

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.111

12/6/67

SUBJ: ORGANIZATION CHARTING STANDARDS

1. PURPOSE. This order provides standards for use in preparing organization charts.
2. CANCELLATION. Order MS 1100.5 is canceled.
3. SCOPE. The standards in this order apply to all organization charts prepared for use in organization directives and in official FAA submissions, reports, etc., released outside FAA. This does not, however, preclude preparation of specialized charts to meet specific requirements of Congressional Committees, the Bureau of the Budget, and other similar groups. These charting standards should be used as a guide, to the extent practical, in all other cases not covered above.
4. USE. Organization charts in FAA are used to reflect organization nomenclature, functions, and to some extent organizational reporting relationships. Normally, organization charts are not used to show ad hoc groups such as committees, boards, working groups, etc.
5. RESPONSIBILITIES.
 - a. All offices and services are responsible for maintaining current functional charts in the FAA Organization Manual.
 - b. The Office of Management Systems is responsible for developing charting standards and guidelines. This office is also responsible for giving technical assistance on organization charts to other FAA components when requested.
6. TYPES OF CHARTS.
 - a. Structural Chart. This chart shows the basic structure of an organization and the basic relationships between the various components of the organization. (See Appendix 1, figures 1 and 2.)
 - b. Functional Chart. This chart shows the basic organizational components and includes a brief, concise statement of the functions for each component. The functional chart can be partially combined with the structural chart for the purpose of showing subordinate units. (See Appendix 1, figure 3.)

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- c. Position Chart. A position chart shows the basic organizational structure and each box shows information such as positions authorized and/or filled, organizational job titles, official Civil Service Commission job titles, series, grades, numbers of employees assigned, and similar information for the components shown on the chart. (See Appendix 1, figure 4.)
 - d. Pictorial Chart. This chart shows the basic organizational structure and includes a picture of each person in charge of one of the components shown on the chart. This type of chart is designed primarily for display on directory boards. Its use should be severely limited where printing is involved.
7. FORMAT. An appearance of symmetry in the arrangement of the chart is desirable. Do not, however, sacrifice clarity for symmetry.
- a. Boxes.
 - (1) Use boxes to show the elements of the organization charted. Show the organization title in each box and include other information as appropriate for the type of chart. If the routing symbol or organizational code is to be inserted, place it to the right of, and below, the organizational title.
 - (2) Make the size of the boxes at each organization level (all divisions, all branches, all sections) the same size; make the boxes at different levels different sizes.
 - (3) When there is an uneven number of boxes for a particular row and centering the middle box is not feasible, place the extra box on the left side of the chart.
 - (4) As space permits, place the boxes showing organizations of comparable levels on the same horizontal line of the chart. If there is not enough space on one line place another row of boxes beneath the first row.
 - (5) Locate boxes using the following general guidelines:
 - (a) Center the box representing the head of the organization at the top of the chart.
 - (b) Place the staff elements on a horizontal line immediately below the head of the organization.
 - (c) Put the principal management staff element in the left box in the first row of staff elements. (Example: the Executive Staff is shown at the outer left in the first row of staff elements in organizations that have these elements. If the organization also has an evaluation or appraisal element, it is shown as the next box.)

- (6) To show organizational elements geographically separated from the other elements type the location in the box or use a broken line. This is not necessary when the organization title indicates geographic separation.
- b. Lines.
- (1) Vertical lines connecting boxes normally show the upper box supervises the lower box. To show any other relationships, use broken or dotted lines, and footnote the meaning of such lines
 - (2) Make lines as short as possible, vertical or horizontal. Avoid diagonal or curved lines.
 - (3) Run the lines from the bottom of the upper box to the top of subordinate box. However, special organizational elements considered part of the immediate office shown by a box may be connected to that box by a line from the side of the latter.
- c. Chart Title.
- (1) For organization charts that are included in directives, center the name of the organization at the top of the chart.
 - (2) All other organization charts should have the following information centered at the top of the chart: name of the organization charted, and the city and state (district) where the principal office of the organization charted is located.
 - (3) To show proposed rather than approved organization, place PROPOSED in parenthesis below the chart title.
- d. Margins. Leave at least a one-half inch border on all sides. Leave a one-inch margin on the side requiring drilling or binding operations.
- e. Approval Lines and Dates.
- (1) If an approval line is used, place it in the lower right hand corner of the chart. This line should contain the name of the approving official, title, and date of approval. It is not necessary to use approval lines on charts approved as part of a directive.
 - (2) Date all charts. Charts that are part of a directive should be dated the same as other pages in the directive. Charts with approval lines should be dated in accordance with paragraph (1) above. All other charts should have the date of preparation in the lower right-hand corner. (Example - Prepared: 9/7/XX.)

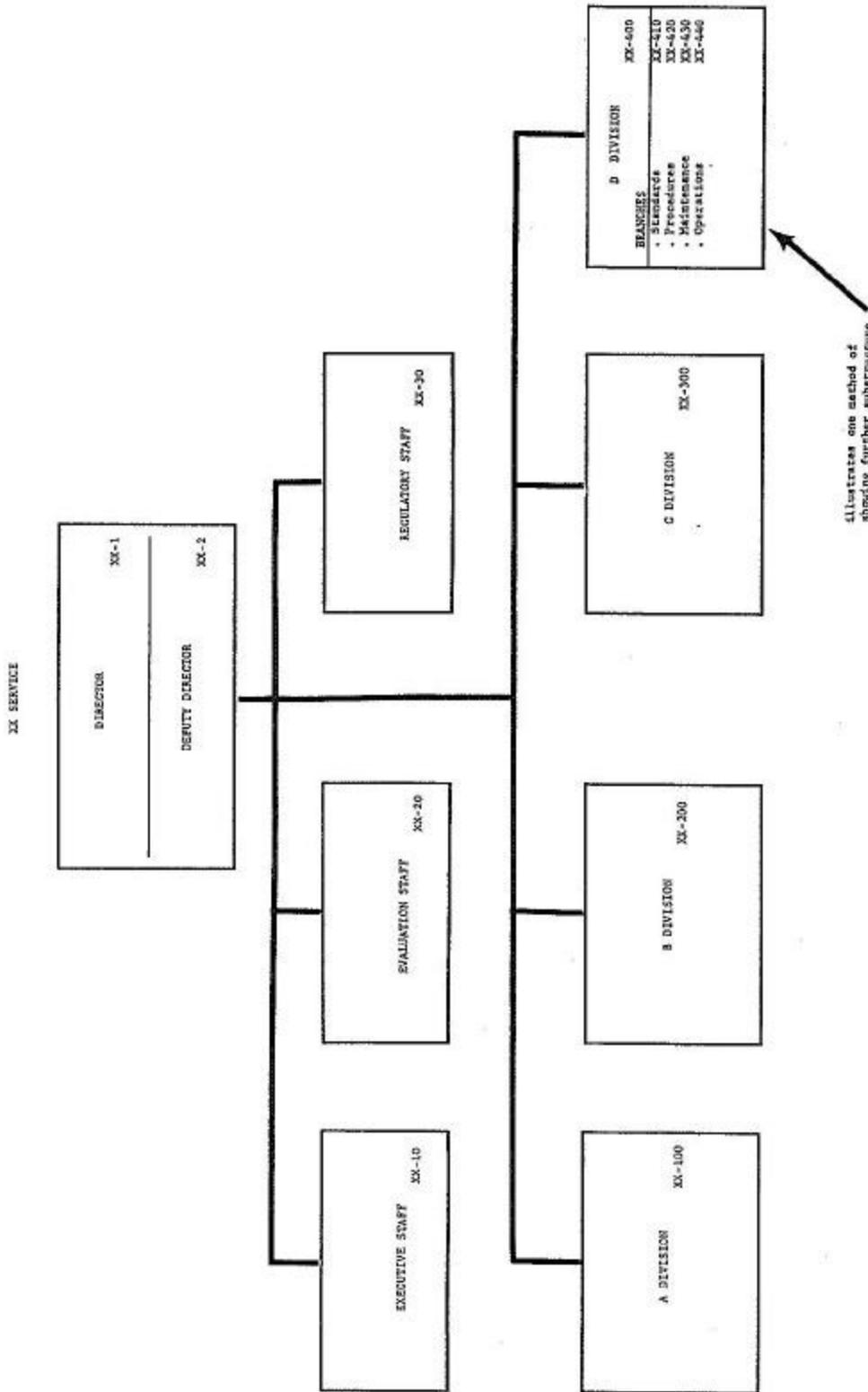
8. PREPARATION FOR REPRODUCTION.

- a. Whenever possible, prepare charts for same size reproduction. If photographic reduction will be necessary, lettering shall be large enough to provide a minimum type size of 6-points (1/12 of an inch) when reduced.
- b. Prepare the chart on smooth, white, opaque paper in black ink. Consider using chart tape for drawing the lines and the boxes. Make lines or lettering clear, sharp, and of even density.
- c. Get advice from graphic or visual services personnel ahead of time. Its better to find out "it won't fit" early in the game than in the late innings.

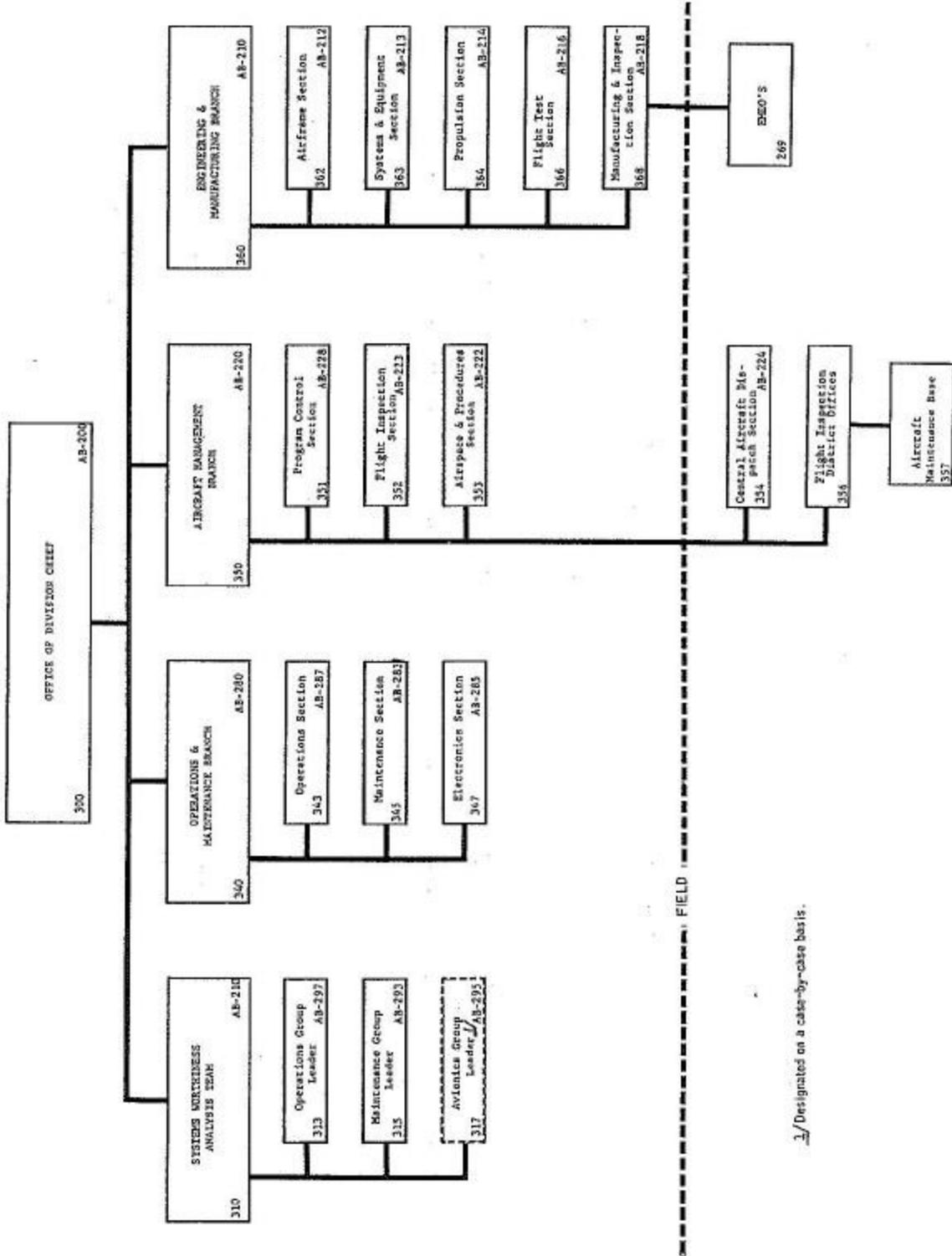
APPROVED DECEMBER 6, 1967



FIGURE 1. STRUCTURAL CHART (Typical)



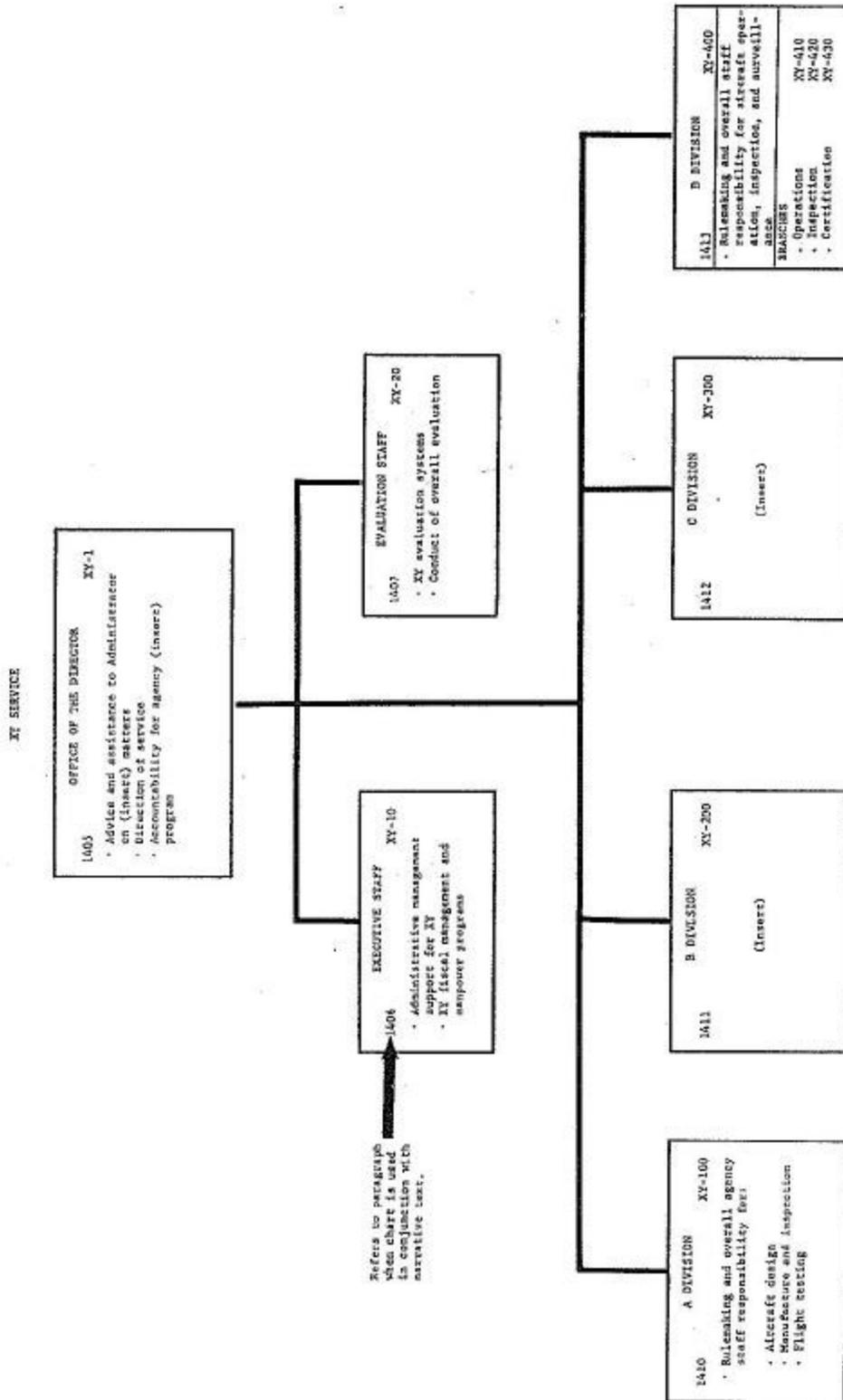
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FLIGHT STANDARDS DIVISION



3/ Designated on a case-by-case basis.

FIGURE 2. STRUCTURAL CHART (Multi-level)

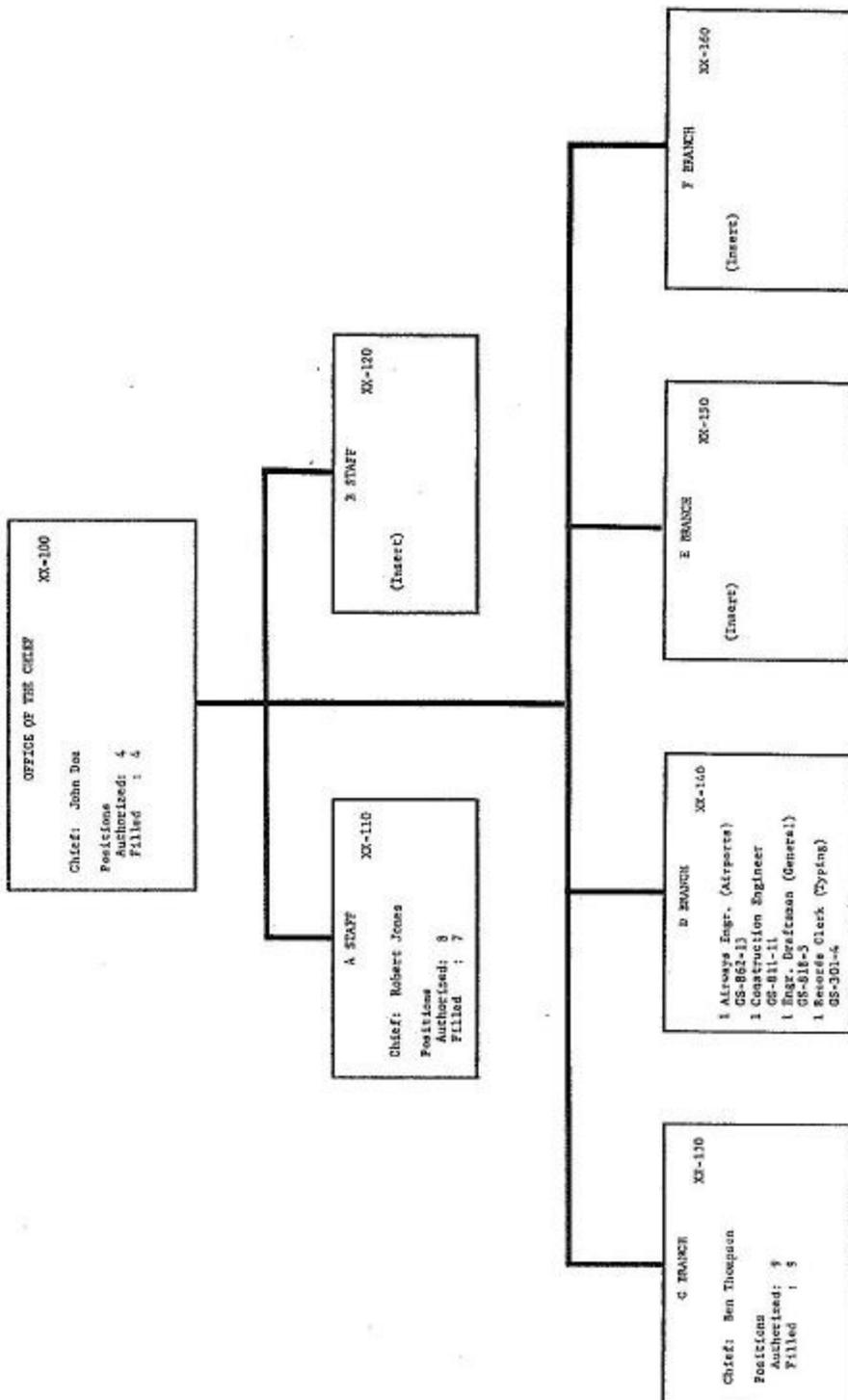
FIGURE 3. FUNCTIONAL CHART



Illustrates one method of showing subordinate structure in functional chart

FIGURE 4. POSITION CHARTS

**IX DIVISION
SUMMARY POSITION CHART
KANSAS CITY, MISSOURI**



Approved: J. Doe, Chief, IX Division 8/1/67

Illustrate one method of laying out a detailed position chart.