

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 1320.171

### Air Traffic Organization Policy

Effective Date:  
June 19, 2008

Cancellation Date:  
June 19, 2009

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#### **SUBJ:** Air Traffic Organization Prefixes for Directives

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**1. Purpose of This Notice.** This notice establishes and clarifies the prefixes to identify and index directives issued by the Air Traffic Organization.

**2. Audience.** This notice applies to all ATO personnel and anyone using ATO directives.

**3. Where Can I Find This Notice.** You can find this notice on the My FAA website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. What This Notice Cancels.** Order JO 1320.1A, Air Traffic Organization Prefixes for Directives.

**5. Background.** Order JO 1320.1A established the prefix numbering scheme to identify ATO directives that impact an ATO-only audience. (National directives, which apply to an agency-wide audience, do not have prefixes.) Order JO 1320.1A included an action item to apply a prefix to existing orders that impact an ATO-only audience and to update those orders if their content was not already current. This notice is being issued to simplify the prefix numbering scheme previously contained in Order JO 1320.1A and to re-state the action item to apply prefixes to ATO directives and update their content to make them current.. This action item does not apply to service area (previously “regional”) orders or to field level orders. However, any new directives that are issued by the service areas or the field level should use the prefix numbering scheme explained below.

**6. Format for Prefixes.** The ATO prefix numbering scheme will now consist of 2 characters as follows:

a. Directives that apply only to ATO and contain ATO-wide (i.e., “National”) policy or apply nationwide to a particular service unit will receive a JO prefix.

b. Directives that apply only to ATO and are applicable to more than one service unit and/or more than one service area will receive a JO prefix.

c. Directives that apply to only one service area will receive a JC, JE, or JW prefix. This replaces the former "AL", "CE", "EA", etc., regional prefixes.

d. Field level directives that apply to a specific field facility will use prefixes as shown under the field level examples below.

#### **7. Examples of ATO Directives Identification Blocks.**

An order that applies only to ATO and contains policy that applies to all of ATO (nationwide):

**ORDER  
JO 3000.XX**

An order that contains policy that affects Technical Operations field operations (nationwide):

**ORDER  
JO 6032.XX**

An order that affects En Route and Oceanic and Terminal Services air traffic operations (more than 1 service unit):

**ORDER  
JO 7100.XX**

A notice that contains ATO policy that affects Technical Operations, En Route and Oceanic, and Terminal Services (more than 1 service unit):

**N JO 6000.XX**

An order that applies only to En Route and Oceanic Central Service Area:

**ORDER**  
**JC 7110.XX**

An order that applies only to Technical Operations Eastern Service Area:

**ORDER**  
**JE 6031.XX**

A notice that applies only to Terminal Services Western Service Area:

**N JW 7100.XX**

An order that applies to Technical Operations Central Service Area, En Route and Oceanic Central Service Area, and Terminal Services Central Service Area. In this example, the order would most likely be released by the Service Center in the Central Service Area.

**ORDER**  
**JO 3100.XX**

An order that applies to 2 service areas:

**ORDER**  
**JO 3210.XX**

The first Western Service Area supplement to national order 6000.15E:

**6000.15E  
JW SUP**

Field Level Directive -- Denver Terminal Radar Control Facility Order 7400.1:

**DEN TRACON  
7400.1**

Field Level Directive -- Cleveland Air Route Traffic Control Center  
Notice 6000.1:

**NOTICE  
N ZOB 6000.1**

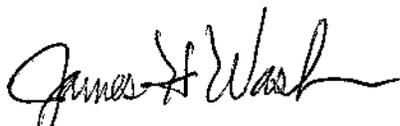
Field Level Directive -- Phoenix Airport Traffic Control Tower Notice 7110.2:

**NOTICE  
N PHX ATCT  
7110.2**

**8. Header on ATO Directives.** All directives that meet the requirement for an ATO prefix will also be identified on the first page of the directive in the header section as follows:

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**9. Restatement of ATO Prefix Action Item.** All ATO Service Units shall review their existing national orders to ensure compliance with the requirements of this notice. Prefixes shall be applied to those orders meeting the requirements of this notice as soon as possible along with an update of the order, as needed, to make it current. Regular progress reports on this effort will be collected from each ATO service unit by Acquisition and Business Services.



James H. Washington  
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Acquisition and Business Services