

8/1/91

**SUBJ: ROUTING SYMBOL STANDARDS**

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1. **PURPOSE.** This order prescribes the standards for FAA routing symbols.
2. **DISTRIBUTION.** This order is distributed to division level in Washington, regions, and centers and to all Directives Management Officers.
3. **CANCELLATION.** Order 1100.87D, Routing Symbol Standards, dated November 15, 1972, is canceled.
4. **EXPLANATION OF CHANGES.** This revision:
  - a. Updates the existing order to reflect current organizational titles.
  - b. Includes information on the three-letter coding for the field elements in the Europe, Africa, and Middle East Office.
  - c. Recommends against using previously used routing symbols until some years have passed, depending on circumstances.
  - d. Prohibits using decimal points as part of the routing symbol.
  - e. Makes reference to Order 1100.1A, FAA Organization-Policies and Standards, to clarify the definition of organizational terms used.
5. **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 as shown in Appendix 1, Examples of Routing Symbols. The prefix "A" identifies FAA. It precedes the two letters that identify the Executive Director, assistant or associate administrator, office, service, region, or center.
  - b. The head of each organizational element has a one-digit number e.g., AHY-1. The deputy position will be AHY-2. Positions in the immediate office of the head of the organization have either one-digit numbers AHY-3 through AHY-9 or one-digit numbers plus use of upper case letters "A" through "Z" (AAL), i.e., 1A, 1B, etc. Appendix 1 contains examples. Decimal points shall not be used as part of a routing symbol.
  - c. Program divisions or equivalent elements have three-digit numbers in blocks of one hundred. Branches or equivalent elements within a division or office or equivalent elements have numbers in blocks of ten. Sections or equivalent elements have numbers in single units. The next subdivisions, such as units, have an upper case letter identification. Subdivisions below the unit level have a number identification. Regional staffs within a division have a zero and single digit, e.g., ASW-402.
  - d. The first digit of all branches, sections, units, and subunits within the same staff or division is the same, thus identifying them as under common supervision. Appendix 1, Definition of FAA Organizational Terms, of Order 1100.1A, FAA Organization-Policies and Standards, contains the definitions or organizational titles listed in this appendix.

e. Special staffs reporting directly to a regional administrator or center director have either one-digit numbers "4" through "9" or the number "1" plus an upper case letter (1A, 1B, etc.). Those with one-digit numbers have a letter for branches and a one-digit number for sections; those special staffs identified with the number "1" plus an upper case letter have a one-digit number for branches and an upper case letter for sections. For example:

ACD-9 Civil Rights Staff

ACD-9A Branch

ACD-9A1 Section

f. Other staff and support elements have two-digit numbers. Branches and sections within such staffs have a digit and an upper case letter identifications as shown in appendix 1.

g. 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, it is recommended the routing symbol not be used for 3 years if previously assigned to an office that no longer exists.

## 6. OVERSEAS OFFICES.

a. Each area office routing symbol includes a four-letter alphabetical prefix and a number that identifies its subdivisions.

b. Heads of area offices have one-digit numbers as do positions in the immediate office of the head. Staff and servicing elements have two-digit numbers. Program branches have three-digit numbers in blocks of one hundred. If the branches are counterparts of those for equivalent program division in regional headquarters, they use the same numbers as the counterpart. For example, regional Airway Facilities Divisions and Area Airway Facilities Branches are assigned to 400 block of numbers (ASO-400).

c. The field elements of the Europe, Africa, and Middle East Office (AEU) are identified with the three-letter AEU code and then a three-letter code for the city.

7. **AREA COORDINATORS.** The routing symbol for the area coordinator consists of the four-letter alphabetical prefix and a number, for example, ASFO-1, ADCA-1, AMEN-1, etc.

8. **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 (ARTCC, Leesburg). An additional "A" prefix is not needed when a standard contraction is used.

9. **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, or FSFO, will not require an "A" prefix because of the change to routing symbols.

## 10. ASSIGNMENT OF ROUTING SYMBOLS.

a. The Office of Management Systems (AMS) prescribes the routing symbol standards and assigns alphabetical prefixes to offices, services, regions, centers, area offices, and area coordinators. The office also assigns routing symbol numbers to all standard divisions, to all standard staff organizations reporting to the heads of offices, services, regions and centers, and to all standard branches in the regions.

b. The regional and center Management Systems organization assigns numbers and letters to organizational segments other than those mentioned above using the standards in paragraph 5.

c. If two or more standard branches and/or staff of a regional division are combined, the lowest numeric suffix of the groups combined is used. However, if a standard branch and a standard staff are combined, the number of the branch is used.

d. Requests for exceptions to the routing symbol standards contained in the paragraph 5 should be submitted to AMS.

**11. LISTING OF SYMBOLS.** List all assigned symbols in telephone directories and organization manuals. Revise listings, as necessary, with each directory revision or organization change. Washington headquarters, regional, and center mailrooms should maintain a current set of all telephone directories and furnish routing information to the offices they serve.



Michael D. Sherwin  
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**APPENDIX 1. EXAMPLES OF ROUTING SYMBOLS**

Paragraph 5 contains the standards used in developing and assigning routing symbols. Appendix 1 of Order 1100.1A, FAA Organization-Policies and Standards, contains the definitions or organizational titles listed in this appendix.

*Executive Director, Assistant or Associate Administrator***1. Office and Service****a. Office of the Director**

AHY-1	Office or Service Director
AHY-1A	Special Assistant (immediate office of the Director)
AHY-2	Deputy Director
AHY-3	Special Assistant
AHY-4	Special Assistant for (—Program)
AHY-5 through 9	Special Assistants

**b. Staff or Support Element**

AHY-10	Administrative Staff or Program Management Staff
AHY-20	Staff Manager
AHY-20A	Assistant Manager
AHY-21	Branch
AHY-22	Branch
AHY-22A	Section
AHY-22A1	Unit

**c. Program Division or Equivalent**

AHY-100	Division Manager
AHY-101	Assistant Manager
AHY-102	Special Assistant to Division Manager
AHY-110	Branch
AHY-111	Section
AHY-111A	Unit
AHY-111A1	Subunit
AHY-111B	Unit
AEF-111B1	Subunit
AHY-200	Division Manager
AHY-210	Branch
AHY-220	Branch
AHY-230	Branch
AHY-240	Branch
etc.	

**2. Region.**

**a. Office of the Regional Administrator**

ACD-1	Regional Administrator
ACD-1F	International Aviation Officer
ACD-2	Deputy Regional Administrator
ACD-3	Manager of Administrative Systems
ACD-4	Planning Staff
ACD-4A	Defense Readiness Officer
ACD-5	Public Affairs Officer
ACD-6	Operations Center
ACD-7	Assistant Chief Counsel
ACD-8	Appraisal Staff
ACD-9	Civil Rights Staff

**b. Staff or Support Element**

ACD-40	Staff Division Manager
ACD-40A	Assistant Division Manager
ACD-41	Staff
ACD-42	Branch
ACD-42A	Section
ACD-42A1	Unit
ACD-43	Branch

**c. Program Division or Equivalent**

ACD-400	Airway Facilities Division
ACD-401	Assistant Manager
ACD-402	Staff
ACD-450	Branch
ACD-450A	Assistant Branch Manager
ACD-450B	Assistant Branch Manager
ACD-451	Section
ACD-452	Section
ACD-452A	Unit
ACD-452A1	Subunit

**3. Aeronautical Center**

**a. Office of the Director**

AAC-1	Director
AAC-2	Deputy Director
AAC-3	Manager of Administrative Systems
AAC-4	NAS Program Management Staff
AAC-5	Public Affairs Officer
AAC-6	Operations Center
AAC-7	Assistant Chief Counsel
AAC-9	Civil Rights Staff

**b. Staff or Support Element and Program Division**

AAC-20	Accounting Division
AAC-30	Budget Division
AAC-900	FAA Academy
AAC-901	Assistant Superintendent
AAC-903	Staff
AAC-930	Branch
AAC-930A	Assistant Manager
AAC-931	Section
AAC-931A	Unit

**4. FAA Technical Center****a. Office of the Director**

ACT-1	Director
ACT-2	Deputy Director
ACT-4	Appraisal and Planning Staff
ACT-5	Public Affairs Staff
ACT-7	Assistant Chief Counsel
ACT-8	Civil Aviation Security Staff
ACT-9	Civil Rights Staff

**b. Program Divisions or Equivalent in an Office or Service**

ACM-100	Division Manager
ACM-101	Assistant Manager
ACM-102	Staff
ACM-110	Branch
ACM-111	Section
ACM-111A	Unit
ACM-111A1	Subunit
ACM-111B	Unit
ACM-111B1	Subunit
ACM-200	Division Manager

