

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 1360.8

9/21/77

SUBJ: AIRWAY FACILITIES DIVISION CORRESPONDENCE SIGNATURE AUTHORITY

1. PURPOSE. This Order establishes Airway Facilities Division policy regarding delegation of authority to sign correspondence. Reports, forms and other types of documents are not included in this Order.

2. DISTRIBUTION. This Order is distributed to Section level and above, Sector Offices and all secretaries and stenographers in the AF Division.

3. DISCUSSION.

a. Generally, correspondence initiated within the Division falls in one of the following categories:

(1) Answering a formal inquiry.

(2) Issuing instructions and establishing policy.

(3) Dissemination of or requests for information to other organizational units.

b. In general, correspondence routine in nature and merely passing or requesting information or coordinating projects and proposals laterally may be prepared for and signed by the Branch office. Correspondence passing or requesting information or coordinating projects and proposals upward or of a non-routine nature should be prepared for and signed by the Division office. Normally, Branch Chiefs should sign correspondence over their own name. The only time a Branch Chief would sign for the Division Chief is when he is acting for the Division Chief or the Assistant Chief. Correspondence regarding Division programs directed to individuals or organizations outside the FAA should be prepared for and signed by the Division except as listed in Appendix No. 1.

4. SIGNATURE AUTHORITY. Outlined below is the Division's delegation of authority to sign correspondence:

Distribution: RAF-4,6; FAF-2 (Normal)

Initiated By: AGL-400

9/21/77

a. Answering an inquiry. A control slip, FAA Form 1770-5, will be attached to incoming correspondence received in the Division Office, whose answer should be prepared for signature by the Division Chief. It will be necessary for the particular branch involved to determine the signature office when inquiries are received direct to a branch. This determination will be made in accordance with the policy included herein. If it is appropriate that the answer be prepared for Division signature, the incoming correspondence should be sent to the Division office by the receiving branch for control purposes.

b. Issuing Instructions and Establishing Policy. Correspondence that is directive in nature or establishes policy will be prepared for and signed by the Division Office EXCEPT for such correspondence written by or for a Branch Chief to individuals or units within his Branch.

c. Dissemination of Information and Requests for Information to Other Organizational Units. Correspondence of this type to peer or organizationally equal offices may be prepared for and signed by the Branch Chief. Correspondence directed upward, i.e., to the Director's office, to the Washington Headquarters office, etc. should be prepared for and signed by the Division office or the Director's office as appropriate.

Jerry L. Truhan
for J. TRUHAN

Chief, Airway Facilities Division

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Appendix 1

APPENDIX 1. SPECIFIC DELEGATIONS FOR SIGNATURE AUTHORITY

Specific delegations for correspondence directed outside the agency to be prepared for and signed by branch offices are listed below:

1. Correspondence transmitting project plans and specification to Airport Managers for coordination.
2. Correspondence regarding routine non federal facility matters.