

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1320.57A

11/29/96

SUBJ: AIR TRAFFIC DIRECTIVES PROCEDURES

1. **PURPOSE.** This order establishes clearance procedures for non-air traffic originated directives with Washington headquarters air traffic program offices and regional air traffic divisions. The order also delegates to certain Washington headquarters air traffic managers authority to sign and release General Notices (GENOT).
2. **DISTRIBUTION.** This order is distributed to branch level in Washington headquarters, regions, centers, and to all directives management officers.
3. **CANCELLATION.** Order 1320.57, Coordination of Directives with an Air Traffic Organization, dated May 3, 1991, and Order 1320.1D AT SUP 1, FAA Directives System, dated September 18, 1995, are canceled.
4. **BACKGROUND.**
 - a. Order 1100.154A, Delegations of Authority, assigns responsibility to the national program offices to ensure that national orders are coordinated with straightlined regional and center program managers and that their comments are included in the Washington program office's response. To ensure a coordinated response from the air traffic complex, this order contains procedures when a directive is released by non-air traffic offices for coordination.
 - b. Order 1320.1D, FAA Directives System, prescribes approval authorities for issuing directives, including Washington headquarters informational and directive notices issued as telegraphic messages; i.e., GENOT's.
5. **ACTION.** As prescribed in Order 1320.1D, FAA Directives System, Appendix 11, Copies of Draft Required by Offices,

Services, Regions, and Centers When Clearing Directives, requires each office and service to send 15 copies of all directives being coordinated with air traffic offices in the Washington headquarters or the regional air traffic divisions to the Manager, Executive Staff, ATX-10. Insert "ATX-10" in the clearance routing section of FAA Form 1300-2, Clearance Record, instead of "ATO-1, ATA-1, or any other air traffic office."

6. COORDINATION RESPONSIBILITIES AND PROCEDURES WITHIN AIR TRAFFIC.

a. The Manager, Executive Staff, ATX-10, is responsible for the receipt and control of all directives requiring coordination with any air traffic office in Washington headquarters or regional air traffic division.

b. ATX-10 will ensure the expeditious transmission of the directive to the designated lead air traffic office.

c. The lead office is responsible for coordinating the draft directive with regional air traffic division managers and other Washington air traffic offices.

d. The lead program office shall prepare the air traffic response. The response to the originating office will state which air traffic offices the draft has been coordinated with (identify specific air traffic organizations) and that the comments reflect a consolidated response. A copy of the response will be sent to ATX-10.

e. The lead program office is responsible for notifying the air traffic offices of the final disposition of its comments made on the draft directive.

7. AUTHORITY TO SIGN AND RELEASE GENOT'S WITHIN AIR TRAFFIC.

Authority to sign and release Service B GENOT's within Air Traffic is delegated to the following individuals and anyone acting in their absence.

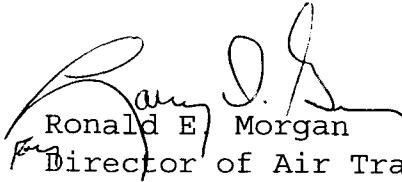
a. Director of Program Integration.

b. Manager, Evaluations and Investigations Staff.

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- c. Program Director for Air Traffic Operations.
- d. Program Director for Air Traffic Resource Management.
- e. Program Director for Air Traffic Airspace Management.


Ronald E. Morgan
Director of Air Traffic

