



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy**

**ORDER  
JO 1320.1A**

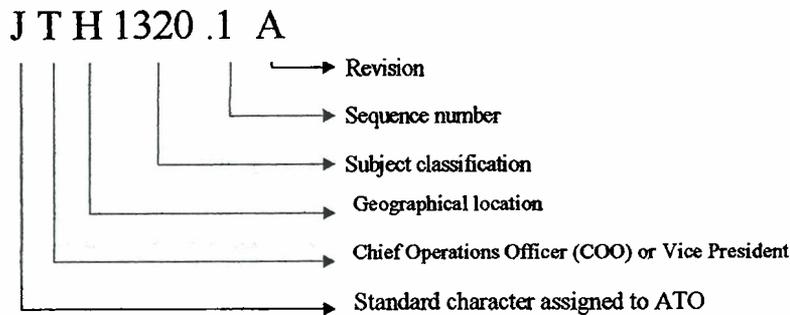
Effective Date:  
DECEMBER 15, 2006

**SUBJ:** Air Traffic Organization Prefixes for Directives

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- 1. Purpose of This Order.** To establish prefixes to identify and index directives issued by the Air Traffic Organization (ATO).
- 2. Who This Order Affects.** This order affects all ATO personnel and anyone using ATO directives.
- 3. What This Order Cancels.** This order cancels the JO 1320.1 Air Traffic Organization Prefixes for Directives, dated March 27, 2006.
- 4. Explanation of Changes.** This reissues the same information that was originally contained in Order JO 1320.1, Air Traffic Organization Prefixes for Directives, and provides the following clarifications which are shown in the text in **bold**:
  - a. Clarifies notice numbering (see paragraph 8).
  - b. Clarifies that action item in paragraph 10 does not apply to the field.
  - c. Specifies due date for action item in paragraph 10.
- 5. Background.** Federal Aviation Administration Order 1320.1, FAA Directives System, uses prefix identifiers to denote that the directive applies to a specific line of business or geographic area. National directives, which apply to an agency-wide audience, do not have prefixes.
- 6. Format for Prefixes.** Prefixes are assigned to the front of a directive's subject classification code or in front of the "SUP" when supplementing orders.
  - a. When there is no prefix, the directive applies to more than one line of business within the FAA. Example: FAA Order 1320.1D, FAA Directives System, applies to all FAA employees.

b. When the directive applies to only organizations within ATO, an ATO prefix is used. The ATO prefix is based on a three-character system that includes: geographical location, ATO specific letter identifier (i.e., "J") and the service unit's specific letter identifier. *Note:* The example below would be for a directive that applies to Headquarters Terminal Services only.



**7. Characters Assigned.** The following is a list of characters used in ATO prefixes and what they represent.

- a. The character in the first position represents the ATO and is always a "J."
- b. The character in the second position represents the ATO service unit affected by the directive. If more than one service unit is affected, the character in the second position is "O." Other characters that may be used in the second position are:

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| O = All Air Traffic Organizations     | P = Operations Planning Services  |
| A = Acquisition and Business Services | R = System Operations Services    |
| C = Communications Services           | S = Safety Services               |
| D = Flight Services                   | T = Terminal Services             |
| E = En Route and Oceanic Services     | W = Technical Operations Services |
| F = Finance Services                  |                                   |

c. The character in the third position represents the geographical location affected by the directive. If no character appears in the third position, the directive applies to all geographic locations. The characters that may be designated in the third position are:

- |                          |   |
|--------------------------|---|
| C = Central Service Area | H = Headquarters                              |
| E = Eastern Service Area | A = Alaska Flight Services Information Office |
| W = Western Service Area | S = CONUS Flight Services Information Office  |

**8. Header Blocks.** When initiating an order, notice, change or supplement, complete the first page-numbering block by selecting the appropriate formatted example used below. Thereafter, prefix the order number in the header for each additional page.

**Examples of page numbering blocks:**

ORDER JO 1320.1	NOTICE N JO 1320.1	CHANGE 2 JO 1320.1
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**Examples of Prefix Numbering in Text:**

JO 1320.5A – An Order that applies to multiple ATO service units (no specific geographic area).

**N JO 1320.1 – A Notice that applies to multiple ATO service units (no specific geographic area).**

JE 1800.2 - An Order that applies to only the En Route/Oceanic Service Unit (no specific geographic area).

JT 7000.16 – An Order applies to only the Terminal Service Unit (no specific geographic area).

JWH 6000.19 – An Order that applies to the headquarters Technical Operations Service Unit (Tech Ops). Example of page numbering block below:

**ORDER  
JWH 6000.19**

JOH 4650.25 – An Order that applies to multiple ATO service units (headquarters only).

JW 6000.15 – An Order that applies to only Tech Ops (no specific geographic area).

1320.1 JO SUP1 - First ATO supplement to FAA Order 1320.1 – applies to multiple ATO service units (no specific geographic area). Example of page numbering block below:

**1320.1  
JO SUP 1**

**9. Field Facilities.** Facilities under the ATO will identify their local orders through the same process using the following example:

Denver Terminal Radar Control Facility Order 1320.1

**ORDER  
DEN TRACON  
1320.1**

Phoenix Airport Traffic Control Tower Notice 1320.1

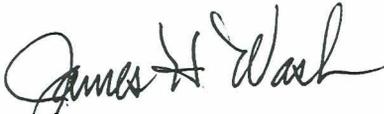
**NOTICE  
N PHX ATCT  
1320.1**

## Cleveland Air Route Traffic Control Center Notice 1320.1

NOTICE  
N ZOB 1320.1

**10. Update of Existing Orders to Comply with ATO Prefixes.** All existing ATO orders must be reviewed to determine whether they apply to only ATO organizations. **Orders that apply to only ATO organizations must be renumbered to comply with the new prefixes by September 30, 2007.** Orders that have content that is not current will also be updated as part of this effort. Consult with your Directives Management Officer (DMO) for specific requirements. **This action item does not apply to field level directives. New field level directives should be numbered according to this order but existing field level directives do not have to be renumbered.**

**11. Waivers.** A waiver may be obtained from the Vice President, Acquisition and Business Services, for relief from the due date of the action item where extenuating circumstances are demonstrated. The authority to issue this waiver may not be redelegated.



James H. Washington  
Vice President, Acquisition and Business Services