

ASO 60

**SUPPLEMENT**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
SOUTHERN REGION

1720.18B SO SUP 1

5/22/85

SUBJ: FAA DISTRIBUTION SYSTEM

S01. PURPOSE. This supplement provides local procedures and instructions to Order 1720.18B, FAA Distribution System.

S02. DISTRIBUTION. This supplement is distributed to Section level in the Regional Office and a limited distribution to all field offices and facilities.

S03. DISPOSITION OF TRANSMITTAL. Retain.

PAGE CONTROL CHART

Remove Pages	Date	Insert Pages	Dated
None		Page 2-S02 (between Pages 2 and 3)	5/22/85
		Page 18-S01 (following Page 18)	5/22/85

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Manager, Logistics Division

SO SUPPLEMENTAL PAGE

6b-S01. Regional and Center Directors. The Supervisor, Mail and Distribution Unit, ASO-52C4, is designated the Distribution Officer for the Southern Region.

6b(1)-S01. Division/staff offices are responsible for designating Division distribution representatives and furnishing the names to the Distribution Officer.

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SO SUPPLEMENTAL PAGE42-S01. Requests for Additional Copies of Issuances.

a. A limited stock of issuances and other frequently used publications is maintained in the Mail Room, ASO-52C4. No issuance should be reproduced without first ascertaining availability from Mail Room.

b. Agency Directives, Advisory Circulars, FAR's and other printed matter available from agency headquarters will be ordered by the Distribution Officer, ASO-52C4. Requests for unusual or large quantities of publications should be fully explained. Washington requires written justification for more than five copies of Advisory Circulars.

c. The procedure of handling requests for additional copies is partially mechanized. This necessitates the use of standardized FAA Form 1720-11 by everyone who submits a written request.

d. Publications and printed matter are issued from Room B-3 in the Regional Office between the hours of 10 a.m. and 2 p.m. on Mondays, Wednesdays, and Fridays. Emergency requirements will be fulfilled when properly justified, but should be kept to a minimum. Offices requiring more than a single copy of a publication will submit FAA Form 1720-11, Publications Request, in duplicate to ASO-52C4. Under normal conditions, the Distribution Officer will take action to fill the request. If the request cannot be filled on a timely basis, a copy of FAA Form 1720-11, with the bottom portion annotated, will be returned to the requesting office for their information.

e. Each request will be approved by either a Distribution Representative or the Facility Manager.

f. Telephone calls requesting copies, or inquiring as to the availability, will normally not be honored since the procedures outlined in subparagraphs d. and e. will suffice in most instances.