

ORDER

1720.18B

FAA DISTRIBUTION SYSTEM



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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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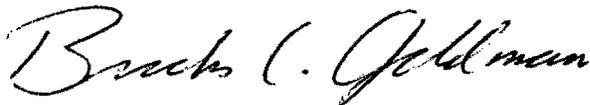
Initiated By: AMS-410

FOREWORD

The distribution standards and procedures prescribed in this order apply to all elements of the Federal Aviation Administration (FAA) and are intended to provide for the most effective, timely, and economical distribution and stocking of agency issuances.

We strongly encourage close liaison between distribution officers/representatives, personnel responsible for review and clearance of agency issuances, and issuance writers. We believe that with the establishment and maintenance of such a communications link, effective operation of the distribution system is assured.

The contents of this order have been prepared on an agencywide basis; therefore, individual organizations may supplement this broad coverage with specific guidelines and instructions peculiar to their needs. Should in-depth information be desired, contact the distribution officer/representative for your organization or the Office of Management Systems.



Brooks C. Goldman
Director of Management Systems

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CHAPTER 1. GENERAL

1. PURPOSE. This order prescribes standards and procedures for operating the publications distribution system within FAA. This order also implements Order DOT 1700.25, Distribution Users' Manual.
2. DISTRIBUTION. This order is distributed to branch level in Washington, to the section level in regions and centers; to all Distribution Officers and Representatives; and a limited distribution to all field offices and facilities.
3. CANCELLATION. Order 1720.18A, Distribution Users' Guide, dated December 21, 1979, is cancelled.
4. EXPLANATION OF CHANGES. This revision:
 - a. Covers the issuance of directives on microfiche (see paragraph 30).
 - b. Includes the new routing symbols for the OST Distribution Requirements Section, M-494.1; and the Subsequent Distribution Unit, M-494.3 (a mini-warehouse operation).
 - c. Expands the number of copies that may be ordered from stock without the Office of Primary Interest (OPI) approval from 25 copies to 100 copies (see paragraph 42).
 - d. Emphasizes the 50 copy minimum per national issuance to be stocked in the DOT Warehouse (see paragraph 43).
 - e. Emphasizes the importance of conducting an annual canvass (see paragraph 24).
 - f. Updates the functional area distribution code listing to include recent organizational changes.
 - g. Includes the distribution code for the Aviation Standards National Field Office (AVN) in the functional area distribution listing for Washington headquarters, although AVN is physically located at the Mike Monroney Aeronautical Center.
 - h. Includes the new distribution codes for the Aircraft Certification Division in the regions and also the codes for the aircraft certification function carried out in the field offices.
 - i. Includes a title change for the Overseas Area Offices. This activity is now referred to as Resident Directors (in Guam and American Samoa in the Western-Pacific Region). The distribution code, A-E, remains unchanged.
 - j. Deletes the appendix containing the distribution address listing of field offices and facilities.

5. FORMS. The forms associated with the distribution operation are as follows:

- a. Form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request, available from AMS-410.
- b. Form DOT F 1700.15, Distribution Requirements, NSN 0052-00-873-9000, available from M-494.1 and FAA Depot.
- c. FAA Form 1100-1, Directory-Distribution Change Notice, NSN 0052-00-609-5003, available from FAA Depot and AMS-410.
- d. FAA Form 1720-11, Publication(s) Request, NSN 0052-00-658-0042, available from FAA Depot and M-494.3.
- e. FAA Form 1720-13, NPRM Mailing List Action, available from M-494.1.
- f. FAA Form 1720-22, Aeronautical Charts and Related Flight Information Publications (NOS), NSN 0052-00-874-7000, available from FAA Depot.
- g. FAA Form 1720-23, Aeronautical Charts and Related Flight Information Publications (DMAAC), NSN 0052-00-874-8000, available from FAA Depot.

6. RESPONSIBILITIES. All personnel responsible for review and clearance of issuances shall examine the proposed distribution to ensure that the audience specified and the quantities required represent the minimum quantity necessary to accomplish the intent of the issuance. Each organizational element of FAA is responsible for performing its respective functions to ensure this.

a. Heads of Offices and Services are responsible for designating a Distribution Representative and an alternate and notifying the Office of Management Systems (AMS-410) in writing of these designees. Current routing symbols of the Distribution Representatives are contained in Appendix 1, Distribution Officers and Representatives. The Distribution Representative will:

- (1) Serve as liaison with the Washington headquarters Distribution Officer.
- (2) Review proposed distribution of each issuance to ascertain that it is appropriate and accurate to avoid over or under distribution.
- (3) Review and approve distribution instructions for each issuance prior to its printing to assure compliance with all distribution standards and procedures.
- (4) Recommend stock levels and stock reorder points for issuances so as to insure that all valid issuances are sufficiently stocked.
- (5) Prepare or review distribution forms, recommendations, and instructions to establish, change, or cancel distribution lists and/or copy requirements on behalf of officials within the organization.
- (6) Maintain a master reference file of publication users.

(7) Establish or maintain copy requirements for each distribution level of interest so as to eliminate over and under distribution throughout the organization.

(8) Conduct at least an annual canvass or review of lists to insure:

(a) Distribution list requirements are being met.

(b) All lists which the organization has established are reviewed and cancelled, updated, or consolidated, as appropriate.

(c) Elimination of waste of Government funds caused by publications being improperly addressed or mailed to persons no longer desiring them.

b. Regional and Center Directors are responsible for designating a Distribution Officer to assist in the development, management and operation of the local distribution system. A list of current Distribution Officers is contained in Appendix 1, Distribution Officers and Representatives. The Distribution Officer will:

(1) Ensure the appointment of Distribution Representatives for divisions or other organizational units who will serve as liaison on all distribution matters.

(2) Implement and develop any internal procedures and standards necessary for installing a local extension of the overall distribution system.

(3) Assure uniform interpretation of distribution standards and procedures consistent with the provisions of this order.

(4) Inform the appropriate office or service Distribution Representative of organizational changes in the region, area, or field offices.

(5) Maintain a master reference file (proof cards) of publication users. Review distribution change notices to assure accuracy of required changes.

(6) Establish and maintain copy requirements for each distribution level of interest in the region/center (including FAA tenant organizations) so as to eliminate over and under distribution; and submit to AMS-410 changes as they occur.

(7) Assure that facility managers under regional jurisdiction establish and maintain facility copy requirements; and update mailing addresses as appropriate.

(8) Ensure that Washington headquarters correspondence received, relative to the distribution system, containing actions and deadline dates is completed in accordance with instructions contained therein.

(9) Advise the Office of Management Systems (AMS-410) of problems warranting revision of established standards and procedures.

c. The Office of Management Systems:

(1) Ensures compliance with the provisions of this order and implements any internal procedures, policies, and standards necessary for installing and administering the Departmental Distribution System.

(2) Serves as the agency's Distribution Program Officer who manages and operates the distribution system, and:

(a) Ensures the appointment of Distribution Representatives from each office and service to assist in carrying out distribution standards and procedures.

(b) Maintains liaison with OST Distribution Requirements Section, region and center Distribution Officers, and Washington headquarters Distribution Representatives in resolving problems related to Departmental distribution services.

(c) Coordinates with office and service Distribution Representatives and OST in developing and revising special lists and copy requirements.

(d) Reviews requests for distribution services for conformance to standards and appropriateness of the distribution pattern being used.

(e) Establishes initial stock levels and appropriate reordering levels for publications, ensures that these stocks are utilized to the fullest extent possible, and that these stocks are replenished by the OPI in a timely manner.

(f) Advises the appropriate office or service head, through their Distribution Representative, when annual canvassing schedules are not being followed; and when changes or improvements should be made to distribution lists; resolution of differences with the Distribution Representative has not been achieved.

(g) Advises the Director of Management Systems or the Director's designee of distribution system problems and of unresolved noncompliances with Departmental distribution standards and procedures by system users.

(h) Conducts appropriate training activities and system evaluations to improve the capability and effectiveness of the designated Distribution Officers and Representatives throughout FAA.

(3) Notifies the Distribution Program Officer of organizational changes which affect the distribution system.

7.-19. RESERVED.

CHAPTER 2. SYSTEM OVERVIEW

20. DISTRIBUTION SYSTEM DESCRIPTION. The distribution process is complex, considering the varied range of issuances developed for diversified audiences within FAA as well as the aviation public. It is essential to distribute issuances to audiences that have a need for them and in quantities that will assure proper dissemination of information contained in these issuances. To accomplish this, distribution copy requirements are assigned to each organizational component of FAA. Appendix 2, How to Establish or Change Distribution Copy Requirements, contains procedures and guidance relative to distribution copy requirements.

21. METHODS USED TO DISTRIBUTE ISSUANCES. Issuances initiated for FAA's purposes are distributed INTERNALLY. Those issuances developed generally for public use are distributed EXTERNALLY. The following explains these two types of distribution:

a. Internal Distribution is accomplished by using:

(1) Organizational structures designed to reach any or all functional components of Washington headquarters (includes automatic distribution to Metropolitan Washington Airports, AMA), regional headquarters, Mike Monroney Aeronautical Center, FAA Technical Center, resident directors (at Guam and American Samoa), and field offices and facilities. Distribution may be directed to any organizational level, ranging from director only to all employees, by using standardized coding schemes as outlined in Appendix 3, How to Develop Distribution Coding Schemes. Care should be exercised to assure that the most restrictive organizational level needed to accomplish the purpose of the issuance is used. If the issuance applies only to regional Airway Facilities functions at the division level, distribute the issuance to that audience rather than to all divisions in the regions.

(2) Special lists are used for internal distribution of issuances to FAA elements when:

(a) Additional copies of specific issuances are needed to augment organizational distribution.

(b) There is a need to reach an audience responsible for unique functions such as directives or forms management.

(c) Distribution of the issuances must be limited.

NOTE: Appendix 4, How to Establish or Change Special Lists, contains procedures and guidance on the use of special lists.

b. External Distribution of issuances to the general public, associations, special interest groups, other Government agencies, etc., is accomplished by the use of special automated and semiautomated mailing lists. These lists are established for individual publications or audiences having specific common interests, such as State aviation officials, airport managers, pilots, etc. A document entitled, SCHEDULE OF DOT MAILING LISTS, contains information on all these external mailing lists and is available to Distribution Officers and Representatives through AMS-410.

22. DISTRIBUTION CODES ON ISSUANCES. Offices of Primary Interest (OPI's) select the appropriate audience to receive distribution of their issuances. The audience selected shall be clearly indicated on ALL ISSUANCES by using distribution codes or mailing list indicators as appropriate. When a distribution paragraph is used, the distribution codes must coincide therewith. Routing symbol distribution is shown on issuances only in cases where distribution is intended for a select portion of a functional area. That is to say, one particular division, branch, etc., of a functional area in lieu of all divisions, branches, etc. of that functional area.

23. REQUEST FOR DISTRIBUTION SERVICES. The Office of the Secretary of Transportation (OST) performs distribution and related services in Washington for FAA in accordance with instructions transmitted on Form DOT F 1700.3. All such service requests shall be submitted through the Distribution Officer, AMS-410.

24. CANVASSING OF MAILING LISTS. All mailing lists shall be reviewed by their OPI at least once a year. This will eliminate waste caused by issuances being improperly addressed or received by persons no longer desiring them. Mailing lists not used during a 1-year period shall be discontinued. Appendix 5, How To Conduct a Canvass, contains procedures and guidance for conducting a canvass.

25.-29. RESERVED.

CHAPTER 3. TYPES OF ISSUANCES AND THE METHODS USED TO DISTRIBUTE THEM

30. FAA ISSUANCES.

a. Issuances originating in Washington headquarters are distributed:

- (1) Directly to offices/services in Washington.
- (2) In bulk to regions/centers distribution units for redistribution to their headquarters components.
- (3) From Washington directly to field offices and facilities.

b. Directives on Microfiche. National and WA directives (except notices) are now available on microfiche as explained in Order WA 1320.1, Microfiche System for National Orders. Distribution of microfiched directives is handled by AMS-410. These microfiched directives are distributed by routing symbol or mailing address to microfiche equipment stations. Under this system, distribution is as follows:

(1) Washington headquarters paper distribution of orders is directed to all components of the issuing office or service, along with microfiche copies of the order.

(2) The remaining audience receives microfiched copies of the order in quantities that represent the number of microfiche equipment stations. In addition, all Directives Management Officers (DMO's) receive two paper copies of the order for their internal use.

(3) Regions, centers, and field offices' paper distribution is not affected. For awareness purposes, one copy of microfiched directives is forwarded to region and center DMO's. This is done in hopes that region/center staffs become familiar with the use and benefits of microfiched directives.

c. Federal Aviation Regulations (FAR's) are distributed to FAA elements as they are issued, using established copy requirements stored on computerized mailing lists. The general public may acquire FAR's from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. A listing of the FAR's is contained in AC 00-44, Status of Federal Aviation Regulations.

d. Advisory Circulars (AC's) are issued in subject series which correspond to FAR part numbers and FAR subchapter titles. Advisory circular mailing lists are also formulated to coincide with this subject series structure. As AC's are issued, they are distributed to mailing list addressees, using copy requirements contained in a computerized data base. An explanation of the AC's is contained in Order 1320.46, FAA Advisory Circular System. A listing of current AC's is contained in AC 00-2, Advisory Circular Checklist.

e. Program Engineering and Maintenance Service technical directives in the 6000 series (e.g., Electronic Equipment Modifications (EEM), Plant Equipment Modifications (PEM), Electronic Facilities Instructions (EFI), Plant Facilities Instructions (PFI), and Maintenance Technical Handbooks) relate to facilities and specific types of equipment in use at field facilities and are distributed in accordance with provisions contained in Order 1720.30A, Direct Distribution of Airway Facilities Technical Issuances.

f. Technical Reports are distributed to FAA elements in accordance with the OPI's instructions. Distribution codes are to be included on the inside cover of the report. To receive additional copies of a report, contact the OPI. Usually, the OPI can be identified by the report number because the OPI's reference symbol is part of the report number.

g. Notices of Proposed Rulemaking (NPRM's) are distributed directly to FAA elements and the public using established copy requirements stored on computerized mailing lists. FAA Form 1720-13, NPRM Mailing List Action, is used to add, delete, or change distribution requirements for NPRM's.

h. Vacancy Announcements are distributed to FAA and other Departmental elements in accordance with instructions contained in Order 3330.1A, Merit Promotion Program.

i. Aeronautical Charts and related products are distributed to FAA elements in accordance with provisions set forth in Order 1720.23, Aeronautical Charts and Flight Information Publications.

31. OTHER GOVERNMENT AGENCY ISSUANCES. The procedures for distributing issuances of other Federal agencies are contained in Order 1320.3A, Issuance Released by Other Agencies Applicable to FAA. Following are specifics relative to their distribution:

(a) These issuances are received in bulk at the Department's Office of Administrative Operations where redistribution to FAA elements is made.

(b) Special lists (ZZ) are used to distribute these issuances to FAA elements who have expressed a need for them.

(c) FAA elements are solicited by AMS-410 to update their copy requirements for other Government agency publications each fiscal year. It is at this time that annual rider requisitions are prepared by various OPI's and forwarded to AMS-410. These rider requisitions are then submitted to OST who, in turn, coordinates requirements from all the Departmental modes. OST then places a consolidated order with the issuing agency at the time the desired publications are being printed. By using this procedure, additional copies are printed for the Department at a substantially reduced rate.

(d) The SCHEDULE OF DOT MAILING LISTS, available to Distribution Officers/Representatives, lists all other Government agency issuances FAA is currently receiving, and should be referenced before purchasing issuances from other Government agencies or the Superintendent of Documents.

32. PUBLIC REQUESTS FOR ISSUANCES. FAA publishes issuances which are sold to the public such as some AC's, FAR's, reports, etc. These issuances are available free of charge to FAA elements for internal purposes. FAA issuance originators are allowed to give public requestors, on a one-time basis, a maximum of 3 copies of a for-sale issuance, and a maximum of 10 copies of others. Public requests exceeding these limitations received by:

a. Washington headquarters elements should be referred to the Office of Public Affairs, APA-420, for handling.

b. other FAA elements should be forwarded to the issuance originator for handling.

33.-39. RESERVED.

CHAPTER 4. STOCKING ISSUANCES

40. DETERMINING STOCK LEVELS.

a. National Stock. A minimum of 50 copies of all valid FAA issuances published and distributed at the national level (except those referenced in paragraph 43) are stocked in the DOT Warehouse. The stock level of issuances designed for FAA's internal use is currently set at 15 percent over the initial distribution requirement. For issuances designed for FAA and public use, the stock levels are based on previous demand indicators for each issuance category.

b. Region and Center Stock. To accommodate subsequent requests for issuances, region and center stock levels are determined by adding in 15 percent of the total initial distribution for each interest level (director, division, etc.). The stock and initial distribution requirements are to be included in Form DOT F 1700.15, Distribution Requirements.

41. REPLENISHMENT OF STOCK.

a. Washington Headquarters. When issuances stocked at the warehouse have reached their reorder points, M-494.3 will notify AMS-410 via Form OST F 1700.6, Stock Level Notification. AMS-410 will assign a response date and forward the notification to the appropriate OPI's Distribution Representative. The Distribution Representative, after coordination with the OPI, will:

(1) Review the issuance to determine the need to reprint it; and, if necessary, in what quantity.

(2) Complete Part 3 of the notification (Form OST F 1700.6).

(3) If applicable, complete Form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request.

(4) Forward the negatives or camera copy of the issuance in need of reprinting and completed Forms OST F 1700.6 and DOT F 1700.3 to AMS-410 for reprinting and replenishment of warehouse stock.

b. Regions, Centers, and Field Offices. Distribution officers should maintain a log of all issuances received. The log should indicate the issuance title, date, and quantity received. After initial distribution is made, the remaining copies of the issuance are the stock copies. A reorder point of the stock should be established and noted in the log. When the stock reaches its reorder point, the distribution officer shall complete FAA Form 1720-11, Publication(s) Request, (follow completion and forwarding instructions contained in paragraph 42b).

42. OBTAINING STOCKED ISSUANCES. Appendix 6, How to Order Issuances, contains a sample submission requesting stocked issuances.

a. Washington Headquarters personnel may obtain copies of FAA issuances from the originator or by completing and forwarding FAA Form 1720-11, Publication(s) Request, to M-494.3. Requests for 101 or more copies of an issuance must be submitted to AMS-410 for the OPI's approval. Allow 5-7 workdays for receipt of requested issuances.

b. Regions, Centers, and Field Facilities.

(1) Individual requests from region and center headquarters personnel and field office facilities shall be filled from stock maintained at the region/center distribution point. All requests must be submitted to the region/center distribution officer who will fill these requests from their stock on hand or order copies from Washington headquarters stock.

(2) Distribution Officers may request 1-100 copies of an FAA issuance by submitting FAA Form 1720-11, Publication(s) Request, directly to M-494.3. Requests, including justification, for 101 or more copies of an issuance must be forwarded to AMS-410 for OPI's approval.

(3) M-494.3 will mail requested issuances to the region or center distribution point. Region/center Distribution Officers may request shipments be made directly to a field office provided pre-addressed, franked mailing labels are attached to the publications request. Allow 3-4 weeks for delivery of requested issuances.

43. ISSUANCES NOT STOCKED BY M-494.3.

a. For FAA issuances where the quantity to be stocked (15 percent over the initial distribution requirements) is less than 50 copies, the OPI maintains the stock. When M-494.3 receives requests for issuances not stocked in the warehouse, the requests will be forwarded to either the appropriate stocking point or the OPI for handling.

b. Directives listed in the directives checklist which titles are preceded by either of the following symbols: percent (%); or the at (@) sign. Ordering instructions for these directives are contained in the directives checklist.

c. Cancelled issuances such as directives, reports, and advisory circulars.

d. Announcements such as those for vacancies, campaigns, and special interest group activities.

44. PUBLICATIONS PURGE. An annual purge of issuances stocked at the warehouse will be conducted by M-494.3. Using Form OST F 4420.3, Inventory Control, M-494.3 will advise AMS-410 of any FAA issuances for which there were few or no requests during the preceding year. This notification will be assigned a response date and forwarded to applicable OPI's Distribution Representatives. If no response is received by the assigned response date, the issuance(s) in question will be removed from the Warehouse and discarded.

45.-49. RESERVED.

APPENDIX 1. DISTRIBUTION OFFICERS AND REPRESENTATIVES

<u>Office/Service Region/Center</u>	<u>Routing Symbol</u>	<u>FTS Telephone Number</u>
Alaskan Region	AAL-52C	(907) 271-5399
Central Region	ACE-52	758-3900
Eastern Region	AEA-57C	667-1108
Great Lakes Region	AGL-53A	384-7216
New England Region	ANE-53	836-1361
Northwest Mountain Region	ANM-52B5	446-2876
Southern Region	ASO-52C	246-7395
Southwest Region	ASW-53B	734-2510
Western-Pacific Region	AWP-52C	966-6633
FAA Technical Center	ACT-861	482-6729
Mike Monroney Aeronautical Center	AAC-65C	749-2771
Accounting, Office of	AAA-10	426-8010
Aviation Medicine, Office of	AAM-620	426-8318
Advanced Automation Program Office	AAP-400A	426-3283
Associate Administrator for Air Traffic	AAT-10	426-3540
Budget, Office of	ABU-4	426-8505
Civil Aviation Security, Office of	ACS-3	426-9863
Civil Rights, Office of	ACR-1	426-3254
Associate Administrator for Development and Logistics	ADL-11	755-7770
Systems Engineering Service	AES-10	426-3108
Flight Operations, Office of	AFO-5	426-8441
Chief Counsel, Office of the	AGC-10	426-3356
Acquisition and Materiel Service	ALG-10	426-8448
Labor Relations, Office of	ALR-10	426-8895
Metropolitan Washington Airports	AMA-14	557-0832
Management Systems, Office of	AMS-400	426-8032
Administrator, Office of the	AOA-3	426-7818
Public Affairs, Office of	APA-10	426-3893
Associate Administrator for Policy and Int'l Aviation	API-19	426-3187
Program Engineering and Maintenance Service	APM-11	426-8617
Personnel and Training, Office of	APT-330	426-8853
Rotorcraft Program, Office of	ARO-1	426-3426

<u>Office/Service Region/Center</u>	<u>Routing Symbol</u>	<u>FTS Telephone Number</u>
Associate Administrator for Airports	ARP-11	426-3206
Aviation Safety, Office of	ASF-5	426-8629
Aviation Standards National Field Office (OKC)	AVN-12	749-2736
Associate Administrator for Aviation Standards	AVS-12	426-8185
Airworthiness, Office of	AWS-3	426-9372

APPENDIX 2. HOW TO ESTABLISH OR CHANGE DISTRIBUTION COPY REQUIREMENTS.

The information contained in this appendix is relative to distribution copy requirements, the importance of which is referenced in paragraph 20 of this order.

1. DETERMINING COPY REQUIREMENTS.

(a) When establishing or changing copy requirements, request only enough copies to cover the distribution level(s) of interest specified. Form DOT F 1700.15, Distribution Requirements, and FAA Form 1100-1, Directory-Distribution Change Notice, are used for submitting copy requirements and changes thereto.

(b) Washington headquarters offices, when establishing or changing copy requirements, should first determine their requirements for each distribution level. If guidance in determining requirements or completing Form DOT F 1700.15 is required contact AMS-410.

(c) Regions and centers Distribution Officers should determine the number of copies required for each office (functional area) in their region or center. Form DOT F 1700.15 is used to submit requirements and subsequent changes.

(d) Field office and facility managers should determine total copy requirements for each distribution level of interest for their facility. Initial requirements and subsequent changes should be submitted to their regional headquarters Distribution Officer on FAA Form 1100-1, Directory-Distribution Change Notice.

2. TO ESTABLISH OR CHANGE DISTRIBUTION REQUIREMENTS.

(a) Washington headquarters use Form DOT F 1700.15, Distribution Requirements. The reverse side of the form contains completion instructions. Figure 1, Sample Distribution Requirements Form (Washington Headquarters), is an example of a completed form.

(b) Regions and Centers use Form DOT F 1700.15, Distribution Requirements. The reverse side of the form contains completion instructions. All functional area codes must be in alphabetical order. Stock requirements are to be included on the BASIC REQUIREMENTS line of the form - remember, stock is figured by adding 15 percent above the copies required for each individual distribution level (1-8). Figure 2, Sample Distribution Requirements Form (Regions/Centers), is an example of a completed form.

(c) Field offices and facilities use FAA Form 1100-1, Directory-Distribution Change Notice. The reverse side of the form contains completion instructions. Completed forms are to be forwarded to the regional Distribution Officer. Figure 3, Sample Directory-Distribution Change Notice, is an example of a completed form.

FIGURE 1. SAMPLE DISTRIBUTION REQUIREMENTS FORM (WASHINGTON HEADQUARTERS)

DISTRIBUTION REQUIREMENTS										
<i>Submit an original and one copy to OST Distribution Requirements. See instructions on the reverse.</i>										
1. FROM:				2. TO:						
Office of Management Systems				Distribution Officer, AMS-410						
3. ORGANIZATION ("X" appropriate box)				4. TYPE OF REQUEST ("X" appropriate box)						
<input checked="" type="checkbox"/> WASH. HEADQUARTERS	<input type="checkbox"/> FIRST LEVEL ECHELON ORG.	<input type="checkbox"/> SECOND LEVEL ECHELON ORG.	<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> CHANGE	<input type="checkbox"/> DELETION					
5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL				ROUTING SYMBOL	DATE					
Hazel Smith, AMS-10				AMS-10						
6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER				ROUTING SYMBOL	DATE					
7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER				ROUTING SYMBOL	DATE					
B. Jones				AMS-410						
8. ORGANIZATIONAL CODE			9. DISTRIBUTION LEVEL (Indicate number of copies)							
BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only)			1	2	3	4	5	6	7	8
AMS-1			1	1	1	1	1	1	1	2
AMS-3				1	1	1	1	1	1	5
AMS-10				1	1	1	1	1	1	5
AMS-300				1	1	1	1	1	1	4
AMS-320					1	1	1	1	2	12
AMS-340					1	1	1	1	1	9
AMS-350					1	1	1	1	1	2
AMS-351					1	1	1	-	2	10
AMS-353						1	1	-	1	1
AMS-354						1	1	-	1	1
AMS-400				1	1	1	1	1	1	2
AMS-410					1	1	1	1	2	11
AMS-420					1	1	1	2	2	12
AMS-500					1	1	1	1	1	2
AMS-530						1	1	1	1	6
AMS-550						1	1	1	1	8
AMS-560						1	1	1	1	6
Totals			1	6	14	17	17	15	21	98
10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.)										
Change: AMS-100 to AMS-400 AMS-200 to AMS-420										
AMS-110 to AMS-410 AMS-210 to AMS-420										
AMS-140 to AMS-410 AMS-220 to AMS-420										
on all mailing lists.										

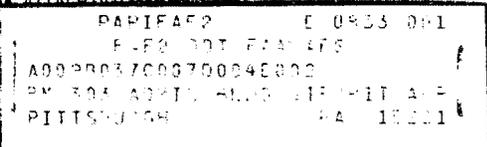
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FIGURE 2. SAMPLE DISTRIBUTION REQUIREMENTS FORM (REGIONS/CENTERS)

DISTRIBUTION REQUIREMENTS												
Submit an original and one copy to OST Distribution Requirements. See instructions on the reverse.												
1. FROM: Federal Aviation Administration 701 C Street, Box 14, AAL-52C1 Anchorage, Alaska 99513					2. TO: Distribution Officer, AMS-410							
3. ORGANIZATION ("X" appropriate box)					4. TYPE OF REQUEST ("X" appropriate box)							
<input type="checkbox"/> WASH. HEADQUARTERS	<input checked="" type="checkbox"/> FIRST LEVEL ECHELON ORG.	<input type="checkbox"/> SECOND LEVEL ECHELON ORG.	<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> CHANGE	<input type="checkbox"/> DELETION							
5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL					ROUTING SYMBOL	DATE						
6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER					ROUTING SYMBOL	DATE						
Rodger Lawrence					AAL-52C1							
7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER					ROUTING SYMBOL	DATE						
B. Jones					AMS-410							
8. ORGANIZATIONAL CODE				9. DISTRIBUTION LEVEL (Indicate number of copies)								
BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only)				1	2	3	4	5	6	7	8	
XAC				1	11	11	21	23	12	21	25	
XAF					1	6	7	7	3	10	32	
XAM					2	4	13	18	14	24	126	
XAP					1	1	1	1	1	2	5	
XAS					1	1	1	1	1	1	2	
XAT					1	2	3	2	2	3	15	
XCC					1	4	4	4	8	6	30	
XCO					4	4	4	4	4	4	4	
XCR					1	1	1	1	1	1	2	
XCS					1	1	1	1	1	1	2	
XFS					1	3	3	3	1	2	11	
XGC					1	2	-	3	2	3	12	
XLG					1	1	1	1	1	1	5	
XLS					1	4	11	13	3	12	60	
XMS					1	3	5	5	9	5	23	
XPA					1	1	1	1	1	1	2	
XPL					1	1	1	1	1	1	2	
XPM					1	6	6	6	7	6	28	
Totals					1	32	56	84	95	72	104	386
10. REMARKS: (Indicate whether the organizational change or deletion indicated in block x applies to standard cards.)												

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FIGURE 3. SAMPLE DIRECTORY - DISTRIBUTION CHANGE NOTICE

DIRECTORY - DISTRIBUTION CHANGE NOTICE					A. Control number					
B. Type of action - Mark "X" one box <input type="checkbox"/> DISCONTINUE - Complete Parts I and III <input type="checkbox"/> NEW - Complete Parts II and III <input checked="" type="checkbox"/> CHANGE - Complete Parts I, III, and Items in Part II to be changed										
Part I - OLD ADDRESS OR REQUIREMENTS					Part II - NEW ADDRESS OR REQUIREMENTS					
1. Name of office Airway Facilities Sector		Routing symbol AFS-828			1. Name of office		Routing symbol			
Metropolitan area - City and State Pittsburgh, Pa.					Metropolitan area - City and State					
2. Name of facility chief/supervisor Richard L. Fisher					2. Name of facility chief/supervisor					
3. Physical location - Airport/building, room number, street address, city, State, ZIP code Room 303, Administration Building Greater Pittsburgh Int'l Airport Pittsburgh, PA 15231					3. Physical location - Airport/building, room number, street address, city, State, ZIP code FAA Building, Hangar Access Road Greater Pittsburgh Int'l Airport Pittsburgh, PA 15231					
4. Mailing address <input checked="" type="checkbox"/> Same as "3" - Enter ZIP code					4. Mailing address <input type="checkbox"/> Same as "3" - Enter ZIP code P. O. Box 12406 Greater Pits APT Pittsburgh, PA 15231					
5. Freight address <input checked="" type="checkbox"/> Same as "3" <input type="checkbox"/> Same as "4"					5. Freight address <input checked="" type="checkbox"/> Same as "3" <input type="checkbox"/> Same as "4" Inside Delivery					
6. Telephone numbers - Include area and access codes										
a. Commercial (412) XXXXXXX 771-2818		b. FTS 722-2684			<input checked="" type="checkbox"/> On-net <input type="checkbox"/> Off-net		a. Commercial (412) 644-2684		b. FTS <input type="checkbox"/> On-net <input type="checkbox"/> Off-net	
7. Cost center code 18280		8. Parent sector field office cost center code (Sector field office units only)			7. Cost center code		8. Parent sector field office cost center code (Sector field office units only)			
9. GSA address code 2443		10. Field office AFS			9. GSA address code		10. Field office			
11. Region EA		12. Distribution code A-FAF-2			11. Region		12. Distribution code			
13. Distribution - Enter number of copies required										
a. Supervisors 9	b. All empl. 37	c. Maximum 7	d. Standard 4	e. Limited 2	a. Supervisors 5	b. All empl. 22	c. Maximum 5	d. Standard 3	e. Limited 2	
14. ATTACH OLD MAILING LABELS 					15. Remarks					
Part III - ROUTING AND APPROVAL										
FROM <input type="checkbox"/> Facility chief/supervisor - Type name and sign <i>Richard L. Fisher</i> RICHARD L. FISHER		Coordinator <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. Effective date 12-12-83		THRU <input type="checkbox"/> 18a. Routing symbol: 18b. Area official's initials					
TO <input type="checkbox"/> 19a. Regional distribution officer - Type name and sign <i>Eleanor Brown</i>		19b. Routing symbol AEA-57C	20. Approval date			22. Date reviewed				
21. Washington distribution control officer - Signature					22. Date reviewed					

APPENDIX 3. HOW TO DEVELOP DISTRIBUTION CODING SCHEMES

As referenced in paragraph 21a of this order, distribution coding schemes are used to direct issuances to specific agency audiences. These schemes are composed of four basic parts separated by hyphens - they are: (1) Departmental element code; (2) component indicators; (3) distribution level of interest; and (4) codes designed to direct issuances to specific agency functional areas. All these codes are outlined below.

1. Departmental Element Code The letter "A" has been assigned to direct issuances to FAA elements.
2. Component Indicators for the agency are as follows. Use these codes to indicate a specific component or group of components.

<u>CODE</u>	<u>COMPONENT INDICATORS</u>
W	Washington Headquarters
X	Regional Headquarters
Y	M M Aeronautical Center
Z	FAA Technical Center
E	Resident Directors (at Guam and American Samoa)
F	Field Offices/Facilities

3. Distribution Level of Interest Codes

a. Washington, Regions, and Centers. To indicate the level of interest to be reached use the following codes along with the desired component indicators selected.

<u>LEVEL OF INTEREST CODES</u>	<u>AUDIENCE</u>
1	Heads of offices and services, regions, and centers; and Resident Directors
2	Division Managers and above
3	Branch Managers and above

<u>LEVEL OF INTEREST CODES</u>	<u>AUDIENCE</u>
4	Section level and above
5	All Supervisors
6	All secretaries and typists
7	All employees - one copy to be circulated to each five employees
8	All employees - one copy to each employee

b. Field Offices and Facilities. To indicate the level of interest to be reached use the following codes along with desired facility type (function) selected.

<u>LEVEL OF INTEREST CODES</u>	<u>AUDIENCE</u>
Supervisors (SUPV)	Supervisory personnel (1 copy ea.)
All Employees (ALL)	All facility employees (1 copy ea.)
Maximum (MAX)	This code provides a quantity somewhat less than "ALL employees." Use for circulation of 1 copy to each 5 employees.
Standard (STD)	This code provides copies for circulation of 1 copy to each 10 employees.
Limited (LTD)	Use for issuances requiring infrequent referencing by a limited number of employees; use for circulation of 1 copy to each 15 employees.

4. Functional Areas. The following lists the functional area codes for Washington headquarters, regions, centers, and field office facilities. Use these functional codes to direct issuances to a specific work group or combination of work groups.

a. Washington Headquarters

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(AA)	Accounting, Office of	(FO)	Flight Operations, Office of
(AD)	Associate Administrator for Administration	(GC)	Chief Counsel, Office of
(AM)	Aviation Medicine, Office of	(IA)	International Aviation, Office of
(AP)	Advanced Automation Program Office	(LG)	Acquisition and Materiel Service
(AS)	Airports Standards, Office of	(LR)	Labor Relations, Office of
(AT)	Associate Administrator for Air Traffic	(MA)	Metropolitan Washington Airports
(BU)	Budget, Office of	(MS)	Management Systems, Office of
(CR)	Civil Rights, Office of	(OA)	Administrator, Office of the
(CS)	Civil Aviation Security, Office of	(PA)	Public Affairs, Office of
(DA)	Deputy Administrator	(PI)	Associate Administrator for Policy and Inter- national Aviation
(DL)	Associate Administrator for Development and Logistics	(PM)	Program Engineering and Maintenance Service
(EE)	Environment and Energy, Office of	(PO)	Aviation Policy and Plans, Office of
(ES)	Systems Engineering Service	(PP)	Airport Planning and Programming, Office of
(EU)	Europe, Africa, and Middle East Office	(PT)	Personnel and Training, Office of

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(RO)	Rotocraft Program Office	(VN)	Aviation Standards National Field Office
(RP)	Associate Administrator for Airports	(VS)	Associate Administrator for Aviation Standards
(SF)	Aviation Safety, Office of	(WS)	Airworthiness, Office of

b. Regions

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(AA)	Accounting Division	(BU)	Budget Division
(AD)	Manager of Adminis- trative Systems	(CC)	Communications Control Center
(AF)	Airway Facilities Division	(CD)	Aircraft Certification Division
(AM)	Aviation Medical Division	(CO)	Area Coordinator
(AP)	Appraisal Staff	(CR)	Civil Rights Staff
(AS)	Airports Division	(CS)	Civil Aviation Security Division
(AT)	Air Traffic Division	(FS)	Flight Standards Division

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(GC)	Regional Counsel	(PA)	Public Affairs Officer
(IA)	International Aviation Officer	(PL)	Planning Staff
(LG)	Logistics Division	(PM)	Personnel Management Division
(MS)	Management Systems Division	(RM)	Resource Management Division

c. Mike Monroney Aeronautical Center

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(AA)	Accounting Division	(FA)	Facility Support Division
(AM)	Civil Aeromedical Institute	(GC)	AC Counsel
(AR)	Airmen and Aircraft Registry	(MS)	Management Systems Division
(AY)	FAA Academy	(MT)	Management Training School
(BU)	Budget Division	(PA)	Public Affairs Officer
(CR)	Civil Rights Staff	(PM)	Personnel Management Division
(CS)	Civil Aviation Security Division	(PR)	Procurement Division
(DE)	FAA Depot	(SE)	Special Examining Division
(DT)	Data Services Division	(TI)	Transportation Safety Institute

d. FAA Technical Center

<u>Code</u>	<u>Functional Area</u>	<u>Code</u>	<u>Functional Area</u>
(AD)	Administrative Systems	(EN)	Engineering Division
(AM)	Medical Staff	(ES)	Evaluation Staff
(AN)	Facilities Division	(GC)	Center Counsel
(AS)	Aircraft & Airport Systems Technology Division	(ST)	ATC Systems Technology Division
(CM)	Communications Resource Staff	(TE)	Test and Evaluation Division
(CR)	Civil Rights Staff		

e. Field Offices and Facilities. To reach all field offices and facilities use code A-FOF-0 ("A" precedes all organizational distribution coding schemes). To reach specific facility types select from the following list:

(1) Aircraft Certification.

<u>Code</u>	<u>Facility Type/Function</u>	<u>Code</u>	<u>Facility Type/Function</u>
FAC-0	Includes All Aircraft Certification Offices (FAC-1 thru FAC-4)	FAC-3	Manufacturing Inspection District Offices
FAC-1	Aircraft Certification Offices	FAC-4	Manufacturing Inspection Satellite Offices
FAC-2	Aircraft Certification Field Offices		

(2) Airway Facilities Field Offices.

<u>Code</u>	<u>Facility Type/Function</u>	<u>Code</u>	<u>Facility Type/Function</u>
FAF-0	Includes all AF Field Offices (FAF-2 thru FAF-7)	FAF-3	Air Route Traffic Control Center Sectors
FAF-2	General NAS Sectors		

(SMO LEVEL)

<u>Code</u>	<u>Facility Type/Function</u>
FAF-4	AF Structures & Ground Groups; Field Maintenance Parties

<u>Code</u>	<u>Facility Type/Function</u>
FAF-7	Sector Field Offices, Sector Field Units, Sector Field Office Units (SSC LEVEL)

(3) Airports Field Offices.

<u>Code</u>	<u>Facility Type/Function</u>
FAS-1	Airports District Offices

(4) Air Traffic Field Offices.

<u>Code</u>	<u>Facility Type/Function</u>
FAT-0	Includes all AT Field Offices (FAT-1 thru FAT-8)
FAT-1	Air Route Traffic Control Centers
FAT-2	Airport Traffic Control Towers
FAT-4	AT Liaison Officers, Representatives, and Advisors (under regional jurisdiction)

<u>Code</u>	<u>Facility Type/Function</u>
FAT-5	Flight Service Stations
FAT-6	Int'l Flight Service Stations
FAT-7	AT Liaison Officers (under Washington headquarters jurisdiction)
FAT-8	RAPCON's, RATCC's, and TRACON's

(5) Civil Aviation Security Field Offices.

<u>Code</u>	<u>Facility Type/Function</u>
FCS-1	Civil Aviation Security Field Offices

(6) Flight Standards Field Offices.

<u>Code</u>	<u>Facility Type/Function</u>
FFS-0	Includes all FS Field Offices (FFS-1 thru FFS-8)
FFS-1	General Aviation District Offices
FFS-2	Air Carrier District Offices
FFS-4	Flight Inspection Field Offices

<u>Code</u>	<u>Facility Type/Function</u>
FFS-5	International Field Offices
FFS-7	Flight Standards District Offices
FFS-8	Aeronautical Quality Assurance Field Offices (Includes both Systems-worthiness Analysis Program Teams and Quality Assurance Systems Analysis Review Teams)

Code Facility Type/Function

(7) International Aviation Field Offices.

- FIA-0 Includes all IA Field Offices (FIA-1 and FIA-2)
- FIA-1 Technical Assistance Group (Includes CAAGs and others)
- FIA-2 U.S. Member, Air Navigation Commission, Montreal, Canada

5. Examples of Coding Schemes. Using the information contained in this appendix, following are examples of FAA audiences selected to receive issuances and the applicable coding schemes to be used:

- a. Distribution code: A-W-6 - This distribution code will provide coverage to all secretaries and typists in FAA Washington headquarters.

	<u>A-W-6</u>
	* * *
Departmental Element Code	* * * * * * * * * * * * * * *
	* *
Component Indicator	* * * * * * * * * * * * * * *
	*
Distribution Level of Interest Code:	*
	*
All Secretaries/Typists	* * * * * * * * * * * * *

- b. Distribution code: A-W-3(minus W(MS); A-W(MS)-5 - This distribution code will provide copies to all FAA Washington headquarters branch managers except the Office of Management Systems. Supervisors in the Office of Management Systems would receive copies.

	<u>A-W-3 (minus W(MS); A-W(MS)-5</u>
	* * *
Departmental Element Code	* * * * * * * * * * * * * * *
	* *
Component Indicator	* * * * * * * * * * * * * * *
	*
Distribution Level of Interest Code:	*
	*
	*
All Branch Managers	* * * * * * * * * * * * * * *
Except the Office of Management Systems	* * * * * * * * *
All Supervisors in the Office of Management Systems	* *

- c. Distribution code: A-WX(MS/AT)-3 - This distribution code will provide copies to Washington headquarters and the region's Management Systems, and Air Traffic functions at the branch level. Since the level of interest codes for Washington headquarters and the regions are the same in this case, the code is written A-WX(MS/AT)-3.

		<u>A-WX(MS/AT)-3</u>
Department Element Code	* * * * *	* * *
Component Indicators	* * * * *	* * *
Functional Area Code	* * * * *	* * *
Distribution Level of Interest Code	* * * * *	* * *

- d. Distribution code: A-W-2 - This distribution code will provide coverage to all divisionlevel offices in Washington headquarters.

		<u>A-W-2</u>
Departmental Element Code	* * * * *	* * *
Component Indicator	* * * * *	* * *
Distribution Level of Interest Code:		*
Division Level	* * * * *	* * *

- e. Distribution code: A-FAT-0(MAX) - This distribution code will provide all FAA Air Traffic field offices with the maximum quantity of copies required for extended circulation short of an all employee distribution.

		<u>A-FAT-0(MAX)</u>
Department Element Code	* * * * *	* * *
Component Indicator	* * * * *	* * *
Facility Type/Function Code:		*
All Air Traffic Field Offices	* * * * *	* * *
Distribution Level of Interest Code:		*
Maximum	* * * * *	* * *

APPENDIX 4. HOW TO ESTABLISH OR CHANGE SPECIAL LISTS

This appendix contains information about the types of special lists and how they are used as referenced in paragraph 21a(2) of this order.

1. Procedures for Establishing Special lists.

- (a) When to establish. After the OPI has determined that a desired distribution cannot be accomplished by the use of existing distribution lists, a special list must be developed.
- (b) How to establish. The OPI initiates the establishment of all new distribution lists by submitting a memorandum to AMS-410 which contains the following information:
 - (1) The title of the issuance(s) to be distributed and the kind of audience addressed (air carriers, pilots, etc.).
 - (2) The names and number of copies for each addressee.
 - (3) Estimated frequency of usage, e.g., weekly, quarterly, etc.
 - (4) Name and telephone extension of requesting OPI.
 - (5) Date the distribution list is required for use.

2. Types of Special Lists.

- (a) Lists maintained manually by OST for FAA are referred to as standard 'Z' lists. These lists usually consist entirely of routing symbols of Washington headquarters, region/center elements, and are used for FAA internal distributions. A minimum of 11 addressees is required to establish a 'Z' list. Distribution from these lists are made to the routing symbols in the quantities requested.
- (b) Lists stored on ADP equipment. These produce mailing address labels for the list addressees and are geared to specific issuances or audience categories. Internal and external distributions are made from these lists. Once an automated list is established, the OPI will be furnished ADP proof cards containing names, addresses and quantity of issuances for each addressee on the list. The SCHEDULE OF MAILING LISTS, a publication issued by OST, contains information relative to the conversion of ADP codes contained on the proof cards. This publication is available to all Distribution Officers and representatives through AMS-410.

3. Address Preparation for Mailing Lists.

Each address processed on ADP equipment must be confined to five lines with a maximum of 29 characters per line, including blank spaces. The following is the required label format:

Line 1 is reserved for the list identification code, copy requirements, and other identifiers;

Line 2 is for the name of the company, university, facility or major organizational element being addressed;

Line 3 is for the subdivision or office within the major element; the routing symbol of the office (use position title instead of person's name where possible) intended to receive the issuance;

Line 4 is for the street and number or P.O. box number. Do not use both. P.O. box number should be used whenever it is listed as part of the mailing address.

Line 5 is for city, state, and zip code (use the 2-letter abbreviation for states).

4. Maintenance of mailing lists. OST, Distribution Requirements Section (custodians of FAA mailing lists), provides (to distribution officers) copies of internal mailing lists, as well as ADP proof cards of automated lists. These are to be used in maintaining the currency of special lists.
5. Changing mailing lists. An OPI desiring to change an internal mailing list should submit to AMS-410 two copies of Form DOT F 1700.15, Distribution Requirements. Instructions for completing the form are on the reverse side of the form. To change external lists (automated) the OPI indicates the desired action (delete/change) on the ADP proof cards for affected addressee(s); to add new addressees, type the mailing information on plain bond. These changes/additions are to be forwarded to AMS-410. Once these actions are put into the system, new ADP proof cards, depicting changed information, will be sent to the OPI.

APPENDIX 5. HOW TO CONDUCT A CANVASS

This appendix contains procedures and guidance to be used when conducting a canvass. Paragraph 24 of this order explains the reasons for canvassing.

1. Organizational distribution lists. The Washington headquarters distribution officer, AMS-410, shall take appropriate action to assure that organizational requirements are updated at least once annually agencywide. Requirement changes may also be effected as they occur.

2. Special distribution lists. OPI's will conduct at least once annually an update of all special lists established by them.

3. Canvassing techniques available. The OPI may wish to handle a canvass entirely or he/she may wish to receive canvassing services from OST. All canvasses must be coordinated with AMS-410. Canvassing may be accomplished through various techniques and the methods used should be tailored to the specific list being canvassed. Acceptable canvassing techniques are:

(a) Internal Distribution Lists (standard 'Z' lists) may be reviewed by the Distribution Representative or OPI by using survey memoranda, telephone calls, or personal conferences.

(b) Internal Distribution Lists (Direct Mail) may be reviewed by the Distribution Representative or OPI. Memoranda for canvass cards may be sent to list addressees.

(c) External Distribution Lists (Direct Mail) may be canvassed by direct mail survey using self-mailer letters, canvass cards, or other appropriate form(s) approved by the OST Distribution Requirements Section.

(d) Responsibilities of the Originator. The OPI or Distribution Representative of a mailing list being canvassed shall take the necessary action to ensure that the canvass returns are forwarded to the OST Distribution Requirements Section through his/her Distribution Officer no later than 10 workdays following the scheduled canvass cut-off date.

NOTE: Mailing lists must remain inactive during the canvass period with respect to mailing list actions, therefore, no adds, changes or deletes will be processed until after the list has been updated.

(e) Responsibilities of the OST Distribution Requirements Section. The OST Distribution Requirements Section shall prepare updated mailing lists from the canvass returns, establish current quantity requirements, and forward a new set of ADP proof cards and/or ADP proof run to the originating office for use in maintaining the list.

APPENDIX 6. HOW TO ORDER ISSUANCES

To order issuances from the Departmental warehouse, M-494.3, use FAA Form 1720-11, Publication(s) Request. Paragraph 42 explains the procedures to follow when ordering issuances.

1a. THRU: (Rtg. Sym.)		1b. TO: (Rtg. Sym.) M-494.3		PUBLICATION(S) REQUEST	
2. PUBLICATION NUMBER 1320.1C		3. TITLE OR DESCRIPTION FAA Directives System			
				5. ACTION CODE CODE MONTHS BEFORE REORDERING (Codes 1 & 2)	
<p><u>Washington, Regions and Centers:</u></p> <ul style="list-style-type: none"> - For 1-100 copies, complete FAA Form 1720-11 (in duplicate), attach requestor's mailing label or forwarding instructions and send request directly to M-494.3. - For 101 or more copies, forward FAA Form 1720-11 (in duplicate) with justification block of the form filled in, to AMS-410. <p><u>Field offices and facilities:</u></p> <ul style="list-style-type: none"> - Forward all requests to your region's Distribution Officer. <p style="text-align: center;">ALLOW 3-4 WEEKS FOR DELIVERY OF COPIES</p>					
6. JUSTIFICATION/OTHER REMARKS				7. SHIP TO:	
8. NAME OF REQUESTER (Print OR Type) John Jones		RTG. SYM. AXX-100	TELEPHONE (FTS) 426-0000	DATE 1/20/84	9. APPROVING AUTHORITY (Signature, Rtg. Sym., Date)
10. ACTION CODES (To be entered in Item 5 by supply or stocking personnel)				11a. REQUEST FILLED BY:	
<ul style="list-style-type: none"> 1. Out of stock 2. Being revised 3. Out of stock - Back ordered - Will ship 4. Out of stock - No reprinting planned 5. Cannot identify 				<ul style="list-style-type: none"> 6. Not available from this source (Identify source, if known, in Item 6) 7. OTHER (Explain in Item 5, 6, or on reverse side) 	
				11b. DATE	

FAA Form 1720-11 (9-76) SUPERSEDES PREVIOUS EDITION AND ALL LOCAL FORMS