



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
1320.1F**

National Policy

Effective date:
03/31/2026

SUBJ: FAA Directives Management

This order prescribes the Federal Aviation Administration (FAA) Directives Management System as the means for issuing policies and procedures within the FAA. This directive establishes policy, delegates authority, and assigns responsibility for ensuring compliance with this order within each organization.

This version of FAA Order 1320.1 changes the coordination review timeframe from 20 to 30 business days and includes administrative updates, including the digital imprint and clarifying language. The Office of Information & Technology, Strategy & Performance Service (ASP-110) will continue collecting all future, signed directives in electronic format. ASP-110 will create a hyperlink to each directive from the FAA Document Library available on the MyFAA [Orders & Notices](#) website. This will enable access to directives on existing agency websites.

The long-term goal is to create a document management system that will allow users to view, coordinate, and approve FAA directives electronically.

A handwritten signature in cursive script that reads "Bryan Bedford".

Bryan Bedford
Administrator

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Chapter 1. General Information

1. Purpose of This Order. This order establishes policy, delegates authority, and assigns responsibility to ensure each organization complies with agency policy on directives.

2. Audience. All FAA employees and contractors who develop, coordinate, or publish directives, as well as managers or delegates who approve policy.

3. Where to Find This Order. You can find this order on the MyFAA Employee website under [Orders & Notices](#) and on the public FAA.gov website under [Orders & Notices](#).

4. What This Order Cancels. FAA Order 1320.1E, FAA Directives Management, dated 2/17/07.

5. Required Forms. Form FAA 1300-2, Directives Clearance Record, and FAA 1320-19, Directives Feedback Information.

6. Explanation of Policy Changes.

- This revision extends the coordination period from 20 business days to 30 business days for the required audience.
- Requires re-coordination for any directive not finalized within 1 year.
- Transitions coordination packages from print to digital, which includes electronic signatures.
- Two lengths of orders are now distinguished. Short orders are generally 24 pages or less, and long orders are 25 pages or more.
- The mandatory, optional information, and administrative paragraphs have been updated.

7. Function of Directives. Directives are the primary means for the FAA to issue, establish, and describe agency policies, organization, responsibilities, methods, and procedures.

8. Types of Directives.

a. Orders. Orders are permanent directives and stay in effect until canceled. There are two types of orders, short and long. Short orders are generally 24 pages or less, and long orders are 25 (overall) pages or more.

(1) Revisions. Revisions update an entire order. The revised directive has a new issue date and adds a letter to the directive number such as Order 1320.1F. (See also appendix D, 4a.)

(2) Changes. Changes add, delete, or modify information or instructions in orders. The Office of Primary Responsibility (OPR) for the original order initiates changes. A change is intended to focus on limited updates to an order only. Whenever possible, revise your entire directive rather than making a change. The most current version of the base order, in conjunction with any changes, constitutes the latest full version of the order and should be used accordingly. Before orders are posted on the web, all changes must be incorporated into the document. (See also appendix D, 4b.)

(3) **Supplements.** Supplements are issued by organizations other than an OPR (or offices within a Line of Business/Staff Office (LOB/SO)) of the order to provide additional internal guidance or instructions pertaining to the order. It should not repeat information already provided in the base directive.

b. Notices. Notices are temporary directives and expire 1 year from their effective date or have a cancellation date before 1 year. If a notice is still needed on the cancellation date, a request must be made to extend it so an order can be drafted, or the notice must be assigned a new notice number. Notices include General Notices (GENOT) issued by Washington headquarters only, Regional Notices (RENOT), and Service Area Notices (SERNOT) issued by regions and service areas. These notices are used for emergencies or when the situation requires immediate action. Use the electronic means that is most appropriate and meet the needs of the customer. Do not use GENOT, RENOT, and SERNOT for changes to orders that can be handled through the normal change process.

9. Scope of Directives.

a. Agency Directive. Applies to the FAA as a whole or affects more than one LOB/SO and is approved and signed by the Administrator, Deputy Administrator, Chief Operating Officer, Assistant or Associate Administrator, or Chief Counsel.

b. Operational Directive. Applies to all agencies delegated air authority or providing air navigational services as part of a unified system within U.S. Territorial airspace controlled by the FAA. These directives are approved and signed by the Administrator, Deputy Administrator, Chief Operating Officer, Assistant or Associate Administrator, Chief Counsel, or the senior executive having authority over the organization affected.

c. Internal Directive. Applies to a LOB/SO and is approved and signed by the senior executive having authority over the organization affected.

d. Region and Center Directive. Applies to a region or center for administrative matters that cross program lines and are approved and signed by the Regional Administrator or Center Director.

10. Directives Requiring Special Handling. The FAA often issues directives with content that cannot go through the usual coordination or distribution processes and require special handling. These directives are identified by a special character at the beginning of their titles in the document library. Although these directives may contain sensitive or classified information, you will need to do some coordination under controlled circumstances. Classified National Security Information, or Sensitive Security Information, For Official Use Only (FOUO), certain GENOT, Notice to Air Missions, Cybersecurity, and Safety Alert require special handling.

a. Classified National Security Information (CNSI). Contact the Office of Security and Hazardous Materials to obtain the latest requirements for handling and distributing CNSI. See the latest version of FAA Order 1600.2, Classified National Security Information.

b. Sensitive Unclassified Information (SUI). SUI is sensitive unclassified information that has restrictions on access and disclosure and is marked with FOUO or Sensitive Security Information (SSI). Refer to the latest version of FAA Order 1600.75, Protecting Sensitive Unclassified Information.

c. Safety Alerts. These are directives used to identify safety hazards. Use the watermark with the words SAFETY ALERT at approximately a 45-degree angle across the cover or the first page of the directive. Use the template on the MyFAA [Legal and Regulatory Writing](#) website.

Chapter 2. Roles and Responsibilities

1. FAA Directives Program Manager (DPM). The FAA DPM is responsible for all national directives issued and reviewed by Associate and Assistant Administrators and above. The DPM will complete the following:

- a. Evaluate all phases of directives activities within the agency.
- b. Oversee assigning numbers for all national FAA directives, including Washington (WA) supplements.
- c. Maintain the directives document library.
- d. Review and check the quality of directives at any time during the coordination process for national directives.
- e. Ensure all organizations follow the directives process.
- f. Ensure all new directives are posted on the FAA website, except directives requiring special handling because of their sensitive content.
- g. Administer the coordination of directives to the Associate and Assistant Administrators and equivalent or above.
- h. Review periodically internal directives to ensure consistency with FAA Order 1320.1 and identify internal directives that may have national significance.
- i. Schedule periodic directives improvement training or standardization meetings.
- j. Immediately remove from the internet or the intranet any directive for security or legal reasons or because of incorrect content. Each LOB makes the final determination to permanently remove content involving security. The Chief Counsel or designee makes the final determination to permanently remove content for legal reasons.

2. Office of Primary Responsibility and Writer. Organizations that initiate directives will complete all of the following:

- a. Ensure that the directive has a clear intent, contains the right material, meets the writing standards in the current FAA Order 1000.36, FAA Writing Standards, and the document is prepared for web posting by following the standards and tools on the MyFAA [Branding Standards & Tools](#) website.
- b. Ensure that the directive has been reviewed and checked for quality, compliance, and clearance per the requirements in this order (see appendices A through G).

c. Assign the appropriate subject classification code and directive number (see appendix G). The characters I, L, O, and Q (in capital or lowercase form) should not be used when drafting revisions. These characters often result in confusion because of their similarities between alpha and numeric characters.

d. Identify the affected organizations and the appropriate signatory for the directive.

e. Gain preliminary approval of forms from the FAA Forms Program Manager, ASP-110.

f. Coordinate the draft directive with all impacted organizations.

g. Attempt to resolve all comments before finalizing it; elevate issues to the next level of authority when necessary.

h. Track the draft and final directive through the review and clearance process. The directive must be signed within 1 year of the formal coordination date. If it is not completed within 1 year, a complete re-coordination is required.

i. Validate at least every 3 years, all directives for which you are responsible. They are to be reviewed, revised, or cancelled, as appropriate. The OPR will validate the accuracy of the order and provide the appropriate action to their Directives Management Officer (DMO) (see appendix D).

j. Maintain the official case file for the directive and ensure that it is available upon request.

k. Provide a 508-compliant, electronic copy of the final approved directive to the FAA DPM.

l. Appoint a DMO to assist with these functions.

m. Know the relationship between each directive and the National Airspace System (NAS). Coordinate with their organization's safety office on each directive that affects the NAS so that the required safety management activities are completed in conjunction with each directive.

n. Provide and coordinate the guidance that impacts organizations or agencies outside of the FAA. This information will contain guidance that impacts the NAS, security, and safety management activities.

3. Offices that Review Directives. Organizations that are asked to comment on directives, whether in draft or during formal coordination, will complete the following:

a. Ensure the appropriate Subject Matter Expert (SME) thoroughly reviews the directive.

b. Ensure that the deadline indicated on the clearance record is met, or if this proves impossible, request a one-time extension through the OPR before the end of the original comment period.

c. Ensure a draft directive received for comment is handled appropriately.

d. Ensure the clearance record is signed by the executive or designee of the reviewing office and returned to the originating office within the deadline.

e. Ensure that comments are consolidated and submitted electronically on the provided comment matrix.

f. Ensure you non-concur only when you have serious operational, safety, or legal concerns, or you find substantive flaws in language or process. If the reviewing organization nonconcur, a specific reason must be provided to include a proposed solution in writing.

4. Line of Business, Staff Offices, Regions, and Centers Directives Management Officers.

a. Assign two-letter prefixes to directive numbers for all internal directives issued by their organization. Assignment of numbers should be coordinated with the FAA DPM.

b. Review ready-for-signature directives to ensure they meet the standards set by this order before submitting them for review by the FAA DPM.

c. Provide an electronic copy, conforming to all FAA writing standards and guidelines, of all final approved directives to the FAA DPM.

d. Ensure that new documents and updates that include changes to policies, procedures, and processes affecting the NAS are accompanied by the required safety management activities in conjunction with the directive.

5. Users. If a directive applies to your work, you must follow the directive. If you find discrepancies in directives or a need for changes, notify the originator or the manager of the OPR by email or complete form FAA 1320-19 in appendix H. Give the chapter, section, and paragraph number of the discrepancy with an explanation of the problem and a way to correct it, if possible. Be vigilant of safety risks that may result from any directive used in your office/facility. If you suspect any change in a directive could increase the safety risk of your workplace, contact your organization's safety office. Use FAA Order 1100.161, Air Traffic Safety Oversight, for guidance.

6. Authority to Approve Directives.

a. The FAA Administrator approves certain types of directives reserved for consideration. These include, but are not limited to, directives that:

(1) Assign responsibilities, establish or change the FAA's mission, policies, objectives, rulemaking committees, or basic organization.

(2) Delegate or change delegations of the Administrator's authority.

(3) Reconciling at levels below the Administrator is not allowed.

b. Management. Every level of management above or equal to an office director who has authority over the functional area addressed by the directive can approve directives that are not reserved for the Administrator.

7. Authority to Change, Revise, or Cancel Directives. The same signature level that approved the original directive approves changes and revisions or cancels a directive. The signature authority may be delegated only one level lower if the new version does not modify FAA policy, delegation of authority, assignment of responsibility, or have a significant impact on the resource requirements or level of service provided.

8. Authority to Change Appendixes. OPRs may cancel and replace procedural appendix changes that are essential to administer the functions in their areas of responsibility. This applies only to procedural appendixes, not policy. Updates to procedural appendixes are administrative in nature; therefore, no coordination is required.

9. Authority to Administer the Directives Management Program. The Office of Information & Technology is the controlling directives management office. It manages and administers the FAA directives system by establishing system requirements, setting standards for the directives system, and providing for electronic distribution. The position of the FAA DPM is in ASP-110.

10. Management Responsibilities. All levels of management must ensure:

a. Employees use the directives guidance outlined in this order.

b. Internal operating procedures support and facilitate the directives process.

c. OPRs follow the procedures established in this order.

d. An electronic copy of each final directive is provided to the FAA DPM. E-mail it to 9-AWA-AIT-Directives@faa.gov, or send large documents in an approved electronic format to ASP-110.

Chapter 3. Administrative Information

- 1. Distribution.** Anyone who writes, reviews, or is in the same audience that received the original document. Send a copy of the supplements to the organization that issued the original directive.
- 2. Authority to Change This Order.** The controlling directives management office may modify or change administrative procedures in appendixes and requirements to implement and manage the directives system. The Administrator reserves the authority to approve modifications that set policy and delegate authority.
- 3. Related Publication.** See appendix F.
- 4. Suggestions for Improvements.** Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to the FAA DPM at 9-AWA-AIT-Directives@faa.gov.

Appendix A. Preparing A Directive

1. Style Guidance for Writing Directives. Write a directive so the reader can understand its meaning on the first read. If you use plain language writing techniques, you can achieve this goal. FAA Order 1000.36, FAA Writing Standards, contains guidelines on plain language. Consult the FAA Writing Manual and U.S. Government Printing Office (GPO) Style Manual for general information on correct punctuation, how to abbreviate, how to format dates, and many other items. Web links are located in Appendix F, Related Publications.

2. Web Publishing and Section 508 Compliance. FAA directives and other guidance will be written and formatted to accommodate electronic distribution, display, and website publishing. All FAA directives, except those excluded for safety and security reasons, are available on the web. Because of this emphasis on electronic display, writers of directives must become familiar with Section 508 compliance. See FAA Order 1370.120, Section 508 Accessibility Policy, or the Section 508 compliance webpage for guidance at [Section 508 Policy](#).

3. Organizing Your Directive. The organization is important for developing a clear document. Most directives have three major pieces.

a. Introduction. The first piece is the introductory material. This includes the introductory statement, if required; the mandatory paragraphs discussed below; and other general information the user needs. Generally, this material appears in an introductory chapter in long directives and as section 1 in short directives.

b. Content. The second piece is the content. This may take up several sections or chapters. Organizing your content properly is important to its readability. See FAA Order 1000.36 for suggestions.

c. Administrative Information. The third piece is the administrative material. This appears at the end of the directive as a last chapter, or as a last section in directives that do not have chapters. You can also use appendixes to present administrative information. Material can include information about related references, who to contact for more information, and other administrative matters.

4. Numbering Directives. Assignment of numbers should be coordinated with the DPM or DMO. Refer to Appendix B, Paragraph 7, Numbers for Directives.

5. Using Informative Headings. Headings serve as a reminder to the reader where they are in the document and help them find the material they want. Make sure the headings you use are not so general that they can be found in a variety of documents. Structure the document so the reader will find an informative heading on at least every page.

6. Formatting Directives. This refers to margins, showing changes, and the overall appearance of the directive. This directive is to be used as an example for all formatting.

a. Word Processing Requirements. You must produce directives, comments, and packages (see Appendix B. Paragraph 5, Final Signature) in the FAA standard word-processing software.

b. Cover Page for Directives. You must use the standard cover page on all directives. The cover page displays its identifying number, title, date the directive was signed, the approved FAA logo (on orders only), and an introduction statement (on directives that have chapters). In the footer, the distribution is located on the left, and the routing code of the OPR is on the right. Cover pages are on the templates, available electronically on the MyFAA [Branding Standards & Tools](#) website.

c. Font. For text, use 12 pt. Times New Roman. For tabular data, use 10 pt. Arial. Use 12 pt. Arial for chapter titles, headers, and footers. Other than the example in the previous sentence, do not mix fonts in the text of a directive.

d. Margins, Indents, and Other Formatting Items. Use this appendix as a model for formatting your directive. Use approximately 1-inch margins and .25-inch tabs. Use the template for FAA orders provided on the MyFAA website at [Directives Templates](#).

e. Emphasis. Use *italics* to emphasize words. Because we use bold paragraph headings, we do not use bold for emphasis in directives. Use emphasis sparingly. Overused emphasis loses its effectiveness. Never emphasize entire paragraphs. Do not use all capitals, underline, quotation marks, or bold for emphasis.

f. Quotation Marks. Use quotation marks only around direct quotes, which indicate the spoken words of a person or material taken verbatim from another document.

g. Showing What Has Changed. For Change directives, create a change page control chart to tell the user exactly which pages are to be removed or inserted. A page control chart lists all pages that are changed, added, or deleted from a directive. Use the template provided at [Directive \(Change\) Template](#).

h. Signature Block. The signature block of the approving official includes the name, title, and organization. Place it on the left margin five lines after the last line of the introduction statement or after the last line of the main body of the directive, just before any appendixes, if the document has no introduction. Use the signature block in this order as a model for national orders, and for all others, use the online [Directive Templates](#). Any electronic signature (digital, digitized, etc.) may be used if it is available to your organization.

i. Copyrighted Material. Use material copyrighted by an individual or commercial entity sparingly. Do not use copyrighted material unless you get written permission from the owner of the copyright. Include this written permission in clearance records and case files. Cite the source, the title of any document it came from, the author, the publisher, and the date of publication. Show this information in either a Related Documents paragraph in the administration section of the directive or in an appendix. If you quote directly from the copyrighted material, use quotation marks. Indent long quotes from both the left and right margins an additional half inch.

7. Naming Directives. A directive title must clearly describe what the user would find in it. Minimize strings of nouns. Avoid using titles more than 100 characters in length, including spaces.

8. Column Formats. Use single-column format. Use multiple columns only for tables or other tabular information.

9. Paragraphs and Subparagraphs. Paragraphs are the basic units of a directive. FAA Order 1000.36 requires paragraph length and composition and advises that a paragraph must cover only one topic. Break up long paragraphs (over 10 lines) by dividing them into subparagraphs under the main paragraph. Use complete sentences within paragraphs and subparagraphs.

a. Numbering Paragraphs and Subparagraphs. Do not use more than three levels of paragraphs and subparagraphs except when explaining technical information. When you break a level down into a sublevel, make sure you have at least two items in the sublevel. Renumber paragraphs from 1 in each chapter. (You may use 1-1 for chapter one paragraph numbering and 2-1 for chapter two paragraph numbering when writing long orders and directives.)

b. Using Bullets. You may use bullets to present lists such as publications, offices, cities, or definitions. Use a standard bullet because electronic media may not reproduce any other symbol, such as boxes or checkmarks. Use bullets sparingly, because lists that are not numbered are harder to revise. For lists of procedures, steps the user must take, or tasks they must complete, you must use letters or numbers that imply the requirement has a specific sequence.

c. Paragraph Headings. Generally, use headings for main paragraphs (1, 2, 3, etc.) and the first level of subparagraphs (a, b, c, etc.). The second level of subparagraph [(1), (2), (3)] does not need a heading. No headings have a hanging indent. Headings must give the reader a clear idea of what the paragraph is about. You may use statement or question headings, but generally, do not mix the two types within a directive or within a chapter in long directives.

d. Mandatory Paragraphs. FAA directives have three mandatory paragraphs. Use this directive as a model for placing the following paragraphs:

(1) The *Purpose of this Order (or Notice)* paragraph explains why you are issuing the directive. If an FAA directive supplements a Department of Transportation directive, state this in the purpose paragraph.

(2) The *Audience* paragraph describes the audience that is affected by and who must comply with a directive.

(3) The *Where to Find this Order (or Notice)* describes where you can obtain electronic copies of the directive.

e. Optional Information Paragraphs. FAA directives have four optional paragraphs. View tables A-1 for the location of the optional paragraphs.

(1) Use a *What This Order Cancels* paragraph if you need to cancel other directives or forms. Do not use this paragraph to cancel part of a directive.

(2) Use a *Required Forms* paragraph if the directive has forms associated with it; include the number and title of the forms. If there are no forms, state no forms. If the list is longer than 10 items or takes up most of a page, put the list in an appendix.

(3) Use an *Explanation of Policy Changes* paragraph for a revision or a major change to highlight briefly significant changes in the directive.

(4) Use an *Action Date* paragraph for a one-time action that has to meet a specific deadline other than the date the directive is issued. Include the due date in the action paragraph and state who is responsible for the action.

(5) Use an *Effective Date* paragraph only when there are multiple implementation dates within the document.

(6) Use a *Background* paragraph if you must include lengthy historical or explanatory information the user might need to do what the directive requires.

f. Administrative Information Paragraphs. Use the paragraphs listed below that are applicable to the directive you are writing. If included, use the standard names shown or a question form of the same name in the sequence below. Place these paragraphs in the last chapter called *Administrative Information*. If there are no chapters, the *Administrative Information* paragraph is the last section in directives or the last appendix, prior to the directive feedback form.

(1) Describe offices that receive the directive and how it will be received (e.g., electronically, by e-mail, or in print) in a *Distribution* paragraph. The paragraph should also state where the document is available for general access by FAA staff or the public (the website address). For changes, emphasize any changes in the audience since you issued the base directive.

(2) If the directive authorizes a specific delegation, explain this in a *Delegation of Authority* paragraph. Do not use this paragraph to restate authority already delegated by another agency directive. (See also FAA Order 1100.154, Delegations of Authority.)

(3) Describe who has the authority to change the content of the directive in an *Authority to Change This Order* paragraph.

(4) When a directive introduces new terms or defines specific terms, include them in a *Definitions* paragraph. If the list of definitions is longer than 10 items (or takes up most of a page), put the definitions in an appendix.

(5) If the directive has other documents associated with it and the user will need these documents, include their titles, numbers, and the web link (if electronically available) in a

Related Publications paragraph. If the list is longer than 10 items or takes up most of a page, put the list in an appendix.

g. Placing Mandatory, Optional, and Administrative Information Paragraphs. Tables A-1 and A-2 summarize the location of mandatory, optional information, and administrative information paragraphs; use the sequences listed below.

Table A-1 Placement of Mandatory and Administrative Information Paragraphs in the Front of the Directive

Title of Paragraph	Type of Paragraph	Placement
Purpose of This Order (or Notice)	Mandatory	Paragraph 1
Audience	Mandatory	Paragraph 2
Where to Find This Order	Mandatory	Paragraph 3
What This Order Cancels	Optional Information	If needed, after Where to Find This Order
Required Forms	Optional Information	If any forms are associated with this directive, after Where to Find This Order
Explanation of Policy Changes	Optional Information	If needed, after Where to Find This Order
Action Date	Optional Information	If needed, after Where to Find This Order
Effective Date	Optional Information	If needed, after Where to Find This Order
Background	Optional Information	If needed, after Where to Find This Order

Table A-2 Placement of Administrative Information Paragraphs in the Back of the Directives

Title of Paragraph	Type of Paragraph	Placement
Distribution	Administrative Information	Paragraph 1
Delegation of Authority	Administrative Information	If needed, after Distribution
Authority to Change This Order	Administrative Information	If needed, after Distribution
Definitions	Administrative Information	If needed, after Distribution
Related Publications	Administrative Information	If needed, after Distribution

10. Chapters and Sections.

a. Chapters. For directives of more than 10 pages or where the number of paragraphs makes navigating the text difficult for a reader, consider dividing the directive into chapters. Start each new chapter on a new page.

b. Sections. If a chapter becomes so long that a reader can get lost, develop more chapters or further divide a chapter into sections. See table A-3.

Table A-3 Sample of Formatted Chapters and Sections

Chapter 1. General Information on FAA Directives**Section 1. Importance of Directives**

c. Introduction Statement and Table of Contents. For a long directive, an introduction is used to explain the intent of the directive and will display the approval signature. The introduction and the signature act as the cover of the document. If you use chapters, you must have a table of contents and an introduction. If you do not need to divide the directive into chapters, you may still use a table of contents and must have an introduction.

(1) The introduction appears on the first page of the directive. It must be no longer than one standard page.

(2) The introduction must briefly explain why the directive is important, what the goals are, and what the outcome will be when the user follows the directive.

(3) Put the table of contents after the introduction. The table of contents begins on a new page and is a list of all chapters, sections, main paragraphs, appendixes, and the corresponding page numbers.

(4) Directives not divided into chapters begin with the *Purpose of this Order (or Notice)* paragraph (first mandatory paragraph).

11. Headers and Footers. Use this appendix as a model of how to display headers and footers. Use headers and footers on every page to tell readers what directive they are reading and the page number.

12. Page Numbering. Number the pages consecutively with Arabic numerals starting with page 2 through the end of the document. The first page has no number since the template indicates it is page 1. The second page is number 2. The page numbers are centered at the bottom of each page. An alternate method of numbering may be used for large documents (for example: Chapter 1 pagination would be 1-1, 1-2, 1-3, and Chapter 2 would be 2-1, 2-2, 2-3).

13. Figures, Tables, and Appendixes.

a. Figures. Use figures, including alternate text, to insert examples, flowcharts of a process, photos, graphs, and diagrams.

(1) Some graphics may not reproduce faithfully on all computers. There may be software incompatibilities, or the user may have their monitor's resolution set differently. On most computer screens, less than one page is displayed at a time. Larger figures may span more than one screen, separating readers from the text for too long and thereby confusing them.

(2) Generally, place figures after the text to which they refer, but as close as possible. When discussing the figure in the text, include its figure number. You may have to place large figures at the end of the chapter or document. Always present figures in the order you discussed them. Appendix B provides examples of how to number, title, and present figures. Figures should fit on a single page.

b. Tables. Use tables for data presented in table formats. See the tables in Appendixes A and B for examples of how to number, title, and present tables. All tables must have a header row.

c. Appendixes. Use appendixes when detailed procedures or supplementary materials are so lengthy that they disrupt the flow of the text.

14. References and Citations. Use Correspondence and Writing Tools on the MyFAA website at [Branding & Writing](#), and the current GPO Style Manual for the proper way to reference or cite information from other documents.

15. Formatting Standards. Use the format of this directive for new orders, changes, supplements, and notices. The FAA DPM may issue a waiver if there is a suitable justification to deviate from the standard format. The person signing the directive is the only one who can decide to use a different format.

Appendix B. Coordinating and Preparing A Directive for Signature

1. What Coordination Achieves. Coordination by the OPR assures all organizations affected by a directive can review and comment. Directives issued must not place requirements on another FAA organization without their knowledge and comment. The OPR must incorporate comments that improve the directive or correct information.

2. Determining Coordination Audience. An OPR should consult organizations within the FAA that will be affected, such as offices:

- a. Responsible for standards, criteria, or procedures the directive would affect.
- b. Responsible for programs or activities the directive would materially affect.
- c. Administratively or legally responsible for reviewing the draft directive.
- d. Required to take or modify action based on the directive.

3. Types of Coordination.

a. Informal Coordination. As an OPR, circulating an early draft for review by prospective users can gain support and input for the directive. A workgroup of users and SMEs can be valuable in preparing the draft.

Note: This does not replace the need for formal coordination.

b. Formal Coordination. Formal coordination starts the directive approval process. The OPR must submit drafts for comment and approval by management within the internal organization and with other lines of business. The OPR may do internal and external coordination simultaneously, but we recommend that these steps be completed consecutively to avoid needing to coordinate again if internal comments cause extensive changes. Allow ample time for offices and other customers to comment. The coordination period is 30 business days. Keep a record of all comments received and how the OPR decided to respond to them. See figures B-1 through B-3.

4. Coordination Deadline and Responses.

a. Significant Changes to Directive as a Result of Coordination. If comments cause you to change the document significantly during the formal coordination period, you should send it back to the same offices for another review. The OPR is solely responsible for determining if a change is significant enough to warrant sending the document back for another review. Coordinations must be re-coordinated if the document is not finalized within 1 year of the coordination due date.

b. Extending Coordination Deadlines. Organizations unable to meet the coordination deadline must ask the OPR for a *one-time*, 7 calendar day extension *before* the deadline date. The

OPR may grant the request, unless there is a compelling reason for disapproval. If the OPR does not grant an extension, explain why.

c. Missed Deadlines. All coordinations require a signed clearance record. The OPR may decide whether to consider comments received after the deadline, including granted extensions. When an organization misses deadlines, including extensions, and does not raise a safety, security, legal, financial, or workload objection to a directive, this could result in missing the 1 year deadline, resulting in a re-coordination.

d. Coordination Responses. Use table B-1 below.

Table B-1 Coordination Responses

Type	Explanation	Action Required
Concur/No Comment	Shows agreement	This response shows agreement with the draft and requires no change to the draft directive.
Concur/With Comment	Shows agreement with suggested changes	While this response requires you, as the OPR, to consider each comment and incorporate those comments as appropriate, acceptance is not required. Keep all comments and your action on the comment matrix for background information and for the case file.
Nonconcur/With Comment	Refuses to concur	Reviewing organization should nonconcur only for these grounds: safety, security, legal, or significant financial or operational issues. The reviewing organization must state the specific rationale for nonconcurring and offer a proposed solution. The OPR must resolve issues before forwarding the directive for final signature. If they cannot, the FAA Administrator can delegate authority for resolution.

5. Final Signature. The OPR will submit a final signature package to the approving signature authority. Except for the final consolidated clearance record, the items in the final signature package must be in the FAA standard word-processing software. The final signature package includes:

- a. Final consolidated clearance record
- b. Executive summary (A brief summary of the order that includes any changes made.)
- c. Summary of nonconcur with comments and resolution
- d. Signature-ready directive
- e. Final consolidated comment matrix with adjudication
- f. Safety risk management documentation as necessary

g. Background information as necessary

6. Approval Signature. The approving official signs the final clearance record and the directive itself; both of these should be done electronically, if possible. The date the approving official enters on the final clearance record is the effective date of the directive, unless otherwise stated, and is placed on the cover page and in the header of the directive.

7. Numbers for Directives. For Washington headquarters directives, the OPR sends the following information to the LOB/SO to get a sequential number (in the order shown). (See appendix G for information on directives identification numbers.) For regions and centers, the OPR sends this same information to the responsible region or center:

a. Subject classification code prefix, available in Order 0000.1, FAA Standard Subject Classification System

b. Kind of directive (for example, order, change, notice, or supplement)

c. Title of directive

d. Effective date

e. OPR title and routing symbol

f. Approving official name and routing symbol

8. Post-Signature Review. The OPR will review the directive to ensure the proper order number and date are added to each page and the original first page is signed with an original, autopenned signature or electronically. Use this document as an example.

9. Updating the Directives Management Information System. The OPR must send an electronic copy of the signed directive in approved FAA electronic format to the FAA DPM, ASP-110 at 9-AWA-AIT-Directives@faa.gov. Prepare documents for web posting following the standards on the [Branding Standards & Tools](#) page of the employee website.

10. Official Case Files.

a. **Storing and Maintaining the Case File.** The OPR ensures the case file is maintained and available on request. The file must include the approved directive in electronic format with the minimum requirements of the National Archives and Records Administration (NARA). Refer to the latest revision of FAA Order 1350.14, Records Management, for instruction on the MyFAA [Order 1350.14B – Records Management](#) website.

b. **Archiving Case Files.** To learn current procedures for archiving files, see FAA Order 1350.14. For additional information, check with the organization's Records Liaison Officer, DMO, or FAA DPM, ASP-110.

c. Case File Contents. The OPR must keep case files until they can be archived and provide access to the FAA DPM. Include all documents relating to one revision in one file. A complete official case file must include all of the following, as applicable:

- (1) A copy of the final directive with original signature.
- (2) A copy of the draft directive that went out for comment.
- (3) Copies of all clearance records with adjudicated comments attached.
- (4) Comments not adopted, if any, are indicated and adjudicated in the comment matrix(s).
- (5) A copy of the permission to use copyrighted material, if applicable.
- (6) Safety Risk Management documentation as necessary.
- (7) Any other material you believe is necessary.

11. Fast Track Guidance.

- a.** You may use the Fast Track Process for a directive when:
 - (1) The Administrator has directed the use of the Fast Track process; and
 - (2) The management board agrees that your directive needs to be implemented in a shortened time frame (i.e., safety, security, etc.).
- b.** Notify the FAA DPM that your organization is fast tracking a directive.
- c.** The DMO may set a shortened deadline of 14 business days for the Fast Track directive. Exigent safety, security, and continuity of operations issues might require a shorter deadline.
- d.** All other Associate or Assistant Administrators and above who have an interest in the directive must respond to the request for Fast Track within the established deadline.
- e.** The Fast Track does not preclude coordinating the directive with service or division levels within the OPR's organization, but the coordination must be completed within the shortened deadline.
- f.** An affected Associate or Assistant Administrator and above may not delegate the signature of the clearance record below the Associate or Assistant Administrator level. In an emergency situation, refer to guidance in the latest version of FAA Order 1900.1, FAA Emergency Operations Plan, Line of Succession.

g. Send the coordination package, containing the items listed below, to the affected offices. This package must be electronic and include the following:

(1) A memorandum to the affected Associate or Assistant Administrators requesting Fast Track coordination with an explanation;

(2) A copy of the draft directive; and

(3) A standard clearance record and comment matrix for the other affected Associate or Assistant Administrators or above to sign.

h. The reviewing office indicates its position on the directive by signing the clearance record and attaching comments (if any).

i. After all signatures and comments are returned to you, send the final draft and package to the FAA DPM for review.

j. The FAA DPM will be available to provide guidance on agency policy.

k. After the FAA DPM checks the directive for compliance with this order, they will deliver it to the approving official.

l. The FAA DPM will work with the OPR to post it to the Directives Document Library as soon as the approving official signs.

12. Clearance Records Instructions and Samples. This appendix contains instructions for completing the clearance record and samples of the clearance records, including form FAA 1300-2 with numbered blocks and completed samples of clearance records. You can find an electronic version of this form on [1300-2's Document Information](#) on the MyFAA website. The following pages (B-6 through B-10) of this appendix provide instructions and samples of the form FAA 1300-2, the Directives Clearance Record.

Directives Clearance Record Instructions

Preparing to Release for Comment. Blocks 1–8, 12–16, 22, 30, and 33 must be completed before the directive is released for comment. Complete the form by inserting the following:

Block 1. The kind of directive (Revision, New, Change, Notice, or Supplement).

Block 2. The identification numbers (the subject classification, sequential, supplement, or change number).

Block 3. The title of the directive.

Block 4. Check the appropriate box to indicate the budget impact. If “yes,” explain briefly in summary, block 8.

Blocks 5, 6, and 7. Name, routing symbol, and email of person(s) who can answer questions about the contents of the directive.

Block 8. A concise explanation of why the directive is being proposed. Explain if the directive is being administratively restricted (i.e., SSI/SUI).

Blocks 9, 10, and 11. The routing symbol, initials, and date of internal clearance preceding the approval to release the directive for comment.

Block 12. The routing symbol of the official approving the release of the draft for comment.

Block 13. Signature and date of the official approving directive for clearance. He/she signs after blocks 9, 10, 11, 12, 14, 15, and 16 are completed.

Block 14. The name and title of the official approving the directive for clearance.

Blocks 15 and 16. Name of DMO/POC and the *formal* coordination start date to confirm the DMO reviewed it before each round of clearance.

Block 17. Deadline date for return of the clearance record and comments to the originating office. See appendix B, paragraph 4, for establishing deadline dates after the draft has been signed for release.

Block 18. For internal use only, this block is available to add information here as needed.

Block 19 through 36. See the following paragraphs of the instructions.

Block 22. The routing symbols of heads of all necessary clearance offices. However, send the coordination copy to the organizational DMO for tracking.

Block 26. The no-response block is used for internal clearances only.

Block 30. The routing symbol of the DMO serving the signing official, unless signed by a top management official.

Block 33. The routing symbol of the proposed final approving official.

Returning Clearance Record to Originating Office. Blocks 19–21, 23–25, and 27–29 (as applicable) are for the use of clearing offices and must be completed by them.

Blocks 19, 20, and 21. The routing symbol, initial, and date of internal clearances prior to review by the authorized clearing official (blocks 23, 24, and 25) for the clearing office, as needed.

Block 22. The routing symbol of the person authorized to approve the clearance of the draft (completed in the first paragraph of the instructions).

Block 23. The name of the person authorized to approve clearance of the draft. (This block will also be used for individuals’ names in consolidated clearance records.)

Block 24. Date signed, if not electronically signed.

Block 25. Signature of the person authorized to approve clearance of the draft.

Blocks 27, 28, and 29. The clearing office official must check one of these blocks. If block 29 is checked, reasons must be attached stating what conditions are necessary before concurrence will be given. When doing a consolidated form, place an “R” in block 29 if the nonconcur was resolved.

Sending Draft for Final Approval. The originating office must complete blocks 1 through 32 before sending to the final approving official.

Block 30. The DMO, manager of the OPR, or his or her designee, indicates his or her routing symbol in this block (completed in the first paragraph of the instructions).

Block 31. The name of the individual completing the final administrative review before submitting for final approval.

Block 32. The signature of the individual completing the final administrative review.

Obtaining Final Approval. Blocks 33–36 include the routing symbol, digital signature, autopenned or wet signature of the final approval official, and approval date.

Block 33. The routing symbol of the final approval official (completed in the first paragraph of the instructions).

Block 34. The name and title of the individual who is giving the final approval of the directive.

Block 35. The signature of the final approval official.

Block 36. The approval date is also inserted in the directive’s header as the official document issuance date.

Figure B-1 Sample Directives Clearance Record

DIRECTIVES CLEARANCE RECORD				Type of Directive 1	Directive's Number 2					
Title 3				Return Document to Point of Contact (POC)						
Budget Impact <input type="checkbox"/> None <input type="checkbox"/> Yes (Explain in brief summary below) 4				Name 5	Routing 6	Email 7				
Brief summary of the directive. 8										
ORIGINATING OFFICE CLEARANCE										
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted			Directive Management (POC) For This Document	Coordination Start Date		
9	10	11	12	13			15	16		
				14			***DEADLINE DATE*** 17			
Internal Clearance			CLEARANCE ROUTING				18	Concur with....		Non-concur
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted			No Response	No Comment	Comments Attached	Comments Attached
19	20	21	22	23	24	25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	FINAL ADMINISTRATIVE CLEARANCE			31		32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	FINAL APPROVAL (Authorizing Release)			34	35		Date Approved 36			

Form FAA 1300-2 (12/23) Supersedes Previous Edition

Figure B-2 Sample Formal Clearance Record

DIRECTIVES CLEARANCE RECORD				Type of Directive Revision		Directive's Number 1320.1F			
Title FAA Directives Management				Return Document to Point of Contact (POC)					
Budget Impact <input checked="" type="checkbox"/> None <input type="checkbox"/> Yes (Explain in brief summary below)				Name SME/POC information		Routing ASP-XXX	Email name.name@faa.gov		
Brief summary of the directive. All coordination to this level of management must first be sent to the agency DMO for review. The following is an example of whom you coordinate with for formal coordination on national orders and how to correctly format the form when requesting a larger review. Regions, Center, and Staff Offices may modify this as appropriate for their internal needs when approving internal orders.									
ORIGINATING OFFICE CLEARANCE									
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Directive Management (POC) For This Document		Coordination Start Date		
ASP-XXX	XX	11/22/23	AFN-1	(Signature goes here)	DMO/POC		11/22/23		
						DEADLINE DATE			
					-1, Acting Delegate Approving Official AIT-1 or AFN-1				
Internal Clearance			CLEARANCE ROUTING				Concur with....		Non-concur
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	No Response	No Comment	Comments Attached	Comments Attached	
			AJO-0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AAE-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			ACR-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AFN-1	Remove the LOB who signed off as the Originating Office (OO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AGC-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AGI-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AHR-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			ANG-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AOC-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			APL-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			ARP-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AST-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			AVS-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ASP-110	FINAL ADMINISTRATIVE CLEARANCE				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AOA-1	FINAL APPROVAL (Authorizing Release)				Date Approved				

Figure B-3 Sample Consolidated Clearance Records

DIRECTIVES CLEARANCE RECORD				Type of Directive Revision	Directive's Number 1320.1F					
Title FAA Directives Management				Return Document to Point of Contact (POC)						
Budget Impact <input checked="" type="checkbox"/> None <input type="checkbox"/> Yes (Explain in brief summary below)				Name		Routing		Email		
SME/POC information										
<p>Brief summary of the directive.</p> <p>The following is an example of a consolidated clearance record from a coordination for national orders. The example shows how to correctly format the form.</p> <p>The "R" in the nonconcur box indicates that the nonconcur was resolved. All nonconcurs must be resolved before moving forward for final signature.</p> <p>Regions, Center, and Staff Offices may modify this as appropriate for their Internal needs when approving internal orders.</p>										
ORIGINATING OFFICE CLEARANCE										
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted			Directive Management (POC) For This Document	Coordination Start Date		
ASP-XXX	XX	11/22/23	AFN-1	(Signature goes here)			DMO/POC	11/22/23		
				-1, Acting Delegate Approving Official AIT-1 or AFN-1			***DEADLINE DATE***			
Internal Clearance			CLEARANCE ROUTING							
Routing Symbol	Initials	Date	Routing of Approving Official	Name of Approving Official(s) Original or Electronic Signature(s) Accepted			No Response	No Comment	Comments Attached	Non-concur Comments Attached
			AJO-0	<i>Put First and Last Name here of the Executive who signed</i>	<i>Date signed</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R
			AAE-1	<i>signed for the organization and the response</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			ACR-1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			AFN-1	Remove the LOB who signed off as the OO			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			AGC-1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			AGI-1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			AHR-1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			ANG-1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			AOC-1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			APL-1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			ARP-1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			AST-1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			AVS-1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASP-110	FINAL ADMINISTRATIVE CLEARANCE						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AOA-1	FINAL APPROVAL (Authorizing Release)						Date Approved			

Appendix C. Issuing Directives

- 1. Directives.** The OPR decides who is affected by the directive. The OPR must notify the appropriate organizations of the availability of the directive. Persons wanting to change the notification of a directive must contact the organization that issued it.
- 2. Electronic Distribution.** This gives general information for the electronic distribution of directives to FAA recipients. While paper distribution will continue where necessary (see Order 1720.18, FAA Distribution System), all organizations are encouraged to implement electronic distribution and availability of directives.
- 3. Requirements for Electronic Distribution.** All final, signed directives distributed on paper must meet the same criteria as final, signed directives distributed electronically. You may distribute directives electronically to FAA recipients after meeting the following requirements:
 - a. Directives Belong to the OPR.** You may distribute directives electronically only if you are the OPR.
 - b. Upload the Signed Version.** You must provide the final, signed version of the directive electronically conforming to FAA standards to the FAA DPM. E-mail it to 9-AWA-AIT-Directives@faa.gov or send long documents using an alternate electronic format to the controlling directives management office for uploading to either the FAA Internet or Intranet for viewing and printing. (See chapter 1, paragraph 9, for directives requiring special handling.)
 - c. Notification.** OPR must notify all interested offices electronically that the directive is available online for viewing or downloading.
 - d. Explain Distribution.** If an organization notifies you that it cannot receive electronic versions of a directive, you should work with that organization to meet its needs.
 - e. Sensitive Material Distribution.** Sensitive or security-risk directives will be controlled according to agency security and privacy standards.
- 4. Guidelines for Paper Distribution.** Some FAA organizations will transition from paper to electronic distribution faster than others. Until your organization and customers no longer need paper distribution, follow these guidelines:
 - a. Need to Know.** Distribute paper directives on a need-to-know basis. This includes organizations with responsibilities in the directive that are materially affected, or that are required to take or modify action.
 - b. The Right Audience.** Distribute changes and supplements to the same audience that received the original document. Distribute supplements to the organization that issued the original directive.
- 5. Request for Printing and Distribution Services.** In Washington headquarters, use the latest version of FAA Order 1720.36, Procedures for Printing, Duplicating, and Copying. For an

explanation of how to prepare an automated version of DOT Form 1700.3, Publications and Distribution Request, contact your printing officer or distribution center for guidance. Regions and centers typically use different (localized) processes. Contact your region or center for specific instructions.

6. Directives Document Library. The Document Library, which is maintained by agency, region, and center offices, contains the latest list of FAA Directives. It links to the electronic repositories of directives. The Document Library is available on the MyFAA website at [Orders & Notices](#).

a. Hyperlink. OPRs must ensure directives are listed on the directives checklist in a downloadable format (currently on the document library at the MyFAA [Orders & Notices](#) website).

b. Electronic Repository. The designated appointee, within the OPR's office, will create and maintain an official electronic repository for all FAA directives. After a directive is approved, it must be sent to the FAA DPM via e-mail, if size permits, or through an alternate electronic format.

7. Filing Directives. Filing directives can be handled entirely through electronic means in accordance with current NARA guidance.

8. Master Reference Files. As electronic directives become more available, each office should evaluate the need to continue keeping hard-copy libraries.

9. Copies of Directives. If you need a directive that is not available, contact the OPR.

Appendix D. Updating, Reviewing, and Revalidating Directives

1. Ensuring Directives are Current. Periodic review and revalidation of directives is an important part of the directives process. In the electronic age, our customers expect us to have the latest information posted on the MyFAA [Orders & Notices](#) website.

a. Responsibilities of the OPR. As the OPR, you must review and validate directives within 3 years of issue and every 3 years after that. You must review directives to ensure that they are up to date. If they are not, you must revise, change, or cancel directives, as appropriate. The management of each organization must ensure the various originating offices or OPRs adhere to this 3-year schedule.

b. Directive Feedback Form. If you use a directive and find discrepancies or think changes should be made, you must have your manager notify the originator or the manager of the OPR through e-mail, using form FAA 1320-19, Directive Feedback Information. When reviewing and revalidating directives, the originator or OPR must consider this feedback. Anyone may submit a change request or a feedback form.

2. Changing or Revising Directives. OPRs may change or revise directives that they originated. Generally, you should revise an entire directive. Use changes only for minor modifications or updates. You may change or reissue a notice only with the permission of the FAA DPM. In most cases, you should change your notice to an order. As the OPR, you must coordinate both changes and revisions. See Appendix B, Coordinating and Preparing a Directive for Signature.

a. Revision. Whenever possible, revise directives; do not make page changes to them. In most cases, you may not make page changes to a directive more than five times, or if the page change affects 35% or more of the original directive, it must become a revision. Unless it is determined by the OPR that a revision is not required, you must revise the directive. The revised directive has a new issue date and adds a letter to the directive number, such as Order 1320.1F.

b. Change. Change to add minor, new, or update existing information in a directive. A change may replace, add, or delete material in a small part of a directive. You must include the mandatory paragraphs and the administrative information paragraphs in changes. The purpose paragraph must describe the purpose of the change, not the purpose of the underlying directive. In the distribution paragraph, emphasize any changes in the audience since you issued the base directive. Create a page control chart to list and identify only the changes that impact the substance of the directive. Use the page control chart template located on the [Branding Standards & Tools Orders & Notices](#) webpage.

(1) Issuing a change does not affect the directive identification number or the directive's original issue date.

(2) Show the date of the change rather than the date the order was last revised on the page where the change occurs.

c. Supplements. Use the Supplement template to issue or withdraw supplements.

3. Canceling a Directive. OPRs may cancel directives only in their entirety. As the OPR, you must notify other LOBs, regions, or center offices that might have an interest in it. When revising the directive (and thus replacing the old one) or just making changes, you do not have to notify these offices, but you must coordinate with them.

a. Clearance Record. Attach form FAA 1300-2 to the directive you are canceling. In the “Summary” box, explain and justify why you are canceling the directive. Coordinate the clearance record with all affected LOBs, regions, or center organizations. This may all be done electronically.

b. Concurrence. All affected LOBs, regions, or center organizations must concur if you propose to cancel a directive. You must collect comments from all these offices and organizations.

c. Transfer to Another LOB. If an LOB, region, or center organization still needs a directive that you propose to cancel, transfer the responsibility for the directive to that organization. The gaining organization must establish a new OPR and notify the region or center.

d. Notifying FAA Directives Management Program Manager.

(1) Once you record on form FAA 1300-2 that all affected offices concur, send a memo to the Agency, region, or center (as appropriate) to cancel the directive officially. Include a copy of the consolidated clearance record showing all the concurrences. (The FAA DPM is the *only* person authorized to cancel national directives from the document library.)

(2) If you transfer responsibility for the directive to another organization, the gaining organization must notify the FAA DPM, region, or center. At the same time, the gaining organization will have to designate the directive’s new OPR.

Appendix E. Acronym List

CNSI	Classified National Security Information
DMO	Directives Management Officer
DOT	Department of Transportation
DPM	Directives Program Manager
FAA	Federal Aviation Administration
FOUO	For Official Use Only
GENOT	General Notice
GPO	Government Printing Office
LOB	Line of Business
NARA	National Archives and Records Administration
NAS	National Airspace System
NOTAM	Notice to Air Missions
OPR	Office of Primary Responsibility
RENOT	Regional Notice
SERNOT	Service Area Notice
SME	Subject Matter Expert
SO	Staff Offices
SSI	Sensitive Security Information
SUI	Sensitive Unclassified Information
WA	Washington, DC

Appendix F. Related Publications

The latest editions of the following publications are the primary references for preparing and maintaining agency directives. Use the latest versions of orders listed below:

- **DOT Order 1320.16**, U.S. Department of Transportation Directives System. Directs the implementation of the FAA Directives System. [U.S. DOT Directives System](#)
- **FAA Order 0000.1**, FAA Standard Subject Classification System. Lists number codes, by subject, for directives. [Standard Subject Classification System](#)
- **FAA Order 1000.36**, FAA Writing Standards. Guides use of plain language writing standards in directives. [Writing Standards Policy](#)
- **FAA Order 1100.154**, Delegation of Authority. Follow this directive if a delegation scheme is not stated in a directive. [Delegation of Authority Policy](#)
- **FAA Order 1100.161**, Air Traffic Safety Oversight. [Air Traffic Safety Oversight Policy](#)
- **Order JO 1320.58**, Instructions for Writing Notices, Maintenance Technical Handbooks, and System Support Directives. [Writing Notices, Maintenance Technical Handbooks, and System Support Policy](#)
- **FAA Order 1330.1**, FAA Forms Management Program. Prescribes the standards and requirements for issuing and controlling forms within the FAA. Use this order to understand how to develop and publish forms referred to in directives. [Forms Management Program Policy](#)
- **FAA Order 1350.14**, Records Management. Provides guidance on the proper protection and preservation of valuable information and the disposition of FAA record materials. [Records Management Policy](#)
- **FAA Order 1360.16**, FAA Correspondence Policy. Covers how to write and format memos and letters. [Correspondence Policy](#)
- **FAA Order 1370.120**, Section 508 Accessibility Policy. Establishes the agency requirements for accessibility. [Section 508 Accessibility Policy](#)
- **FAA Order 1370.121**, FAA Information Security and Privacy and Policy. Provides guidance on procedures and information on restrictions and access. [Cybersecurity Policy](#)
- **FAA Order 1600.2**, Classified National Security Information (CNSI). Covers handling and marking of sensitive documents. [Classified National Security Information Policy](#)
- **FAA Order 1600.75**, Protecting Sensitive Unclassified Information (SUI). Explains how to handle documents containing sensitive information. [Protecting Sensitive Unclassified Information Policy](#)

- **FAA Order 1720.37A**, Print Management. Sets out guidance for printing and publishing paper directives. [Print Management](#).
- **FAA Order 1900.1**, FAA Emergency Operations Plan. [Emergency Operations Plan Policy](#)
- **FAA Writing Manual**, [Writing Manual](#)
- **GPO Style Manual**, The U.S. Government Publishing Office (GPO) Style offers general information on correct punctuation, how to abbreviate, how to format dates, and many other items. [GPO Style Manual](#)

Appendix G. Directives Identification System

1. Parts of a Directive Number. There are at least three parts to a directive number, for example, 1320.1F.

a. Subject Matter. The first part of the number identifies the subject matter area of the directive. You can find the subject codes in FAA Order 0000.1. The OPR selects this number. When selecting a number, consider the most specific number that accurately characterizes the entire subject matter of the directive.

b. Sequence Number. The second part of the number appears after the decimal and indicates the sequence of the directive within the subject code area. For example, this directive is the first one within the 1320 subject code. The FAA DPM assigns sequence numbers for headquarters directives. Regions and Centers assign sequence numbers to their directives.

c. Version. The third part of the number indicates the sequence of revision of the directive. For example, this directive is the sixth (F) revision to Order 1320.1.

d. Additional Prefixes. This indicates the directive applies only to a particular office. For example, if this were WA 1320.1E, it would apply to the Washington, DC, Headquarters office only. Some field offices provide further information within the number of the directive. They may identify directives by the parent organization within the region that is publishing a directive, as in WP FS 8000.00A (Western-Pacific Region, Flight Standards, Order 8000.00A).

e. Other Identification for Directives. Some directives have an additional designation showing that they are a special type of directive. These designations fall just before the subject matter code, after any office or regional code. For example, an N designates a notice, which is effective for only 1 year from the date it is issued. If this order were a notice that applies only to the Washington office, its number would be WA N 1320.1F. SUP is the identifier used to show this is a supplement to an order. For example, 1900.10 BA SUP is an order that was supplemented by the Assistant Administrator for Financial Services.

2. Examples of Directives Identification

National Directives

1320.1	First national order on directives management.
1320.2	Second national order on the above subject.
1320.2A	First complete revision on 1320.2. Replaces 1320.2.
1320.2A CHG 1	First page change to 1320.2A above.
N 1320.1	First national notice on directives management.

Internal Directives

JO 1360.3	Third order for use in the Air Traffic Organization on correspondence.
JO 1360.3B	Second complete revision of JO 1360.3. Replaces JO 1360.3A.
JO 13603B CHG 1	First change to JO 1360.3B.

Regional/Center Directives

- EA 1240.1 First order issued by Eastern Region, Visits by Nationals of other countries to the FAA.
- CE N 2500.4 Fourth Notice on budget issued by the Central Region.

FAA Headquarters Directives

- WA 3000.1 First order on training. Applicable to Washington headquarters only.

Supplements

- 1320.1 WA SUP 1 First FAA headquarters supplement to 1320.1.
- 1320.1 WP SUP 1 First Western-Pacific Region supplement to 1320.1.
- 1320.1 WP SUP 2 Second Western-Pacific Region supplement to 1320.1

Appendix H. Form FAA 1320-19, Directive Feedback Information

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject Order: FAA Order 1320.1F, *FAA Directives Management*

To: Directive Management Officer at 9-AWA-AIT-Directives@faa.gov

Please check all appropriate line items:

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attached separate sheet if necessary)

In a future change to this order, please include coverage on the following subject:
(Briefly describe what you want added.)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

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