.gov Tools:

ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City
<input type="checkbox"/> 2014-ASW-1297-OE	POWER-000265053-14	192/ Node Q1-Z	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Fredr
<input type="checkbox"/> 2014-ASW-1298-OE	POWER-000265611-14	115/ U	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Fredr
<input type="checkbox"/> 2014-AWP-975-OE	SRPMI-000266082-14	- Landfill	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Mesa
<input type="checkbox"/> 2014-AWP-983-OE	SRPMI-000266128-14	- Talking Stick	Determined	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Parai
<input type="checkbox"/> 2014-AWP-984-OE	SRPMI-000266129-14	- Two Waters	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Parai
<input type="checkbox"/> 2014-AEA-860-OE	MILES-000266519-14	(Milestone at Parkda...	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	River
<input type="checkbox"/> 2014-ACE-732-OE	HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	04/17/2014	REQUEST-	jmoore	jmoore@cghtech.com	View Email	Mays

[Withdraw Cases](#)

[Return to My Cases \(Off airport\).](#)
[View Case Transfer History \(Off Airport\).](#)
[Confirm/Reject T](#) [View all of your OE/AAA cases](#)

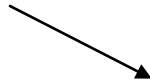


Federal Aviation
Administration



1. If Withdrawing the transfer:
 1. Select the "Withdraw" button to withdraw the transfer.

An email notification of your "withdrawal" will be sent to the recipient e-filer.



Subject: Demo: Case Transfer Request Withdrawn

Clyde Puttnan at dl@cghtech.com has withdrawn the transfer of the following cases to you. 2014-ASW-XXX-OE
From:CGHdl@123.com To:jmoore@cghtech.com

Note: You cannot withdraw cases that have already been confirmed.

Receive or Reject Case Transfer Request

From: noreply@faa.gov [mailto:noreply@faa.gov]
Sent: Thursday, April 17, 2014 1:33 PM
To: jmoore@cghtech.com
Subject: Demo: Pending case transfers

Clyde Puttnan at CGH@123wash.com has asked to transfer the following cases to you. Please login to your registered e-filing account at <https://oeaaa.faa.gov> to complete the transfer or reject the request. 2014-AEA-XXX-OE 2014-ACE-XXX-OE 2014-AWP-XXX-OE 2014-ASW-XXX-OE 2014-XXX-975-OE 2014-AWP-XXX-OE From: CGH@123wash.com To:jmoore@cghtech.com

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address 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 information in the text of the message.

After receiving an email, the recipient should login to their registered e-filing account.

On the Portal Page a link labeled "**Pending Transfer Requests**" will display below the **Extension Request link** when there are active transfers waiting for acceptance or rejection.

Note: All other times, Pending Transfer Requests can be accessed from the **My Case Transfer History** link on the left sidebar menu. The link is located beneath the header OE/AAA Account (shown in gray), between the Add Supplemental Notice (7460-2 Form) and Update User Account links.



Off Airport Construction (includes on Military Airport)

[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](#)

My Cases by Status:

Draft	31	
Accepted	0	
Add Letter	0	
Work in Progress	0	
Interim	0	
Determined	0	Extension Request
Circularized	0	My Case Transfers
Terminated	23	

The **Receive / Reject Transfer cases** screen displays all cases transferred to and from the initiating e-filer; an **Accept or Reject** button will display below the cases. Use the check box(es) to select the case(s) you want to Confirm or Reject.

Confirm/Reject Transfer Cases

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

* Use the check box(es) to select the case(s) you want to Confirm or Reject.

Note:
Previously confirmed cases can not be confirmed or rejected again.

- * If **Confirming** the transfer:
 - Accept the "terms of transfer statement" using the check box.
 - Select the "Confirm" button to complete the transfer.
 - An email notification of your "confirmation" will be sent to the original e-filer.
- * If **Rejecting** the transfer:
 - Select the "Reject" button to complete the transfer.
 - An email notification of your "rejection" will be sent to the original e-filer.

ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Accepted	User Name	Email Address	City	State
<input type="checkbox"/> 2014-ASW-1298-OE	POWER-000265611-14	115/ U	Determined	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Fredericksburg	TX
<input type="checkbox"/> 2014-AWP-975-OE	SRPMI-000266082-14	- Landfill	Determined	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Mesa	AZ
<input type="checkbox"/> 2014-AWP-983-OE	SRPMI-000266128-14	- Talking Stick	Determined	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Paradise Valley	AZ
<input type="checkbox"/> 2014-AWP-984-OE	SRPMI-000266129-14	- Two Waters	Work In Progress	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Paradise Valley	AZ
<input type="checkbox"/> 2014-ACE-860-OE	MILES-000266519-14	(Milestone at Parkda...	Work In Progress	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Riverdale	MD
<input type="checkbox"/> 2014-ACE-732-OE	HAYE-000266525-14	Leewood Dispatch	Work In Progress	04/17/2014	REQUEST-	cpittman	FAA@airspaceusa.com	Mayssville	MO

I confirm that I have reviewed the cases and I hereby certify that all of the data is true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking and lighting standards as necessary. I accept responsibility of these cases and will maintain current contact information for the sponsor and representative.



Federal Aviation
Administration



Note: Previously confirmed cases can not be confirmed or rejected again.

2. If *Confirming* the transfer:

1. Accept the "terms of transfer statement" using the check box.
2. Select the "Confirm" button to complete the transfer.
3. An email notification of your "confirmation" will be sent to the original e-filer.



Subject: Demo: Case Transfer Request Confirmed

Jason Moore at jmoore@cghtech.com has confirmed the transferred cases per your request. 2014-ASW-XXX-OE From: System Forjmoore@cghtech.com To: dl@cghtech.com)

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.

View Case Transfer History

Faa.gov Tools: Print

ASN	Project Name	Structure Name	Status	Date Transferred	Transfer Confirmed	Transferred To	Transferred To Email	Email	City	
<input type="checkbox"/>	2014-ASW-1298-OE	POWER-000269782-14	115/ U	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Fredericksburg
<input type="checkbox"/>	2014-AWP-975-OE	SRPMI-000269783-14	- Landfill	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Mesa
<input type="checkbox"/>	2014-AWP-983-OE	SRPMI-000269784-14	- Talking Stick	Determined	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Paradise Valle
<input type="checkbox"/>	2014-AWP-984-OE	SRPMI-000269785-14	- Two Waters	Work In Progress	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Paradise Valle
<input type="checkbox"/>	2014-AEA-860-OE	MILES-000269786-14	(Milestone at Parkda...	Work In Progress	04/17/2014	TRANSFER-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Riverdale
<input type="checkbox"/>	2014-ACE-732-OE	HAYDE-000266525-14	Lakewood Dispatch	Work In Progress	04/17/2014	REJECT-04/17/2014	jmoore	jmoore@cghtech.com	View Email	Maysville

3. If *Rejecting* the transfer:

1. Select the "Reject" button to reject the transfer.
2. An email notification of your "rejection" will be sent to the original e-filer.



Subject: Demo: Case Transfer Request Rejected

Jason Moore at jmoore@cghtech.com has rejected your request to transfer cases. 2014-ACE-XXX-OE From: System Forjmoore@cghtech.com To: (dl@cghtech.com)

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.