

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N JO 1720.87

Air Traffic Organization Policy

Effective Date:  
5/11/2009

Cancellation Date:  
5/11/2010

**SUBJ:** Distribution of National Airspace System (NAS) Technical Directives

1. **Purpose of this Notice.** This notice provides information on recent improvements to the Direct Distribution System (DDS), which is used to distribute maintenance handbooks, notices, notices of intent, System Support Directives (SSDs), and Technical Instruction Books (TIBs) to the field.
2. **Who this Notice Affects.** This notice affects Technical Operations field offices that receive hard copies of NAS technical directives via DDS and Second Level Engineering offices in Technical Operations Services, En Route and Oceanic, and Terminal Services, which originate NAS technical directives.
3. **Where You Can Get a Copy of this Notice.** This notice is available on [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)
4. **What this Notice Cancels.** This notice cancels Notice N JO 1720.86 dated June 18, 2008.
5. **Background.** A new version of DDS was deployed on September 2, 2008, to accommodate the realignment of Technical Operations field offices and resulting changes to cost centers. Since that time, changes to the system and new functionality have been added in an effort to continue improving the accuracy of the system.
6. **Methodology.** Since cost centers are no longer assigned to the work center level, the latest version of DDS uses the General Services Administration (GSA) Address Code to ensure continued distribution to the work center level. The distribution system interfaces with the Facility Equipment and Service Profile (FSEP) database for equipment inventory information to determine inventory count (copy count) information. DDS also interfaces with the Logistics Information System (LIS) Name and Address database for mailing address information.
  - a. **Default Copy Count Calculation.** The new distribution system defaults to the following number of document copies:

(1) The field facility that has the equipment in FSEP on their GSA Address Code will receive the number of units showing in FSEP on their GSA Address Code. The exception to this will be the following communications equipment: BUEC, ECS, RCAG, RCO, RCE, RTR. The default copy count number for this equipment is 10.

(2) Parent System Support Centers (SSC) will receive 1 copy of all technical documentation distributed to the field facility listed below it.

NOTE: Multiple field facilities listed below the same SSC will result in a total of 1 copy being sent to the parent SSC – not a larger quantity of copies.

(3) Parent Groups (where they exist) and Parent Districts will receive 1 copy of any technical documentation distributed to the SSC's listed below them.

**b. Default Copy Count Over-Ride.** A new function has been added to FSEP whereby the SSC may, at their discretion, change the copy count number their facilities will receive to a number that is lower than the default copy count number (the lowest number being “1”) or up to 5 numbers higher than the default copy count number. The new field that has been added to FSEP to provide this function is called the “Mod Count” field. If the SSC does not over-ride the default copy count, then the default copy count will be the number of copies the facility will receive. Please contact your FSEP POC if assistance is needed with using the “Mod Count” field. The latest FSEP points of contact are available online here:

[https://intranet.faa.gov/faaemployees/org/linebusiness/ato/operations/technical\\_operations/ajw162/fsep/contacts/](https://intranet.faa.gov/faaemployees/org/linebusiness/ato/operations/technical_operations/ajw162/fsep/contacts/)

**7. Determination of Mailing Address.** The Logistics Information System (LIS) allows for three addresses: [Mailing], [Freight] and [Special]. The [Mailing Address] fields in the LIS will be used by DDS to mail documentation copies to field facilities. Therefore, it is important that all field facilities have accurate, up-to-date [Mailing Addresses] in LIS. Please contact your LIS point of contact for verification of your addresses and any address changes that are needed. The latest LIS points of contact are available online here: <http://impart.faa.gov/impart/home.html> (Click on the “LIS Name and Address Coordinators link”).

NOTE: The latest address file from LIS is now being uploaded to DDS daily (rather than monthly) to ensure the most accurate address information available.

**8. Changes to LIS Mailing Addresses.** To ensure that the distribution system provides copies to the correct addresses, SSC's should correct their addresses as follows:

**a.** For conformity, please ensure the first line of the [Mailing Address Line 1] reads, “DOT FAA OFFICE ROUTING CODE”. No special characters are allowed within mailing addresses.

**b.** Please ensure that the second line of the [Mailing Address Line 2] reads, “NAME OF OFFICE BUILDING ROOM NUMBER” (as applicable). Text up to 35 characters may be entered.

5/11/2009

N JO 1720.87

c. Please ensure that the remainder of the [Mailing Address Line 3] reflects where technical documentation should be delivered. This should be the PHYSICAL STREET ADDRESS or PO BOX. Please use standard USPS abbreviations such as: PO BOX, ST, BLVD, AVE, RD, DR, CT, STE, BLDG, RM, OFC, HNGR, EXPY, PKWY, RTE.

d. Zip Code and Zip + 4 are required. You may use the following USPS link to search for zip code information: <http://zip4.usps.com/zip4/welcome.jsp>

EXAMPLE: USE ALL CAPS AS SHOWN BELOW

DOT FAA AML 042  
INFORMATION SYSTEMS GROUP MPB RM 202  
PO BOX 25082  
OKLAHOMA CITY OK 73125-0082

e. For further assistance in updating addresses, contact your LIS Regional Coordinator (see paragraph 7).

9. **Point of Contact.** For questions, please contact Dottie Lukinic, Technical Operations Services, AJW-8, (202) 267-8499.



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