



Federal Aviation
Administration



FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: View Request/Respond to Add Letter

**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.



View Request/Respond to Add Letter

The screenshot shows the OE/AAA Portal Page with three main sections:

- My Account:** Includes user name (Registered E-filer's Name), login time, IP address, and various actions like 'Update Account Information' and 'Change Password'.
- Off Airport Construction (includes on Military Airport):** Shows a table of cases by status:

Draft	17
Accepted	1
Add Letter	1
Work in Progress	0
Interim	0
Determined	0
Circularised	0
Terminated	7
All	22

 A red arrow points to the 'Add Letter' link in the table. Below the table, a text box explains the 'Add Letter' status: 'ADD Letter: Cases that have been reviewed by the FAA and require additional information from the user.'
- On Airport Construction (excludes on Military Airport):** Shows a table of cases by status:

Draft	0
Waiting	2
Accepted	0
Add Letter	0
Work in Progress	0
Determined	1
Terminated	0
All	3

 A red arrow points to the 'Add Letter' link in the table. Below the table, a text box explains the 'Add Letter' status: 'ADD Letter: Cases that have been reviewed by the FAA and require additional information from the user.'

Cases in Add Letter status have been reviewed by the FAA and require additional information from the e-filer. If the submission contains errors, discrepancies, or lack of information, the FAA will request resolution by issuing an Add Letter.

If the FAA does not receive response within 30 days of the written request, the FAA may terminate the aeronautical study. The registered e-filer and the sponsor will receive notification via email from noreply@faa.gov advising that a letter has been issued requesting additional information and providing instructions on how to respond.

The following View Request/Respond to **Add Letter** sections are described herein:

- **Off Airport Cases**
- **On Airport Cases**

View Request/Respond to “Off Airport” Add Letter.

If you receive notification that an Add letter has been issued, login to your registered e-filing account. Note: The sponsor is provided a courtesy notification of the request but only the registered e-filer can respond through their account.



From your **Portal Page**, select **ADD Letter** from *My Cases by Status*.

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	2	
Accepted	5	
Add Letter	1	* Action required
Work in Progress	0	
Interim	0	
Determined	1	Extension Request
Circularized	0	Temporary Structure Notification
Terminated	5	
All	14	

This will bring up the **My Cases in Add Letter Status** screen. Select the **Respond to Add Letter** link to open the **Add Letter Responses Required for Your Case** screen.

My Cases in ADD LETTER Status 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 \(26\)](#) [Draft \(17\)](#) | [Accepted \(1\)](#) | [Work in Progress \(0\)](#) [7460-2 Required \(0\)](#) | [Add Letter \(1\)](#)

[Interim \(0\)](#) | [Determined \(0\)](#) | [Circularized \(0\)](#) | [Terminated \(7\)](#) [Cases Due to Expire \(0\)](#)

Records 1 to 1 of 1 Page 1 of 1

[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	Respond To Add Letter
<input type="checkbox"/> 2014-ACE-1205-OE		TESTE-000269776-14	Sample	Add Letter	04/01/2014			Lebanon	KS	Respond to Add Letter

[Move To](#) [Archive](#) Rows per Page: Page: 1 Page 1 of 1

On the **Add Letter Responses Required for Your Case** screen: Two options are available; **View Request/Respond** and **ADD Letter**.

Add Letter Responses Required for Your Case faa.gov Tools:

The following are requests for your case.

*Letter Request for Case 2014-ACE-1205-OE Requested on 04/01/2014 [View Request/Respond](#) [ADD Letter](#)

[Cancel](#)

Select **ADD Letter** to view the written request from the FAA; it'll open in a separate window for you to review.



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Example: Off Airport Cases – Add Letter

Subject: Status of FAA Filing
 From: FAAREpresentative@faa.gov
 To: 'registrefiler@email.com'
 'sponsor@email.org'
 cc:
 Send Time: 03/26/2014 03:03 PM

-----Email Body-----

Your filing is assigned Aeronautical Study Number 2014-AEA-#### OE.

The FAA posted a letter in your registered e-filing account requesting additional information regarding your filing. A response is required from you within 30 days or the case will be terminated. Please review the request and fax scan or upload your response through your registered e-filing account. If you require additional information please contact FAA Representative via phone: (202) 111-2222 or email: faarepresentative@faa.gov Please refer to the assigned ASN on all future inquiries regarding this filing.

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.

Select the **View Request/Respond** link to provide the requested information. Depending on the type of additional information requested, the system will display different options to either upload documentation or enter in requested information.

Add Letter Response for Case



Site Elevation: ft

Save **Cancel**

Once the information is entered and/or uploaded, select the **[Save]** button to complete the action.

Submission Success



Your letter response was successfully submitted.

Return

To view your response, return to the **Add Letter Responses Required for Your Case** screen and select the **View Request/Respond** link.

The case will remain in ADD Letter status until the FAA has reviewed and **Accepted** your response and changed the status of the case to **Work In Progress**. The ADD Letter will remain the latest letter posted in your account until the FAA issues another letter. If your case is not in



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ADD Letter status you are not required to provide any further response to the FAA. If the FAA rejects your response, you will be notified via email from noreply@faa.gov with an explanation from the FAA describing why your response was rejected.

View Request/Respond to “On Airport” Add Letter

From your **Portal Page**, select **ADD Letter** from *My Cases by Status*.

**On Airport Construction
(excludes on Military Airport)**

Please file all Wind Turbine/Met Towers as Off Airport

[My Cases \(On Airport\)](#) | [Add New Case \(On Airport\)](#)
[My Sponsors](#) | [Add New Sponsor](#)
[On Airport Contacts](#)

My Cases by Status:

Draft	4
Waiting	0
Accepted	0
Add Letter	1 * Action required
Work In Progress	0
Determined	0
Terminated	0
All	5

This will bring up a list of cases in ADD Letter status.

The **Project Name** for each case listed is a hyperlink to the *Project Summary* screen for that project. To respond to the ADD letter, select the **Project Name** link of the applicable case.

This will bring up the Project Summary screen.

View the Add Letter by selecting it from the **Latest Letter** column of the applicable case.

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

Project: Bric-144483208-11 **Sponsor:** Tom Bluth

[Project Summary: Bric-144483208-11](#)

Structure	City, State	Lat/Long	Map	Document	Actions	Latest Letter
TRECO 2014-ASO-821-NRA Add Letter	DAPHNE, AL	34°04'25.00"N 86°56'44.00"W	Show Map		Upload a PDF	04/19/2014 ADD

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

By selecting the **ADD Letter**, the written request from the FAA will open in a separate window for you to review.



Uploading an Add Response PDF Document

Constraints

1. Only PDF files may be uploaded to the system

2. There is a 25MB file size limit

To upload an Add Response PDF document from your computer, go to the “**My Cases in Add Status**” screen and select the desired Project Name Link.

On Airport

Project Summary: Greg-207448624-14

Lat/Long	Map	Document	Actions
20°46'40.72"N 156°57'29.10"W	Show Map		Upload a PDF

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

Select the type of document from the Choose Type of Document dropdown and then [**Browse**] your computer to find the file.

Example: Upload a PDF File – Add Letter Response Document Upload

Choose Type of Document:

File to upload:

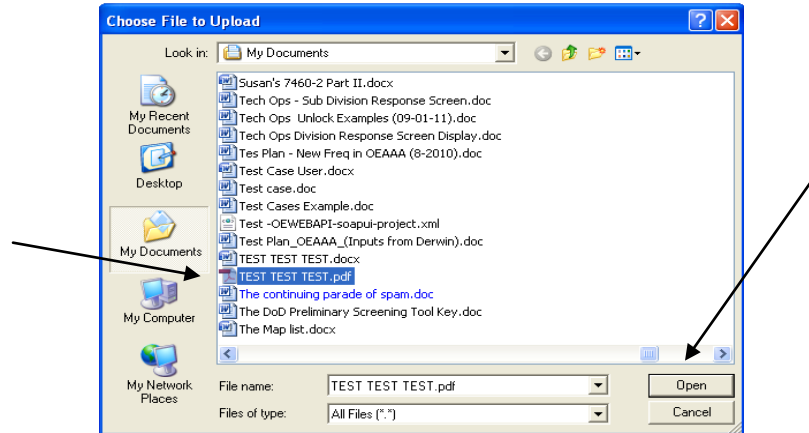
Only PDF files may be uploaded to the system

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

Example: Choose a File to Upload – Add Letter Response Document

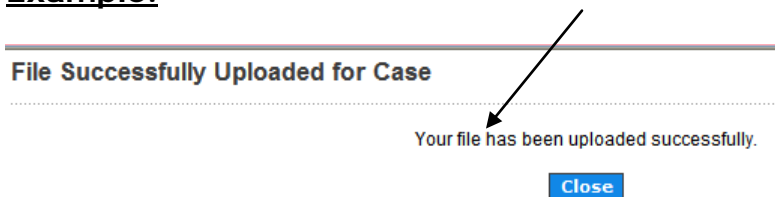


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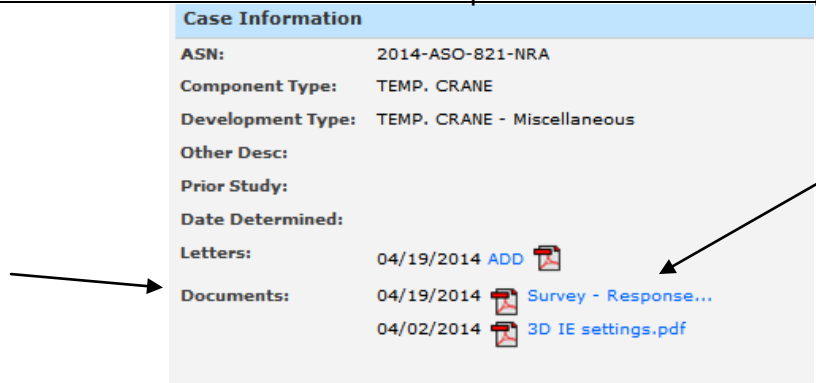
You'll receive confirmation when the Add Letter response document is successfully uploaded.

Example:



An Add Response document uploaded within your registered e-file account is visible in your account on the **Details for Cases** screen of the applicable case.

Example: Details for Cases screen – Uploaded Add Letter Response (On Airport)



The case will remain in ADD Letter status until the FAA has reviewed and **Accepted** your response and changed the status of the case to Work In Progress. The ADD



Letter will remain the latest letter posted in your account until the FAA issues another letter. If your case is not in ADD Letter status you are not required to provide any further response to the FAA.

My Cases (Off Airport) and My Cases (On Airport)

You can access your e-filed cases in ADD Letter status by selecting **My Cases (Off Airport)** or **My Cases (On Airport)** from either your **Portal Page** or the navigation links on the left side of the page.

The screenshot shows the OE/AAA Portal Page with a left-hand navigation menu and three main content sections: My Account, Off Airport Construction, and On Airport Construction. Red arrows indicate the flow from the navigation menu to the 'My Cases (Off Airport)' link in the 'Off Airport Construction' section, and then to the 'My Cases (On Airport)' link in the 'On Airport Construction' section.

The **My Cases (Off Airport)** or **My Cases (On Airport)** link takes you to the **All of My Cases** screen, which lists all cases e-filed using your account according to the case status. If you have too many cases showing in the **All of My Cases** screen, you may organize or hide some of them by filtering. To do this, select the Status column to resort the list alphabetically by status or filter by selecting the applicable status in the *Cases Requiring Action* section.

The screenshot shows the 'ALL of My Cases' screen. At the top, there are filters for 'Filter by Case Status' (Draft: 17, Accepted: 1, Work in Progress: 0, etc.) and 'Cases Requiring Action' (7460-2 Required: 0, Add Letter: 1). Below this is a table of cases with columns for ASN, Folder Name, Project Name, Structure Name, Status, Date Accepted, Date Determined, 7460-2 Received, City, and State. A red arrow points to the 'Add Letter' status in the table.

ASN	Folder Name	Project Name	Structure Name	Status	Date Accepted	Date Determined	7460-2 Received	City	State
2014-AWP-1823-OE		SAMPL-000168578-11	test	Accepted	04/01/2014			test	CA
2014-ACE-1205-OE		TESTE-000269776-14	Sample	Add Letter	04/01/2014			Lebanon	KS
		FAA-000092159-08		Draft				FLORIDA	NY