



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

**ORDER
JO
1320.1**

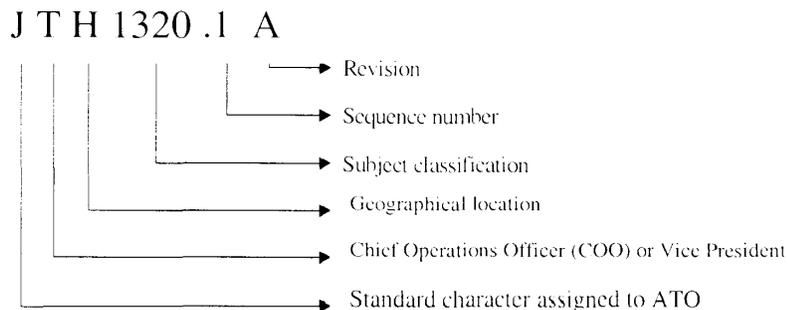
Effective Date:
March 27, 2006

SUBJ: Air Traffic Organization Prefixes for Directives

- 1. Purpose of This Order.** To establish prefixes to identify and index directives issued by the Air Traffic Organization (ATO).
- 2. Who This Order Affects.** This order affects all ATO personnel and anyone using ATO directives.
- 3. What This Order Cancels.** Use of regional and former organizational prefixes for directives that are now part of the ATO.
- 4. Explanation of Policy Changes.** Because of the ATO realignment, it is necessary to provide new prefixes to identify and index directives issued by the ATO.
- 5. Background.** Federal Aviation Administration Order 1320.1, FAA Directives System uses prefix identifiers to denote that the directive applies to a specific line of business or geographic area. National directives, which apply to an agency-wide audience, do not have prefixes.
- 6. Format for Prefixes.** Prefixes are assigned to the front of a directive’s subject classification code or in front of the “SUP” when supplementing orders.

a. When there is no prefix, the directive applies to more than one line of business within the FAA. Example: FAA Order 1320.1D, FAA Directives System, applies to all FAA employees.

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



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

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

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

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

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

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

Examples: JO1320.5A - applies to multiple ATO service units (no specific geographic area).

**ORDER
JO
1320.1**

**NOTICE
JO
N1320.1**

**CHANGE 2
JO
1320.1**

JE1800.2 - applies to only the En Route/Oceanic Service Unit (no specific geographic area).

JT7000.16 - applies to only the Terminal Service Unit (no specific geographic area).

JWH 6000.19 - applies to headquarters Technical Operations service unit (Tech Ops).

**ORDER
JWH
6000.19**

JOH 4650.25 - applies to multiple ATO service units (headquarters only).

JW6000.15 - applies to only Tech Ops (no specific geographic area).

1320.1 JO SUP1 - First ATO supplement to FAA Order 1320.1 -- applies to multiple ATO service units (no specific geographic area).

**SUP 1
JO
1320.1**

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

Denver Terminal Radar Control Facility 1320.1

**ORDER
DEN TRACON
1320.1**

Phoenix Airport Traffic Control Tower NOTICE 1320.1

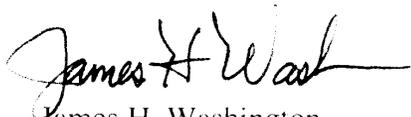
**NOTICE
PHX ATCT
N1320.1**

Cleveland Air Route Traffic Control Center

**NOTICE
ZOB
N1320.1**

10. Update of Existing Orders to Comply with ATO Prefixes. All existing ATO orders must be reviewed to determine whether they apply to only ATO organizations. Orders that apply to only ATO organizations must be renumbered to comply with the new prefixes within 18 months from the effective date of this document. Orders that have content that is not current will also be updated as part of this effort. Consult with your Directives Management Officer (DMO) for specific requirements.

11. Waivers. A waiver may be obtained from the Vice President, Acquisition and Business Service, for relief from the 18-month requirement where extenuating circumstances are demonstrated. The authority to issue this waiver may not be re-delegated.



James H. Washington
Vice President, Acquisition and Business Services
Air Traffic Organization