

Source 127

# ORDER

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.87D

15 Nov 72

SUBJ: ROUTING SYMBOL STANDARDS

1. PURPOSE. This order sets the standards for FAA routing symbols.
2. DISTRIBUTION. This order is distributed to branch level and above in Washington, regions, and centers.
3. CANCELLATION. Order 1100.87C is canceled.
4. BACKGROUND. This order is revised to provide for the use of either one-digit numbers or one-digit numbers plus a letter to identify special staffs reporting to regional or center directors.
5. GENERAL 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.
  - \* b. Each office, service, region, and center has a different prefix. Directors of such groups have one-digit numbers. Positions in the immediate office of the director have either one-digit numbers or one-digit numbers plus use of letters "A" through "E," i.e. 1A, 1B, etc.
  - c. Special staffs reporting directly to regional or center directors have either one-digit numbers "4" through "9" or the number "1" plus a letter (1F through 1Z). 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 a letter have a one-digit number for branches and a letter for sections. For example:
 

ACD-9	Civil Rights Staff	ACD-1M	Special Staff
ACD-9A	Branch	ACD-1M1	Branch
ACD-9A1	Section	ACD-1M1A	Section
  - d. Other staff and support elements have two-digit numbers. Branches and sections within such staffs have digit and letter identifications as shown in appendix 1.

- \* e. Program divisions have three-digit numbers in blocks of one hundred. Branches within a division or office have numbers in blocks of ten. Sections have numbers in single units. The next subdivisions, such as units, have a letter identification. Subdivisions below the unit level have a number identification. \*
- f. 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.
- \* g. See appendix 1 for examples of routing symbols. \*
- 6. OVERSEAS AREA OFFICES (PACIFIC-ASIA AND SOUTHERN REGIONS).
  - 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 divisions in regional headquarters, they use the same numbers as the counterpart. For example, regional airway facilities divisions and area airway facilities branches are assigned the 400 block of numbers (ASO-400) (ASJU-400). \*
- 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, AMEM-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 ACDO, or GADO, will not require an "A" prefix because of the change to routing symbols.
- 10. ASSIGNMENT OF ROUTING SYMBOLS.
  - \* a. The Director of Management Systems assigns alphabetical prefixes to offices, services, regions, centers, area offices, and area coordinators. He also assigns routing symbol numbers to all divisions, to staff organizations reporting to the directors of offices, services, regions and centers, and to all standard branches in the regions. \*

1. ROUTING SYMBOL EXAMPLES. Prefix "A" identifies FAA. It precedes the two letters that identify the office, service, region or center.

a. Directors and Staffs of Washington Offices and Services      -

AXY-1	Director	-
AXY-2	Deputy	
AXY-5.	Special Assistant (---Program)	

Staff or Support Element

AXY-10	Executive Officer
AXY-20	Staff Chief
AXY-20A	Assistant Chief
AXY-21	Branch
AXY-22	Branch
AXY-22A	Section
AXY-22A1	Unit

- \* b. Directors and Staffs and Support Division of Regional Headquarters

ACD-1	Director
ACD-2	Deputy Director
ACD-3	Executive Officer
ACD-4	Planning Staff
ACD-4A	Defense Readiness Officer
ACD-5	Public Affairs Officer
ACD-6	Communications Control Center
ACD-7	Regional Counsel
ACD-8	Appraisal Staff
ACD-9	Civil Rights Staff
ACD-1F	International Aviation Affairs Officer
ACD-40	Staff Division Chief
ACD-40A	Assistant Chief
ACD-41	Branch
ACD-42	Branch
ACD-42A	Section
ACD-42A1	Unit
ACD-90	Air Transportation Security Division

\* c. Aeronautical Center Director and Staffs

AAC-1	Director
AAC-2	Deputy Director
AAC-3	Executive Officer
AAC-4	International Liaison Officer
AAC-5	Public Affairs Officer
AAC-6	Evaluation Staff
AAC-7	Center Counsel
AAC-8	Operations Staff
AAC-9	Civil Rights Staff
AAC-90	Air Transportation Security Division

d. NAFEC Director and Staffs

ANA-1	Director
ANA-2	Deputy Director
ANA-3	Executive Officer
ANA-4	Engineering Management Staff
ANA-5	Public Affairs Officer
ANA-6	Medical Staff
ANA-7	Center Counsel
ANA-8	Chief Scientist
ANA-9	Civil Rights Staff
ANA-90	Air Transportation Security Staff

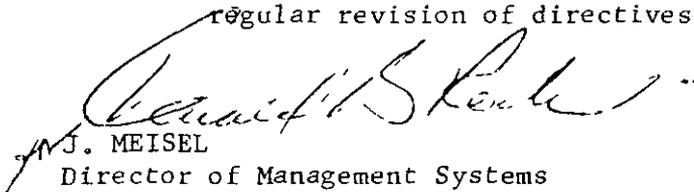
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e. Program Divisions or Equivalent.

AEF-100	Division Chief ..
AEF-101	Assistant Chief
AEF-102	Special Assistant to Division Chief
AEF-110	Branch
AEF-111	Section
AEF-111A	Unit
AEF-111A1	Subunit
AEF-111B	Unit
AEF-111B1	Subunit
AEF-200	Division Chief

b. If two or more standard branches and/or staffs 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.

- \* 11. EXCEPTIONS. Routing symbols which would represent exceptions to the general standards (paragraph 5) may be requested of the Director of Management Systems when necessary because of organization complexities or other reasons. \*
12. LISTING OF SYMBOLS. List all assigned symbols in telephone directories and organization handbooks. Revise listings, as necessary, with each directory revision or organization change. This will insure maximum utility of directories as routing guides. Headquarters, regional, and center mailrooms should maintain a current set of all telephone directories and furnish routing information to the offices they serve.
13. IMPLEMENTATION.
- a. Washington Headquarters. The addition of an "A" prefix to Washington headquarters routing symbols has been handled automatically in the October edition of the DOT telephone directory. For the few changes in routing symbols due to changing to letter in place of decimal points, follow regular procedures for making changes to the directory.
- b. Regions and Centers. Show changes in routing symbols in the next regular revision of directives and telephone directories.

  
J. MEISEL

Director of Management Systems