

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N JO 1720.89

Air Traffic Organization Policy

Effective Date:  
01/16/2013

Cancellation Date:  
01/15/2014

**SUBJ:** Elimination of Paper Printing and Distribution of Technical Operations Policy Directives

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**1. Purpose of This Notice.** This notice explains how Air Traffic Organization (ATO) Technical Operations Services (AJW) will eliminate paper printing and distribution of all its national and ATO policy directives.

**2. Audience.** This notice applies to all organizations within Washington Headquarters; Regional Offices; the William Hughes Technical Center; the Mike Monroney Aeronautical Center; and ATO Service Centers and Service Areas.

**3. Where Can I Find This Notice?** You can find this notice on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/), or go to the MyFAA Employee Website and select 'Tools and Resources', then select 'Orders and Notices'.

**4. Action.**

**a.** AJW will eliminate all paper printing and distribution of all its national and ATO policy directives within Washington Headquarters; Regional Offices; the William Hughes Technical Center; the Mike Monroney Aeronautical Center; and the ATO Service Centers and Service Areas. Personnel in these offices will now be responsible for viewing, downloading, and subscribing to receive electronic mail notification for all AJW national and ATO policy directives. Subscription service is available at the website referenced in paragraph three of this notice (both website descriptions will take you to the same webpage). Once at this website, go to 'subscribe to a series' and select the series range you wish to subscribe to. You will then be prompted to enter your email address. Once you enter your address, select the 'submit' button.

**b.** This policy will be implemented 30 days from the effective date of this notice.

**5. Scope.** This notice applies only to AJW national policy orders, notices, changes, and supplements. This notice does not apply to AJW maintenance handbooks which will continue to be supplied in paper format through the Direct Distribution System (DDS)—there will be no

changes in protocol for maintenance handbooks through this notice. In addition, paper distribution will continue for all field facilities.

**6. Distribution.** This notice is distributed to the division level throughout Federal Aviation Administration (FAA) headquarters, regions, and centers; to FAA field facilities with limited distribution; and electronically to all ATO headquarters offices, service centers, and service areas.

**7. Background.** Hardcopy dissemination of ATO directives has been the primary means of notifying employees about policy directives. However, these documents have been available online through the Agency's DMS website for several years. Electronic access has many benefits, including unlimited search capability, enhanced mobility, customized downloading, reduced printing and mailing costs, and the preservation of natural resources. For these reasons, hardcopy dissemination of these documents will be discontinued as specified in this notice.



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