



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**ORDER**  
**1100.87F**

Effective Date:  
12/09/09

**SUBJ:** Routing Symbol Standards

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- 1. Purpose of This Order.** This order prescribes the standards for FAA routing symbols.
- 2. Audience.** All FAA Organizations.
- 3. Where Can I Find This Order?** You can find this order on MyFAA employees website at [https://employees.faa.gov/tool\\_resources/orders\\_notices](https://employees.faa.gov/tool_resources/orders_notices)
- 4. Cancellation.** Order 1100.87E, Routing Symbol Standards, dated August 1, 1991.
- 5. Explanation of Changes.** This revision:
  - a. Updates the existing order to reflect current organizational titles.
  - b. Eliminates paragraph on Area Coordinators, no longer exist.
  - c. Updates Standards to reflect current organizational structures.
  - d. Updates Assignment of Routing Symbols.
  - e. Replaces Appendix I with Appendix A and B.
- 6. Standards.**
  - a. Each routing symbol includes a three-letter alphabetical prefix that identifies the FAA organization involved. It also includes a number that identifies subdivisions of the organization. The prefix "A" identifies FAA. It precedes the two letters that identify the Assistant and Associate Administrator, Chief Operating Officer, office, service, region, centers, or business and service units, e.g., **AHY**. The two letters that identify the Air Traffic Organizations (ATO) will begin with the letter **J**, e.g., **AJX**.
  - b. The head of each organizational element has a one-digit number, "**-1**", e.g., **AHY-1** and for the deputy position "**-2**", e.g., **AHY-2**. With the exception of ATO the one-digit number for the Chief Operating Officer and the head of a business and service unit will be "**-0**", e.g., **AJX-0**.
  - c. The guidance for prefixes and numbering standards for various organizational levels are illustrated in Appendix A, Assistant and Associate Administrators for office, service, region or Mike Monroney Aeronautical Center and Appendix B, Air Traffic Organization (ATO) for Chief Operating Officer, business and service units (includes William J. Hughes Technical Center).

**d.** Decimal points will not be used as part of a routing symbol code.

**e.** As routing symbols are used throughout the agency, mail distribution can be complicated if a routing symbol is used for a new office when the selected routing symbol was previously used by an office. Therefore, the routing symbol will not be used for 5 years if previously assigned to an office that no longer exists.

**f. Overseas Offices.**

(1) Each area office, Europe, Africa & Middle East (AEU), Western Hemisphere (AWH), and Asia-Pacific (APC), routing symbol includes their three-letter alphabetical prefix and a number that identifies its subdivisions, e.g., AEU-1, APC-1, AWH-1, etc.

(2) Heads of area offices have one-digit numbers as do positions in the immediate head of the office. Staff and servicing elements have a two-digit number. Program branches have three-digit numbers in blocks of one hundred, e.g., AEU-1, AEU-10, AEU-100, etc.

(3) The field elements are identified with the three-letter code and then a three-letter code for the city, for example, AEU-LON (London), APC-BEJ (Beijing), AWH-SCL (Santiago), etc.

**g. Straightlined Regional Division and Special Staffs.** Unless otherwise specified and approved, Divisions and Special Staffs now reporting directly to their Assistant or Associate Administrator, the head of an office or service will retain their region codes as when they reported directly to a regional administrator or center director:

AXX-5	Office of Communications (formally Public Affairs)
AXX-7	Regional/Center Counsel
AXX-9	Civil Rights Office
AXX-10	Human Resources Management
AXX-100	Aircraft Certification Service Directorate
AXX-200	Flight Standards Division
AXX-300	Aerospace Medicine Division
AXX-600	Airports Division
AXX-700	Security & Hazardous Materials Division
AMH-1	Human Resources Management (Aeronautical Center)

**i. Other Codes and Identifiers.** The adding of an “A” prefix to routing symbols is not intended to affect other codes, identifiers, or contractions. For example, directives identifiers, form numbers, report symbols, or field office contractions, such as FSDO (Flight Standards District Office), or FSFO (Flight Standards Field Office), will not require an “A” prefix because of the change to routing symbols.

**h. Field Office Identifiers.** Special routing symbols are not designated for field offices. Where practical, field office mail can be routed by using the standard contraction for the field office, plus its location (FSDO-Leesburg). An additional “A” prefix is not needed when a standard contraction is

used. The field offices reporting to the Air Traffic Organization utilize routing symbols for service area management mail distribution only (see Appendix B).

#### **7. Assignment of Routing Symbols.**

**a.** The Office of Financial Operations (AFO) prescribes the routing symbol standards and assigns the alphabetical two-digit prefix.

**b.** Request for exceptions to the routing symbol standards contained in paragraph 6 should be submitted to AFO.

**8. Listing of Symbols.** List all assigned symbols in the FAA Directory located on [https://employees.faa.gov/employee\\_directory](https://employees.faa.gov/employee_directory). It is the responsibility of the organization to maintain a current listing of all routing symbols and organization titles in the regional phone listings of the FAA Directory.

**9. Distribution.** This order is distributed to the division level in Washington, regions, and centers, and a limited distribution to field offices and facilities.



Peter Basso  
Director of Financial Operations

## Appendix A. Assistant and Associate Administrator

### 1. Routing Code Structure

**Character 1 – Agency.** “A” designates FAA.

**Character 2 – 3 Organization Designation.**

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>H</b> Organization Designation	<b>Y</b> Organization Designation					

#### Examples:

BA refers to the office of the Assistant Administrator for Financial Services  
 VS refers to the office of the Associate Administrator for Aviation Safety  
 HD refers to Office of Corporate Learning  
 FS refers to Flight Standards Service  
 AL refers to Alaskan Regional Headquarters  
 MC refers to Mike Monroney Aeronautical Center

**Character 4.** For the head of each organizational element has a one-digit number. If the 4<sup>th</sup> place is the digit 1 then it represents the routing code for the head an office, service, region or center. The deputy position will be a 2. Positions in the immediate office of the head of the organization have either a one-digit numbers 3 through 9 or one-digit numbers plus use of upper case letters “A” through “Z”.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>H</b> Organization Designation	<b>Y</b> Organization Designation	Head of organization, deputy or immediate office				

#### Examples:

ACR-1 refers to the Assistant Administrator for Civil Rights  
 ACR-2 refers to the Deputy Assistant Administrator for Civil Rights  
 AAS-1 refers to Director, Airport Safety and Standards  
 AGL-1 refers to Regional Administrator, Great Lakes

ABA-3 refers to Special Projects Officer  
 AMC-1 refers to Director, Mike Monroney Aeronautical Center

**Character 4-8 – The next hierarchal levels in the organization.** Divisions or equivalent elements have three-digit numbers in blocks of one hundred. Branches or equivalent elements within a division or office or equivalent have numbers in blocks of ten. Sections or equivalent elements have numbers in single units. The next subdivisions, such as units, have upper case letter identification. Subdivisions below the unit level have a number identification.

The first digit of all branches, sections, units, and subunits or equivalent within the same staff or division or equivalent is the same, thus identifying them as under common supervision.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>H</b> Organization Designation	<b>Y</b> Organization Designation	Division or equivalent elements 1	Branch or equivalent elements 1	Section or equivalent elements 1	Unit or equivalent elements A	Subunit or equivalent elements 1

**Examples:**

AHY-100 refers to Division or equivalent (blocks of one hundred)  
 AHY-110 refers to Branch or equivalent (blocks of ten)  
 AHY-111 refers to Section or equivalent (number in single unit)  
 AHY-111A refers to Unit or equivalent (upper case letter identification)  
 AHY-111A1 refers to Subunits or equivalent (number identification)

Other staff and support elements have two-digit numbers. Branches and sections within such staffs have a digit and upper case letter identifications as shown below.

**Examples:**

AHY-20 refers to Staff Manager  
 AHY-21 refers to Branch  
 AHY-21A refers to Section  
 AHY-21A1 refers to Unit

## Appendix B. Air Traffic Organization (ATO)

### 1. Routing Code Structure

**Character 1 – Agency.** “A” designates FAA.

**Character 2 – Organization.** “J” designates ATO.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b>	<b>J</b>						
FAA Designation	ATO Designation						

**Character 3 – Chief Operating Officer or, Business or Service Unit.** This character represents the first, second, and third levels of the organization.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b>	<b>J</b>	<b>X</b>					
FAA Designation	ATO Designation	Business/ Service Unit Designation					

**AJO** – Chief Operating Officer  
**AJA** – Acquisition & Business  
**AJE** – En Route & Oceanic Services  
**AJF** – Finance  
**AJG** – Strategy and Performance  
**AJL** – Technical Training  
**AJN** – Operations  
**AJP** – NextGen and Operations Planning  
**AJR** – System Operations  
**AJS** – Safety  
**AJT** – Terminal Services  
**AJV** – Service Centers  
**AJW** -Technical Operations

**Character 4 – Directors.** This digit or character represents the Directorate which is the third, or fourth management level. If the 4<sup>th</sup> place is the digit 0 then it represents the routing code for the COO, or a Vice President. All other organizations use digits 1 through 9 then progresses to A through Z.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>X</b> Business/ Service Unit Designation	<b>X</b> Directorate or Area Designation				

**Examples:**

- AJR-7 refers to System Operations Service Unit, Comptroller
- AJW-4 refers to Technical Operations Service Unit, Navigation Service
- AJG-A refers to Strategy and Performance Business Unit, Communications
- AJF-0 refers to Finance Business Unit, Vice President
- AJT-C refers to Terminal Service Unit, Central Service Area

**Character 5 – The next hierarchal level in the organization.** This digit or character represents the group level, fourth or fifth management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>X</b> Business/ Service Unit Designation	<b>X</b> Directorate or Area Designation	<b>X</b>			

**Examples:**

- AJG-42 refers to Strategy and Performance Business Unit, International, Asia Pacific
- AJE-16 refers to En Route Service Unit, Program Operations, Field Automation Support
- AJW-C1 refers to Technical Operations Service Unit, Director of Central Service Area, Technical Services
- AJT-CK refers to Terminal Service Unit, Director of Operations Central Service Area, San Jacinto District
- AJW-WA refers to Technical Operations Service Unit, Director of Operations Western Service Area, Fairbanks District

**Character 6 – The next hierarchal level in the organization.** This digit or character represents the team level or the fifth or sixth levels of management.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>X</b> Business/ Service Unit Designation	<b>X</b> Directorate or Area Designation	<b>X</b>	<b>X</b>		

**Examples:**

- AJF-A11 refers to Finance Business Unit, Director of ATO Information Technology, Data Service Group, National Infrastructure Planning Team
- AJW-E13 refers to Technical Operations Service Unit, Eastern Service Area, Engineering Services, Communications/Telecommunications Engineering
- AJT-292 refers to Terminal Service Unit, Safety & Operations Support, FAA Contract Tower & Weather Group, Contract Weather Team
- AJV-C23 refers to Service Center Service Unit, Central Service Area Service Center, Operation Support Group, Tactical Operation Team

**Characters 7 and 8 – The next hierarchal levels in the organization.** This digit or character represents the sub-team or section levels or the sixth, seventh, or eighth levels of management.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>X</b> Business/ Service Unit Designation	<b>X</b> Directorate or Area Designation	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**Examples:**

- AJP-7872 refers to NextGen & Operations Planning Business Unit, Director of William J. Hughes Technical Center, Laboratory Services Group, Flight Program Team, Aircraft Maintenance Sub-team
- AJW-W22C refers to Technical Operations Service Unit, Director of Operations Western Service Area, Technical Services, Technical Services Operations Group, Denver Technical Support Center
- AJT-1476 refers Terminal Service Unit, Director of Program Operations, Terminal Field Operational Support Group, Operational Support Facility Management Team, North Texas Operational Support Facility Sub-team



- AJF-A113 refers to Finance Business Unit, Director of ATO Information Technology, Data Service Group, National Infrastructure Planning Team, COOP/Disaster Recovery Sub-team
- AJW-3411C refers to Technical Operations Service Unit, Director of Aviation System Standards, Aircraft Maintenance & Engineering Group, Division Operations Officer, Line Station Sub-team, Atlanta Line Station Section

**2. Routing Code Structure at SDP.** The first four digits or characters follow the structure as described in Item 1.

**Character 5 – Director of Tactical Operations.** This digit or character represents the fifth management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>R</b> Business/ Service Unit Designation	<b>1</b> Directorate or Area Designation	<b>X</b>			

**Examples:**

- AJR-14 refers to System Operations Service Unit, Director of System Operations Air Traffic Control System Control Center (ATCSCC), Director of Tactical Operations Northeast
- AJR-15 refers to System Operations Service Unit, Director of System Operations ATCSCC, Director of Tactical Operations Midwest
- AJR-16 refers to System Operations Service Unit, Director of System Operations ATCSCC, Director of Tactical Operations Southeast

**Characters 6 through 8 – SDP Location.** These digits or characters represent the facility identifier and the sixth management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>A</b> FAA Designation	<b>J</b> ATO Designation	<b>R</b> Business/ Service Unit Designation	<b>1</b> Directorate or Area Designation	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**Examples:**

- AJR16-ZMA refers to System Operations Service Unit, Director of System Operations ATCSS, Director of Tactical Operations Southeast, Miami ARTCC, FL
- AJR17-IAH refers to System Operations Service Unit, Director of System Operations ATCSS, Director of Tactical Operations Southwest, Houston International, TX
- AJR18-SFO refers to System Operations Service Unit, Director of System Operations ATCSS, Director of Tactical Operations Western Pacific, San Francisco, CA

**3. Routing Code Structure for En Route, Terminal and Technical Operations at Service Delivery Point (SDP)**

**Character 1 – Service Unit.** This character represents the third management level. The “**X**” represents “**E**” – En Route and Oceanic Operations, “**T**” – Terminal Operations, or “**W**” – Technical Operations.

**Character 2 – Director of Operations of Service Area.** This character represents the fourth management level. The “**Y**” represents “**E**” – Eastern, “**C**” – Central, or “**W**” – Western.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>X</b> Service Unit Designation	<b>Y</b> Area Designation						

**En Route Service Unit**

**Characters 3 through 5 – SDP Location.** These characters represent the facility identifier and the fifth management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Character	5 <sup>th</sup> Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>E</b> Service Unit Designation	<b>Y</b> Area Designation	<b>X</b>	<b>X</b>	<b>X</b>			

**Examples:**

- EC-ZAB refers to En Route Service Unit, Central Service Area, Albuquerque Center, NM
- EE-ZDC refers to En Route Service Unit, Eastern Service Area, Washington Center, VA
- EW-ZSE refers to En Route Service Unit, Western Service Area, Seattle Center, WA

**Terminal Operations Service Unit**

**Character 3 - District.** This character represents the fifth management level.

**Characters 4 through 6 - Service Delivery Point Location.** These digits or characters represent the facility identifier and the sixth or seventh management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>T</b>	<b>Y</b>	<b>D</b>	<b>X</b>	<b>X</b>	<b>X</b>		
Service Unit Designation	Area Designation	District					

**Examples:**

TCB-DAL refers to Terminal Service Unit, Central Service Area, Metroplex District, Dallas Love Field Air Traffic Control Tower (ATCT), TX

TEE-JAX refers to Terminal Service Unit, Eastern Service Area, North Florida District, Jacksonville ATCT, FL

TWK-SLC refers to Terminal Service Unit, Western Service Area, Salt Lake District, Salt Lake ATCT, UT

**Technical Operation Service Unit**

**6 levels of management structure within Technical Operations**

**Character 3 – District.** This character represents the fifth management level.

**Character 4 – General National Airspace System (GNAS) Group/System Support Center (SSC).** This digit or character represents the sixth of management.

**Characters 5 through 7 - Service Delivery Point Location (SDP).** These digits or characters represent the facility identifier and do not represent a management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>W</b>	<b>Y</b>	<b>D</b>	<b>F</b>	<b>X</b>	<b>X</b>	<b>X</b>	
Service Unit Designation	Area Designation	District	GNAS/SSC				

**Examples:**

WWC5-SEA refers to Technical Operations Service Unit, Western Service Area, Seattle ARTCC District, Seattle GNAS Group

WCJ7-DFW refers to Technical Operations Service Unit, Central Service Area, Dallas/Fort Worth (DFW) Terminal Radar Approach Control (TRACON) District, DFW Communications SSC

WEC4-ZNY refers to Technical Operations Service Unit, Eastern Service Area, New York ARTCC (ZNY) District, ZNY Environmental SSC

**7 levels of management structure within Technical Operations**

**Character 3 – District.** This character represents the fifth management level.

**Character 4 – General National Airspace System (GNAS) Group.** This digit or character represents the sixth management level.

**Character 5 – System Support Center (SSC).** This digit or character represents the seventh of management.

**Characters 6 through 8 - SDP Location.** These digits or characters represent the facility identifier and do not represent a management level.

1 <sup>st</sup> Character	2 <sup>nd</sup> Character	3 <sup>rd</sup> Character	4 <sup>th</sup> Digit/ Character	5 <sup>th</sup> Digit/ Character	6 <sup>th</sup> Digit/ Character	7 <sup>th</sup> Digit/ Character	8 <sup>th</sup> Digit/ Character
<b>W</b>	<b>Y</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>X</b>	<b>X</b>	<b>X</b>
Service Unit Designation	Area Designation	District	GNAS	SSC			

**Examples:**

WWE52-EUG refers to Technical Operations Service Unit, Western Service Area, Northern California Terminal Radar Approach Control (TRACON), Portland GNAS Group, Eugene SSC.

WCC71-STL refers to Technical Operations Service Unit, Central Service Area, Indianapolis ARTCC District, Missouri/Southern Illinois GNAS Group, St. Louis Navigation SSC.

WEA55-BGR refers to Technical Operations Service Unit, Eastern Service Area, Boston ARTCC District, ME/NH/NY/VT GNAS Group, Bangor B SSC.