



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

**ORDER
1100.87G**

National Policy

Effective date:
07/14/2022

SUBJ: Routing Symbol Standards

- 1. Purpose of This Order.** This order prescribes the standards for FAA routing symbols.
- 2. Audience.** All FAA Organizations.
- 3. Where Can I Find This Order?** You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Cancellation.** This order cancels FAA Order 1100.87F, Routing Symbol Standards, dated December 9, 2009.
- 5. Explanation of Changes.** This revision:
 - a. Updates Order 1100.87F to reflect current organizational titles.
 - b. Eliminates the Straight-lined Regional Division and Special Staffs paragraph.
 - c. Updates the Standards paragraph to reflect current organizational structures.
 - d. Updates Assignment of Routing Symbols.
- 6. 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. The prefix "A" identifies FAA. It precedes the two letters that identify the Assistant and Associate Administrator, Chief Operating Officer, office, service, region, centers, or service units, e.g., **AHY**. The two letters that identify the Air Traffic Organizations (ATO) will begin with the letter **J**, e.g., **AJO**.
 - b. The head of each organizational element has a one-digit number, "**-1**", e.g., **AHY-1**, and for the deputy position, "**-2**", e.g., **AHY-2**. With the exception of ATO, the one-digit number for the Chief Operating Officer and the head of a business and service unit will be "**-0**", e.g., **AJO-0**.
 - c. The guidance for prefixes and numbering standards for various organizational levels are illustrated in Appendix A, Assistant and Associate Administrators for office, service, region, Mike Monroney Aeronautical Center, or William J. Hughes Technical Center, and Appendix B, Air Traffic Organization (ATO) for Chief Operating Officer and service units.
 - d. Decimal points must not be used as part of a routing symbol code.

e. 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, the routing symbol must not have been in use for five years if it was previously assigned to an office that no longer exists. To add or change a routing symbol or organizational title, contact your organization's OCR point of contact

f. Overseas Offices.

(1) Each area office, Europe, Africa & Middle East (AEU), Western Hemisphere (AWH), and Asia-Pacific (APC), routing symbol includes the three-letter alphabetical prefix and a number that identifies its subdivisions, e.g., AEU-1, APC-1, AWH-1, etc.

(2) Heads of area offices have one-digit numbers, as do positions in the immediate head of the office. Staff and servicing elements have a two-digit number. Program branches have three-digit numbers in blocks of one hundred, e.g., AEU-1, AEU-10, AEU-100, etc.

(3) The field elements are identified with the three-letter code and then a three-letter code for the city, for example, AEU-LON (London), APC-BEJ (Beijing), AWH-SCL (Santiago), etc.

g. 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 (Flight Standards District Office), or FSFO (Flight Standards Field Office), will not require an "A" prefix because of the change to routing symbols.

h. Field Office Identifiers. Special routing symbols are not designated for field offices. Field office mail can be routed by using the standard contraction for the field office plus its location (e.g., ADO-Chicago, FSDO-Boston, and CMO-Atlanta). An additional "A" prefix is not needed when a standard contraction is used. The field offices reporting to the Air Traffic Organization utilize routing symbols for service area management mail distribution only (see Appendix B).

7. Assignment of Routing Symbols.

a. The Office of Finance & Management's Division of Cost Accounting & Labor Distribution (AFM-400), prescribes the routing symbol standards and approves all requests for new routing symbols via the procedures contained in FAA Order 1100.1C FAA Organization - Policies and Standards.

b. Exceptions to the routing symbol standards contained in this order will not be permitted unless approved by the FAA Administrator.

8. Distribution. This order is distributed to the division level in Washington, regions, and centers, and limited distribution to field offices and facilities.



Billy Nolen
Acting Administrator

Appendix A. Assistant and Associate Administrator

Routing Code Structure

Character 1 – Agency. “A” designates FAA.

Character 2-3 – Organization Designation.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	H Organization Designation	Y Organization Designation					

Examples:

- ABA refers to the office of the Deputy Assistant Administrator for Financial Services
- AVS refers to the office of the Associate Administrator for Aviation Safety
- AHD refers to the Office of Talent Development
- AFX refers to Flight Standards Service
- AAL refers to Alaskan Regional Headquarters
- AMC refers to Mike Monroney Aeronautical Center

Character 4. The head of each organizational element has a one-digit number. If the 4th place is the digit 1, it represents the routing code for the head of an office, service, region, or center. The deputy position will be a 2. A position in the immediate office of the head of the organization has a one-digit number between 3 and 9 or a one-digit number plus an upper-case letter between A and Z.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	H Organization Designation	Y Organization Designation	Head of organization, deputy, or immediate office				

Examples:

- ACR-1 refers to the Assistant Administrator for Civil Rights
- ACR-2 refers to the Deputy Assistant Administrator for Civil Rights
- AAS-1 refers to Director, Airport Safety and Standards
- AGL-1 refers to Regional Administrator, Great Lakes
- AMC-1 refers to Director, Mike Monroney Aeronautical Center

Character 4-8 – The next hierarchal levels in the organization. Division elements have three-digit numbers in blocks of one hundred. Branch elements within a division or office have numbers in blocks of ten. Section elements have numbers in single units. The next subdivision, units, have upper case letter identification. Subunit level has a number identification.

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.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A	H	Y	1	1	1	A	1
FAA Designation	Organization Designation	Organization Designation	Division	Branch	Section	Unit	Subunit

Examples:

AHY-**100** refers to Division (blocks of one hundred)

AHY-**110** refers to Branch (blocks of ten)

AHY-**111** refers to Section (number in single unit)

AHY-**111A** refers to Unit (upper case letter identification) AHY-**111A1** refers to Subunits (number identification)

Other staff and support elements have two-digit numbers. Branches and sections within such staffs have a digit and upper-case letter identifications, as shown below.

Examples:

AHY-20 refers to Staff Manager

AHY-21 refers to Branch

AHY-21A refers to Section

AHY-21A1 refers to Unit

Appendix B. Air Traffic Organization (ATO)

1. Routing Code Structure

Character 1 – Agency. “A” designates FAA.

Character 2 – Organization. “J” designates ATO.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation						

Character 3 – Chief Operating Officer, Business or Service Unit. This character represents the COO and service units of ATO.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation	X Business/ Service Unit Designation					

AJO Chief Operating Officer
AJF Flight Program Operations
AJG Management Services
AJI Safety and Technical Training
AJM Program Management Organization
AJR System Operations Services
AJT Air Traffic Services
AJV Mission Support Services
AJW Technical Operations

Character 4 – Directors. This digit or character represents the Directorate. If the 4th character is the digit 0, then it represents the routing code for the COO or a Vice President. All other organizations use digits 1 through 9, then progress A through Z.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation	X Business/ Service Unit Designation	X Directorate or Area Designation				

Examples:

AJR-1 – refers to System Operations Services, National Airspace System (NAS) Operations Directorate

AJW-2 – refers to Technical Operations, ATC Facilities Directorate

AJG-C – refers to Management Services, Customer Strategy Directorate

AJF-0 – refers to Flight Program Operations, Vice President

AJT-C – refers to Air Traffic Services, Central Service Area

Character 5 – The next hierarchal level in the organization. This digit or character represents the Group level.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A	J	X	X	X			
FAA Designation	ATO Designation	Business/ Service Unit Designation	Directorate or Area Designation	Group			

Examples:

AJG-P1 – refers to Management Services, People Services Directorate, HQ Administrative Services Group.

AJT-22 – refers to Air Traffic Services, Operations Headquarters Directorate, Technical Advisory Group.

AJW-C2 – refers to Technical Operations, Central Service Area, Technical Services Group.

AJW-WQ – refers to Technical Operations, Western Service Area, Anchorage District Office.

Character 6 – The next hierarchal level in the organization. This digit or character represents the Team level.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A	J	X	X	X	X		
FAA Designation	ATO Designation	Business/ Service Unit Designation	Directorate or Area Designation	Group	Team		

Examples:

AJF-221 – refers to Flight Program Operations, Aircraft Maintenance Directorate, Maintenance Services Group, Line Stations Team.

AJT-231 – refers to Air Traffic Services, Operations Headquarters Directorate, and Operations Business Support Team.

Characters 7 – The next hierarchal levels in the organization. This digit or character represents the Subteam level.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation	X Business/ Service Unit Designation	X Directorate or Area Designation	X Group	X Team	X Subteam	

Examples:

AJF-2216 – refers to Flight Program Operations, Aircraft Maintenance Division, Maintenance Services Group, Line Stations Team, and DCA Line Station Subteam.

AJM-2131 – refers to Program Management Organization, Air Traffic Systems Directorate, Air Traffic Management Programs Group, ERAM Team, Acquisition and Implementation Subteam.

2. Routing Code Structure for System Operations Services at SDP. The first four digits or characters follow the structure as described in Item 1.

Character 5 – Area Designation This digit or character represents the area designation.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation	R Business/ Service Unit Designation	B Directorate	A Area Designation			

Examples:

AJR-BA – refers to System Operations Services, Flight Services Directorate, Alaska Flight Services Information Area Group.

AJR-BC – refers to System Operations Services, Flight Services Directorate, CONUS Flight Services Information Area Group.

Characters 6 through 8 – SDP Location. These digits or characters represent the facility identifier.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
A FAA Designation	J ATO Designation	R Business/ Service Unit Designation	B Directorate	A Area Designation	C SDP	D SDP	B SDP

Examples:

AJR-BACDB – refers to System Operations Services, Flight Services Directorate, Alaska Flight Services Information Area Group, Cold Bay Flight Service Station.

AJR-BADLG – refers to System Operations Services, Flight Services Directorate, Alaska Flight Services Information Area Group, Dillingham Flight Service Station.

3. Routing Code Structure for Air Traffic Services at Service Delivery Point (SDP)

Character 1 – Service Unit. This character represents the Service Unit level. The “T” represents Air Traffic Services.

Character 2 – Service Area. This character represents the Service Area level. The “Y” represents “E” – Eastern, “C” – Central, or “W” – Western.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
T Service Unit Designation	Y Area Designation						

Characters 3 and 4 – District Office Location. These characters represent the District Office and consist of the partial en route facility identifier (“Z” is omitted).

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
T Service Unit Designation	Y Area Designation	D District	D District				

Examples:

TCAU – refers to Air Traffic Service, Central Service Area, and Chicago District Office.

TEBW – refers to Air Traffic Service, Eastern Service Area, and Boston District Office.

TWLA – refers to Air Traffic Service, Western Service Area, and Los Angeles District Office.

Character 5 – Group. This character represents the Group level.

Characters 6 through 8 – Service Delivery Point Location. These digits or characters represent the facility identifier.

1st Character	2nd Character	3rd Character	4th Digit/ Character	5th Digit/ Character	6th Digit/ Character	7th Digit/ Character	8th Digit/ Character
T Service Unit Designation	Y Area Designation	D District	D District	X Group	X SDP	X SDP	X SDP

Examples:

TCAU1 – refers to Air Traffic Service, Central Service Area, Chicago District, Air Traffic Operations Group.

TCAU1-TMO – refers to Air Traffic Service, Central Service Area, Chicago District, Air Traffic Operations Group, Traffic Management Operations.

TCAU1-ARR – refers to Air Traffic Service, Central Service Area, Chicago District, Air Traffic Operations Group, Aurora, IL. ATCT.

4. Routing Code Structure for Technical Operations Service Unit

Character 3 – District. This character represents the District Office level.

Character 4 – Group. This digit or character represents the Group level.

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
T	Y	D	E				
Service Unit Designation	Area Designation	District	Group				

Examples:

WWR – refers to Technical Operations, Western Service Area, and Seattle District Office.

WCT – refers to Technical Operations, Central Service Area, and Houston District Office.

WWR1 – refers to Technical Operations Service Unit, Western Service Area, Seattle District Office, and Portland Group.

Character 5 – 8 System Support Center (SSC). These digits or characters represent the System Support Center (SSC).

1 st Character	2 nd Character	3 rd Character	4 th Digit/ Character	5 th Digit/ Character	6 th Digit/ Character	7 th Digit/ Character	8 th Digit/ Character
W	Y	D	E	X	X	X	X
Service Unit Designation	Area Designation	District	Group	SSC	SSC	SSC	SSC

Examples:

WCP21– CMH refers to Technical Operations Service Unit, Central Service Area, Indianapolis District Office, Indianapolis Northern Group, Columbus Radar SSC.

WEP46 – BOS refers to Technical Operations Service Unit, Eastern Service Area, Boston District Office, Boston Group, Boston Logan Radar SSC.