ORDER

1320.1D

FAA DIRECTIVES SYSTEM

August 26, 1992

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-WXYZ-3;; A-E-2; ZMS-321; A-FOF-0(LTD)

Initiated By: AIT-200

RECORD OF CHANGES

DIRECTIVE NO. 1320.1D

CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

Consistent with the Federal Aviation Administration's mission to foster a safe, secure, and efficient aviation system is the need for an effective and efficient process for communicating policy and procedures. The FAA Directives System provides a practical framework for the agency's communication process and establishes standards for issuing direction and work information within the agency.

This order prescribes policy, delegates authority, and assigns responsibility for ensuring agency compliance with provision of the FAA Directives System. It also directs the Office of Information Technology to issue necessary operational standards and procedures needed to manage the system.

This order provides to directives users direction for the development, preparation, tracking, and maintenance of directives. This order provides guidance for directives management personnel on how to manage and implement a uniform directives system within their office. Each office may supplement this broad coverage with specific guidelines and instructions peculiar to its needs.

To meet the needs of the diverse and often changing disciplines and functions, the Directives System cannot remain static. Recognizing that system improvement is a vital element in the system's effectiveness and responsiveness to FAA personnel, this edition of Order 1320.1 reflects a major revision. Changes and improvements suggested by agency Directives Management Officers have been incorporated. In addition, directives users have the opportunity to offer suggestions for improvements to this directive, or any agency directive, through the use of FAA Form 1320-19, Directives Feedback Information.

Thomas C. Richards
Administrator

TABLE OF CONTENTS

CHAPTER 1. GENERAL

Paragraph *Page*

1. Purpose. 1
2. Distribution. 1
3. Cancellations. 1
4. Explanation of Changes. 1
5. Forms. 1
6. Authority to Change this Order. 1
7. Related Publications. 2
8. Policy. 2
9. Objectives. 2
10. Scope. 2
11. General Responsibilities 2
12. Office, Service, Region, and Center Heads Responsibilities 2
13. Office of Information Technology Responsibilities 3
14. Directives Management Officers Responsibilities. 3
15. Writers Responsibilities. 4
16. Customer Responsibilities. 4

CHAPTER 2. APPROVAL AUTHORITIES

SECTION 1. ISSUING DIRECTIVES

200. Administrator or Deputy Administrator 15
201. Executive Directors 15
202. Assistant Administrators. 15
203. Associate Administrators. 15
204. Assistant Administrators for Civil Rights, Government and Industry, Information Technology, and Public Affairs, the Chief Counsel, Office and Service Heads, and the Director of the Mike Monroney Aeronautical Center. 15
205. Washington Headquarters Division Managers. 15
206. Regional Administrators and Center Directors. 15
207. Aircraft Certification Directorates. 15
208. Resident Directors. 16
209. Straightlined Regional and Center Division Managers and Field Office and Facility Managers 16
210. thru 212. Reserved 16

SECTION 2. AUTHORITY TO CHANGE, REVISE, OR CANCEL DIRECTIVES

213. General Rule. 16
214. Directives Approved by the Administrator, Deputy Administrator, an Executive Director, or an Associate or Assistant Administrator. 16
215. Directives Signed by an Office, Service, Center Director or Regional Administrator 17
216. thru 219. Reserved 17

SECTION 3. AUTHORITY—CLEARING DRAFT DIRECTIVES

220. National Directives. 17
221. Internal Directives 18

CHAPTER 3. TYPES OF DIRECTIVES ISSUANCES AND FORMATS

Paragraph *Page*

300. FAA Issuances 27
301. Types of FAA Directives. 27
302. Format Exceptions. 27
303. Orders. 27
304. Change. 28
305. Notices. 28
306. Notices Issued as Telegraphic Messages. 28
307. Supplements. 28
308. Safety Alert Directives. 30
309. Technical Issuances. 30
310. Dot Orders and Notices. 30
311. System Requirements Statements (SRS). 30

CHAPTER 4. DIRECTIVES IDENTIFICATION (TITLING, CODING, AND NUMBERING DIRECTIVES)

400. General 41
401. Titles. 41
402. Explanation of Directives Codes and Identifiers. 41
Figure 4-1. Examples of Directives Identification 42
403. Selecting Subject Classification Number 43
404. Assigning Sequential Numbers and Change Numbers 43

CHAPTER 5. MANDATORY, STANDARD, AND OPTIONAL PARAGRAPHS

500. General 55
501. Mandatory Paragraphs. 55
502. Standard Paragraphs. 55
503. Optional Paragraphs. 56

CHAPTER 6. PREPARING THE DIRECTIVE

SECTION 1. FORMATTING

600. Using Paragraphs and Subparagraph 67
601. Heading and Numbering Paragraphs and Subparagraphs 67
602. Using Chapters and Sections 67
603. Heading and Numbering Chapters and Sections. 67
604. Numbering Pages. 67
605. Numbering Supplement Elements 68
606. Dating Standards. 69
607. Foreword 69
608. Table of Contents. 69
609. Reserving Numbers for Future Use in Long Orders. 69
610. Figures. 70
611. References 70
612. Citations. 70
613. Placing Emphasis on Text 70
614. Use of Quotation Marks 70
615. Legal Terminology 70

Paragraph *Page*

616. Appendixes. 70
617. Sample Forms. 70
618. Charts and Graphics 71
619. Broadside and Foldout Sheet Formats. 71
620. Identifying Materials and Supplies. 71
621. thru 649. Reserved 71

SECTION 2. TYPING

650. Preparing Draft and Camera Copies 72
651. Directives Forms. 72
652. Preparing Directives Using Office Automation Equipment. 72
653. Preparing Directives Using Standard Equipment. 72
654. Text Arrangement 72
655. Signature. 73
656. Use of Asterisks/Vertical Bars in Clearing Draft Revised Orders 73

CHAPTER 7. CHANGING AND REVISING DIRECTIVES

700. Updating Directives 85
..... 85
..... 85
..... 85
..... 86
..... 86
..... 86
..... 86
..... 86

CHAPTER 8. CLEARANCE PROCEDURES

800. General 97
801. Requirements. 97
802. Clearing Directives. 97
803. Deadline Dates. 98
804. Preparation of Clearance Record. 98
805. Review and Comment. 98
806. Summary of Comments Not Adopted 99
807. Final Approval Package 99
808. Obtaining Final Approval. 99
809. Top Management Approval of Directives. 100
810. Administrator, Deputy Administrator, Assistant and Associate Administrator Clearances and Approvals. 100
811. Feedback on Clearance Comments. 100
812. When to Re-coordinate a Directive. 101

CHAPTER 9. CANCELING DIRECTIVES

900. General 111
901. Cancel Only Entire Directives. 111
902. Canceling Notices 111

Paragraph *Page*

903. Canceling Orders. 111
904. Canceling Supplements. 111

CHAPTER 10. DISTRIBUTING AND CHECKLISTING DIRECTIVES

1000. General 121
1001. Administratively Restricted or Security-Classified Directives. 121
1002. Distribution System. 121
1003. Request for Printing and Distribution Services. 122
1004. Changing Distribution—Originating Office. 122
1005. Changing Distribution—Recipients. 122
1006. Directives Management Information System (DMIS) 122

CHAPTER 11. FILING DIRECTIVES

1100. General 133
1101. Filing Directives. 133
Figure 11–1. Examples of How to File Directives 133
1102. Case Files. 134
1103. Master Reference Files. 134
1104. Working Files 135
1105. Obtaining Copies of Directives. 135

CHAPTER 12. DIRECTIVES REVIEW AND REVALIDATION

1200. General 147
1201. Responsibilities 147
1202. Assigning and Recording Revalidation Dates. 147
1203. Revalidation Methods. 147
1204. Guides for Revalidation. 147
1205. Quarterly Directives Revalidation Review 148
1206. Directives Feedback Information Program. 148
1207. Directives System Review. 148
Figure 12–1. Sample FAA Form 1320-20, Directives/Reports Revalidation Form 149

APPENDIX 1. DIRECTIVES ANALYSIS GUIDE

1. Need for Directive 1
2. Planning A Directive 1
3. Writing/Reviewing A Directive 1
4. Directives Standards 1
5. Draft Copies and Deadline Dates 2
6. Clearances and Approval 2
7. Distribution 2

APPENDIX 2. DIRECTIVES FORMS (1 page)

APPENDIX 3. CLEARANCE RECORD, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

Paragraph *Page*

Clearance Record, Executive Summary, and Summary of Comments Not Adopted 1
Preparation Instructions for Clearance Record 2
Figure 1. Sample Clearance Record, FAA Form 1300-2 3
Figure 2. Sample Clearance Record Before Being Sent Out—Clearance with 11 or Less Offices 4
Figure 2-1. Sample Clearance Record Before Being Sent Out—Clearance with More than 11 Offices 5
Figure 3. Sample of Returned Clearance Record when Coordination is with Less than 11 Offices 6
Figure 3-1. Sample of Returned Clearance Record when Coordination is with More than 11 Offices 7
Figure 4. Sample of Consolidated Clearance Record 8
Figure 5. Sample Clearance Record–Approved Directive 9
Figure 6. Sample Clearance Record—Top Management Clearance 10
Figure 7. Sample Executive Summary 11
Figure 8. Sample Summary of Comments Not Adopted 12

APPENDIX 4. SAMPLE SHORT ORDER FORMAT (2 pages)

APPENDIX 5. HOW TO PREPARE LONG ORDERS

Figure 1. Cover Page 1
Figure 2 Record Of Changes 2
Figure 3. Foreword 3
Figure 4. Table Of Contents 4
Figure 5. Sample Long Order Format 5
Figure 6. Sample Appendix Format 7

APPENDIX 6. SAMPLE NOTICE FORMAT (2 pages)

APPENDIX 7. TELEGRAPHIC MESSAGE (4 pages)

Figure 1. Example of a Directive Issued as a Telegraphic Notice 1
Figure 2. And 2-1. Examples of a GENOT Telegraphic Message 2
Figure 3. Example of a RENOT Telegraphic Message 4

APPENDIX 8. SAFETY HAZARDS (1 page)

APPENDIX 9. PAGE CHANGES TO DIRECTIVES (2 pages)

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

Figure 1. Sample Supplement Transmittal 1
Figure 2. Sample Organizational Appendix Method of Supplementing an FAA Directive 3
Figure 3. Sample Organizational Interleaf Method of Supplementing an FAA Directive 4
Figure 4. Sample National Appendix Method of Supplementing a DOT Directive 5
Figure 5. Sample National Interleaf Method of Supplementing a DOT Directive 6
Figure 6. Sample Organizational Interleaf Method of Supplementing a Supplement Issued by a Higher Level of Organization 7
Figure 7. Paragraph and Page Numbers 8

APPENDIX 11. COPIES OF DRAFT REQUIRED BY OFFICES, SERVICES, REGIONS, AND CENTERS WHEN CLEARING DIRECTIVES (1 page)

APPENDIX 12. SAMPLE CANCELLATION MEMORANDUM (1 page)

APPENDIX 13. USE AND COMPLETION OF FAA FORM 1320-16, DIRECTIVES ACTION INFORMATION (1 page)

APPENDIX 14. USE AND COMPLETION OF FAA FORM 1320.6, DIRECTIVES ISSUANCE RECORD

Paragraph *Page*

1. Purpose 1
2. Description and Use of FAA Form 1320-6 1
3. Completing FAA Form 1320-6 1

Figure 1. Adding a National Directive 6
Figure 2. Adding a National Division Order 6
Figure 3. Issuing a Change to a Current National Order 7
Figure 4. Correction to Change OPR to an Existing National Order 7
Figure 5. Correction to Change Revalidation Date to an Existing National Order 8
Figure 6. Issuing a First Time National Supplement to a National Order 8
Figure 7. Issuing a Subsequent National Supplement to a National Order 9
Figure 8. Canceling a National Order 9
Figure 9. Issuing a National Notice 10
Figure 10. Adding a Regional Order 11
Figure 11. Adding a Regional Divisional Order 11
Figure 12. Issuing a Change to a Current Regional Order 12
Figure 13. Correction/Revision to an Existing Regional Order 12
Figure 14. Correction/Revision to an Existing Regional Order 13
Figure 15. Issuing a First Time Regional Supplement to a National Order 13
Figure 16. Issuing Subsequent Supplements to a National Order 14
Figure 17. Canceling a Regional Order 14
Figure 18. Issuing a Regional Notice 15

APPENDIX 15. SAMPLE FAA FORM 1320-19, DIRECTIVE FEEDBACK INFORMATION (1 page)

ALPHABETICAL INDEX (3 pages)

CHAPTER 1. GENERAL

1. **PURPOSE.** This order establishes and describes the FAA directives system as the primary means of issuing direction and work information within FAA. This order also implements Order DOT 1320.16A, Directives System, and Order DOT 1321.2, Department of Transportation Directives System.

2. **DISTRIBUTION.** This order is distributed to branch level in Washington, regions, and centers, with a limited distribution to all field offices and facilities and copies to all Directives Management Officers.

3. **CANCELLATIONS.** Order 1320.1C, FAA Directives System, dated October 12, 1982, and Order 1320.55, Updating Agency Orders, dated May , 1990, are canceled.

4. **EXPLANATION OF CHANGES.** This revision includes the following changes:

a. Paragraph 13 and 1103. The Policy & Plans Division, AIT-200, no longer maintains a master reference file of paper directives. Therefore, the appropriate Directives Management Officer (DMO) is responsible for providing the basic national and/or WA order with any approved changes to AIT–200 for microfiching. The division does maintain a complete master file of microfiched national and WA directives. Paper copies of notices are maintained in AIT–200 only during the life of the notice.

b. Chapter 2 clarifies delegations of authority according to Order 1100.154A, Delegations of Authority.

c. Pararaph 16 and 1206 describe the purpose and use of FAA Form 1320–19, Directives Feedback Information (see Appendix 15).

d. Paragraph 214 clarifies the procedures for changing, revising, or canceling directives signed by upper management. Appendix 12 contains sample a cancellation memorandum for canceling these directives.

e. Chapter 3 clarifies format and makeup of long and short orders.

f. Paragraph 501 establishes the distribution paragraph as a mandatory paragraph.

g. Paragraph 502 authorizes the use of standard paragraphs as appropriate.

h. Paragraph 502K describes when and how to use a related publications paragraph or appendix.

i. Paragraph 611 clarifies the rules for using citations and/or references in the text.

j. Paragraph 651 indicates field offices shall use the same forms as required for other offices.

k. Chapter 6 contains instructions for preparing directives on automated and standard equipment.

l. Chapter 6 consolidates preparing, writing, and typing procedures for directives into one chapter.

m. Paragraph 801a(3) recommends coordination of directives involving personnel policies, practices, and matters affecting working conditions with the pertinent employee participation groups.

n. Paragraphs 803 modifies clearance procedures by permitting the initiating offices to deny extensions beyond clearance due date.

o. Paragraph 903 deletes the requirement for the Office of Public Affairs to announce the cancellation of national and WA directives in the FAA Headquarters Intercom.

p. Paragraph 1006 provides information on the Directives Management Information System (DMIS) which contains the FAA Directives Checklist.

q. Paragraph 1205 incorporates the Headquarters Revalidation Program into this order.

r. Chapter 15, Technical Issuances, has been withdrawn. Technical issuances are not controlled through the directives process, are produced by only two organizations within the FAA, and consistently deviate from the standard directives format. This chapter has been withdrawn to give those organizations flexibility to establish their own standards.

s. Appendix 7 provides an example of the signature block on telegraphic messages to conform with FAA Order 1360.16, FAA Correspondence Manual.

t. Appendix 11 expands and updates recent organizational changes.

u. Appendix 14, paragraph 3c(11) describes the use of the term OPR (Office of Primary Responsibility) in place of OPI. This term is used to clarify the originating office's role.

5. **FORMS.** Appendix 2, Directives Forms, contains a listing of forms used in the preparation or issuance of a directive.

6. **AUTHORITY TO CHANGE THIS ORDER.** The Assistant Administrator for Information Technology may issue changes to this order necessary to implement and manage the directives system. The Administrator reserves the authority to approve changes which establish policy, delegate authority, or assign responsibility.

7. **RELATED PUBLICATIONS.** The latest edition of the following publications are the primary reference tools to be used in the preparation and maintenance of agency directives:

a. FAA Order 0000.1, FAA Standard Subject Classification Code System

b. FAA Order 1100.154, Delegations of Authority

c. FAA Order 1330.1, Forms Management

d. FAA Order 1340.1, Reports Management

e. FAA Order 1350.14, Records Management

f. FAA Order 1350.21, FAA Microform Standards and Procedures

g. FAA Order 1720.18, FAA Distribution System

h. GPO Style Manual

8. **POLICY.** The FAA Directives System is the primary means of issuing policy, instructions, and work information within FAA. Exceptions to the requirements and standards described in this order must have the specific approval of the Office of Information Technology.

9. **OBJECTIVES** of the FAA Directives System:

a. Provide a uniform documentation system to be used throughout the FAA, for the development, preparation, maintenance, and tracking of FAA policy, procedures, and guidance.

b. Makes information easy to locate and distribute.

c. Consolidates information on one subject into one document.

d. Disposes of obsolete information.

10. **SCOPE.** FAA directives are written communications that initiate or govern actions, conduct, or procedures.

a. Directives include:

(1) Guidance or instructions that describe, establish, or explain agency policies, organization, methods, or procedures.

(2) Documents that require action or impose workload.

(3) Written information that is essential to the administration or operation of the agency or any of its programs.

b. Directives do NOT include:

(1) Rules, regulations, airworthiness, and other rulemaking documents.

(2) Publications, including Federal Aviation Regulations (FAR) and Advisory Circulars (AC), issued primarily to and for the public.

(3) Letters or correspondence to individuals or to a single (or several) organization(s). ANY COMMUNICATION THAT CONTAINS THE TYPES OF MATERIAL DESCRIBED IN PARAGRAPH 10A OR MEET THE OBJECTIVES IN PARAGRAPH 9, MUST BE ISSUED AS A DIRECTIVE.

(4) Examinations, written tests, instructions to examiners for conducting examinations, and interview guide materials for evaluating the experience of candidates for promotion.

(5) Interagency agreements, emergency reports, and technical reports.

(6) Emergency communications such as informational telegraphic messages, when extreme conditions do not permit use of the directives system.

(7) Any type of personnel reports or announcements; e.g., position vacancy announcement.

(8) User and technical documents for automated data processing systems.

11. **GENERAL RESPONSIBILITIES.** There are general responsibilities incumbent on all users of the system. These responsibilities encompass using and maintaining the system in accordance with the guidelines defined in this document.

12. **OFFICE, SERVICE, REGION, AND CENTER HEADS RESPONSIBILITIES.** Office, service, region, and center heads are responsible for establishing and operating an internal directives system in accordance with the standards of this order. This responsibility requires the following actions:

a. Appoint a Directives Management Officer (DMO) at a reporting level that will reflect the importance of the position to manage all directives activities within the organization.

(1) The DMO at the office and service level in Washington headquarters shall report to the executive officer, the administrative systems manager, or a comparable position.

(2) Region and center DMO's shall report to the manager of the organization functionally responsible for directives management.

(3) Directives management representatives (DMR) may be appointed for subordinate units as needed to assist in directives management functions. (DMR's are usually appointed at the division level in large organizations.)

b. **Ensure consistency** of all directives developed in the organization with approved FAA objectives, plans, policies, and programs.

c. **Evaluate compliance** with the directives system as a part of their program evaluation processes.

d. **Ensure response** to substantive comments received through the coordination process (see paragraph 811).

e. **Respond to coordination deadlines** in a timely manner and ensure that comments provided are constructive and substantive.

f. **Resolve conflicting** and/or substantive differences between and within organizations.

13. **OFFICE OF INFORMATION TECHNOLOGY RESPONSIBILITIES.** The Office of Information Technology has two major responsibilities to the Directives Management System.

a. **The Policy and Plans Division (AIT-200)** is responsible for managing and administering the agencywide FAA Directives System. Specific activities in this regard are:

(1) **Establishing** system requirements and standards governing all FAA directives operations and activities.

(2) **Evaluating** all phases of directives activities throughout FAA for continuous improvement and enhancement.

(3) **Providing** technical leadership, assistance, and training to the agency DMO's.

(4) **Providing** day-to-day assistance, as needed, to those offices and services not having DMO's.

(5) **Assigning** sequential numbers for all national FAA directives including FA and WA supplements.

(6) **Maintaining** a set of current national and WA orders on microfiche.

(7) **Providing** followup support on Directive Feedback Information activity (see paragraph 16).

b. **The Regulation and Organizational Analysis Division (APO-300)** is the DMO for all national directives issued and reviewed by top management (i.e., all Associate Administrators and above). See chapter 2 for explanation.

14. **DIRECTIVES MANAGEMENT OFFICERS RESPONSIBILITIES.** Directives Management Officers manage all directives activities within their organizations in accordance with approved directives standards and practices prescribed by this directive. The DMO is the central point for directives liaison and conducts staff work necessary to assist in carrying out responsibilities to include:

a. **Interpreting** an application of the directives system requirements.

b. **Assisting** directives originators in planning, developing, consolidating, and coordinating directives from the draft stage to completion and distribution. In this regard, the DMO will:

(1) Advise originators and/or review the selection of the appropriate subject classification codes. (Refer to latest edition of Order 0000.1, Standard Subject Classification System.)

(2) Assist originators in selecting the desired audience. Check proposed distribution of individual directives to ensure compliance with systems procedures. (Refer to paragraph 1002 and Appendix 11.)

(3) Ensure that all directives originating within the organization meet clearance, format, and writing standards.

(4) Ensure that preliminary clearance and approval for forms and reports are obtained from the appropriate official(s) before a draft directive is released for comment.

(5) Ensure that directives originators provide feedback to clearing officials on nonadopted substantive comments (paragraph 811).

(6) Review out-of-stock directives to determine if reprint, rewrite, revision, or cancellation is appropriate.

(7) Ensure periodic validation of all directives issued by his/her organization.

(8) Control the assignment of sequential numbers for internal directives.

c. **Maintaining** complete case files on all directives originating in his/her office or, where case files are maintained on a decentralized basis, making certain that files are maintained correctly.

d. **Scheduling** periodic directives improvement meetings and arranging for short training sessions. For Washington headquarters DMO's, this may be done on an orientation and/or discussion basis; regions and centers may use whatever procedure they deem most practical and beneficial.

e. **Provide** AIT-200 with an advance photocopy of the approved national and WA orders to be used for microfiching.

15. **WRITERS RESPONSIBILITIES.** Directives writers will first determine the need and scope of a directive by using the guidance provided in Appendix 1 and by consulting with the DMO. Directives writers, with assistance from the DMO, are responsible for determining appropriate coordination considering resource impact, and preparing appropriate documentation (see chapter 8.)

16. CUSTOMER RESPONSIBILITIES. Employee participation in directive writing and upkeep activities is encouraged. Any directive user who finds a subject matter conflict, an error, or obsolete information or who would like to make recommendations or suggestions, should notify the originating office in writing, with an information copy to AIT–200. FAA Form 1320–19, Directive Feedback Information (see paragraph 1206 and appendix 15) is available for this purpose. If an interpretation or correction is urgently needed, you may call the originating office for guidance, but you should also use the FAA Form 1320–19 as a followup to verbal conversation.

CHAPTER 2. APPROVAL AUTHORITIES

SECTION 1. ISSUING DIRECTIVES

200. ADMINISTRATOR OR DEPUTY ADMINISTRATOR approves all directives reserved for his/her consideration and others which:

a. Establish or change FAA missions, policies, objectives, or basic organizations or assign responsibilities.

b. Delegate or change delegations of the Administrator's authority.

c. Fail to be reconciled at levels below the Administrator. Executive directors, associate and assistant administrators, and heads of offices and services may not approve directives if the clearance process results in significant unresolved differences or issues.

d. Establish committees as prescribed in the latest edition of Order 1110.30, Committee Management.

201. EXECUTIVE DIRECTORS approve directives which:

a. Are within the authority specifically delegated to them by the Administrator or Deputy Administrator.

b. Are within the authority of an associate administrator, the head of an office, service, or other subordinate under their executive direction to approve. (These officials may specifically reserve any subject for their personal approval in this area.)

c. Involve two or more organizations under their executive direction and a single approval authority is needed.

202. ASSISTANT ADMINISTRATORS for Airports, Civil Aviation Security, and Policy, Planning, and International Aviation, Information Technology, Accounting, and Human Resource Management approve directives which:

a. Are within the authority specifically delegated to them by the Administrator or Deputy Administrator.

b. Are within the authority of the head of an office, service, or other subordinate under their executive direction to approve. (These officials may specifically reserve any subject for their personal approval in this area.)

c. Involve two or more offices or services under their executive direction and a single approval authority is needed.

203. ASSOCIATE ADMINISTRATORS approve directives which:

a. Are within the authority specifically delegated to them by the Administrator or Deputy Administrator.

b. Are within the authority of the head of an office, service, or other subordinate under their executive direction to approve. (These officials may specifically reserve any subject for their personal approval in this area.)

c. Involve two or more offices or services under their executive direction and a single approval authority is needed.

204. ASSISTANT ADMINISTRATORS FOR CIVIL RIGHTS, GOVERNMENT AND INDUSTRY AFFAIRS, INFORMATION TECHNOLOGY, PUBLIC AFFAIRS, AND THE CHIEF COUNSEL, OFFICE AND SERVICE HEADS, AND THE DIRECTOR OF THE MIKE MONRONEY AERONAUTICAL CENTER approve national and internal directives within their functional purview. As initiators of national directives, these individuals must ensure that:

a. The directives are consistent with approved FAA objectives, plans, policies, and programs.

b. Substantive comments from other offices, services, regions, and centers pertaining to the commenting organization's program responsibilities are considered and explained as discussed in paragraph 811.

c. The directives for agency application are in the form of advice and guidance with respect to specific situations, or pertain to matters over which they have supervisory responsibility.

205. WASHINGTON HEADQUARTERS DIVISION MANAGERS or their equivalents may be delegated the authority to approve national directives involving matters solely within their assigned functional areas of responsibility. This authority may not be redelegated, except for certain 6000 series directives. For these directives, refer to the latest edition of Order 1320.48, Engineering Field Support Sector Maintenance Program Procedures—Support National Automation Engineering Field Division, ASM–400, and National Engineering Field Support Division, ASM–600.

206. REGIONAL ADMINISTRATORS AND CENTER DIRECTORS approve directives for regional and center organizations reporting directly to them and those directives concerning administrative matters that cross program lines. They may delegate their approval authority to the manager of Administrative Systems (if applicable) and to division managers and their equivalents to approve regional and center directives.

207. AIRCRAFT CERTIFICATION DIRECTORATES. Due to the special nature of the Aircraft Certification Directorate, each regional aircraft certification directorate manager will serve as head of the Aircraft Certification Directorate. The managers in the New England, Central, Southwest, and Northwest Mountain regions are responsible for the aircraft certification program assigned. In this capacity, each directorate manager is authorized to originate and approve national directives relative to aircraft certification programs as defined in Order 8000.51, Aircraft Certification Directorates. The guidance specified in Chapter 8, Clearance Procedures, must be followed. This authority may not be redelegated.

208. RESIDENT DIRECTORS may only approve directives unique to their area or, on a temporary basis, those covering emergency situations. This paragraph only applies to the Western-Pacific Region.

209. STRAIGHTLINED REGIONAL AND CENTER DIVISION MANAGERS AND FIELD OFFICE AND FACILITY MANAGERS may approve directives unique to their organization or, on a temporary basis, those covering emergency situations. When delegated by a Regional Administrator or Center Director, this authority may not be redelegated.

210. thru 212. RESERVED

SECTION 2. AUTHORITY TO CHANGE, REVISE, OR CANCEL DIRECTIVES

213. GENERAL RULE. A change, revision, or cancellation of a directive may be approved only by an official of an office that approved the original directive or by an official of an office higher in the line of command. See appendix 12.

214. DIRECTIVES APPROVED BY THE ADMINISTRATOR, DEPUTY ADMINISTRATOR, AN EXECUTIVE DIRECTOR, OR AN ASSOCIATE OR ASSISTANT ADMINISTRATOR. A directive signed by the Administrator or Deputy Administrator may be changed, revised, or canceled by the responsible executive director, associate administrator, assistant administrator, or office or service director. A directive signed by an executive director, associate or assistant administrator may be changed, revised, or canceled by the responsible office or service director. This authority may not be delegated below the director level.

a. **Changes.** This procedure is authorized when the change does not modify an order containing policy, a delegation of authority, or an assignment of responsibility; does not have a significant impact on resource requirements or level of service provided to the aviation public or another governmental, departmental, or agency element; and authority to take the action has not been specifically reserved for higher authority. Include an Authority To Change This Order paragraph in the order (see paragraph 502m). The "reason for attached" section of the FAA Form 1300–2, Clearance Record, which accompanies this change must include the following statement: "The original directive being changed or revised was signed by higher authority but the change may be approved under delegated authority because the proposed action meets the condition described in paragraph 214a of Order 1320.1D." The proposed change and any subsequent change must be coordinated with affected offices, services, regions, and centers and the DMO (APO–300) for top management. All substantive comments made during the coordination process must be resolved.

b. **Revisions.** This procedure is authorized when the revision does not modify an order containing policy, a delegation of authority, or an assignment of responsibility; does not have a significant impact on resource requirements or level of service provided to the aviation public or another governmental, departmental, or agency element; and authority to take the action has not been specifically reserved for higher authority. Include an Authority To Change This Order paragraph in the order (see paragraph 502m). The "reason for attached" section of the FAA Form 1300–2, Clearance Record, which accompanies this revision must include the following statement: "The original directive being changed or revised was signed by higher authority but the revision may be approved under delegated authority because the proposed action meets the condition described in paragraph 214a of Order 1320.1D." The proposed revision and any subsequent revision must be coordinated with affected offices, services, regions, and centers and the DMO (APO–300) for top management. All substantive comments made during the coordination process must be resolved.

c. **Cancellations.** This procedure is authorized when the directive no longer serves a useful purpose and no new directive is needed to preserve continuity. A memorandum, sent from the head of the originating office, must include a statement similar to the last paragraph in the sample included in appendix 12. Appendix 12, Sample Cancellation Memorandum, contains an example of the documentation to cancel a directive. This memorandum must be coordinated (a clearance record may be used for extensive coordination) with the DMO for the directive being canceled, the DMO for top management (APO–300), and concerned organizations. After approval, a copy of the memorandum and a cancellation card, FAA Form 1320–6, should be furnished to APO–300 and to AIT–200 for cancellation in the next directives checklist.

215. DIRECTIVES SIGNED BY AN OFFICE, SERVICE, CENTER DIRECTOR, OR REGIONAL ADMINISTRATOR.

a. A directive signed by an office, service, or center director or regional administrator may be changed, revised, or canceled by an appropriate division manager or equivalent if one of the following conditions has been met:

(1) Prior written approval has been obtained from an official of the office that approved the original directive.

(2) The original directive specifically provides that changes, revisions, or cancellations may be approved at a lower level than the approving official.

b. Such changes, revisions, and cancellations are issued in the name of the appropriate division manager or equivalent and are controlled like any other directive signed by him/her except that they must be processed through the Directives Management Officer for the official who signed the original directive.

216. thru 219. RESERVED

SECTION 3. AUTHORITY—CLEARING DRAFT DIRECTIVES

220. NATIONAL DIRECTIVES. All national directives should be sent to the organization head for review and comment. National program offices are responsible for the coordination of national orders with all elements of the agency which have a valid concern, including regional and center elements.

a. Drafts of national directives for approval of the Administrator, Deputy Administrator, Executive Directors, or Associate or Assistant Administrators shall be sent to APO–300 for review and comment.

(1) Drafts released for comment shall be signed by the head of the originating office, service, region, or center or appropriate regional division or directorate manager. This authority may be delegated to Manager of Administrative Systems (if applicable) or equivalent.

(2) Comments on drafts shall be signed by heads of offices and services; regional administrators and center directors for those regional and center elements reporting directly to them; or regional and center straightlined program division managers. This authority may be delegated to the Manager of Administrative Systems (if applicable) or officials authorized to sign for them. The straightlined manager shall provide the regional administrator and center director, respectively, with an information copy of the comments sent to Washington. Paragraph 220e contains the responsibilities of signers.

b. Drafts of national directives for office or service head approval or for approval by the Aircraft Certification Directorate Managers shall be sent to the head of the appropriate organization for review.

(1) Authority to release draft directives for comment may be delegated to division managers. This authority may not be redelegated.

(2) Authority to comment on drafts received for review may be delegated to division managers. This authority may not be redelegated.

c. Drafts of national directives for Washington headquarters division managers or their equivalents.

(1) Authority to release draft directives for comment may be delegated to branch managers, but no lower.

(2) Authority to comment on drafts received for review may be delegated to branch managers, but no lower.

d. Internal Coordination. All coordination within the originating office or service shall be completed before the directive is released for external review and comment. This does not preclude informal advance coordination.

e. Responsibility of Signers.

(1) Officials signing for the office or service director, either in releasing a draft directive for comment or in commenting on a draft directive, are signing for the whole office or service.

(2) Officials signing for the regional administrator or center director either in releasing a draft directive for comment or in commenting on a draft directive are signing for those regional and center elements reporting directly to the regional administrator or center director.

(3) Officials signing for the regional and center division or directorate manager are signing for the whole division or directorate. Straightlined regional and center program managers shall ensure that national orders sent to them for review and comment are cleared with affected regional and center elements.

(4) The signing officials are expected to obtain and take into account the views of all parts of their organization that might be concerned with the directive. Regardless of who signs the clearance form, the appropriate office, service, or center director; regional administrator; regional and center division manager; or directorate manager retains responsibility for the clearance actions of his/her subordinates.

f. Distribution of Draft Directives. All draft directives sent out for official comment shall be addressed to the head of the office, service, region, center, regional division, or directorate as appropriate.

221. INTERNAL DIRECTIVES. All issuing organizations may prescribe internal procedures for clearing draft directives.

CHAPTER 3. TYPES OF DIRECTIVES ISSUANCES AND FORMATS

300. FAA ISSUANCES.

a. National directives apply to the FAA as a whole or to more than one office, service, region, and center other than the initiating organization. All directives, except FAA headquarters directives, approved by the Administrator, Deputy Administrator, or Associate Administrators are automatically issued as national directives.

b. Internal directives apply only to the issuing office, service, region, or center. Internal directives use a prefix before the directive number to identify the issuing office. Exception: Many national directives that are still in effect carry prefixes which were issued under prior numbering systems. Paragraphs 402a and 802b contain additional information on internal directives.

c. FAA headquarters directives apply to two or more offices or services in FAA headquarters only or to administrative support services provided to FAA headquarters and the Europe, Africa, and Middle East Office by FAA headquarters elements. The latter are not national in scope but are local FAA headquarters operational areas of concern. The prefix "WA" is used to identify these directives. An office or service director or higher may approve these directives provided they do not fall within the purview of the Administrator's reserved approval authority.

301. TYPES OF FAA DIRECTIVES.

a. Orders are bodies of permanent material that remain in effect until specifically canceled.

b. Notices are temporary instructions or announcements which remain in effect for 12 months or less.

c. Changes add, delete, or modify information or instructions to orders. Changes are issued by the originator of the basic directive.

d. Supplements are additional information or instructions issued to basic directives to meet localized needs or FAA-wide supplementary information to DOT directives.

e. Other special types of FAA directives are described in the detailed description of FAA directives formats in paragraphs 308 and 309 .

302. FORMAT EXCEPTIONS. All directives should be prepared using the modified block style paragraphing. However, certain technical directives issued by the System Maintenance Service which are prepared in accordance with Orders 1320.33B, Equipment Modification and Facility Instruction Directives, and 1320.35A, Preparation of Airway Facilities Service Maintenance Technical Handbooks, are exempted. Technical Issuances issued by the Aviation Standards National Field Office must be prepared in accordance with standards developed by that organization. If format exceptions are needed, contact APO-200.

303. ORDERS. Orders are directives on individual subjects or programs. They remain in effect until specifically canceled. Orders are updated by page changes or by entire reissuances.

a. Short orders (generally 24 pages or less) are used to issue brief bodies of information or instructions, policy, or procedures on individual subjects. They may range from orders on specific subjects that require no implementing or supplementing of instructions to orders on broad subjects that require or direct extensive implementing instructions to take place at a subordinate level.

(1) Makeup. Short orders consist of text arranged in paragraphs and subparagraphs. Sections may be used to organize paragraphs into broad units. A table of contents may be used in a short order of eight or more pages, Illustrations, charts, tables, and other short supplementary materials may be inserted into the text as figures, but only if they do not break the continuity of the text. Appendixes are used for long bodies of supplementing or illustrative materials, for materials not closely related to the text, or for including non-FAA material.

(2) Format. Prepare the first page of short orders on FAA Form 1320–1, Order Format. Appendix 4 illustrates the proper short order format. Short orders are printed on white paper.

b. Long Orders (generally 25 pages or more) usually cover a subject area in detail. They may implement broad policy established at a higher level or they may combine broad policy and guidance approved at one level and implementing instructions approved at the subordinate level. A handbook is a long order with the word HANDBOOK in the title.

(1) Makeup. Long orders are issued with blue covers and include an FAA Form 1320–5, Record of Changes, a foreword, and a table of contents. Text is arranged in chapters, paragraphs, and subparagraphs. Sections are used when necessary to provide subdivision of chapters. Figures and appendixes may be used for illustrative and supplemental material.

NOTE: Appendixes are not to be considered when determining the length of the order.

(2) **Format.** Prepare the cover of long orders on FAA Form 1320–2, Order Cover Format. The cover is printed on blue paper. Other pages are printed on white paper. Appendix 5 illustrates the proper format.

304. CHANGE transmittals are used to transmit changes to orders. The change may require the insertion of additional pages or the deletion and removal of pages for corrections or omissions of data. A change may reflect terminology modifications and any actions required to accomplish a task or project. The change transmitted may contain temporary instructions, information, or explanations. Changes are issued by the originator of the basic directive. Transmittals may be discarded or retained after necessary action has been taken (see paragraphs 502g and 702c).

a. **Makeup.** Changes are printed on white paper. They consist of text arranged in paragraphs and subparagraphs and a page control chart that tells what pages to remove and insert.

b. **Format.** Prepare the first page of a change on FAA Form 1320–4, Change Format. The subject line is identical to that of the basic directive. Appendix 9 illustrates the proper change format.

305. NOTICES give temporary direction or make one-time announcements. They remain in effect for 12 months or less. They are self-canceling and may not be revised or extended. When a notice is canceled or expires, the instructions in it are also canceled or expired. Only in emergencies may a notice be used to modify long-term instructions; and then prior to the cancellation of the notice, an order or a change, if appropriate, must be promptly issued. Notices or memorandums SHALL NOT be used in lieu of orders to assign permanent responsibility; to revise information currently in an existing directive; to issue continuing procedures, guidance, or direction; or to transmit DOT orders.

a. **Makeup.** The standards for text arrangement, figures, and appendixes in notices are the same as those for short orders. At a minimum, the text should include a purpose and distribution paragraph.

b. **Format.** Prepare the first page of a notice on FAA Form 1320–3, Notice Format. Notices are printed on buff paper. Appendix 6 illustrates the standard notice format.

306. NOTICES ISSUED AS TELEGRAPHIC MESSAGES.

a. **Telegraphic directives may be issued only as notices.** They are used for emergencies when immediate notification is required. If the content of a telegraphic message is within the scope described in paragraph 10, it should be issued as a directive. As notices, they are governed by the provisions of paragraphs 301b and 305 and appendix 7.

(1) **Makeup.** Telegraphic notices follow regular telegraphic style (which is all CAPS), but must contain a subject title and a cancellation date. They are assigned a subject classification number and controlled as any other notice.

(2) **Format.** Use Standard Form 14, Telegraphic Message. Appendix 7 illustrates the format to follow.

b. **Types of Telegraphic Messages.** GENOT's and RENOT's can be issued as either informational or directive. If they only provide information they do need to be included in the directives system, and are not required to have a subject classification number. The initiating office determines if GENOT's and/or RENOT's are informational or directive in nature. Figures 2, 2-1, and 3 of Appendix 7 are samples of GENOT's and RENOT's.

(1) **GENOT.** This contraction is used to identify General Notices issued by Washington headquarters only.

(2) **RENOT.** This contraction is used to identify Regional Notices.

307. SUPPLEMENTS are issued by organizations other than the originator of the basic directive to provide additional internal guidance or instructions pertaining to the basic directive. Supplement transmittals are used to issue supplements to a basic directive or to revise or remove supplemental material.

a. **Objective of Supplements is to consolidate** instructions from different levels into a single directive, instead of having instructions scattered among several directives.

b. **Authorities and Limitations.** Any supervisor at any level may, within the limits of his/her authority, issue supplements to his/her personnel giving instructions unique to his/her organization. However, supplements must not conflict with the provisions of the directive to be supplemented. Organizational supplements shall not be used to change or revise DOT issued directives.

c. **Types of Supplements.** There are two official types of supplements: national and organizational.

(1) **National Supplements.** Department of Transportation (DOT) directives which affect FAA are implemented for use throughout the agency as prescribed in the latest edition of Order 1320.32, DOT Directives—Clearance and Implementation. These DOT directives may sometimes require additional or explanatory material to make them more adaptable for agency wide use. A national supplement may be issued after the DOT directive has been implemented by an FAA directive. However, the process of supplementing national directives is not encouraged and should be used only when revising the FAA order is not practical or would clearly not provide the best method of disseminating the explanatory

material. Only Washington headquarters offices of primary responsibility are authorized to issue national supplements. These supplements shall be printed on salmon-colored paper and are distributed to all FAA recipients of the implemented DOT directive.

(2) **Organizational Supplements** are used at all organizational levels to issue supplemental material unique to the issuing organization or related to its functional responsibilities. They may be issued for DOT directives which have been implemented in FAA, basic FAA directives, national supplements to DOT directives, or organizational supplements of an equal or higher level of organization. Organizational supplements issued by Washington, region, and centers shall be printed on green paper. No specific color has been adopted agencywide for supplements issued by lower level headquarters organizations or field facilities. Therefore, they may be printed on any other distinctive color of paper except: white, green, buff, or salmon, as prescribed on a regional or local basis.

d. Methods of Supplementing. There are two methods by which supplemental material is issued to a directive: appendix and interleaf.

(1) **Appendix Method.** Supplementary material is prepared as a single unit for filing at the end of the basic directive. Appendix supplements are arranged in sections, paragraphs, subparagraphs, and figures like any appendix to a directive. The user then has a cohesive body of organizational procedures and instructions. Appendix 10, figures 2 and 4, illustrates the appendix method of supplementing.

(2) **Interleaf Method.** This method provides for individual sheets to be inserted into the directive as close as possible to the material being supplemented. This provides the user with both supplemented and supplemental material in one place. Normally, interleaf supplements are made to individual paragraphs or subparagraphs. If the supplementing material is an addition to, or relates to, an entire section or chapter, it is placed at the end of the applicable section or chapter. Appendix 10, figures 3 and 5, illustrates the interleaf method of supplementing.

e. Identification of Supplements.

(1) **Identification Symbols.** Supplementing office identification symbols are used in supplement titles, identification numbers, page numbers, and main paragraph numbers to identify the type and level of the supplement. All national supplements use the symbol "FA" in titles and supplement numbers and the symbol "S" in page and main paragraph numbers, regardless of what organization originates the supplement.

Organizational supplements use a supplementing office symbol in titles, supplement numbers, main paragraph numbers, and numbers to identify the originating organization. See Figure 4–1, Examples of Directives Identification, for illustrations of identification symbols for various types of supplements.

(2) **National Supplements.** The supplement identification number consists of the FAA implementing directive number, followed by the identification symbol "FA," the abbreviation "SUP," and a sequential number (e.g., 1500.14 FA SUP 2). The DOT directive number is placed in parentheses immediately under the supplementing number. If the supplement is an appendix, place the phrase "FAA Appendix" followed by a sequential number just below the DOT directive number and at the beginning of the appendix title. If it is an interleaf supplement, place the title "FA SUPPLEMENTAL PAGE" in the upper center of each page. Appendix 10, figures 4, and 5, illustrates national supplements.

(3) **Organizational Supplements.** The supplement identification number consists of the basic FAA directive number, followed by the supplementing office identification symbol, the abbreviation "SUP," and a sequential number. Appendix 10, figures 1, 2, and 3, illustrates organizational supplements.

(a) If the supplement is to a DOT directive or another supplement, the identification number of the directive being supplemented is placed in parentheses immediately under the supplement number.

(b) If the appendix method is used, place the word "Appendix," preceded by the supplementing office identification symbol and followed by a sequential number, just below the supplement identification number(s) and at the beginning of the appendix title.

(c) If the supplement is by the interleaf method, place the title "SUPPLEMENTAL PAGE," preceded by the supplementing office identification symbol, in the upper center of each page.

f. Format.

(1) **Transmittal.** Transmit supplementary pages by FAA Form 1320–12, Supplement Format. Use a page control chart and give any necessary explanations on the supplement transmittal sheet. The subject line is identical to that of the directive being supplemented. Appendix 10, figure 1, illustrates the proper supplement transmittal format.

(2) **Appendix Supplement.** Arrange in sections, paragraphs, subparagraphs, and figures like any appendix to a directive and file following the regular appendixes. National supplements are filed ahead of organizational supplements. (See samples in appendix 1, figures 2 and 4.)

(3) **Interleaf Supplements** use the same paragraphing arrangement as the basic directive. Start the text on a page facing the beginning of the specific paragraph or subparagraph being supplemented and file the supplement

sheet(s), in paragraph order, facing the related material. If there are both national and organizational supplements to the same paragraph of a DOT directive, the national supplement is filed ahead of the organizational supplement. (See samples in appendix 10, figures 3, and 5.)

(4) **Paragraph and chapter numbers and dates** of approval are shown on the inside corners of supplemental pages in the same manner as on regular directive pages.

308. SAFETY ALERT DIRECTIVES. These are orders or notices used to draw attention to safety hazards. They are distinguished from other directives only by a slashed red border.

a. Makeup. The standards for text arrangement, figures, and appendixes are the same as for orders and notices.

b. Format. Prepare the first page of a safety alert directive on the appropriate form for an order or notice. Indicate on form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request, that a slashed red border should be printed on the first page. Appendix 8 shows the proper border spacing and arrangements.

309. TECHNICAL ISSUANCES (TI) are publications acquired from nonagency sources or developed within FAA that directly concern installation, maintenance, or modification of equipment, equipment systems, facilities, or aircraft. This provides a means for numbering and recognizing industry and other governmental agency prepared publications as official publications for use within FAA. Manufacturers' instruction books for plants and equipment are included in the technical issuance category. Organizations publishing technical issuances shall develop standard operating procedures within their respective organizations identifying appropriate reference material as necessary. The basic objective is to permit the merging of internally developed and externally acquired technical manuals and publications into consolidated, single-source documents. Because of necessary deviations from standard directive format and issuance procedures, they are designated technical issuances.

310. DOT ORDERS AND NOTICES.

a. The Office of the Secretary of Transportation (OST) issues orders and notices that apply to OST and one or more of the operating administrations of the Department of Transportation (DOT). These directives are effective upon approval, unless a different effective date is specified. These directives are identified by a major subject classification code (similiar to FAA's) preceded by DOT. The DOT orders are printed on white paper and notices on blue paper. Order 1320.32, DOT Directives—Clearance and Implementation, explains the review process and implementation of DOT directives.

b. When FAA implements a DOT directive, the DOT directive will be identified in the PURPOSE paragraph of the FAA directive. Certain DOT directives, such as those going to all FAA employees and to all DOT headquarters employees, are distributed without an FAA covering directive. Until appropriate FAA implementing instructions have been issued, the Office of Primary Responsibility shall determine compliance and any reporting requirements with the DOT order. When the implementing FAA order is being revised and the DOT order has not changed, state in the PURPOSE paragraph that the DOT directive is being retransmitted and has not changed.

c. An example of a PURPOSE paragraph that implements and/or transmits a DOT directive is:

> This order (or change) describes the FAA directives system, and implements and/or transmits as appendix 1, Order DOT 1320.32.

311. SYSTEM REQUIREMENTS STATEMENTS (SRS) identify and describe valid system requirements; establish parameters within which the agency intends to satisfy system requirements; and when approved by the Administrator, provide the authority for the major system acquisition to enter into the development phase or directly into the implementation phase when development is not required. The System Requirements Statement is identified by major subject classification 1812. Complete guidance for issuing these directives is contained in the latest edition of Order 1810.1, Major Acquisitions.

CHAPTER 4. DIRECTIVES IDENTIFICATION (Titling, Coding, and Numbering Directives)

400. GENERAL. The principal objective of assigning code numbers and other symbols to directives is to make it easier to file and find the directives. The system provides for filing directives on a given subject together. Other symbols help identify the type of directive and the audience to which it was issued. Examples of directives identification are shown in figure 4–1.

401. TITLES should clearly and concisely reflect the content of the directive.

402. EXPLANATION OF DIRECTIVES CODES AND IDENTIFIERS.

a. Office Prefix Symbols.

(1) National directives do not show office prefix symbols because they apply to an agencywide audience. However, some old national directives issued before the decision was made to omit office prefix symbols from national directives are still in effect. The most common of these are:

(a) AF—issued by the former Aviation Facilities Service. These directives are the responsibility of the Systems Maintenance Service. Directives using the AF prefix are national directives.

(b) IMP—issued by the former Installation and Materiel Service. They are the responsibility of the Systems Maintenance Service.

(c) PT—These are the responsibility of the Office of Personnel Training and Higher Education.

(2) Region, Center, and Internal directives must show a prefix (usually the last two letters of the alphabetical prefix of the mail routing symbols) identifying the directive as being issued by an individual organization for internal use. Examples of how internal directives may be identified are:

(a) WP—applies to the Western-Pacific Region only.

(b) CT—applies to FAA Technical Center.

(c) RD—applies to the former Systems Research and Development Service only.

(3) The FAA headquarters directives must show the prefix "WA" to identify those directives applying to two or more offices or services in FAA headquarters only.

b. Subject Classification Code. This is a four-digit number that identifies the subject classification of the directive. These numbers are in the latest edition of Order 0000.1, FAA Standard Subject Classification Code System. Use ONLY these authorized code numbers. Paragraph 403 gives instructions on how to select the number.

c. Sequential Numbers. A sequential number (.1, .2, etc.) is placed after each four-digit subject classification number to specifically identify a given directive. Orders and notices each have a separate series of sequential numbers. They are assigned AFTER final approval of the directive. Sequential numbers are followed by letters (.1A, .1B, etc.) when complete revisions of orders are issued. Once assigned, the numbers are not reissued except with a revision letter added to identify a revised directive. Similarities between certain alpha and numeric characters often result in confusion when used. Therefore, the characters I (capital i) and O (capital o) should be avoided. Also the letter "Q" should be avoided. The letter "Q" in the software package that runs DMIS is a system command.

d. "P." Some directives have the "P" between the office symbol prefix and the subject classification code. The symbol was formerly used to identify handbooks.

e. "N." Notices have the letter "N" to distinguish them from orders. For example, N 1300.5 or CE N 1000.1.

f. "CHG." Change transmittals and revised pages have "CHG" and a number following the sequential number of the original directive for identification. For example, 1100.2 CHG 4 is the fourth issuance of changed pages to 1100.2.

g. "SUP." Supplements have the identification and sequential numbers of the basic directive. These are followed by an office symbol prefix and "SUP." For example: 1380.1A CE SUP 2 means the second time the Central Region issued supplementary material to 1380.1A.

h. "TI." Technical Issuances have the prefix "TI." For example: TI 4040.1A.

i. "(X)." National notices issued by the Aeronautical Center are identified by an "(X)" following the sequential number in a separately numbered series. For example: N 3000.10(X).

j. "FA." This symbol identifies supplements issued by FAA headquarters to DOT directives which have been implemented for use on an FAA–wide basis. For example: Order 1500.14 FA SUP 2.

k. "WA." This symbol identifies directives issued by, and applicable in, Washington headquarters only. For example: WA 1700.6.

l. **Legends at Bottom of Cover Page and First Page.**

(1) **"Distribution."** The symbols after this legend identify the mailing list to be used in distributing the directive. See latest edition of Order 1720.18, FAA Distribution System, for an explanation of what the symbols represent.

(2) **"Initiated By."** This identifies, by routing symbol, the office that can be contacted about the contents of the directive.

FIGURE 4-1. 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 of 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.
N 3000.1 (X)	National notice issued by the Mike Monroney Aeronautical Center.
	Internal Directives
SM 1360.3	Third order for use in the Systems Maintenance Service on correspondence.
SM 1360.3B	Second complete revision of SM 1360.3. Replaces SM 1360.3A.
SM 1360.3B CHG 1	First page change to SM 1360.3B.
	Regional/Center Directives
EA AT 7110.1	First order issued by Eastern Region, Air Traffic Division on air traffic control procedures.
CE N 2500.4	Fourth notice on budget issued by Central Region.
	FAA Headquarters Directives
WA 3000.1	First order on training applicable to Washington headquarters only.
	Supplements
1600.2A FA SUP 3 (DOT 1640.4)	Third national supplement to Order 1600.2A, which implemented Order DOT 1640.4.
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.
1320.1 MS-500 SUP 3	Third Washington headquarters division supplement to 1320.1 (applies internally to Management Analysis Division only).

403. SELECTING SUBJECT CLASSIFICATION NUMBER.

a. General Considerations. Before assigning a subject classification number to a directive refer to:

(1) Latest edition of Order 0000.1.

(2) The use of the major subject category and specific subject numbers assigned to previous directives in the same subject area.

(3) The point of view and needs of the user, not the author.

(4) The purpose and general significance of the directive rather than the functional responsibilities of the user or the author.

(5) All subject number possibilities. No number is reserved for the exclusive use of any particular originating office, nor is any office limited to using only one subject number.

b. Selection. Pick the number that:

(1) Identifies the subject as narrowly and concretely as possible (e.g., Printing and Distribution instead of Administrative Services—General). Use the alphabetical portion of Order 0000.1F. This gives a narrower breakdown of the overall classification numbers.

(2) Identifies a general subject only when the directive concerns more than one specific topical area within the general subject area.

(3) Best describes the function of the directive when two or more subjects are covered (e.g., classify a directive concerning reports of equipment outage under the equipment code not under the reports code).

c. Approval of Selection. Directives writers have the responsibility for the selection of the subject classification number for a given directive. DMO's will advise writers and/or review the selection of the appropriate subject classification number. The Architecture and Data Management Division, AIT–300, will give assistance, as requested, in the selection of subject classification numbers. In case of a question or disagreement, AIT has the authority to finally resolve the problem. Use of a subject classification number not in the system must have specific approval. A memorandum requesting the new subject classification number and the justification must be forwarded to the Office of Information Technology, Architecture and Data Management Division, AIT–300.

404. ASSIGNING SEQUENTIAL NUMBERS AND CHANGE NUMBERS for basic directives, changes, and supplements are assigned after a directive has been approved. (Exception: Advance sequential numbers may be obtained for telegraphic messages; see paragraph 404d.)

a. National Directives.

(1) Directives approved by the Administrator, Deputy Administrator, or an Associate Administrator are assigned sequential numbers by AIT–200; then the directive is stamped on the back of the signature page with the authority to print and returned to APO–330.

(2) National directives approved by office, service, region, or center heads or their designated representatives are assigned sequential numbers by AIT–200. The DMO submits the approved directive, Clearance Record, and the original and two copies of FAA Form 1320–6, Directives Issuance Record, to AIT–200. AIT–200 stamps on the back of the signature page the authority to print the directive and returns the directive, Clearance Record, and a carbon copy of the FAA Form 1320–6 to the DMO for final processing and printing. The completed package, which includes the annotated clearance record(s), the signed and dated directive, a clean photocopy of the directive, FAA Form 1320–6, FAA Form 1320–16, Directives Action Information, and DOT F 1700.3, Printing, Binding, Distribution and Editorial Services Request, are forwarded to AIT–200 for final processing and printing. The clearance record and a copy of the DOT F 1700.3 will be returned to the appropriate DMO after processing by AIT–200.

(3) National Directives—Aeronautical Center. The Aeronautical Center DMO assigns sequential numbers to national notices, using "(X)" following the sequential number. Sequential and change numbers for national orders are assigned by AIT–200.

b. FAA Headquarters Directives. AIT–200 assigns sequential and change numbers to FAA headquarters directives. The DMO submits the approved directive, clearance record, and the original plus two copies of FAA Form 1320–6, Directives Issuance Record, to AIT–200 for assignment of a sequential number and approval of the directive's readiness for printing.

c. Internal Directives. The DMO may assign sequential numbers, change numbers, and supplement numbers for all internal directives issued by his/her organization. Sequential numbers assigned to the internal directives of one organization have no relationship to numbers issued by other organizations.

d. Advance Sequential Numbers for Telegraphic Notices. AIT–200 gives advance sequential numbers for telegraphic messages. The DMO calls AIT–200 for an advance sequential number. AIT–200 reserves the sequential number pending receipt of the completed FAA Form 1320–6 and a copy of the telegraphic message.

CHAPTER 5. MANDATORY, STANDARD, AND OPTIONAL PARAGRAPHS

500. GENERAL paragraphs must have a number and title. There are three types of paragraphs—mandatory, standard, and optional—which can be used as needed when preparing a directive.

501. MANDATORY PARAGRAPHS. All directives must contain a PURPOSE and a DISTRIBUTION paragraph.

a. PURPOSE. Always head the first paragraph PURPOSE. Tell briefly why the directive is being issued and what it contains. Begin with a complete sentence. Do not start with "The purpose of this order..." Start, for example, with "This order establishes a procedure for..." or when rewriting an old directive, consider "This order restates existing policy for..., and recasts responsibilities and procedures to agree with recent organizational changes." If a table of contents is used in a notice or short order, it follows the purpose paragraph. See paragraph 608, table of contents. When an FAA directive implements a DOT directive, state in the PURPOSE paragraph that "this directive (also) implements DOT Order ." Do not use the title (first or introductory) line of a directive to show the implemented DOT directive (see paragraph 310).

b. DISTRIBUTION. Always head the second paragraph DISTRIBUTION. State what the distribution of the directive is and who the users are. A distribution paragraph is also mandatory on change transmittals (see Appendix 9). The coding at the bottom of the page must correspond with this paragraph. (See the latest edition of Order 1720.18 for distribution codes.) Users are those offices or persons required to take action based on the directive or who must know that a directive has been issued. All supplements shall be distributed to the originating office for reference and information purposes.

502. STANDARD PARAGRAPHS shall be used to highlight significant information contained in the directive; i.e., Cancellation or Related Publications paragraphs.

a. CANCELLATION. If a directive cancels other directives, forms, or reports, use a CANCELLATION paragraph to identify them. An example of a CANCELLATION paragraph: "Order 1300.1, Management Data Programs, dated October 30, 1985, is canceled." Do not cancel parts of a directive; instead, issue a change for this purpose (see paragraph 901).

b. ACTION. Use an ACTION paragraph when the directive requires the user to perform a one-time action to meet a deadline. Include the due date and who is responsible for the action. Do not use an ACTION paragraph merely to summarize continuing actions, procedures, and requirements that are explained throughout the text.

c. EFFECTIVE DATE. The approval date is normally the effective date of the directive. When it is necessary to make provisions in a directive on a date other than the approval date, head the next paragraph EFFECTIVE DATE. If only a part of the directive is effective on a certain date, use a specific date and reference, such as "paragraph 402 effective on October 16, 1990. All other provisions are effective as of the date of this directive." When selecting an effective date, take into account the time needed for printing, distributing, and implementing directives.

d. BACKGROUND. Limit background information to that which is essential to the user. DO NOT use it merely to cite authority to issue the directive or to give a detailed description of actions leading up to the issuance of the directive.

e. EXPLANATION OF CHANGES. This paragraph is used to highlight briefly significant changes when an order is revised or when supplements or changes are issued. This paragraph should not contain minor or editorial changes (See paragraph 704a(2)).

f. DELEGATION OF AUTHORITY. Use this paragraph only when an unusual and specific delegation is made. This paragraph should not be used for authority already delegated in organizational and functional statements or to list responsibilities assigned by the order. Do not use this paragraph for authority to issue changes to an order.

g. DISPOSITION OF TRANSMITTAL. Use this paragraph when the transmittal sheet contains information explaining the change or information concerning the length of retention. For example, "this transmittal sheet may be discarded on July 1, 1990," or "this transmittal sheet should be retained until the basic directive is canceled by a new directive." (See paragraph 702c.)

h. DEFINITIONS. Use a DEFINITIONS paragraph whenever a directive introduces new terms or establishes a specific meaning to any term.

i. REQUESTS FOR INFORMATION. If the author expects calls for further information or clarification use a REQUEST FOR INFORMATION paragraph. It should instruct readers who want more information or have questions about the directive to contact the office that is most familiar with the contents of the directive. Generally, the "initiated by" entry on the first page of the directive should suffice in lieu of this paragraph.

j. FORMS AND REPORTS. Use this paragraph to list all forms and reports specified in the directive or list them in an appendix.

(1) The relative importance of the form or report in the directive (for example, a short order prescribing a new report form) may determine the location of information concerning its preparation and use. However, such instructions should not be included in this paragraph of a long order. Give detailed instructions for preparation, signing authority and limitations, number of copies, and where to send them, in the text of the order or on the form.

(2) Include the following information in the forms and reports listings or refer the reader to detailed instructions in the text:

(a) Forms Listings:

1. Number and title of form.

2. Order information such as National Stock Number (NSN), unit of issue, etc.

3. Source of supply and availability date. BE SURE it will be available at the work place before you establish a mandatory date for its use.

(b) Reports Listing:

1. Report title and report identification symbol (RIS).

2. Reporting periods and due dates. Follow the standards in the latest edition of Order 1340.1, FAA Reports Management Handbook, to prescribe reporting requirements. Short due dates on reports may be placed in the ACTION paragraph.

3. Reference to prescribing text.

k. RELATED PUBLICATIONS. Use this paragraph to identify publication(s) to be used as a source of reference or that provides information to a program or process in conjunction with the directive. A long list of related publications should be combined in an appendix.

l. AUTHORITY TO CHANGE THIS ORDER. Use this paragraph to authorize an associate administrator or an office or service director to issue certain changes to an order. Generally, this authorization will permit the official to issue changes which do not affect policy, a delegation of authority, or an assignment of responsibility.

503. OPTIONAL PARAGRAPHS.

These are paragraphs other than standard paragraphs which can be used at the option of the directive writer. The writer determines when optional paragraphs are needed. HOWEVER, OPTIONAL PARAGRAPHS SHOULD BE SEQUENCED AFTER THE MANDATORY AND STANDARD PARAGRAPHS. Examples of headings of optional paragraphs are POLICY, PROCEDURES, RESPONSIBILITIES, AND GUIDELINES. Any questions concerning the use or sequencing of optional paragraphs should be addressed to your DMO.

CHAPTER 6. PREPARING THE DIRECTIVE

SECTION 1. FORMATTING

600. USING PARAGRAPHS AND SUBPARAGRAPHS.

a. Paragraphs. Paragraphs are the basic units of text in all directives. Use a separate paragraph for each important idea or segment of the subject area covered. Paragraphs over 10 lines are hard to read and understand. Break them up into separate paragraphs or subparagraphs. Start each paragraph and subparagraph with a complete sentence except for listings and enumerations. (See appendixes 4, 5, and 6.)

b. Subparagraphs. Use subparagraphs to break up long paragraphs or to list conditions, exceptions, or procedures. Keep the number of subparagraphs to a minimum within a paragraph. This will avoid having the last subparagraph so far away from the paragraph subject heading, that both the writer and reader could lose continuity. Avoid excessive levels of subordination such as (1), (a), and 1 (see paragraph 601e). At least two subparagraphs at every level of subordination should be used. (See appendixes 4 and 5.)

601. HEADING AND NUMBERING PARAGRAPHS AND SUBPARAGRAPHS.

a. Give every paragraph a number and title heading.

b. Use headings for all subparagraphs except:

(1) Short listings.

(2) Brief enumerations.

(3) Step–by–step actions.

c. Use the same type of headings on all subparagraphs in the same series if one or more has a heading.

d. Number paragraphs with Arabic numbers. Number sequentially throughout the directive or start a new paragraph series for each chapter. Always start a new paragraph series for each appendix. Two methods of numbering paragraphs to coincide with chapters are illustrated:

Chapter Number	*Paragraph Example 1*	*Paragraph Example 2*
Chapter 1	Paragraphs 1–199	Paragraphs 1–1 through 1–999
Chapter 2	Paragraphs 200–299	Paragraphs 2–1 through 2–999
Chapter 3	Paragraphs 300–399	Paragrahs 3–1 through 3–999

e. Number or letter subparagraphs as follows:

(1) First level subdivision—a, b, c, etc.

(2) Second level subdivision—(1), (2), (3), etc.

(3) Third level subdivision—(a), (b), (c), etc.

(4) Fourth level subdivision—*1, 2, 3*, or 1, 2, 3 , etc.

(5) Fifth level subdivision—(aa), (bb), (cc), etc.

f. Indent subparagraphs as shown in appendix 4.

602. USING CHAPTERS AND SECTIONS.

a. General. Although paragraphs are the basic units of text, it is often necessary to group material into broader subject matter units such as chapters and sections. (See appendix 5, figure 5.)

b. Chapters. Use chapters in long orders only. Cover one broad related subject area in each chapter. If the material covered by the long order cannot be broken into major subject areas, use paragraphs only. Break down chapters, when necessary, into sections. One chapter may have two or more sections, while other chapters may have none. In a long order, do not use sections without using chapters.

c. Sections. Use sections in long orders, short orders, notices, and appendixes. Use sections to group lengthy collections of paragraphs into major topic areas.

603. HEADING AND NUMBERING CHAPTERS AND SECTIONS.

a. Chapters are numbered with Arabic numbers in sequence throughout the order.

b. Sections are numbered with Arabic numbers in sequence within a chapter. Begin a new sequence with each chapter.

604. NUMBERING PAGES. Number all pages with consecutive Arabic numbers except:

a. First Pages of Orders, Notices, Changes and Supplement Transmittals shall be considered page 1 (right hand/odd page). Begin numbering the next page with page 2 (left hand/even page). An alternate method of numbering for a long order is to identify pages with the chapter and the page (e.g., Chapter 7 pages would be numbered 7-1, 7-2, 7-3, etc.).

b. Foreword and Table of Contents. Begin numbering the foreword with page i (right hand/odd page). For the table of contents, continue with the first right hand/odd Roman numeral following the foreword. (For example, if the foreword ends on page i, number it "Page i (and ii)" and begin the table of contents on page iii. If the foreword continues and ends on page iii, number it "Page iii (and iv)" and begin the table of contents on Page v.) (See paragraph 608a.)

c. Appendixes. Number each page of appendixes with Arabic numbers beginning with "Page 1" on the first page. If there is more than one appendix to a directive, begin each appendix with a "Page 1."

d. Blank Pages. Consider all blank pages as numbered but do not place the number or the date on the page. The previous page shall carry the number for the blank page. For example: "Page 9 (and 10)."

605. NUMBERING SUPPLEMENT ELEMENTS.

a. General. Number supplements with the basic FAA directive number, followed by the supplementing office identification symbol, the abbreviation "SUP," and a sequential number. (See appendix 10, figure 1.) Supplement sequence numbers are not related to change sequence numbers. Each organization supplementing a directive uses a separate set of sequential numbers beginning with "1."

b. Appendix Method. Number pages, sections, paragraphs, and figures in sequence throughout the supplementing appendix. The supplementing office identification will be used in paragraphs with this method.

c. Interleaf Method. The purpose of the interleaf method is to place the supplemental information as near as possible to the material being supplemented.

(1) Paragraphs. Number supplemental paragraphs using the paragraph number of the directive being supplemented, followed by a dash, the supplementing office identification symbol, and a sequential number. (For example: Supplemental paragraph 24–S1 is the first supplemental paragraph of a national supplement to paragraph 24 of a DOT directive.)

(a) Subparagraphs. Supplemental paragraphs may be divided into subparagraphs. In such cases, they are numbered in the same manner as regular subparagraphs (and are NOT identified with the material being supplemented). However, when specific subparagraphs are supplemented, the supplemental subparagraph is numbered in the same manner as paragraphs. (For example: Subparagraph 18b(2)–EA1 is an Eastern Region supplement to subparagraph 18b(2) of the basic FAA directive.)

(b) Titles. If the paragraph or subparagraph being supplemented has a title, use the identical title on the supplement or use a title closely related to correlate the two.

(c) Supplementing Supplements. When supplementing a paragraph or subparagraph of a national supplement or an organizational supplement issued by a higher level organization, the same numbering procedures are used. (For example: Paragraph 15–S1–CE1, Control Procedures, is a Central Region supplement to a national supplementation of paragraph 15, Control Procedures, of a DOT directive.)

(d) Examples. For additional examples of supplemental paragraph numbers, see appendix 10, figure 7.

(2) Chapters and Sections. Interleaf supplements are usually related to paragraphs and subparagraphs. However, when necessary, chapters or sections may be supplemented as a whole. In such cases, the appendix method should be used and supplemental information arranged in paragraph format and treated the same as prescribed for the appendix method of supplementation in paragraph 307d(1) and appendix 10, figures 2 and 4.

(3) Pages. Supplement pages are numbered using the same general procedures used for numbering paragraphs and subparagraphs.

(a) Relationship of Page Numbers. Supplemental page numbers are always related to the PRECEDING page of the BASIC directive or supplement being supplemented. This rule applies whether the material being supplemented is an odd–numbered or even–numbered page. Consequently, SUPPLEMENT PAGE NUMBERS ARE ALWAYS RELATED TO AN EVEN–NUMBERED OR LEFT-HAND PAGE. When supplementing the FIRST PAGE of an order, the supplementary page must be placed after page 2 and be numbered accordingly.

1. Basic Directives. If a basic FAA or DOT directive is being supplemented, the supplement page number is always related to the basic directive.

2. Other Supplements. If an even–numbered page of a national supplement is being supplemented, the organizational supplement will be filed following the national supplement page and the organizational supplement page number will be related to the national supplement page number. If an odd–numbered page of a national supplement is being supplemented, the organizational supplement page number will be related to the number of the page which immediately precedes it. This may be a page of the DOT directive or a national supplement page. The same relationships apply when a subordinate organization is supplementing a supplemental page issued by a higher level organization.

(b) Page Number Components. Supplement page numbers consist of the page number of the preceding page (always an EVEN numbered page of the basic order), followed by a dash, the supplementing office identi-

fication symbol, and a sequential number; e.g., 24–CE1. If the material being supplemented begins on an odd–numbered page, the supplemental information will begin on the back of the supplementing sheet and the first number used will be 2; e.g., 24–CE2.

(c) **Multiple Pages.** If more than one page is needed for the supplemental information, it will be continued on additional supplemental sheets. Both the front and back of continuation sheets are used and the pages are numbered with the succeeding page numbers. For example: 32–S3, 32–S4, 56–CE1, 56–CE2.

(d) **Examples.** Appendix 10, figure 7, gives examples of page numbers for various types of interleaf supplements.

(4) **Blank Pages.** If the text of a supplement begins on an even–numbered page, leave the front side of the sheet completely blank. Centered at the bottom of the text page, type the phrase "THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK" (see appendix 10, figures 3 and 5). Likewise, if the supplement text ends on an odd–numbered page, leave the back of the sheet completely blank and add the sequential number of the blank page, in parentheses, after the text page number. For example: Page 18–CE1 (and CE2). Leaving unused pages completely blank saves making an unnecessary printing master.

(5) **Figures.** Use the number and title of the figure being supplemented, preceded by the supplementing office identification symbol. For example: Figure FA 8, Costs by Organization; or Figure WP 2–1, Summary of Operations. If you are originating figures rather than supplementing existing ones, number according to instructions in paragraph 610d and precede the word "figure," by the organization identifier. For example: WP Figure 1.

606. DATING STANDARDS.

a. Cover Page of Long Orders. The approval date shown on the cover page of long orders shall appear in this manner: March 1, 1990.

b. Dating Pages. Date all pages of directives, including the first page, with the date of approval using the following style: 10/1/90. Date all new pages with the date the change was approved. When pages are reprinted without change, the date on the unchanged page will remain the same. See paragraph 703 on dates to put on changed first pages and changed signature pages.

c. Reference to Dates in Text. When making reference to dates in the text of a directive, use this style for the date: October 1, 1990.

607. FOREWORD. Long orders must have a foreword. Use the foreword to summarize briefly the purpose and contents of the directive and to show the signature of the approving official. It should be no more than two pages. Do not put policy, permanent instructions, or procedures in forewords. Appendix 5, figure 3, contains an illustration of a foreword.

608. TABLE OF CONTENTS.

a. Long Orders. Always use a table of contents preceding the text and list each chapter, section, paragraph, figure, and appendix in order of appearance. List the page number on which the division first appears, but do not list subparagraphs. List the contents of long appendixes and show the page numbers. Appendix 5, figure 4, contains an illustration of a table of contents. (also see paragraph 604b).

b. Notices and Short Orders. A table of contents may be used in notices and short orders of eight or more pages. List sections and/or paragraphs and page numbers immediately following the purpose paragraph. Appendix 4 contains an example listing paragraphs. The following shows an example listing sections only:

TABLE OF CONTENTS

Title	Page
SECTION 1. GENERAL	1
SECTION 2. AIRCRAFT	3
SECTION 3. VEHICLES	8

609. RESERVING NUMBERS FOR FUTURE USE IN LONG ORDERS. If additional material is anticipated for future insertion, reserve necessary chapters, sections, paragraphs, and pages. Make reservations as follows:

a. Chapters. Reserve chapters and pages in table of contents. Do not use blank pages. Give the anticipated chapter number and the title or word RESERVED. For example:

CHAPTER 7. LIMITATION (RESERVED)
(Reserved 7-16 thru 7-18)

CHAPTER 14. RESERVED.
(Reserved 14-1 thru 14-20)

b. Sections. Reserve sections and pages in the table of contents the same as for chapters. Also show reserved section in the text, centered on the page. For example:

SECTION 7. RESERVED

c. Paragraphs. Show the reserved paragraph number(s) in the table of contents and in the text. If more than one paragraph is reserved, show the first and last number.

(1) For the table of contents, show the reserved paragraph or paragraphs. For example:

14. Reserved

14.–19. Reserved

(2) In the text show the reserved paragraph or paragraphs as follows:

14. RESERVED.

14.–19. RESERVED.

d. Pages. Reserve page numbers on the last printed text page before the point of planned insertion. Following the last page number, insert the reserved pages as follows: Page 17 (and 18) or Page 17 (thru 24).

610. FIGURES.

a. When to Use. Use figures to insert examples, charts, tables, and illustrative material in the text. Insert figures near the text that mentions the figure. Keep figures short. Figures of more than one page break continuity of text, and the relationship of figure and text is lost. Long bodies of supplementary and illustrative material should be placed in appendixes. (See paragraph 706.)

b. Format. The figure format is dependent upon the nature of the material. Prepare the material clearly and neatly. Set off figures as illustrated in chapter 4, figure 4–1.

c. Headings. Give figures a brief, descriptive heading. Repeat the heading if figure extends to more than one page and add word "continued" following the repeated heading. Chapter 4, figure 4–1 illustrates proper figure numbering and heading.

d. Numbering. Number figures in long orders by sequential number within each chapter; use both chapter and sequential number (e.g., figure 1–1, figure 1–2, etc.). Number figures in short orders, notices, and appendixes in sequential number without regard to subdivision or page. Begin a new consecutive series for each appendix. Figure numbers may be reserved. Number pages containing figures in the same sequence as regular text pages.

611. REFERENCES. Do not use a REFERENCES paragraph or a related directive paragraph. However, within the text of the directive include references to other directives. When necessary, use a related publication(s) paragraph (see paragraph 502k) and keep cross-references to a minimum with explanations. Repeat brief items verbatim (word for word), but cross-reference lengthy, technical details covered in other directives. Do not cross-reference other parts of the directive that are logically placed and completely covered. Do not cross-reference common or previously defined terms.

612. CITATIONS.

a. General. When using citations and/or references in the text, use complete titles and other identifiers when first citing the document.

(1) The citation may be identified with "the latest edition of Order 1320.1, FAA Directives System," or "Order 1320.1D, FAA Directives System." A citation for a notice would be "Notice N 8740.3, Unauthorized Use of Forms for Collection of Information from the Public." Do not refer to unavailable material.

(2) When citations are used more than once, give complete identification the first time they appear; thereafter, use the identification number alone. When other documents of organizations are cited in a directive, they should be reviewed periodically for accuracy.

b. Directives and Forms. In referencing documents and forms, give both number and subject title.

c. Units of Organization. Use the complete official name of the organization and routing symbol the first time they appear. Thereafter, you may use the official routing symbol or the alphabetical prefix.

d. Personnel and Organizations. In permanent directives use titles, not names of persons. Avoid using telephone numbers, room numbers, or other data subject to change. Use such referencing in notices or appendixes, if necessary.

e. References to Laws, Code of Federal Regulations, etc. Use the citation standards given in the GPO Style Manual. If it is essential for the user to have the referenced material and it was not distributed to him/her, the required information may be furnished as an appendix or the applicable portions summarized and included in the directive.

613. PLACING EMPHASIS ON TEXT. Emphasize only those words, phrases, and sentences that are REALLY important. Use full capitalization of text to show emphasis. DO NOT UNDERLINE FOR EMPHASIS. Underlining is reserved for headings. (See paragraphs 652 and 653.)

614. USE OF QUOTATION MARKS. Use quotation marks for direct quotations or for works peculiar to the subject matter when a special distinction is required for clarity that cannot be emphasized using full capitalization. Do not use quotation marks to enclose titles of chapters, sections, directives, or other publications.

615. LEGAL TERMINOLOGY. A directive which has words that intend legal import or meaning should be reviewed and cleared by the Office of the Chief Counsel in headquarters or by the Assistant Chief Counsel in the regional offices to ensure clarity of intent.

616. APPENDIXES.

a. When to Use. Use appendixes to orders and notices for long bodies of supplementary, illustrative, and other materials that cannot be incorporated into the directive's text, such as copies of non–FAA materials, or long groups of sample forms.

b. Format. As with figures, the material dictates the format. Follow regular directives format for internally prepared text. For laws, regulations, and other external material, the original format may be used.

c. Subdivisions. Use paragraphs as the basic text units and sections for major groups of paragraphs and other materials.

d. Headings. Give brief, descriptive headings to all appendixes and subdivisions.

e. Numbering. Number appendixes with Arabic numbers in consecutive order beginning with "1."

617. SAMPLE FORMS. If a directive calls for the use of a form, use an illustrated sample of a COMPLETED form to show how to fill it out. Insert the sample as a figure; several samples may be presented as figures in a separate appendix. NEVER include a blank form without instructions on how to fill it out. Follow these guidelines when using sample forms.

a. Insert instructions on the sample form itself when practical.

b. Use actual examples of COMPLETED forms when available.

c. Avoid splitting detailed instructions on forms between text and appendix or figures.

d. Show variances in completion requirements. Use marginal notes if feasible.

e. Give requirements on number and distribution of copies and mailing instructions.

f. Tell when and where to get the form.

g. Use facsimile drawings of forms if necessary.

618. CHARTS AND GRAPHICS. Many complex procedures, requirements, decision actions, and instructions can be clarified by using simple illustrations and charts. In many cases, a simple chart or diagram can replace several pages of narrative while improving communications. Whenever practical, use flow charts, decision logic tables, diagrams, and other simple graphics to amplify, supplement, or replace written text. These should be illustrated in a vertical reading position wherever possible. Advice on graphics preparation or professional services is provided in the Management Services Division in the Aeronautical Center, the Logistics Division in the regions, the Plant Engineering and Services Division at the FAA Technical Center, and in the Office of Information Technology, AIT–700, in Washington headquarters.

619. BROADSIDE AND FOLD–OUT SHEET FORMATS. When a figure, form, appendix, chart, or illustration must be inserted broadside or folded out on a page, use the regular directive format for heading and footing information. If a figure, form, appendix, chart, or illustration must be folded out, enter the heading and footing information on the facing fold, if possible, for ease of reading or locating. Contact your professional services offices (see paragraph 614) for guidance on this matter.

620. IDENTIFYING MATERIALS AND SUPPLIES.

a. When a directive announces that material is available or prescribes the requisitioning of items, include:

(1) How to order the material. Give the National Stock Number (NSN) (if any), unit of issue, and name of the material.

(2) Where to get the material and the date of availability.

(3) The method of requisitioning the material.

b. When the item or material listing is extensive, use a separate paragraph or appendix to list the items and necessary requisitioning instructions.

621. — 649. Reserved.

SECTION 2. TYPING

650. PREPARING DRAFT AND CAMERA COPIES.

a. Draft Copies. Draft copies may be either in camera copy (single-spaced final copy) or clean double-spaced form. Label clearly as DRAFT and include the date the draft was approved by the originating office on the first page.

b. Camera Copies. Generally, camera copy is prepared by the initiating office either on office automation equipment (e.g., Microsoft Word, WordPerfect 5.0) or on standard typing equipment (i.e., equipment which does not provide special fonts or proportional spacing).

651. DIRECTIVES FORMS. (See Appendix 2 for a complete list of forms and ordering information.)

a. FAA headquarters, regions, centers, and field offices.

(1) FAA Form 1320-1, Order Form—first page.

(2) FAA Form 1320-2, Order Cover Format—Long Order.

(3) FAA Form 1320-3, Notice Format—first page.

(4) FAA Form 1320-3, Change Format—first page.

(5) FAA Form 1320-10, Directives Typing Guide—odd page, even page (optional).

(6) FAA Form 1320-12, Supplement Format—first page.

b. Field Offices which do not have photo-offset capability shall use the following forms:

(1) FAA Form 1320-1.1, Order Format—first page.

(2) FAA Form 1320-3.1, Notice Format—first page.

(3) FAA Form 1320-4.1, Change Format–first page.

(4) FAA Form 1320-12.1, Supplement Format—first page.

652. PREPARING DIRECTIVES USING OFFICE AUTOMATION EQUIPMENT. Organizations using office automation equipment to produce directives may use plain paper for all pages. All forms described in paragraph 651 may be duplicated on the office automation equipment. Appendixes 4 through 10 contain illustrations of the proper ways to prepare directives text.

a. Directive Format.

(1) One column—41 picas/7 inches (maximum).

(2) Text-page length—56 picas/9 1/4 inches.

(3) Type—Ten point (minimum).

(4) Headings

(a) Chapters, Sections—All capitals, boldface, centered.

(b) Paragraphs—All capitals, boldface, at left margin.

(c) Subparagraphs—Initial capitals, boldface, at tab specified in appendix 5, figure 5, paragraph 1–7 and 1–8.

653. PREPARING DIRECTIVES USING STANDARD EQUIPMENT. Organizations producing directives on standard typing equipment may use the forms described in paragraph 651 or may use plain paper.

a. Directive Format.

(1) One column—41 picas/7 inches (maximum).

(2) Text-page length—56 picas/9 1/4 inches

(3) Type—Elite (whenever possible).

(4) Headings

(a) Chapters, Sections, All capitals, centered.

(b) Paragraphs—All capitals, underscored, at left margin.

(c) Subparagraphs—Initial capitals, underscored, at tabs identified in appendix 5, figure 5, paragraphs 1–7 and 1–8.

654. TEXT ARRANGEMENT.

a. Margins.

(1) Office Automation Equipment-Produced. Text width—41 picas/7 inches total.

(2) Standard Equipment Produced. When using FAA forms described in paragraph 651, use margins and placement indicated by the light blue lines. When using plain paper, use margins specified in paragraph 653.

b. Starting Chapters, Sections, and Appendixes. Start chapters and appendixes at the top of an odd-numbered page. Start sections wherever they fall, except when they fall near the bottom of the page. Do not start a section on a page unless there is room for at least the section title, a paragraph title, and two lines of text.

c. Splitting Units of Text. Make sure there are at least two lines of text at the bottom of the first page and two lines of a split paragraph or subparagraph at the top of the second page.

d. Arranging Figures. When possible, place figures on the same page as related text or on the following page. This may require juggling text and figures. When figures run over one page, split and locate as circumstances dictate.

655. SIGNATURE. Type the name of signer with initial capital letters flush with the left margin five lines below the last line of text. Type the signer's title without routing symbol on the next line, flush left under the name. Telegraphic Notices are exceptions because all letters must be capitalized (see Appendix 7). In long orders, the signature is at the end of the foreword. In short orders and notices, it is on the last page of the text and before any appendixes. On change and supplemental transmittals, the signature is after the page control chart. See paragraph 808b and appendixes 4, 5, 6, 8, 9, and 10. Example:

Joseph W. Noonan
Director of Labor and Employee Relations

656. USE OF ASTERISKS/VERTICAL BARS IN CLEARING DRAFT REVISED ORDERS. When coordinating the draft of a revised order, insert asterisks or vertical bars to identify all SUBSTANTIVE changes which affect the meaning or intent of the text. Asterisks/Vertical Bars may be removed when the final copy of the directive is prepared. (See paragraph 704a(2).)

CHAPTER 7. CHANGING AND REVISING DIRECTIVES

700. UPDATING DIRECTIVES. Orders are updated by issuing substitute pages with changed text or by a complete revision of the directive. Notices cannot be changed; they must be replaced by a superseding order or, if appropriate, a change to an order. When it is necessary to issue a change or revision to an order, get it to users as far ahead of implementation as possible so they can prepare for compliance with new provisions. Collect minor changes that do not significantly affect operations or methods and send them out at one time. Do not correct minor errors such as misspellings, etc., except when substantive change is also necessary or the page must be reprinted. Any questions or problems with the methods for changing and revising directives should be discussed with your DMO and/or Directives Management Representative (DMR).

701. SELECTING THE UPDATING METHOD.

a. Page Changes. Issue substitute pages to incorporate new or revised material when less than one–half of the existing pages must be replaced. Do not issue page changes to orders that are two pieces of paper or less (pages 1–4); instead issue a complete revision.

b. Complete Revisions. Use the complete revision and reissuance method when 50 percent or more of the directive must be reprinted to incorporate the new or revised material. Consider using this method when numerous previous changes have affected the makeup of the order.

c. Pen–and–Ink Changes.

(1) Do not use pen–and–ink changes for national directives including FA supplements.

(2) The pen–and–ink method may be approved by offices, services, regions, and centers for changing internal directives, but only to:

(a) Delete single words, phrases, sentences, or paragraphs. Do not use to delete entire pages.

(b) Insert a single word, phrase, or sentence if space on the page permits legible insertion. Insertions of more than 10 words or insertions at more than three places on a single page are prohibited and require reprinting the page.

(c) Change printed material in a directive. A subsequent pen–and–ink change shall NOT be made to any item previously revised by a pen–and–ink change.

(d) Renumber supplements.

(3) Use an ACTION paragraph to explain how to make the pen–and–ink change. Always identify the page number, paragraph number, line, etc., to be changed such as: Make a pen–and–ink change to correct the sequential number on SO N 1320.8 to SO N 1320.3 on all pages.

(4) Make the pen–and–ink change clear and legible. Insert the number of the directive which authorizes the change in the margin as close to the change as possible. If a directive authorizes more than one change on a page, the number of the directive is to be placed next to each change.

702. ISSUING CHANGES AND SUPPLEMENTS. Use FAA Form 1320–4, Change Format, to transmit page changes to orders and FAA Form 1320–12, Supplement Format, to transmit or withdraw supplement pages. Include the following information.

a. Purpose. This is a mandatory paragraph. Briefly tell why the change or supplement has been issued.

b. Distribution. This is a mandatory paragraph.

c. Standard paragraphs.

(1) Standard paragraphs such as cancellation, action, background, explanation of changes, and disposition of transmittal should be used as necessary.

(2) Page Control Chart. Page control charts are placed at the end of the change or supplement text to tell the user exactly which pages are to be removed or inserted. Page control charts list all pages that are changed, added, or deleted from a directive. Unchanged pages that are printed on the backs of changed pages are also listed in the page control chart. Appendix 9, page 2, gives an example of a change page control chart and appendix 10, page 2, gives an example of a supplement page control chart.

703. CHANGING THE FIRST PAGE OR APPROVAL PAGE OF A DIRECTIVE. Changes to the first page or the approval page of a diretive that is not being revised are to be identified differently from other page changes.

a. First Page. Type below the identification number and date a phrase such as "(Page revised 10/1/90 by CHG 2)." (See figure 8-1.)

b. Approval Page. Type below the signature element a phrase similar to that shown in paragraph 703a. The date at the top of the page on which the directive was approved is not to be changed. This to show that the signature official has not changed. However, if the signature page is to be resigned, follow regular procedures for identifying changed pages. (See figure 8-2.)

704. IDENTIFYING CHANGES IN TEXT.

a. Asterisks/Vertical Bars.

(1) Page Changes. Use asterisks or a vertical bar (when using electronic publishing) to show users SUBSTANTIVE changes to text, including additions and deletions, but not editorial changes. Do not exceed one space beyond the blue margin lines. When a change continues for more than one page, mark changed text of each page with beginning and closing asterisks or vertical bars. If unchanged material is moved to another page, do not use asterisks or vertical bars to show relocation. Do not mark grammatical or spelling corrections unless they change the meaning of the sentence. Delete old asterisks or vertical bars when making a new change to a page which has previously been changed. However, a page that is being reprinted without any change in text should retain any existing asterisks or vertical bars.

(a) When using asterisks, type an asterisk in the left margin where each change begins and a second asterisk in the right margin at the end of the changed text. When there are two or more contiguous changes on the same page, type asterisks only at the beginning and end of the changed material. In the left margin, line up asterisks two spaces outside the left margin where each change begins. In the right margin, as a guide, line up asterisks two spaces beyond the end of the longest line on the page.

(b) When using vertical bars, begin the bar on the left side of the text next to the first line of change; end the bar next to the last line of the change. No second bar is needed on the right text margin.

(2) Revised Orders. In a completely revised short order, use asterisks or vertical bars or an EXPLANATION OF CHANGES paragraph to highlight important changes in policy, procedures, and responsibilities. In a completely revised long order, use the "EXPLANATION OF CHANGES" for highlighting significant changes. Asterisks or vertical bars are also used in a DRAFT revised long order to aid the reviewer in locating updated text. The retention of the asterisks or vertical bars in the publishing/revised long order is at the option of the originating office.

b. Section, Paragraph, and Subparagraph Withdrawals. Show withdrawals of sections and paragraphs both in the text and table of contents, if appropriate. Show withdrawals of subparagraphs in the text only. For example:

(1) Table of Contents.
16. WITHDRAWN—CHG 2.

(2) Paragraph in Text.
16. WITHDRAWN—CHG 2.

(3) Subparagraph in Text.
c. WITHDRAWN—CHG 6.

(4) Section in Text.
SECTION 6. WITHDRAWN—CHG 6.

c. Chapter, Figure, and Appendix Withdrawal.

Show withdrawals of complete chapters, figures, and appendixes only in the table of contents of long orders, if applicable. Show figure withdrawals in short orders only if the continuity of text is affected. Appendix withdrawn need not be shown in short orders.

d. Page Deletions. Show page withdrawals either in the table of contents or on preceding pages. For example:

(1) If page 12 is withdrawn, number page 11 as "Page 11 (and 12)."

(2) If pages 12 thru 20 are withdrawn, number page 11 as "Page 11 (thru 20)."

(3) If page 13 is withdrawn but not page 14, number the blank page and put "WITHDRAWN—CHG 4" in the center of the page.

705. ADDING PARAGRAPHS. When necessary to add paragraphs between existing paragraphs to preserve continuity of thought, number the added paragraphs with –1, –2, etc., after the paragraph number. Paragraphs inserted after paragraph 27 would be number 27–1, 27–2, 27–3, etc.

706. ADDING CHAPTERS, SECTIONS, FIGURES, AND APPENDIXES. Do not insert added chapters or appendixes into existing text. Place them after existing chapters or appendixes. Number inserted sections using the –1, –2, method as for paragraphs. Number inserted figures using A, B, C, such as Figure 2–1A.

707. ADDING PAGES. Use dash numbers to number additional page insertions. Add inserted pages after even–numbered pages only. For example: Pages 20–1, 20–2, 20–3, follow page 20. Do this even if the inserted text is placed on an even–numbered page and the original text is pushed onto the dash pages. Avoid using dash pages in long orders; instead, reserve pages at the end of each chapter.

708. REVISING TABLE OF CONTENTS. Accumulate minor changes to a directive and update the table of contents, as appropriate. Update table of contents for major changes to a long order or if no further changes are anticipated in the near future.

CHAPTER 8. CLEARANCE PROCEDURES

800. GENERAL.

a. Originating Offices. Originating offices are responsible for the substantive contents of each draft before releasing it. The drafts shall include all appendixes referred to in the text so that reviewers may comment on a complete package. Originating offices must ensure that all affected offices have an opportunity to review directives concerning their functional or line responsibilities.

b. Legal Rules. A directive which has words that intend legal import or meaning should be reviewed and cleared by the Office of the Chief Counsel or region or center counsel to ensure clarity of intent.

c. Reviewing Offices. Offices shall give high priority to clearing directives from other offices.

801. REQUIREMENTS.

a. National Directives. CLEAR NATIONAL ORDERS, NOTICES, CHANGES, AND SUPPLEMENTS WITHIN THE ORIGINATING ORGANIZATION FIRST; then clear them with all affected organizations at the same time. Originating office shall note on the clearance record those straightlined offices which were forwarded copies for review and comment. When revising or changing national orders, review the previous clearance records before determining the proper coordination for the change or revision. Each organization shall establish internal procedures for clearing national directives to ensure that comments of affected organizations are considered. Straightlined regional and center program managers shall ensure that national orders sent to them for review and comment are coordinated with affected regional and center elements, including affected straightlined field elements. Comments or nonconcurrences from straightlined regional and center program managers are to be forwarded directly to their respective reporting line managers in Washington for inclusion in the Washington program office's response. The straightlined managers shall provide the regional administrator and center director with an information copy of the comments sent to Washington. DO NOT COORDINATE WITH OFFICES NOT AFFECTED. Clear proposed directives with only those organizations that are:

(1) Responsible for standards, criteria, or procedures affected by the proposed action.

(2) Responsible for programs or activities which would be materially affected by the proposed action.

(3) Administratively or legally responsible for making a review of the proposed action.

(4) Required to take or modify action as a result of the proposed action.

b. Internal Directives. Issuing offices shall determine clearance requirements for their internal directives.

c. Draft Directives On Personnel Policies, Practices, and Matters Affecting Working Conditions. When a change involving personnel policies, practices, and matters affecting working conditions is proposed, the agency is required by law to notify, and if appropriate, negotiate the change or the impact and implementation of the change with the labor union that has exclusive recognition. The obligation to negotiate exists unless there is a clear and unmistakable waiver by the union. Prior to implementation of any change being made, whether it is a new directive being initiated or a change to an existing directive, heads of offices, services, centers, and regions shall ensure that FAA's obligation to the union is met. This shall be accomplished by:

(1) Providing two copies of each national directive to the Office of Labor and Employee Relations. This office will coordinate with the appropriate unions at the national level. Region and center level directives are to be provided to the appropriate Human Resource Management Division for dealing with unions at that level.

(2) Identifying changes to a directive by asterisks or vertical bars and an EXPLANATION OF CHANGES paragraph so the union will have a clear indication of what changes are being made. Notification and any required negotiations shall take place after the internal agency clearance is completed, but prior to signature by the authorizing official. At least 60 days should be allowed for this process to be completed.

d. Draft Directive and Employee Participation Group Review. Each office must determine upon receiving a directive for review and comment, whether the directive has an impact on its employees. If so, the employee participation group representative or related employee group representative within the office, service, region, or center should be provided a copy of the directive as part of the office's internal review process.

802. CLEARING DIRECTIVES.

a. National Directives. When clearing national directives with the regions and centers, clear them with all affected regions and centers. However, to get input from field offices with a minimum of paperwork, you may ask the appropriate region to send the draft to field offices. In addition, some of the regions may be given the option of responding only if they choose to do so; however, all com-

ments from the field offices (with the exception of the straightlined offices, see paragraph 801a) must be cleared with the regional program manager before sending the comments back to the initiating office. When doing so, you must send enough copies of the draft so that the regions will not have to reproduce additional copies. Appendix 11 contains the copy requirements when clearing directives. Organizations should submit any changes, including additions or deletions in copy requirements promptly to AIT–200.

b. Internal Directives (except FAA headquarters directives). Originators of internal directives may use a technique similar to that described in paragraph 802, or any other coordination procedures they consider feasible.

c. Systems Maintenance Service National Maintenance Directives. Certain maintenance technical directives issued by the Systems Maintenance Service require expedited clearance to enable the field to maintain the National Airspace System equipment and facilities effectively. These expedited clearance procedures are described in the latest edition of Order 1320.40, Expedited Clearance Procedures for Airway Facilities Maintenance Directives.

803. DEADLINE DATES.

a. When. Decide on the deadline date for comments AFTER approval to release the draft. To determine the actual date, use the PROJECTED RECEIPT DATE, not the date of approval, as the starting point for the review period.

b. Normal Deadlines.

(1) Give reviewers a MINIMUM of 10 work days (from projected receipt date) for clearing short or relatively routine or noncontroversial directives. Allow more time for lengthy or complex directives.

(2) When clearing national directives with regions and centers, give a MINIMUM of 30 work days, plus an extra 10 work days if you require input from area or field offices. Additional days may be granted at the discretion of the originating office.

(3) The standard coordination time for the assistant and associate administrators is 10 work days; the standard coordination time for the executive directors is 5 work days.

c. Less-Than-Normal Deadlines. If you cannot allow the normal deadlines, explain on the clearance form the reason for the expedited coordination.

d. Extension to Deadline Dates. When the normal deadline date cannot be met, the reviewing office must request an extension. The reviewing office and the originating office will work together to establish a reasonable extension time; however, the originating office is not required to grant an extension. If the reviewing organization does not respond within the established deadlines and if an extension is not requested by the reviewing office, the consolidated clearance record will be annotated with "No Response Received." Paragraph 805e contains information concerning nonresponding clearing offices.

804. PREPARATION OF CLEARANCE RECORD.

a. FAA Form 1300–2, Clearance Record. Use FAA Form 1300–2 as the official clearance and approval document. Before releasing a draft for comment, fill out the specified blocks in accordance with the instructions contained in appendix 3. This appendix also contains completed sample forms.

b. Exception. The correspondence grid may be used in place of the clearance record to document the coordination process when issuing a notice. The clearance record should be used when coordinating with external offices.

c. Budget Impact. For a national directive, state what the SPECIFIC impact or effect the directive will have on FAA resources if approved as is, and specify the relevant budget activity involved.

d. Multiple Clearance Routing. If clearance is to be obtained from more than 11 clearing organizations, do not use additional clearance forms to type all the routing symbols. Instead, type a clearance routing section on the clearance form showing the routing symbols of all offices to be cleared, then reproduce the required number of copies for clearance routing (see appendix 3, figure 2-1). After all clearance records have been returned, transcribe each clearance routing on a consolidated clearance form for final approval submission (see appendix 3, figure 4).

e. Attach to FAA Form 1300–2 a copy of the draft directive, including all appendixes and figures. Attach any necessary background material to the draft copy.

f. Send to each clearing office enough copies for internal clearance routing to avoid the necessity for further copying (See appendix 11 for copy requirements for drafts of national directives). Limit clearances to only those offices affected by the directive. As a general rule, clear directives with offices concurrently, instead of with one office after another.

805. REVIEW AND COMMENT. FAA Form 1300–2 must be signed by all clearing officials and returned to the originating office. DO NOT RETURN THE DRAFT DIRECTIVE UNLESS IT IS ANNOTATED WITH COMMENTS.

a. Concur—No Comment. A check in this column indicates that a commenting official agrees with the draft to the extent it affects the functions and activities of the clearing office. If the directive does not affect your office, insert on the clearance form the statement "not of concern to us."

b. Concur—Comment Attached. A check in this column indicates that the clearing office is in general agreement with the draft, but would like to have part of the directive changed. However, if the change is not made, the office can accept the draft as presented. The clearing office shall clearly state the changes desired.

c. Nonconcur—Comments Attached. A check in this column means that the clearing office does not approve the proposed directive as written and will not concur until changes recommended are reconciled between clearing office and originator. The reasons may include the effect the directive will have on the clearing office or any other part of the agency for which it has a direct or indirect functional responsibility, THE COMMENTS MUST CLEARLY IDENTIFY AND EXPLAIN THE REASONS FOR NONCONCURRENCE AND WHAT CHANGES ARE NECESSARY.

d. Unreconciled Differences. National directives shall not be issued unless unreconciled differences have been resolved with the appropriate officials or unless approved by the Administrator (see paragraph 200c).

(1) When major differences cannot be reconciled, the directive shall be forwarded to the appropriate assistant or associate administrators for approval.

(2) When major differences cannot be reconciled, by assistant or associate administrators, the directive shall be forwarded to the Executive Directors for approval. This provision also applies to the designated region and center officials in charge of national programs (see paragraphs 202, 203, 204, 205, 207, and 208).

(3) When major differences cannot be reconciled by the Executive Directors, the directive shall be forwarded to the Administrator for approval.

Note: Major differences, usually involve having to determine authority and responsibility when a directive reflects significant functions of two or more offices, services, or regions. Can also include, but not limited to, an organization's willingness or lack thereof to comply with procedures stipulated in the directive.

e. Preparation and Submission of Comments. Clearing offices shall give priority to reviewing directives. Minor notes and comments may be on additional sheet(s) of paper. A memorandum may be used only for extensive comments involving policy, procedures, or changes of the intent of the directive. Be sure to return the completed clearance record to the office originating the draft. The typed name of the official signing the clearance should be included on the clearance record or on the memorandum containing comments. FAILURE TO RESPOND WILL RESULT IN THE ORIGINATING OFFICE SHOWING "NO RESPONSE RECEIVED" ON THE CONSOLIDATED CLEARANCE RECORD (see appendix 3, page 3).

806. SUMMARY OF COMMENTS NOT ADOPTED. Originators shall prepare a summary statement of comments not adopted for the approving official when substantive comments on a draft directive have not been accepted or accepted only in part. Each comment should be preceded by the paragraph number in the coordination draft directive. The back of the clearance record may be used. Attach additional sheets as necessary. Do not clutter up this summary statement discussing minor changes or grammatical or editorial comments. Appendix 3, figure 7, contains examples of a summary statement of comments not adopted. Although examples of format shown in appendix 4 may or may not be used, include in the summary statement at a minimum:

a. Reasons for nonadoption of substantive comments.

b. Unresolved differences requiring settlement by approving official.

c. Other pertinent data for the approving official or commenting offices.

807. FINAL APPROVAL PACKAGE shall contain:

a. Clearance Record. A consolidated clearance record prepared in accordance with instructions in appendix 3.

b. Executive Summary. Only for directives to be signed by associate administrator or higher. See paragraph 810 and appendix 3, figure 7, for a sample Executive Summary.

c. Final Copy of Directive. Make all necessary changes resulting from adopted clearance comments and prepare copy for printing.

d. Summary of Comments Not Adopted. See paragraph 806 and appendix 3, figure 8.

e. DOT Form 1700-3, Printing, Binding, Distribution, and Editorial Services Request. Offices and services and field elements using DOT Form 1700–3, prepare in accordance with paragraph 1003, and submit for approval. Other field elements use the appropriate printing form prescribed locally.

f. FAA Form 1320-6, Directives Issuance Record. Each office, region and center DMO, shall determine completion responsibility of all the appropriate information on FAA Form 1320-6, Directives Issuance Record. The DMO shall obtain the sequential number. Appendix 14 contains instructions for preparing this form.

g. Background Material. Include a copy of the draft circulated for clearance, any directive(s) canceled, and any other pertinent material such as substantive comments received from clearing offices.

808. OBTAINING FINAL APPROVAL.

a. Before sending a directive for final approval, comply with provisions in paragraphs 200 through 203 regarding approving authorities. The appropriate DMO (or other official serving in that capacity) signs the clearance record on the Final Administrative Clearance line. This indicates that the directive has been reviewed and found reasonably adequate in:

(1) Presenting its subject matter clearly and concisely.

(2) Expressing management policies, proper authority, and clearance procedures.

(3) Avoiding conflicts or duplications with other directives (or that arrangements for revising other directives have been made).

(4) Meeting other directives standards prescribed in this order.

(5) Including necessary background data, explanation of unresolved issues, and other relevant documents, letters, memos, briefing statements, etc.

(6) Stating the impact of the directive (national directives only) on FAA resources and the relevant budget activity involved; and if applicable, identifying the number of positions and/or person-years as well as the magnitude of funds.

(7) Providing proper distribution coverage and coding.

b. All directives must have the signature and title of the final approving official. The approving official signs the directive in BLACK INK. His/her name, signature, and date is shown in the Final Approval block of FAA Form 1300–2.

809. TOP MANAGEMENT APPROVAL OF DIRECTIVES.

a. Orders prepared for the Administrator, Deputy Administrator, and assistant or associate administrators, or executive directors, containing policy and procedures, shall contain an AUTHORITY TO CHANGE THIS ORDER paragraph (see paragraph 502m).

b. When submitting such a directive to top management for approval, send the original and one copy of the directive along with related clearance and background data to APO–300 for final administrative clearance (see paragraph 810).

c. When issuing changes or additional chapters pursuant to authority specifically granted in the directive, the office or service reviews and approves the changes in the same manner as any other directive to be signed at the office or service level.

810. ADMINISTRATOR, DEPUTY ADMINISTRATOR, AND ASSISTANT AND ASSOCIATE ADMINISTRATOR CLEARANCES AND APPROVALS.

a. Originators of directives which require clearance or final approval of the Administrator, Deputy Administrator, or Assistant or Associate Administrators shall send their directives to APO–300 which is the DMO for these officials. The documentation accompanying the directive shall include:

(1) A new clearance record for final coordination signed by the head of the originating office. This assures top management that the head of the originating office has reviewed and approved of the changes made as a result of comments adopted and the reasons any substantive comments were not adopted.

(2) The consolidated clearance record (s) showing the completed office, service, region, and center coordination.

(3) An executive summary containing a brief description of the contents and purpose of the directive, and why the directive should be signed by top management.

(4) The summary of comments not adopted.

(5) The clearance records and comments received during coordination.

(6) A copy of the coordination draft (with clearance record).

(7) Order being canceled, if appropriate.

(8) A completed FAA Form 1320–6, Directives Issuance Record.

(9) A completed Form DOT 1700.3, Printing, Binding, Distribution, and Editorial Services Request.

(10) A completed FAA Form 1320.16, Directive Action Information.

b. APO–300 completes all processing for top management clearance approval and prepares the package for final approval. After approval, the directive is returned to AIT–200.

c. AIT–200 assigns the sequential number and the directive is then returned to the originating office to prepare for printing and distribution by completing Form DOT F 1700.3.

811. FEEDBACK ON CLEARANCE COMMENTS. Before a directive is finalized, originators shall explain to clearing offices, whose substantive comments were not adopted, the reasons for nonadoption. This procedure applies whether the commenting office concurred with comment or nonconcurred. Substantive comments are those on "what" is said in a directive, not "how" it is said. The technique used for feedback is optional. It could be by individual memorandums; by sending a summary of comments not adopted to the approving official; or orally. The DMO is responsible for assuring that feedback to clearing offices is completed.

812. WHEN TO RE-COORDINATE A DIRECTIVE. Directives which have been coordinated and comments received should be issued on a timely basis. If a directive is not issued within 12 months after the last comment has been received, or has been substantially changed from the earlier draft, it shall be re-coordinated with the same elements that previously commented. It shall be clearly stated on the Clearance Record that THIS IS THE SECOND COORDINATION and show the previous coordination date.

CHAPTER 9. CANCELING DIRECTIVES

900. GENERAL. If a directive is no longer applicable to the original audience, but still effective in the issuing office, it may be canceled with an internal directive issued by the original initiator with information copies to the original audience. Canceling information in a directive must be shown in a CANCELLATION paragraph unless a checklist is used. Prior approval of the official who has the authority to cancel the directive must be obtained (refer to paragraphs 214 and 215), and approval documentation, such as a memorandum or FAA Form 1300-2, Clearance Record, furnished to AIT-200 (this is applicable for Washington headquarters personnel) when a checklist is used to cancel the directive. Regional elements file approval documentation in case files.

901. CANCEL ONLY ENTIRE DIRECTIVES. Parts of directives are deleted by issuing a change and removing the material. When the basic directive is canceled, all changes and supplements are automatically canceled (paragraph 502a).

902. CANCELING NOTICES. Notices are self-canceling directives. They show a cancellation date in the the masthead. A notice may be declared invalid before the self-canceling date by issuing a superseding directive.

903. CANCELING ORDERS.

a. Announce cancellation of orders by one of the following:

(1) A superseding order, notice, and/or change going to the same audience as did the order being canceled.

(2) The "Canceled Order" section of the appropriate directives checklist.

b. All canceled directives will appear in the canceled orders section of the latest directives checklist. Always submit FAA form 1320-6, Directives Issuance Record, to your DMO, as required, for each canceled directive as prescribed in Appendix 14.

904. CANCELING SUPPLEMENTS.

a. When basic directive is canceled. When the basic directive is completely revised or canceled, all supplements to it are automatically canceled. This automatic cancellation may leave a temporary void in existing direction. To prevent this void, the following guidelines are established:

(1) **Originators of Supplements.** Issue new supplements, if they are required, within 90 days after receipt of the directive that canceled or replaced the previous basic directive.

(2) **Users.** Supplements remain in effect 90 days after receipt of the directive that canceled or replaced the previous directive unless new instructions are received sooner. However, if there is a conflict between the new basic directive and the old supplement, the provisions of the new directive apply.

b. When the Basic Directive is Changed. When only portions of a basic directive are changed, retain the supplemental pages. The supplement originator is responsible for determining if the supplement still applies and, if necessary, for issuing revised supplemental material. If there are conflicts, the provisions of the basic directive apply.

c. When the Basic Directive is not Canceled or Changed. Cancel entire supplements (all supplementary pages issued by an individual organization)by issuing another supplement, a notice, or a cancellation paragraph in an order or in a change to an order, telling the user to remove all supplementary pages from the basic directive. When merely withdrawing some—not all—of the supplementary pages, follow the procedures in paragraph 702.

CHAPTER 10. DISTRIBUTING AND CHECKLISTING DIRECTIVES

1000. GENERAL.

a. "Need to Know." The governing principle in determining the audience for a directives is "who needs to know, based on the content of the directive." The extra ten minutes that the author may take in selecting the audience is nothing when compared to the costs for printing unneeded copies, for distributing them, and for mailing them—as well as the costs for reading, filing, updating, and disposing of them. Avoid distributing on the basis of "nice to know" and "information only."

b. "Information Only." Keep "information only" distribution to an ABSOLUTE minimum. However, when it is necessary that other organizations have information copies of directives, identify those offices in the lower left corner of the directives, for example: A–XYZ–1 (Info only). Recipients are not required to file "information only" copies or to take any action concerning the directive. However, these directives WILL appear in the recipient's directives checklist.

c. Distribute supplements to the same audience within the office, region, etc., that received the directive being supplemented. Do not over-distribute. If users do not have the basic directive, they will not understand the supplements.

d. Send directives to the organizational level that must implement them. If local instructions are needed, extract the relevant portion from the directive and include that portion in an implementing directive. Use supplementing techniques as much as possible to issue implementing instructions. All directives implementing or supplementing directives issued by other offices shall be distributed to these offices.

e. Send changes to the identical audience that received the basic directive or notify the original audience of the change in distribution. When expanding or cutting back the audience, follow the procedure in paragraph 1204.

f. When directives require immediate action and the time requirements for printing will compromise response, check with your printing control point to arrange for expedited printing and distribution service. In those cases where the best printing and distribution schedule is still inadequate for response, Directives Management Officers can arrange to have advance copies sent to any organization required to respond to or implement the directive. If this situation is necessary, the copies shall be clearly marked "ADVANCE COPY" and the quantity held to a minimum.

1001. ADMINISTRATIVELY-RESTRICTED OR SECURITY-CLASSIFIED DIRECTIVES.

The latest edition of Order 1600.15, Control and Protection of "For Official use Only" information, provides for restricting distribution of specified directives for internal use only. Follow these procedures:

a. On the bottom of all pages on an administratively-restricted directive add the following notation:

FOR OFFICIAL USE ONLY
(Public Availability to be Determined Under 5 USC 552)

b. On directive checklists all administratively-restricted and security-classified directives shall be identified with the symbols ## immediately preceding the title of the directive. For example: "9999.99 ##POLICIES AND PROCEDURES."

c. Security-Classified directives shall be marked in accordance with the latest edition of Order 1600.2, National Security Information, and shall be distributed only on a "need-to-know" basis.

1002. DISTRIBUTION SYSTEM.

There is only a basic distribution method (organizational) for distributing directives, plus subordinate method (special or Z-lists), which are described below:

a. Organizational Distribution. This method uses the concept most of us understand and are familiar with—passing the work down the "chain of command." It works on the basis of levels of organization—office, service, region, and center directive level; division level; branch level; and section level, secretaries and typist level, and all employees—and permits distribution to selected organizations at different levels, for example, to branch level in the Program Engineering and Maintenance. It permits distribution to each or all of the different types of field offices, for example to all air traffic field offices or all airport traffic control towers, i.e., A-FAT-O, A-FAT-2. It also permits distribution to all employees in FAA, or to all employees in selected offices; and, finally, it permits flexibility in the number of copies distributed to the various audiences. For more details, see your DMO or Distribution Representative, or read current edition of Order 1720.18, FAA System for Distribution and Stocking of Issuances.

b. Special or "Z" List Distribution. This distribution method is used in cases where the normal organizational distribution for a given directive provides too many or too few copies. In addition, it provides for distribution to organizations outside FAA.

c. Direct Distribution of Airway Facilities Technical Issuances. Airway Facilities 6000 series directives will be distributed in accordance with Order 1720.30A, Airway Facilities Direct Distribution of Technical Issuances. Facilities in the Facilities Master File (maintained by ASM) will be matched with GSA address codes to produce address labels for Airway Facilities field offices responsible for particular facilities/equipment to which the directive applies. Distribution will be made by cost center code, and copy requirements will be computed based on facilities in the file. Special ZAF Distribution List for field offices are included in the criteria used for computing copy requirements. This method will provide direct distribution of technical issuances to the field with regional headquarters requirements being met by using the A–X(AF)–3 distribution code. Interested Washington headquarters offices and services, the Aeronautical Center, the FAA Technical Center, and the Europe, Africa, and Middle East Office will receive copies as determined by requirements established by Special ZAF Distribution Lists.

1003. REQUEST FOR PRINTING AND DISTRIBUTION SERVICES. When preparing the DOT Form 1700-3, or applicable regional printing form, specify the proper color of paper for your directive—white for orders and changes, buff for notices, salmon for FA supplements, and blue for covers for long orders. Contact your printing specialist for assistance on paper specifications. Colors for organizational supplements are specified in paragraph 3–8c(1)(2). Also specify a hole size of 3/8 inch punched 4 1/4 inches apart. Be sure to include instructions for assembly. Make sure the distribution instructions agree with the distribution on the directive.

1004. CHANGING DISTRIBUTION — ORIGINATING OFFICE. Always submit FAA Form 1320–6 to reflect any change in distribution which will be reflected on the next directives checklist. Specific instructions for preparing FAA Form 1320–6 are shown in Appendix 14.

1005. CHANGING DISTRIBUTION— RECIPIENTS.

a. Incorrect Audience. Bring to the attention of your Directives Management Officer at the office, service, center, or regional level the number of any directive which, in your opinion, was not distributed to the proper audience. The DMO will contact the originating office to request correction of the distribution and assure that future changes to the directive will get to the right people.

b. Too Many or Too Few Copies.

(1) FAA Headquarters. Contact your Distribution Representative (DR). Explain what the problem is so that he/she can speak intelligently to the distribution point. The people responsible for distribution will either allow the change or tell the DR why the change cannot be made. If you do not know who your DR is, check the list of Office and Service Representatives in the telephone directory.

(2) Regions, Centers, and Field Offices. Contact your Region or Center Distribution Officer. He/She will take action to get the distribution changed or tell you why it cannot be done.

1006. DIRECTIVES MANAGEMENT INFORMATION SYSTEM (DMIS) contains the list of FAA directives, which is issued semi-annually as the directives checklist. This checklist includes the status of current orders, notices, supplements and canceled orders issued since previous checklist issuance, as well as those directives that have been canceled since the previous issuance. The DMIS can also generate statistical and other directives information. The DMO should direct questions concerning operational aspect of the system to the Policy and Plans Division (AIT–200).

a. The system is installed on the DG MV/8000 computers. Modifications and enhancements, if any, to the DMIS will be issued directly to the system users through revised editions of the DMIS System Documentation and User's Guide.

b. FAA Form 1320–6, Directives Issuance Record, is the source document for the information entered into the DMIS. See Appendix 14 for a sample FAA Form 1320–6.

CHAPTER 11. FILING DIRECTIVES

1100. GENERAL.

Directives are the primary means of issuing direction and work information within the FAA. Because of this vital function, it is critical that all directives files are kept current and complete.

1101. FILING DIRECTIVES.

File national, regional, center, or other internal directives by subject classification (figure 13–1). For example, file 1300 series together, arranging directives within each subject classification by sequential number grouping; file alphabetically by prefixed office letters. Supplements and changes are not shown in this figure since they would be interfiled with the directive being supplemented or changed.

FIGURE 11-1. EXAMPLES OF HOW TO FILE DIRECTIVES

1320.1 EA 1320.1 FS 1320.1	First example. Directives in the 1320 series with a ".1" sequential number. File non-prefixed national directives first. File directives with 2-letter prefixes alphabetically behind non-prefixed national directives.
AT 1320.2 OA P 1320.2 WA 1320.2	Second example. Directives in the 1320 series with a ".2" sequential number. For filing purposes, ignore the "P" indicating Handbook, between the prefix and the subject classification number. File these directives alphabetically with other 2-letter prefixed directives.
1320.3 AF 1320.3A EA 1320.3A AC 1320.3B	Third example. Directives in the 1320 series with a ".3" sequential number. If alpha suffix follows sequential number, file directives alphabetically by suffix, then file alphabetically by the 2-letter prefix.
EA 1320.4 FS 1320.4 1320.10 EA 1320.50	Fourth example. Directives in the 1320 series with a ".4" or higher sequential number. File in the same numerical and alphabetical sequence as illustrated above.
AT 1330.1 1330.2	Fifth example. First group of directives in the 1330 series. File in the same numerical and alphabetical sequence as shown for the 1320 series.

a. Filing Changes and Supplements.

(1) Transmittals may be retained or discarded after changed pages are filed. However, if the transmittal contains requirements for its retention or if the user desires to retain the transmittal, it may be filed in front or back of the directive, as long as all the transmittals to a directive are together. (See paragraphs 304 and 307 and appendixes 9 and 10 for specific instructions.)

(2) Page changes and supplement pages are filed as specified in the transmittal. Record page changes and supplements on FAA Form 1320–5, Record of Changes, when they are filed.

b. Filing Notices. File notices and telegraphic notices, according to the needs of the user. They may be filed separately from orders, by calendar year or fiscal year; or they may be filed within the binder holding orders of the same subject classification, either as a group or interfiled.

1102. CASE FILES. Case files document the development, coordination, and approval of directives.

a. Contents. Case files shall contain the following:

(1) The camera ready copy (e.g., original, signed copy) of the directive as approved.

NOTE: The camera ready copy may be used in making subsequent changes. It is necessary to retain the camera copy of canceled directives in case file for instances when the canceled directive(s) might be used for legal purposes..

(2) The records of clearances and approvals, including all comments.

(3) At least three printed copies of the directive; however, this requirement may be more or less depending on the availability of storage space.

(4) A copy of each draft version sent out for clearance.

(5) Significant background documents.

b. Responsibilities. Each service, office, region, and center must maintain individual case files for all directives it issues. Other organizations should maintain case file information in a manner convenient to them. File the case folders in the sequence in which current directives are filed. DMO's are responsible for the active and canceled case files for directives originated by their offices. The case files are available for reference by all users and for litigation cases unless, of course, the directives are classified.

c. Transfer. When responsibility for a directive is transferred, the losing organization must prepare a memorandum to accompany the transferred case file to the gaining organization, and the gaining organization must prepare an FAA Form 1320–6 indicating receipt of responsibility for the transferred directive. (Headquarters DMO's will forward the FAA Form 1320–6 to AIT–200. Region and center DMO's will follow established local procedures.)

d. Disposal. When a directive is canceled, put the case file in a "canceled file" section. Refer to the latest edition of Order 1350.15, Records Organization, Transfer and Destruction Standards, for specific instructions on disposition of files.

1103. MASTER REFERENCE FILES (libraries) are files of all current directives received or issued by an office or location. These files serve as a reference set for all personnel located at each of the geographical locations where they are prescribed. They serve principally as an accurate checkpoint for determining the latest directives information on all subjects of concern and for occasional reference by persons on subjects outside their basic functional area.

a. Responsibilities.

(1) Each office, service, region, center, and field facility shall maintain a master reference file. At regional headquarters and centers, these files may be decentralized to the office having primary responsibility.

(2) Co-located organizations may maintain common master reference files whenever practical to reduce file maintenance costs.

(3) Elements maintaining master reference files shall arrange with DMOs, distribution points, and issuing and receiving units to ensure that they get all necessary directives, particularly those with specialized distribution.

b. Maintenance.

(1) Keep only current directives. Remove and destroy canceled directives. However, if they are needed for reference, retain them in a working file as long as necessary.

(2) Use FAA Form 1320–5, Record of Changes, to keep a record of changes. This form is printed on the inside of the blue cover of long orders and can also be used with short orders that are changed frequently.

(3) It is not necessary nor is it recommended that a complete inventory of the directive file be made every time a checklist is received. As a matter of fact, this approach is discouraged.

c. Microfiche Libraries. In addition to the master reference files (libraries), there are approximately 100 microfiched directives collections available for quick reference. These collections are located in most Washington divisions, the Washington headquarters library, AIT-200, and with the regional and center DMO's.

1104. WORKING FILES. Directives working files apply to individual areas of responsibility and which are needed for frequent reference. Although the numbers of these directives should be limited, their volume must be sufficient to ensure efficiency and accuracy. Therefore, base decisions on ease of access and on reference and information needs.

1105. OBTAINING COPIES OF DIRECTIVES.

a. Agency personnel should refer to the latest edition of Order 1720.18, FAA Distribution System, for detailed procedures on how to obtain directives, and use FAA Form 1720–11, Publication(s) Request, to order directives. The Office of Management Systems does not provide copies of directives.

b. Outside of agency requests for directives should be directed to the headquarters Freedom of Information Act Officer (APA–220) or the regional Freedom of Information Act Officer.

CHAPTER 12. DIRECTIVES REVIEW AND REVALIDATION

1200. GENERAL.

Directives review and revalidation is a continuous program to keep all current FAA directives up to date. Obsolete, unclear, or fragmented directives are costly to the agency. To make the program effective, DMO's and originators (i.e., Office of Primary Responsibility (OPR)) must take positive action to ensure periodic review of all directives. When reviewing a directive for revalidation, DMO's and originators shall consider:

a. **Changes in agency policy and procedures** relating to the substance of the directive.

b. **Changes in organization, chain of command, delegations of authority,** or assignment of responsibility.

c. **Distribution desired** for the directive.

d. **Comments received from users** of the directive (e.g., comments on FAA Form 1320–19, Directives Feedback Information).

e. **Related directives** (e.g., orders, supplements, notices, changes).

1201. RESPONSIBILITIES.

a. **Directives Management Officers.** DMO's are responsible for establishing and maintaining a system to notify the originator (OPR) of approaching revalidation dates. FAA Form 1320–20, Directives/Reports Revalidation, may be used as a part of the system for revalidating directives (figure 12–1.)

b. **Originators.** Directive originators are responsible for reviewing the directives to ensure that they are up to date and for revising, changing, and canceling directives when necessitated by that review.

1202. ASSIGNING AND RECORDING REVALIDATION DATES.

a. **When a permanent directive is issued,** the DMO assigns a date for revalidation review. This date shall be no later than 2 years from the date of issuance.

b. **When a directive is reviewed and revalidated (determined to be current at the time of review),** the DMO assigns a new revalidation date. The DMO or originator will record the new revalidation date on FAA Form 1320–6. Headquarters DMO's will forward the FAA Form 1320–6 to AIT–200. Region and center DMO's shall establish and follow local procedures.

1203. REVALIDATION METHODS.

a. **Revalidation Cycle.** The 2-year cycle for revalidation requires complete review and certification as to the currency of the directive. This certification of currency is to be made by the originator.

b. **Changes.** Keeping the directive current through the change method is one very important key to validation. However, changes affecting more than 50 percent of the directive require reissuance of the entire directive.

c. **Stock Level Notification.** OST Form F 1700.6, Stock Level Notification, is issued when the stock of a directive reaches a predetermined "low limit." The form asks pertinent questions regarding the directive for which it was issued. The directive shall be reviewed for revalidation each time the stock level reaches the "low limit" and reprinting is required. At that time, stock levels for changes to the directive should also be evaluated for updating, replenishment and reprint. When reprinting is required as a result of a revalidation, incorporate all changes. Directly under the box containing the directive number, include a statement indicating the inclusion of all changes (e.g., "Reprint includes changes 1 and 2" or "Reprint includes changes 1–8").

1204. GUIDES FOR REVALIDATION.

On or before the revalidation date, the originator (with the assistance of the DMO) shall review the directive and determine what action is necessary. Chapters 8 and 9 contain guidelines for revising, changing, or canceling directives. When revalidating a directive, take the following actions:

a. **Establish new revalidation date** and prepare new FAA Form 1320–6 if directive is current as written.

b. **Revise, change, or cancel** the directive if any of the following no longer applies:

(1) Agency policy and procedure related to the substance of the directive.

(2) Current organization, chain of command, delegation of authority, or assignment of responsibility.

(3) Distribution scheme of the desired audience.

c. **Consolidate directives covering the same subject** with the same distribution. When feasible, expand the distribution to include all audiences of directives on the same subject to facilitate consolidation. Review all related material (i.e., directives checklist; Directives Feedback Information, FAA Form 1320–19 received; supplements; notices; etc.) to identify related directives to consolidate, thus reducing the need for issuance of additional directives.

When consolidation of directives involves several organizations, the appropriate official (e.g., associate administrator, regional administrator, center director, office or service director, etc.) should designate an organization to take the lead in the joint effort.

d. Separate the content of directives covering unrelated subjects and consolidate with other directives to assure incorporation of like subjects in single directives.

e. Change distribution codes to reach a more precise audience and to bring quantities in line with actual needs. When making such changes, be sure to:

(1) Provide sufficient copies of the directives to all offices added to the distribution.

(2) Notify offices dropped from distribution, either via memorandum or notice. This requirement is particularly important when field offices are involved.

(3) Change FAA Form 1320–6 to reflect the change in distribution. (Headquarters DMO's will forward FAA Form 1320–6 to AIT–200. Region and center DMO's will follow established local procedures.)

1205. QUARTERLY DIRECTIVES REVALIDATION REVIEW

a. Washington Headquarters. AIT–200 will provide an annual list to headquarters DMO's of directives to be revalidated within the year provided to headquarters DMO's. Headquarters DMO's will provide a quarterly report to AIT–200 on the status of directives revalidation.

b. Regions and centers will establish their own system for revalidating directives.

1206. DIRECTIVES FEEDBACK INFORMATION PROGRAM

a. Users shall submit FAA Form 1320–19, Directives Feedback Information (Appendix 15), to identify any deficiencies, clarifications needed, or suggested improvements regarding the contents of directives, to the originating office. (See paragraph 16).

b. Originators of directives shall refer to any input received from the users, (via directives feedback information form) when reviewing and revalidating directives to ensure all suggestions are considered.

1207. DIRECTIVES SYSTEM REVIEW.

The directives system will be reviewed by the Office of Information Technology, AIT–200, on a biennial basis by the most effective and efficient means (e.g., field visits, etc.).

a. Objectives. The objectives of the directives system evaluation are to:

(1) Ensure FAA directives are prepared and produced in the most efficient manner according to prescribed procedures.

(2) Measure the effectiveness of the directives system and its application.

(3) Obtain statistical data for reference purposes.

(4) Identify problems with the system.

(5) Consider suggestions for refining the system.

b. On-Site Visits. Considerations to be observed for on-site visits are:

(1) Provide at least 30 working days notice to the activity being visited.

(2) Schedule the visit to minimize any adverse effect the evaluation may have on the activity being visited.

(3) Hold the visit to the minimum time necessary to perform the task.

(4) Provide the activity with a copy of the findings and ask that supporting facts be validated.

(5) Upon completion of the visit, meet with the regional administrator, director, or manager and the DMO of the activity being evaluated and discuss the findings and recommendations.

(6) Within 30 working days after completion of the visit, prepare a report for the signature of AIT–1. The report shall set forth findings and recommendations and shall request a plan for corrective action, if appropriate. Copies of the report shall be provided to the appropriate office, service, region, center director or the Administrator.

FIGURE 12–1. SAMPLE FAA FORM 1320-20, DIRECTIVES/REPORTS REVALIDATION FORM

RIS: 1320-7

US Department of Transportation
Federal Aviation Administration

DIRECTIVES/REPORTS VALIDATION

Suspense Date:

To OPI: AFS-20 | From: AFS-13 | Date: 11/7/91

Instructions: Please review Part 1 of this form. Your Directive/Report is due for validation and must be reviewed to determine if the established policy or procedures indicated are still current. After your review, please complete Part 2 and return this form to _____

Part 1. — To be completed by the Paperwork Management Organization

a. Directives Validation Information

Directive Number	Title	Date Issued
8000.31	"Operation Lights On"	8/73

Additional Information:

b. Reports Validation Information

Report Number (RIS)	Title	Date Issued

Additional Information:

Part 2. — (to be completed by the OPI)

The Directive/Report has been reviewed in depth. Action checked below is recommended or has been taken:

A. Directives Action:

☒ Continue directive as written — continuing need is certified.
Establish new validation date: July 1, 1992

☐ Cancel directive. Related form(s) shall be cancelled, when applicable.

☐ Directive is being revised. Target date for completion is _____

(Note: The directive should be revised within one (1) year).

Remarks:

B. Reports Action:

☐ Continue report as written — continuing need is certified.
Establish new validation date: _____

(Note: Reports that are established by a directive, will be validated at the same time the directive is validated.)

☐ Cancel report. Related form(s) shall be cancelled, when applicable.

☐ Report is being revised. Target date for completion is _____

(Note: The report should be revised within one (1) year).

Remarks

Typed or printed name of OPI	Signature of OPI	Date
Acting Manager, General Aviation Staff, AFS-20	Roger M. Baker Roger M. Baker, Jr.	Nov. 13, 1991

Do not write below this line. To be completed by the Directives/Reports Management Officer.

Date Action Taken	Printed Name	Signature

FAA Form 1320-20 (4-90)

APPENDIX 1. DIRECTIVES ANALYSIS GUIDE

Paragraphs 14 and 15 describes responsibilities of directives writers and reviewers. The appendix is in the form of questions to ask yourself when preparing a directive.

1. **NEED FOR DIRECTIVE.** When reviewing existing directives or when initiating new directives, changes, or supplements, ask the following questions:

a. Is the directive really necessary? How many people really need it? What would happen if it were not issued?

b. Are there procedures and practices that are causing confusion or require unnecessary steps in a process? If so, should they be corrected and clarified in a directive.

c. Does this directive duplicate or overlap another directive targeted for the same audience? If so, can the two be combined, or is action being taken to to change or cancel the other directive?

d. Is the directive current or have parts of the contents been superseded or outdated?

2. **PLANNING A DIRECTIVE.** After you have determined a directive is needed, and before you start to write it, determine the following:

a. Have you selected the correct type of directive (order, notice, change, or supplement)?

b. Has the appropriate audience been determined?

c. Will policies, procedures, etc., in this directive be consistent with those in other directives? If not, is action being taken to cancel or change those other directives?

d. Should the directive be reviewed and cleared by the Office of Chief Counsel in headquarters, or by the Assistant Chief Counsel in the regional offices?

3. **WRITING/REVIEWING A DIRECTIVE.** When writing or reviewing a draft directive ask the following questions:

a. Do responsibilities/authorities match functional assignments?

b. Do the communication lines follow the chain of command?

c. Do authorities fit functional assignments?

d. Does the directive say that approval is required without saying who approves?

e. Does the directive say that a report is required without saying when it is due, how to prepare it, or where to send it?

f. Are copies of forms or memorandums required to be prepared without information on what to do with them?

g. Did you follow the GPO Style Manual for punctuation, hyphenation, spelling, capitalization, and abbreviations?

h. Have you used active verbs and complete sentences? Have you identified the who, when and where? Are conditions, limitations, and exceptions clear? Did you eliminiate sexist language?

i. Have you used terms appropriately? (Such as shall, will, should, or may. Using shall when an an action is mandatory. Use will when it is presumed the action to be taken. Use should or may when an action is desirable or permissive, but not mandatory.)

j. Is the organization logical? Are the procedures in a step-by-step sequence? Does each paragraph contain only one main idea? Are these ideas presented in the best sequence?

k. Is writing complete? Does it answer questions that may be raised?

l. Is writing concise? Does it contain only what the reader needs to know?

m. Is writing clear? Is writing in terms the reader can understand? Do the words exactly express the thought? Are the verbs active? Are the sentences clear and concise (20 words or less)?

n. Have you eliminated unnecessary words, phrases, and sentences? Have you organized material in short paragraphs and subparagraphs (12 lines or less)?

o. Will the tone bring the desired response? Is the writing free from words that may antagonize?

4. **DIRECTIVES STANDARDS.** (Refer to chapter 4, 6 and 7.)

a. Does the directive have an appropriate and concise title? (See chapter 4)

b. Are all paragraphs numbered and formatted correctly? (See chapter 6)

c. Are capital letters used instead of underscoring for emphasis?

d. Is capitalization used sparingly? (Apart from their use to introduce sentences or enumerations, capitals serve only to indicate distinction. Do not say: "this Order", "all Division Managers," "Heads of Offices and Services," "Regional Administrators".)

e. Have you used brief, but descriptive headings for paragraphs, subparagraphs, sections, chapters, appendixes, and figures?

f. Have you used appropriate charts, graphics, flow charts and other illustrations? (They should be illustrated in the normal reading position wherever possible.)

g. Have you used footnotes and notes sparingly and only for special emphasis or explanatory insertions that do not fit the continuity of the text? (See 4h for an example.)

h. Have cautions been used as warnings for personal safety? Sample:

NOTE: Notes and cautions should be blocked under the pertinent paragraph or subparagraphs to readily distinguished them from text of the modified block style of paragraphing. This illustration is an example.

i. Are the margins and indentions correct?

j. Are asterisks/vertical bars placed at the beginning and end of changed material? If the change extends to a second page, is the changed material enclosed by asterisks/vertical bars on each page?

5. DRAFT COPIES AND DEADLINE DATES.

a. Have you determined the appropriate offices, services, regions, and centers to coordinate with?

b. Have you prepared enough copies of the draft directive to meet the copy requirements of reviewers in offices, services, regions, and centers when clearing directives? (See appendix 11.)

c. Have you given reviewers a MINIMUM of 10 work days after RECEIPT of the draft for clearing short or relatively non-controversial directives? Have you given regions and centers a MINIMUM of 30 work days, plus 10 extra work days if you want input from area or field offices as discussed in paragraph 803b?

6. CLEARANCES AND APPROVAL. After coordination is complete, and you want to forward the directive on for approval:

a. Do you have appropriate clearances? Have they been documented?

b. Are missing clearances explained? Such as "No response received."

c. Are administrative management clearances and related actions completed (i.e. legal, budget, personnel, forms, and reports control)?

d. Is action taken on clearance comments shown? Are reasons given for not adopting comments? Does the clearance record show "yes", "no", or "part"?

e. Is the approval package complete? The clearance record complete? Original of the directive ready for signature? Are the executive summary, summary of comments not adopted, and clearance comments included in package? Are FAA Form 1320-6, Directives Issuance Record, FAA Form 1320-16, Directive Action Information, and DOT Form 1700.3, Printing, Binding, Editorial Services Request, completed? (See paragraph 807.)

7. DISTRIBUTION (Refer to chapter 12).

a. Is distribution adequate? If directive requires a field office to take action, has it been included in the distribution?

b. If a national directive is being distributed to field offices, has distribution been made to regional counterparts?

c. Does the distribution shown on the directive match that on FAA Form 1320-6 and DOT Form 1700.3?

APPENDIX 2. DIRECTIVES FORMS

The directives forms are available through normal distribution channels. Washington headquarters form M.4432

FORM NUMBER, TITLE, NSN, AND UNIT OF ISSUE

FORM NUMBER	TITLE	NSN	UNIT OF ISSUE
FAA Form 1300-2	Clearance Record	0052–00–506–7000	Sheet
FAA Form 1320–1	Order Format—First Page	0052–00–516–6003	Sheet
FAA Form 1320–2	Order Cover Format	0052–00–655–9004	Sheet
FAA Form 1320–3	Notice Format—First Page	0052–00–516–4005	Sheet
FAA Form 1320–4	Change Format	0052–00–656–0003	Sheet
FAA Form 1320–5	Record of Changes	0052–00–629–5002	Sheet
FAA Form 1320–6	Directives Issuance Record	0052–00–602–4003	Set
FAA Form 1320–10	Directives Typing Guide—Odd and Even Page	0052–00–516–7003	Sheet

(FAA Form 1320–10 is used for both odd and even pages. Therefore, one side will be an odd page and the other side will be an even page. However, type on one side **only**.)

FAA Form 1320–12	Supplement Format	0052–00–697–8001	Sheet
FAA Form 1320–16 (Available in AIT–420)	Directives Action Information	None	Sheet
FAA Form 1320–19 (Available in AIT–420)	Directives Feedback Information (Appendix 15)	None	Sheet
FAA Form 132–20 (Available in AIT–420)	Directives/Reports Revalidation Form (Figure 12–1)	None	Sheet

APPENDIX 3. CLEARANCE RECORD, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

This appendix contains instructions for completing the clearance record, and samples of the Clearance Records, an Executive Summary, and Summary of Comments Not Adopted. Figure 1 shows FAA Form 1300–2, Clearance Record, with numbered blocks. Figure 2 through 6 show completed samples of Clearance Records. Figure 7 shows a sample Executive Summary. Figure 8 shows a sample Summary of Comments Not Adopted.

PREPARATION INSTRUCTIONS FOR CLEARANCE RECORD

1. **PREPARING TO RELEASE FOR COMMENT.** Blocks 1 through 18 and block 31 must be completed before the directive is released for comment. Complete the form by inserting in:

a. **Block 1.** The kind of document (i.e., notice, order, change, or supplement).

b. **Block 2.** The identification number. Add the subject classification, sequential, supplement, and/or change numbers after the directive is approved.

c. **Block 3.** The title of the document.

d. **Block 4.** Check the appropriate box, to indicate the budget impact (see paragraph 804c). If "yes," explain briefly in block 8.

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

f. **Block 8.** A concise explanation of why the directives is being proposed. Explain if the directive will be administratively-restricted.

g. **Block 9.** The routing symbol of the official approving the release of the draft for comment.

h. **Blocks 10, 11, and 12.** The initials, routing symbol, and date of internal clearance preceding approval to release the directive for comment.

i. **Blocks 13 and 14.** Signature, title, and date official approving directive for clearance. He/she signs after blocks 10, 11, 12, 15, and 16 are completed.

j. **Blocks 15 and 16.** Signature, routing symbol, and date of Directives Management Officer, to confirm review, prior to initial clearance.

k. **Block 17.** Deadline date for return of clearance record and comments, if any, to originating office. See paragraph 803 for establishing deadline dates after draft has been signed for release.

l. **Block 18.** The routing symbols of heads of all necessary clearance offices. See figure 3 for procedures to follow when directive is being cleared with more than 11 offices.

m. **Blocks 19 thru 27.** See paragraphs 2 and 3.

n. **Block 28.** The routing symbol of the DMO serving the signing official unless signed by top management official.

o. **Block 31.** The routing symbol of the proposed final approving official.

2. **RETURNING CLEARANCE RECORD TO ORIGINATING OFFICE.** Blocks 19 through 26 are for the use of clearing offices and must be completed by them. See figure 3 for an example of a clearance record returned by a clearing office.

a. **Blocks 19 thru 21.** The initials, routing symbols, and date of internal clearances prior to review by the authorized clearing official (block 22) for the clearing office.

b. **Blocks 22 and 23.** Signature and routing symbol of person authorized to approve clearance of the draft and date.

c. **Blocks 24, 25, and 26.** One of these blocks must be checked by the clearing office official. If block 26 is checked, reasons must be attached stating what conditions are necessary before concurrence will be given.

3. **SENDING DRAFT FOR FINAL APPROVAL.** The originating office completes blocks 27, 29, and 30. All of blocks 1 thru 31 must be completed before sending to final approving official. When a response has not been received from a clearing office within 30 workdays, the originator shall type in block 22 "No Response Received."

a. **Block 27.** To show whether the substantive comments were accepted and changes made, or not accepted, insert "Yes," "No," "Part," or "Noted" as necessary (see instructions on back of clearance record). All substantive comments not adopted should be included in the summary of comments not adopted. (See paragraph 806 and figure 5 of appendix 3).

b. **Blocks 29 and 30.** The DMO or other official (block 28) signs and dates blocks 29 and 30, to indicate final review before submission for final approval.

4. **OBTAINING FINAL APPROVAL.** Blocks 31, 32, and 33 include the signature or stamped name of the final approving official, routing symbol, and approval date. Insert date of approval as this is the official document issuance date. (See appendix 3, figure 5.)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 1. SAMPLE OF CLEARANCE RECORD, FAA FORM 1300-2

CLEARANCE RECORD *(See Instructions on Reverse)*	KIND OF DOCUMENT (1)	IDENTIFICATION *(If any)* (2)
SUBJECT (3)	PERSON MOST FAMILIAR WITH ATTACHED	
	NAME (4)	ROUTING SYMBOL (5) / TELEPHONE (6)

REASON FOR ATTACHED. WHAT DOES IT DO? *(Continue on reverse)* (7)

PROPOSED DISTRIBUTION *(Spell out - Do not use code)* (8)

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

CLEARANCE ROUTING — DEADLINE DATE (17)

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR *Substance & Distribution* — No Comment	CONCUR *Substance & Distribution* — Comment Attached	NON-CONCUR *Comment Attached*	COMMENT ACCEPTED CHANGES MADE
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
(28)	FINAL ADMINISTRATIVE CLEARANCE			(29)	(30)				
(31)	**FINAL APPROVAL** *(Authorizing Release)*			(32)		DATE APPROVED (33)			

AFTER APPROVAL SEND TO. (34)

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 2. SAMPLE CLEARANCE RECORD BEFORE BEING SENT OUT— CLEARANCE WITH 11 OR LESS OFFICES

CLEARANCE RECORD (See Instructions on Reverse)	KIND OF DOCUMENT	IDENTIFICATION (If any)	
	Order	1100.87E	
SUBJECT	PERSON MOST FAMILIAR WITH ATTACHED		
	NAME	ROUTING SYMBOL	TELEPHONE
Routing Symbol Standards	Phil Fletcher	AIT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? (Continue on reverse)

This is a sample clearance record for a draft national directive approved for clearance with 11 or less offices. All internal office forms and reports clearance have been completed prior to clearance release. In this case, the clearance release and approval levels are at the same level. Final administrative clearance will be completed after comments are reviewed and incorporated and before submission to the final approval official. In this case, copies of the draft will circulate concurrently and a consolidated clearance form will be made up after the return of comments.

No impact on agency resources.

PROPOSED DISTRIBUTION (Spell out - Do not use code)

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
AMS-1	PL	AMS-530		Mike Stevens	12/26/90		
	INT	AMS-500					
	SB	AMS-2					

CLEARANCE ROUTING — DEADLINE DATE 3/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution No Comment	CONCUR Substance & Distribution Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
AGC-1									
AGI-1									
AAA-1									
ALG-1									
ABU-1									
AGL-1									
ANE-1									
ANM-1									
AWP-1									
AND-10									
ASF-10									
AMS-500	FINAL ADMINISTRATIVE CLEARANCE								
AMS-1	FINAL APPROVAL (Authorizing Release)				DATE APPROVED				

AFTER APPROVAL SEND TO:

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 2-1. SAMPLE CLEARANCE RECORD BEFORE BEING SENT OUT—CLEARANCE WITH MORE THAN 11 OFFICES

CLEARANCE RECORD (See Instructions on Reverse)	KIND OF DOCUMENT	IDENTIFICATION (If any)
	Order	1100.87E

SUBJECT	PERSON MOST FAMILIAR WITH ATTACHED		
	NAME	ROUTING SYMBOL	TELEPHONE
Routing Symbol Standards	Phil Fletcher	AIT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? (Continue on reverse)

This is a sample clearance record for a draft national directive approved for clearance with more than 11 offices. All internal office forms and reports clearance have been completed prior to clearance release. In this case, the clearance release and approval levels are at the same level. Final administrative clearance will be completed after comments are reviewed and incorporated and before submission to the final approval official. In this case, copies of the draft will circulate concurrently and a consolidated clearance form will be made up after the return of comments.

No impact on agency resources.

PROPOSED DISTRIBUTION (Spell out - Do not use code)

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
	PB	AMS-530					
	WT	AMS-500			12/20/90		
AMS-1	JB	AMS-2		Mike Stewart			

CLEARANCE ROUTING

DEADLINE DATE: 8/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR (Substance & Distribution) No Comment	CONCUR (Substance & Distribution) Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
				AGC-1, AGI-1, AAA-1, LAG-1, ABU-1, ATZ-1, ACS-1, APR-1, ATP-1, ASC-1, AVN-1, AAL-1, ACE-1, AEA-1, AGL-1, ANE-1, ANM-1, ASO-1, ASW-1, AWP-1, AAC-1, ACT-1, ARP-10, API-10, AAF-10, ASD-10, ABD-10, ASF-10, AHR-10, AEU-1, AHR-100, APN-1					
AMS-500	FINAL ADMINISTRATIVE CLEARANCE								
AMS-1	FINAL APPROVAL (Authorizing Release)				DATE APPROVED				

AFTER APPROVAL SEND TO:

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 3. SAMPLE OF RETURNED CLEARANCE RECORD WHEN COORDINATION IS LESS THAT 11 OFFICES

CLEARANCE RECORD (See Instructions on Reverse)	KIND OF DOCUMENT	IDENTIFICATION (If any)
	Order	1100.87E

SUBJECT	PERSON MOST FAMILIAR WITH ATTACHED		
	NAME	ROUTING SYMBOL	TELEPHONE
Routing Symbol Standards	Phil Fletcher	AIT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? (Continue on reverse)

This is a sample SIGNED and RETURNED clearance record for a draft national directive approved for clearance with 11 or less offices. All internal office forms and reports clearance were completed prior to clearance release. In this case, the clearance release and approval levels are at the same level. Final administrative clearance will be completed after comments are reviewed and incorporated and before submissions to the final approval official. In this case, copies of the draft were circulated concurrently and a consolidated clearance form will be made up after the return of all comments.

No impact on agency resources.

PROPOSED DISTRIBUTION (Spell out - Do not use code)

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
	PE	AMS-530					
	WSI	AMS-500					
AMS-1	HB	AMS-2		Mike Stewart	12/26/90		

CLEARANCE ROUTING — DEADLINE DATE: 3/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution: No Comment	CONCUR Substance & Distribution: Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
AGC-1									
AGI-1									
AAA-1									
ALG-1									
AEU-1									
AGL-1									
ANE-1				Fred M. Isaac					
ANM-1	PE	ANM-50		Frederick Isaac Regional Administrator	3/8/91	X			
	HL	ANM-40							
AWP-1									
AND-10									
ASF-10									
AMS-500	FINAL ADMINISTRATIVE CLEARANCE								
AMS-1	FINAL APPROVAL (Authorizing Release)				DATE APPROVED				

AFTER APPROVAL SEND TO:

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 3–1. SAMPLE OF RETURNED CLEARANCE RECORD WHEN COORDINATION IS MORE THAT 11 OFFICES

CLEARANCE RECORD *(See Instructions on Reverse)*

KIND OF DOCUMENT	IDENTIFICATION (If any)
Order	1100.87E

SUBJECT: Routing Symbol Standards

PERSON MOST FAMILIAR WITH ATTACHED

NAME	ROUTING SYMBOL	TELEPHONE
Phil Fletcher	AIT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? *(Continue on reverse)*

This is a sample SIGNED and RETURNED clearance record for a draft national directive approved for clearance with more than 11 offices. All internal office forms and reports clearance were completed prior to the clearance release. In this case, the clearance release and approval levels are at the same level. Final administrative clearance will be completed after comments are reviewed and incorporated and before submission to the final approval official. In this case, copies of the draft were circulated concurrently and a consolidated clearance form will be made up after the return of all comments.

No impact on agency resources.

PROPOSED DISTRIBUTION *(Spell out - Do not use code)*

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
AMS-1	PT	AMS-530		Mike Shekmen	12/26/90		
	WT	AMS-500					
	JB	AMS-2					

CLEARANCE ROUTING

DEADLINE DATE: 3/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution: No Comment	CONCUR Substance & Distribution: Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
				AGC-1, AGI-1, AAA-1, ALG-1, ABU-1, ATZ-1, ACS-1, APR-1, ATP-1, ASC-1,					
				AVN-1, AAL-1, ACE-1, AEA-1, AGL-1, ANE-1, ANM-1, ASO-1, ASW-1, AWP-1,					
				AAC-1, ACT-1, ARP-10, API-10, AAF-10, ASD-10, AND-10, ASF-10,					
				AHR-10, AEU-1, AHR-100, APN-1					
				Fred M. Isaac					
ANM-1	FE	ANM-50	3/6/91	Frederick H. Isaac	3/8/91	X			
	FE	ANM-40	3/6/91	Regional Administrator					
AMS-500	FINAL ADMINISTRATIVE CLEARANCE								
AMS-1	FINAL APPROVAL *(Authorizing Release)*				DATE APPROVED				

AFTER APPROVAL SEND TO:

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 4. SAMPLE OF CONSOLIDATED CLEARANCE RECORD

CLEARANCE RECORD *(See Instructions on Reverse)*

KIND OF DOCUMENT: Order

IDENTIFICATION *(If any)*: 1100.87E

SUBJECT: Routing Symbol Standards

PERSON MOST FAMILIAR WITH ATTACHED

NAME	ROUTING SYMBOL	TELEPHONE
Phil Fletcher	ATT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? *(Continue on reverse)*

This is a sample of a CONSOLIDATED clearance record for a draft national directive. All clearance records and comments, if any, were returned to AMS-530. The comments were reviewed and incorporated, as necessary, and final administrative clearance was completed. For those comments not accepted, or accepted only in part, a "Summary of Comments Not Adopted" is submitted to those commenting offices. After this process is completed, the consolidated clearance record, along with the directive and background information, is submitted to the final approval official for review and signature.

PROPOSED DISTRIBUTION *(Spell out - Do not use code)*

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
AMS-1	PJ	AMS-530		Mike Stewart	12/24/90		
	WT	AMS-500					
	JO	AMS-2					

CLEARANCE ROUTING

DEADLINE DATE: 3/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution: No Comment	CONCUR Substance & Distribution: Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
AGC-1				/s/ Gregory S. Walden	2/22/91		X		Yes
AGI-1				/s/ Brenda Lee Yager	2/25/91	X			
AAA-1				/s/ Ernest M. Keeling	2/25/91	X			
ALG-1				/s/ Carolyn Blum	2/21/91	X			
ABU-1				/s/ Nicholas S. Stoer	2/27/91		X		No
AGL-1				/s/ Timothy F. Forte	2/22/91		X		Part
ANE-1				/s/ Arlene B. Feldman	2/25/91	X			
ANM-1				/s/ Frederick M. Isaac	3/8/91	X			
AWP-1				/s/ Jarold M. Chavkin	2/26/91		X		Yes
AND-10				/s/ Julia L. Gatling, Acting Mgr.	2/22/91	X			
ASE-10				/s/ Kenneth Chin	2/27/91	X			
AMS-500	FINAL ADMINISTRATIVE CLEARANCE			Vicki Tolen	3/4/91				
AMS-1	**FINAL APPROVAL** *(Authorizing Release)*					DATE APPROVED			

AFTER APPROVAL SEND TO:

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 5. SAMPLE CLEARANCE RECORD—APPROVED DIRECTIVE

CLEARANCE RECORD *(See Instructions on Reverse)*

KIND OF DOCUMENT	IDENTIFICATION (If any)
Order	1100.87E

SUBJECT: Routing Symbol Standards

PERSON MOST FAMILIAR WITH ATTACHED

NAME	ROUTING SYMBOL	TELEPHONE
Phil Fletcher	AIT-530	267-9959

REASON FOR ATTACHED WHAT DOES IT DO? *(Continue on reverse)*

This is a sample APPROVED and COMPLETED clearance record for a draft national directive. The directive can now be sent to printing and distributed to appropriate offices upon completion.

PROPOSED DISTRIBUTION *(Spell out - Do not use code)*

This is an optional use section.

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
AMS-1	DZ	AMS-530		Mike Stewart	12/24/90		
	WI	AMS-500					
	BB	AMS-2					

CLEARANCE ROUTING

DEADLINE DATE: 3/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution: No Comment	CONCUR Substance & Distribution: Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
AGC-1				/s/ Gregory S. Walden	2/22/91		X		Yes
AGI-1				/s/ Brenda Lee Yager	2/25/91	X			
AAA-1				/s/ Ernest M. Keeling	2/25/91	X			
ALG-1				/s/ Carolyn Blum	2/21/91	X			
ABU-1				/s/ Nicholas S. Stoer	2/27/91		X		No
AGI-1				/s/ Timothy F. Forte	2/22/91		X		Part
ANE-1				/s/ Arlene B. Feldman	2/25/91	X			
ANM-1				/s/ Frederick M. Isaac	3/8/91	X			
AWP-1				/s/ Jerold M. Chavkin	2/26/91		X		Yes
AND-10				/s/ Julia L. Garling, Acting Mgr.	2/27/91	X			
ASE-10				/s/ Kenneth Chin	2/27/91	X			
AMS-500	FINAL ADMINISTRATIVE CLEARANCE			Wes Tolen	3/11/91				
AMS-1	FINAL APPROVAL *(Authorizing Release)*			Mike Stewart	DATE APPROVED 3/12/91				

AFTER APPROVAL SEND TO.

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORDS, EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 6. SAMPLE CLEARANCE RECORD—TOP MANAGEMENT CLEARANCE

CLEARANCE RECORD *(See Instructions on Reverse)*

KIND OF DOCUMENT	IDENTIFICATION (If any)
Order	1320.1D

SUBJECT: FAA Directive System

PERSON MOST FAMILIAR WITH ATTACHED

NAME	ROUTING SYMBOL	TELEPHONE
Rene' McCray	ATT-420	267-9552

REASON FOR ATTACHED WHAT DOES IT DO? *(Continue on reverse)*

This is a sample clearance record which is required when a directive needs associate administrator or higher clearance and/or approval. The originating office clearance block is signed by the director of the office.

The rationale for issuing the directive should be included in this space. Also include an explanation of significant changes made to the directive as a result of the comments received in the coordination process.

PROPOSED DISTRIBUTION *(Spell out - Do not use code)*

ORIGINATING OFFICE CLEARANCE

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND ROUTING SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORTS APPROVAL
AMS-1		AMS-420					
		AMS-410					

CLEARANCE ROUTING

DEADLINE DATE: 4/12/91

ROUTING SYMBOL	INTERNAL CLEARANCE INIT	INTERNAL CLEARANCE ROUTING SYMBOL	INTERNAL CLEARANCE DATE	SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR (Substance & Distribution) No Comment	CONCUR (Substance & Distribution) Comment Attached	NON-CONCUR Comment Attached	COMMENT ACCEPTED CHANGES MADE
AAD-1									
ARP-1									
AHR-1									
AND-1									
ASD-1									
AAF-1									
AMS-500	FINAL ADMINISTRATIVE CLEARANCE								
ADA-1	FINAL APPROVAL *(Authorizing Release)*					DATE APPROVED			

AFTER APPROVAL SEND TO

FAA Form 1300-2 (10/82)

APPENDIX 3. CLEARANCE RECORD EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 7. SAMPLE EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Order 7031.2B, Airway Planning Standard Number One—Terminal Air Navigation Facilities and Air Traffic Control Services

Order 7031.2B contains the policy and criteria used in establishing the eligibility of terminal locations for terminal air navigation facilities and air traffic control services.

After stating the above, the executive summary should then contain pertinent information about the order. This could include, among other things, the system (if any) to which the order applies, or any area to which the order does not apply.

The summary could also mention any item that should be brought to the attention of the reviewing officials; e.g., as a result of comments received the initiating office plans to review the current criteria for visual approach slope indicators. If during coordination several organizational elements made similar substantive comments, which were or were not adopted, then this information might be included in the summary.

If the directive being forwarded is a change, then the summary should contain what the order covers; i.e., Order 7031.2B contains... The summary should then discuss the change.

The executive summary will normally be 2 to 4 paragraphs in length, depending on the subject being covered.

APPENDIX 3. CLEARANCE RECORD EXECUTIVE SUMMARY, AND SUMMARY OF COMMENTS NOT ADOPTED

FIGURE 8. SAMPLE SUMMARY OF COMMENTS NOT ADOPTED

Order 1320.1D, FAA Directives System

COMMENTS NOT ADOPTED OR ACCOMMODATED

Comments	*Reasons for Nonadopted*
AAT	
1. Paragraph 93: The use of the DISTRIBUTION paragraph should be optional rather than mandatory.	1. One of the problems in the directives systems is a lack of understanding of the distribution codes. Use of the DISTRIBUTION PARAGRAPH WILL: a. Make the writer aware of those receiving the directive. b. Make the reviewing officials aware of the distribution. c. Insure that the signer knows where the directive is being distributed.
AEA	
2. Paragraph 39 (now paragraph 42:) Reconsider the requirement that all paragraphing follow the modified block style format.	2. The new format will permit FAA to reduce the number of pages printed each year.
AFS	
3. Paragraph 48 should be modified to require regional and center supplements to national directives to be coordinated with the office or service issuing the original directive.	3. Regional and center supplements are approved by the regional administrators or center directors. The supplements provide local instructions or information and as such do not require coordination with the Washington headquarters. The regional administrator or center director has the authority to issue the supplement without coordination outside the region or center.

APPENDIX 4. SAMPLE SHORT ORDER FORMAT

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1320.105
8/19/90

SUBJ: SAMPLE SHORT ORDER FORMAT

1. PURPOSE. This illustrates the proper format and related mechanics for preparing orders using standard equipment. It does not, of course, cover all possible variations. Margin lines are shown only for the purpose of illustration. Use of Tables of Content is optional, otherwise the distribution paragraph follows the purpose paragraph.

TABLE OF CONTENTS
(Optional for short order)

Par.	Title	Page
2.	Distribution	1
3.	Preparing the Masthead	1
4.	Legends at Bottom of Page	1
5.	General Typing Instructions	1
6.	Paragraphs	1
7.	Arrangements of Subparagraphs	2
8.	Approval	2

2. DISTRIBUTION. This directive is distributed to the branch level in FAA headquarters, regions, centers, and the resident directors, with limited distribution to all field offices and facilities. This directive is of interest to all offices and facilities concerned with approval, writing, clearing, or taking action on a directive. NOTE: The distribution must match the codes in the distribution legend at the bottom of the page.

3. PREPARING THE MASTHEAD. Use preprinted FAA Form 1320-1, Order Format—First Page, to prepare the first page of the text. Complete masthead information as illustrated in this sample. Regional and center orders will include the appropriate identification in all capitals and centered under Federal Aviation Administration.

4. LEGENDS AT BOTTOM OF PAGE. Type in the authorized distribution codes after the distribution legend. Type the routing symbol of the office responsible for the contents of the order after the legend "Initiated by:"

5. GENERAL TYPING INSTRUCTIONS. The typing guide forms are described in paragraph 651. Start the text on every page directly below the blue line across the top of the page. Follow the instructions below the blue line margin guides on the forms when typing.

6. PARAGRAPHS. Number major paragraphs, such as this one, consecutively throughout the order. Use arabic numbers. Type the number at the left margin, followed by a period. Start the paragraph heading five spaces from the left margin. Type the heading in all capitals, underline, and with a period. For paragraphs with text following the heading, begin typing after the heading and align all succeeding lines flush with the left margin as shown in this paragraph. Paragraph 7b shows how to arrange a paragraph that has no text preceding the subparagraphs.

Distribution: A-WXYZ-3; A-E-2; A-FOF-0 (LTD) Initiated By: AIT-200

APPENDIX 4. SAMPLE SHORT ORDER FORMAT (Continued)

1320.105	DIRECTIVE IDENTIFICATION NUMBER FLUSH WITH LEFT MARGIN	DATE OF APPROVAL FLUSH WITH RIGHT MARGIN	8/19/90

7. ARRANGEMENT OF SUBPARAGRAPHS.

a. Heading. (The letter identification is indented five spaces, but succeeding lines will start at the left margin.)

(1) **Heading.** The opening parenthesis is indented nine spaces, but succeeding lines will start at the left margin.

(a) **Heading.** The opening parenthesis is indented 14 spaces, but succeeding lines will start at the left margin.

1. **Heading.** The paragraph number is indented 19 spaces, but succeeding lines will start at the left margin.

b. Heading. (The same arrangement is used if the subparagraphs have no headings.)

(1) **Heading.** The opening parenthesis is indented nine spaces, but succeeding lines will start at the left margin.

(a) **Heading.** The opening parenthesis is indented 14 spaces, but succeeding lines will start at the left margin.

1. **Heading.** The paragraph number is indented 19 spaces, but succeeding lines will start at the left margin.

8. PARAGRAPH NUMBERS AND DATES. Place the paragraph number on the inside bottom corner. Place the date of approval on the inside top corner. The paragraph number must reflect the major paragraph number at the top of the page. In some cases this may be a paragraph that begins on a previous page.

9. APPROVAL. Type the name of the signing official five lines below the last paragraph. Start at the left margin of the page. Block the signer's title on the next line. Use initial capital letters for the signer's name and title.

Michael D. Sherwin
Deputy Assistant Administrator
for Information Technology

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 1. COVER PAGE, FAA FORM 1320–2

ORDER

1320.105

HOW TO PREPARE LONG ORDERS

October 1, 1990

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-WXYZ-3; A-E-2; A-FOF-0 (LTD)

Initiated By: AIT-200

APPENDIX 5. HOW TO PREPARE LONG ORDERS

FIGURE 2. RECORD OF CHANGES

RECORD OF CHANGES

DIRECTIVE NO. 1320.105

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FAA Form 1320-5 (6-80) USE PREVIOUS EDITION

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 3. FOREWORD

10/1/90 1320.105

FOREWORD

Forewords provide brief explanations of the contents of long orders and show signature authorization. Avoid discussing policy and permanent procedures in forewords. Place mandatory paragraphs "PURPOSE" and "DISTRIBUTION" in the beginning of Chapter 1. Type the heading "FOREWORD" in all capitals, centered five lines below the identification and date line.

Type the name of the signing official five lines below the last paragraph of the foreword. Block the signer's title on the next line. Start at the left margin of the page. Use initial capitals for the signer's name and title.

Theron A. Gray
Assistant Administrator, Information Technology

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 4. TABLE OF CONTENTS

TABLE OF CONTENTS

CHAPTER 1. FORMAT FOR LONG ORDERS

Paragraph *Page*

1-1. Purpose 1-1
1-2. Distribution 1-1
1-3. Preparing the Cover 1-1
1-4. Printing the Cover 1-1
1-5. Page Format 1-1
1-6. Chapters and Sections 1-1
1-7. Paragraphs 1-1
1-8. Arrangement of Subparagraphs 1-2
1-9. Difference in Format Between Odd and Even Pages 1-2
1-10. Reserved 1-2

Figure 1-1. Change Procedures 1-2

APPENDIX 1. SAMPLE APPENDIX TO DIRECTIVE

APPENDIX 2. ENTERED THUS IF USED

This is only a sample of one method of preparing a Table of Contents.
Example 3, use of paragraph and page heading are optional.

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 5. SAMPLE LONG ORDER FORMAT

CHAPTER 1. GENERAL

SECTION 1. HOW TO TYPE DIRECTIVES COPY

1-1. PURPOSE

This sample illustrates the proper format and related mechanics for preparing long orders on office automation equipment.

1-2. DISTRIBUTION

This directive is distributed to the branch level in FAA headquarters, regions, centers, with limited distribution to all field offices and facilities. This directive is of interest to all offices and facilities concerned with approval, writing, clearing, or taking action on directives.

Note: The distribution must match the codes in the distribution legend at the bottom of the page.

1-3. PREPARING THE COVER

Use FAA Form 1320-2, Order Cover Format, to prepare the cover. Use of the words "Handbook and Manual" in the title is permitted. Type the date of approval on the line below the seal. Complete the form as illustrated in Figure 1. The reverse side of the cover has a preprinted change control chart (FAA Form 1320-5, Record of Changes) to record receipt of changes and supplements. Type the directive identification number in the box in the upper right-hand corner.

1-4. PRINTING THE COVER

The front and back covers should be printed on 50 lb. blue vellum cover page or a similar blue cover stock.

1-5. PAGE FORMAT

On odd-numbered pages, type the directive identification number, approval date, page number, paragraph number, and chapter numbers as illustrated on this sample page. When an appendix is used, type the appendix number below the directive identification number. Type these entries flush with the margins. On even numbered pages these entries are reversed as shown on the next page.

1-6. CHAPTERS AND SECTIONS

Number chapters and sections with Arabic numbers. Number chapters in a single series throughout the directive. Number sections in a single series within each chapter. Start all new chapters on an odd page. Type the heading in all capitals, centered at least one inch from each side margin. Block "SUBJECT" part of the title as illustrated in the "SECTION" heading above. Usually, sections are started wherever they "fall" unless paragraphs and pages are reserved. Start the text on the third line below the centered heading. Leave two lines blank at the end of a paragraph before typing a new section heading.

1-7. PARAGRAPHS

Number major paragraphs, with Arabic numbers. Type the number at the left margin followed by a period. Start the paragraph heading five spaces from the left margin. Type the heading in all capital boldface type. For paragraphs with text following the headings, begin typing after the heading and align all succeeding lines at the left margin. Paragraph 1-8b shows how to arrange a paragraph that has no text preceding the subparagraphs.

1-8. ARRANGEMENT OF SUBPARAGRAPHS

a. Heading. The letter identification is indented five spaces, but succeeding lines will start at the left margin.

(1) Heading. The opening parenthesis is indented nine spaces, but succeeding lines will start at the left margin.

(a) Heading. The opening parenthesis is indented 14 spaces, but succeeding lines will start at the left margin.

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 5. SAMPLE LONG ORDER FORMAT (Continued)

1. *Heading*. The paragraph number is indented 19 spaces, but succeeding lines will start at the left margin.

(b) Heading. Subsequent subparagraphs follow the format described above.

b. No Heading. The same arrangement is used if the subparagraphs have no headings.

1-9. DIFFERENCE IN FORMAT BETWEEN ODD AND EVEN PAGES

The basic format for odd and even pages changes only to the extent necessary for printing purposes.

a. Margins. The requirement for varying pages to accommodate hole-punching is no longer required. The only requirement is that the text be 7 inches wide. The space for binding is provided in the printing process. Refer to FAA Form 1320-10, Directives Typing Guide for proper placement of headers and footers.

b. Page Numbers and Directives Identification. The page number is always shown on the outside bottom corner of the page, and the directive identification is shown on the outside upper corner. Hence on odd-numbered pages, these numbers are typed on the right margin, and on even-numbered pages on the left margin.

c. Paragraph Numbers and Dates. Place the paragraph number on the inside bottom corner. Place the date of approval on the inside top corner. The paragraph number must reflect the major paragraph numberthat starts the page. In some cases this may be a paragraph that begins on a previous page.

APPENDIX 5. HOW TO PREPARE LONG ORDERS
FIGURE 6. SAMPLE APPENDIX FORMAT

APPENDIX 1. SAMPLE APPENDIX TO DIRECTIVES

1. **PURPOSE.** This sample illustrates the layout of an appendix to a directive.

2. **BASIC FORMAT REQUIREMENTS FOR APPENDIXES.** The only format standards for appendixes are :

a. **Margin.** The requirement for varying pages to accommodate hole-punching is no longer required. The only requirement is that the text be 7 inches wide. The space for binding is provided in the printing process. However, appendixes will frequently contain charts, diagrams, etc., which require special handling. This is explained in paragraph 4.

b. **Directives identification, date, and page and paragraph numbers** must appear as on any other page, as shown in this sample.

c. **Appendix numbers** must appear under the directive identification, as shown.

d. **Headings** should include the appendix number and a specific description of the contents.

3. **FORMAT FOR TEXT IN APPENDIXES.** With the exceptions noted in subparagraphs a and b, all appendixes that consist primarily of text shall follow the basic format as other text pages. Paragraphing, numbering, indentions, and similar standards must be followed as closely as possible. Exceptions to this requirement are reproduction of text from:

a. **Laws, regulations, etc.**

b. **Other reference sources,** when preservation of layout, numbering, etc., of the original is desirable.

4. **GUIDES FOR CHARTS, DIAGRAMS, AND OTHER GRAPHICS IN APPENDIXES.** Graphics and tabular presentation of information in appendixes will require special handling. Oversize material is the most frequent problem. Use the following guides in handling this kind of material.

a. **Reductions.** Sometimes oversize charts and tables can be photo-reduced to fit within the margins prescribed. This is an acceptable solution if legibility is not impaired. Do not reduce material if the reduction will seriously impede use. When in doubt, consult agency printing personnel.

b. **Two-Page Spread.** Frequently, using two pages facing each other accommodate oversize material will work well. In some cases, the break in visual continuity at the binding margins will impair the usefulness of the graphic. However, proper graphic planning can make this treatment workable in many cases.

c. **Fold-Outs.** If neither reduction nor a two-page spread of oversize material will work effectively, use oversize paper folded to fit the 8 1/2" x 11" page size. This treatment should be avoided if other solutions are available since there may be times when foldouts will hide identification and other key-finding information. Before preparing material for fold-outs, consult agency printing personnel for assistance.

APPENDIX 6. SAMPLE NOTICE FORMAT

NOTICE

U. S.DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NEW ENGLAND REGION

NE N 1320.1

8/1/85

Cancellation
Date: 8/1/86

SUBJ: SAMPLE NOTICE FORMAT

1. PURPOSE. This sample illustrates the proper format and related mechanics for preparing a notice using standard equipment.

2. DISTRIBUTION. This directive is distributed to the branch level in regional headquarters, section level to the resident directors, and limited distribution to all field offices and facilities. It is of concern to all people preparing directives in the New England Region.

Note: The distribution must match the codes in the distribution legend at the bottom of the page.

3. PREPARING THE FIRST PAGE. Use the preprinted FAA Form 1320-3, Notice Format—First Page, to prepare the first page of the text. Complete the masthead information by typing the:

a. Issuing office symbol, the letter "N"; subject classification, and sequential number inside the box provided in the upper right corner.

b. Date of the signature of the notice below the identification box.

c. Cancellation date following the "Date:" in the upper right corner. The cancellation date will be 12 months or less. CANCELLATION OF A NOTICE CANCELS THE SUBSTANCE OF THE NOTICE.

d. Subject title of the notice is blocked immediately above the heavy line. Type the title in all capitals. If the title is long, use two lines, and block.

4. LEGENDS AT THE BOTTOM OF THE PAGE. Immediately following "Distribution:" type in the distribution codes which identify the mailing lists to be used. In the lower right corner after "Initiated By:" type in the routing symbol of the office responsible for issuing the notice.

5. GENERAL TYPING INSTRUCTIONS. The typing guide forms described in paragraph 651a may be used. Start the text on every page directly below the blue line across the top of the page. Follow the instructions in paragraph 6 and the blue guides on the forms when typing. The requirement for varying pages to accommodate hole-punching is no longer required. The only requirement is that the text be 7 inches wide. The space for binding is provided in the printing process.

6. PARAGRAPH. Number major paragraphs, such as this one, consecutively throughout the notice. Use Arabic numbers. Type the number at the left margin, followed by a period. Start the paragraph heading five spaces from the left margin. Type the heading in all capitals, underline, and end with a period. Begin typing the text following the heading, if appropriate.

Distribution: A-X-3; A-Y-4; A-FOF-0 (LTD)

Initiated By: ANE-60

APPENDIX 6. SAMPLE NOTICE FORMAT (Continued)

NE N 1320.1 8/1/85

7. ARRANGEMENT OF SUBPARAGRAPHS.

a. Heading. The letter identification is indented five spaces, but succeeding lines will start at the left margin.

(1) Heading. The opening parenthesis is indented nine spaces, but succeeding lines will start at the left margin.

(a) Heading. The opening parenthesis is indented 14 spaces, but succeeding lines will start at the left margin.

1. Heading. The paragraph number is indented 19 spaces, but succeeding lines will start at the left margin.

b. No Heading. The same arrangement is used if the subparagraphs have no headings.

8. APPENDIXES. Attachments to notices, if needed, are handled in the same way as appendixes to orders. See appendix 5, figure 6 for additional information.

9. APPROVAL. Type the name of the signing official five lines below the last paragraph. Start at the left margin of the page. Block the signer's title on the next line. Use initial capital letters for the signer's name and title.

Arlene B. Feldman
Regional Administrator
New England Region

APPENDIX 7. TELEGRAPHIC MESSAGE

FIGURE 1. EXAMPLE OF A DIRECTIVE ISSUED AS A TELEGRAPHIC NOTICE

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FAA OFFICE OF MANAGEMENT SYSTEMS	ACTION: ROUTINE INFO: ROUTINE	
ACCOUNTING CLASSIFICATION	DATE PREPARED 2/28/91	FILE
FOR INFORMATION CALL		
NAME H.E. SMITH	PHONE NUMBER 267-8033	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☒ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

ALL REGIONS

UNCLAS ALRGN-60, AAC-40, ACT-40, INFO ALRGNS 1, AAC-1, ACT-40

NOTICE N 1320.101. SUBJECT: DIRECTIVE ISSUED AS A MESSAGE NOTE 1

EFFECTIVE 3/15/91. CANCELLATION DATE 6/15/91. TELEGRAPHIC NOTICES MUST BE FILED IN THE DIRECTIVES BINDERS IN THE SAME WAY AS REGULAR NOTICES. USE TELEGRAPHIC NOTICES ONLY WHEN REGULAR PRINTING PROCESS WOULD UNDULY DELAY RESPONSE.

SMITH, AMS-1

NOTE 1: A TELEGRAPHIC NOTICE MUST HAVE A SUBJECT TITLE AND A CANCELLATION DATE.

NOTE 2: SEE PARAGRAPH 46 FOR ADDITIONAL INFORMATION.

SECURITY CLASSIFICATION		
	PAGE NO. 1	NO. OF PGS. 1

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions unusable NSN 7540-00-634-3968

14-103

*U.S. GPO: 1986-491-248/20660

APPENDIX 7. TELEGRAPHIC MESSAGE

FIGURE 2. EXAMPLE OF A GENOT TELEGRAPHIC MESSAGE

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FAA AIR TRAFFIC SERVICE WEATHER STAFF	ACTION: ROUTINE INFO:	
ACCOUNTING CLASSIFICATION	**DATE PREPARED** 3/1/91	**FILE**
FOR INFORMATION CALL		
NAME V.E. WHITE	**PHONE NUMBER** 267-8803	**TYPE OF MESSAGE** ☐ SINGLE ☐ BOOK ☒ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

NOUS2 KRWA_____	NOTE 1
GENOT RWA_____SVC B	NOTE 2
JJ ALRGNS 1/6/500 ALFSS ALIFSS ALIATSC ALTWR ALARTC ALCS/T AAC/T ACT/1	
NOTICE N 7110._____SUBJECT/HANDLING OF MESSAGES ON SERVICE B.	NOTE 3
CNL MAR 1 92	NOTE 4
PART 1 of 2. (INCLUDE IF MESSAGE EXCEEDS 20 LINES) TELEGRAPHIC NOTICES MUST BE FILED IN THE DIRECTIVES BINDER IN THE SAME WAY AS REGULAR NOTICES. USE TELEGRAPHIC NOTICES ONLY WHEN REGULAR PRINTING PROCESS WOULD CREATE UNACCEPTABLE DELAYS. THE TEXT OF THE MESSAGE SHOULD BE WRITTEN IN TELEGRAPHIC STYLE USING ONLY AUTHORIZED CONTRACTIONS CONTAINED IN THE CURRENT VERSION OF ORDER 7340.1, CONTRACTIONS. LIMIT PUNCTUATION TO PERIODS AND SLANT SYMBOLS. IF COMMAS OR DASHES ETC ARE NECESSARY THEY MUST BE SPELLED OUT. CONTINUE TO THE END OF TEXT OR NOT TO EXCEED 20 LINES INCLUDING HEADING. IF THE FIRST PART EXCEEDS 20 LINES THE FOLLOWING PARTS MUST BE INDIVIDUALLY ADDRESSED TO PREVENT LOSS OF PARTS. EACH PART MUST BE ON A SEPARATE PAGE.	

SECURITY CLASSIFICATION	PAGE NO.	NO. OF PGS.
	1	2

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-3968

14-103

*U.S. GPO: 1986-491-248/20680

APPENDIX 7. TELEGRAPHIC MESSAGE

FIGURE 2-1. EXAMPLE OF A GENOT TELEGRAPHIC MESSAGE

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE ACTION: INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED	FILE
FOR INFORMATION CALL		
NAME	PHONE NUMBER	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

NOUS2 KRWA_____

GENOT RWA_____SVC B

JJ ALRGNS1/6/500 ALRSS ALIFSS ALIATSC ALTWR ALARTC ALCS/T AAC/1 ACT/1

PART 2 of 2. CONTINUE MESSAGE TO ENDING. COUNT ADDRESS AND SIGNATURE LINES AS A LINE. DO NOT USE TABULAR OR COLUMNAR FORMAT. TYPE IN ALL CAPITAL LETTERS.

BELANGER AAT/1

NOTE 1: THE MESSAGE CENTER WILL INSERT A DATE TIME GROUP IN THE SPACE PROVIDED.

NOTE 2: THE MESSAGE CENTER WILL INSERT A MESSAGE NUMBER IN THE SPACE PROVIDED.

NOTE 3: THE DIRECTIVES MANAGEMENT OFFICER WILL COMPLETE THE NOTICE NUMBER.

NOTE 4: OMIT NOTICE NUMBER AND CANCELLATION DATE FROM THE FORMAT IF MESSAGE IS NOT A DIRECTIVE NOTICE.

NOTE 5: SEE PARAGRAPH 46 FOR ADDITIONAL INFORMATION.

SECURITY CLASSIFICATION		
	PAGE NO. 2	NO. OF PGS. 2

14-103

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-3968

*U.S. GPO: 1986-491-248/20680

APPENDIX 7. TELEGRAPHIC MESSAGE

FIGURE 3. EXAMPLE OF A RENOT TELEGRAPHIC MESSAGE

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FAA FLIGHT STANDARDS DIVISION LOS ANGELES, CALIFORNIA	ACTION: ROUTINE MAIL INFO:	
ACCOUNTING CLASSIFICATION	**DATE PREPARED** 3/10/91	**FILE**
FOR INFORMATION CALL		
NAME J.L. WINDER	**PHONE NUMBER** X2751	**TYPE OF MESSAGE** ☒ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

OAKLAND CALIF. GADO

INFO. AFS 100/MAIL COPY TO/

THE TEXT OF THE MESSAGE MUST BE STRUCTURED THE SAME AS SHOWN IN FIGURE 2.

DO NOT EXCEED 20 LINES IN ANY ONE PART. USE CONTRACTIONS.

KRIEGER AWE 200_____ NOTE 1

NOTE 1: THE MESSAGE CENTER WILL INSERT A DATE TIME GROUP IN THE SPACE PROVIDED.

NOTE 2: SEE PARAGRAPH 46 FOR ADDITIONAL INFORMATION.

SECURITY CLASSIFICATION		
	PAGE NO. 1	NO. OF PGS. 1

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-3968

14-103

*U.S. GPO: 1986-491-248/20680

APPENDIX 8. SAFETY HAZARDS

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHERN REGION

SO 3900.130
10/1/90

SUBJ: SAFETY HAZARDS

1. **PURPOSE.** This directive format is used to draw attention to safety hazards. It can be in the form of an order or notice.

2. **DISTRIBUTION.** This directive is distributed to branch level in the regions with limited distribution to all field offices and facilities.

3. **ACTION.** Supervisors must be sure that safety hazards are promptly brought to the attention of their people.

4. **BREVITY.** Keep personnel safety directives as short as possible. But give enough information for people to understand what the hazard is and what to do about it.

Garland P. Castleberry
Regional Administrator, Southern Region

Distribution: A-X-3; A-FOF-0 (LTD)

Initiated By: ASO-10

APPENDIX 9. PAGE CHANGES TO DIRECTIVES

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1320.177 CHG 1
5/1/90

SUBJ: PAGE CHANGES TO DIRECTIVES

1. PURPOSE. This sample shows the proper format for preparing changes, transmitting revised or added pages, and removing pages from orders.

2. DISTRIBUTION. The distribution paragraph is mandatory. It is distributed to section level in Washington headquarters, regions, centers, branch level to the resident directors with limited distribution to all field offices and facilities.

3. EXPLANATION OF CHANGES. Explain significant changes in policy, responsibility, or procedures. Don't list editorial changes.

4. DISPOSITION OF TRANSMITTAL. The change transmittal may be discarded or retained after changed pages are filed (see paragraphs 502g and 1101).

5. PREPARING CHANGE MASTHEADS. Use preprinted FAA Form 1320-4, Change Format, to prepare the first page. Complete the masthead by typing the:

a. **Identification number** and prefix (if any) of the directive being changed in the box in the upper right corner. Following the number, insert "CHG" and the sequential number of the change.

b. **Date of approval** two lines below the identification box.

c. **Subject** of the directive being changed. Block this immediately above the heavy line.

6. LEGENDS AT THE BOTTOM OF PAGE. Type the distribution codes following the legend "Distribution" in the lower left corner. These codes should be identical to those of the basic order unless the audience is being changed. Any changes must be explained in the Distribution paragraph.

7. GENERAL TYPING INSTRUCTIONS. Follow the instructions given for directives in appendixes 5 and 6.

8. PAGE CONTROL CHART. Following the last paragraph, use a page control chart to aid users in removing or inserting pages. See the next page for a sample of a page control chart.

Distribution: A-WXYZ-4; A-E-2; A-FOF-0 (LTD) Initiated By: AIT-420

APPENDIX 9. PAGE CHANGES TO DIRECTIVES (Continued)

1320.177 CHG 1 5/1/90

9. APPROVAL. Type the name of the signing official five lines below the page control chart. Start at the left margin of the page. Block the signer's title on the next line. Use initial capital letters for the signer's name and title.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
i and ii	1/13/79	i and ii	5/1/85
5 (thru 16)	1/13/79	5 (thru 16)	5/1/85
17 (and 18)	2/22/79	17, 18, 18-1 and 18-2	5/1/85
43	1/13/79	43	5/1/85
44	2/22/76	44	2/22/76
45 (and 46)	3/16/78	45 (and 46)	5/1/85
		50 thru 54	5/1/85
APPENDIX 1		APPENDIX 1	
1 (and 2)	5/1/78	1 (and 2)	5/1/85
		APPENDIX 2	
		1 (thru 12)	5/1/85

Theron A. Gray
Assistant Administrator, Information Technology

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 1. SAMPLE SUPPLEMENT TRANSMITTAL

SUPPLEMENT

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1320.1D
SO SUP 3
5/15/91

SOUTHERN REGION

SUBJ: FAA DIRECTIVE SYSTEM

SO1. PURPOSE. This sample shows the proper format for preparing supplements and transmitting or removing supplementing pages to orders. Print this page on the same color paper as prescribed for supplement pages in paragraph 307c(2) of this order.

SO2. Use a distribution paragraph. This supplement is distributed to the branch level in the regions with limited distribution to all field offices and facilities.

SO3. DISPOSITION OF SUPPLEMENT TRANSMITTAL. The supplement transmittal may be retained [see par 502g and 1101].

SO4. PREPARING THE COVER. Use the preprinted FAA Form 1320-12, Supplement Format, to prepare the first page. Complete the masthead by typing:

a. The directive identification number, including prefix (if any), and the sequential number of the basic FAA directive being supplemented in the box in the upper right corner. Below the directive number, insert the supplementing office identification symbol, "SUP", and the sequential number of the supplement.

b. The date of approval of the supplement on the line below the identification number.

c. The identical subject of the directive being supplemented. Block this immediately above the heavy line.

SO5. LEGENDS AT THE BOTTOM OF THE PAGE. Type the distribution codes following the legend "Distribution:" at the lower left corner. SUPPLEMENTS MUST BE SENT TO ALL LOCAL RECIPIENTS OF THE BASIC DIRECTIVE. Do not send to people who did not receive the basic directive. Type the routing symbol of the office responsible for the contents of the supplement at the lower right corner after the "Initiated by" legend.

SO6. GENERAL TYPING INSTRUCTIONS. Follow the instructions given for directives in appendix 5, 6, and 10.

SO7. PAGE CONTROL CHART. Following the last paragraph, use a page control chart to guide users in removing or inserting pages. A sample of page control chart is shown on next page.

Distribution: A-X–3; A-FOF-0 (LTD)

Initiated By: ASO-60

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 1. SAMPLE SUPPLEMENT TRANSMITTAL (Continued)

1320.177 CHG 1 5/1/90

SO8. APPROVAL. Type the name of the signing official five lines below the page control chart, flush with the left margin. Block the signer's title on the next line. Use initial capital letters for the signer's name and title.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
30-SO1 and 2 (Facing page 30)	1/20/90	none	
34-SO2 (Facing page 35)	1/20/91	34-2 (Facing page 35)	5/15/91
60-SO1 thru 8 (Following or facing page 60)	6/17/89		
		66-SO1 thru SO4 (Following Chapter 6)	5/15/91
		SO APPENDIX 3 2-SO1 and SO2 (Facing page 2 of Appendix 3)	5/15/91
SO APPENDIX 1 SO1 thru SO8	5/14/89	**SO APPENDIX 1** SO1 thru SO12	5/15/91

Theodore R. Beckloff
Regional Administrator for
Southern Region

Par SO8 **2**

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES
FIGURE 2. SAMPLE ORGANIZATIONAL APPENDIX METHOD OF SUPPLEMENTING AN FAA DIRECTIVE

8/7/91

1320.1D CE SUP 12
CE Appendix 1

CE APPENDIX 1. ORGANIZATIONAL SUPPLEMENTATION

CE1. PURPOSE. This is a sample appendix supplement issued by a region to national directive 1320.1D.

CE2. FORMAT. The format of an appendix supplement is exactly like any other appendix with sequentially numbered pages, sections, paragraphs, and subparagraphs except:

a. It is printed on a distinctive color of paper, as prescribed in paragraph 307c(2) of this order.

b. The basic directive identification number in the upper outside corner is followed by the supplementing office identification symbol, the abbreviation "SUP" and a sequential supplement transmittal number.

c. The supplementing office identification symbol precedes the appendix number in the upper outside corner.

CE3. APPENDIX TITLE. Type in all capital letters, in the upper center of the page, the supplementing office identification symbol, the word "APPENDIX", and the sequential appendix number, followed by a period and a brief descriptive title of the appendix subject.

CE4. PAGES, SECTIONS, PARAGRAPHS, AND FIGURES. Number the same as for a regular appendix except precede the number with a supplement office identification symbol. The supplementing office identification will not be used with subparagraph numbers.

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 3. SAMPLE ORGANIZATIONAL INTERLEAF METHOD OF SUPPLEMENTING AN FAA DIRECTIVE

8/1/90 1320.4 SW SUP 2

SW SUPPLEMENTAL PAGE

89-SW1. GENERAL. This is an example of an interleaf supplemental page. This page should be printed on a distinctive color of paper as prescribed in paragraph 307c(2) of this order. This page should refer to or supplement paragraphs 89 through 95 of FAA Order 1320.4.

90-SW1. MASTHEAD INFORMATION.

a. Identification Number. Type the directive identification number in the upper left corner for even numbered pages (34-SW2) or upper right corner for odd numbered pages (34-SW1). The directive identification number is followed by the supplementing office identification symbol, the abbreviation "SUP" and the sequential number of the supplement.

b. Date. Type the approval date at the margin opposite the directive identification number.

c. Page Heading. Type in all caps, in the upper center of the page supplementing office identification symbol and the words "SUPPLEMENTAL PAGE".

90A(1)-SW1. USE OF MAST HEAD INFORMATION. The masthead identifies the material for the reader. Be sure to place the masthead information on all printed pages.

92c-SW1. PARAGRAPH AND CHAPTER NUMBERS. Paragraphs shall be numbered with the paragraph number of the directive being supplemented, followed by a dash, the supplementing office identification symbol, and a sequential number. Place the number of the first paragraph on the supplemental page in the lower inside corner of the page. If the directive being in supplemented contains chapters, place the chapter number above the paragraph number.

94-SW1. PAGE GUIDES. The preprinted FAA Form 1320-10, Directives Typing Guide—Odd Page; and 1320-11, Directive Typing Guide—Even Page, may be used to prepare supplemental pages. Follow the usual paragraph and page standards for directives.

95-SW1. BLANK PAGES. Follow procedures prescribed in paragraph 605c(4).

THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK

1 **Par 89-SW1**

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES
FIGURE 4. SAMPLE NATIONAL APPENDIX METHOD OF SUPPLEMENTING A DOT DIRECTIVE

10/19/20

1600.2A FA SUP 3
(DOT 1640.4)
FA Appendix 1

FA APPENDIX 1. NATIONAL SUPPLEMENTATION

1. **PURPOSE.** This sample illustrates the appendix method of supplementation when supplementary material is prepared as a single unit for filing at the end of the basic directive.

2. **GUIDELINES.** When preparing supplementary material as an appendix, care should be taken to ensure that:

   a. **There is a sufficient volume** of supplementary material to justify using an appendix to disseminate needed procedures and instructions as a cohesive body.

   b. **The instructions given** do not purely restate material already written which could be applied without supplementation.

3. **FORMAT.** Upon issuance of supplementary material as an appendix, care should be taken to follow the instructions prescribed in paragraphs 609 and 902 of this order.

4. **PAPER.** All national supplements shall be printed on salmon-colored paper.

Par S1

Page S1 (and S2)

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 5. SAMPLE ORGANIZATIONAL INTERLEAF METHOD OF SUPPLEMENTING A DOT DIRECTIVE

1600.2A FA SUP 1
(DOT 1640.4)

6/28/90

FA SUPPLEMENTAL PAGE

4-S1. GENERAL. National interleaf supplement pages are prepared according to the instructions for organizational supplement pages shown in Figure 3 of this appendix, except for the following:

a. Paper. Print national supplements on salmon-colored paper only.

b. Identification Number. Place the number of the DOT directive being supplemented, in parentheses, immediately under the supplement identification number.

c. Identification Symbols. On all national supplement pages, use office identification symbol "FA" in the supplement number and page heading. Use the symbol "S" in the paragraph and page numbers.

d. Chapter Number. Place the DOT directive number, in parentheses, following the chapter number.

THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK

Page IX-2-S2

Par 4-S1

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 6. SAMPLE ORGANIZATIONAL INTERLEAF METHOD OF SUPPLEMENTING A SUPPLEMENT ISSUED BY A HIGHER LEVEL OF ORGANIZATION

10/28/90

1600.2A SW SUP 1
(1600.2A SUP 1)
(DOT 1640.4)

SW SUPPLEMENTAL PAGE

4-S1-SW1. GENERAL. Organizational interleaf supplement may be used to further supplement material which has already been supplemented by a higher level organization. The format and procedures for such supplementation are the same as shown in Figure 3 of this appendix.

4-S1b. Identification Number. Place the number of the supplement being supplemented and the DOT directive, in parentheses, immediately under the supplement identification number.

4-S1d. Chapter Number. If the supplement being supplemented has a chapter number, place the same number above the paragraph number.

Par 4-S1-SW1

Page IX-2S2-SW1 (and SW2)

APPENDIX 10. SUPPLEMENT FORMATS AND PROCEDURES

FIGURE 7. PARAGRAPH AND PAGE NUMBERS

EXAMPLES OF PARAGRAPH AND PAGE NUMBERS FOR INTERLEAF SUPPLEMENTS

Type of Supplementation & Supplementing Office	Paragraph Numbers		Page Numbers	
	Paragraph Supplemented	*Supplemental Paragraph*	*Page Supplemented*	*Supplemental Page*
National Supplements				
a. Air Traffic Service	24	24-S1	IV-5	IV-5-S2
b. Office of Budget	59B	9b-S1	3-6	3-6-S1
Organizational Supplements				
1. To an FAA Directive				
a. Logistics Service	66	66-LG1	25	24-LG2
b. Central Region	35c	35c-CE1	18	18-CE1
2. To a DOT Directive				
a. Logistics Service	24	24-LG1	IV-5	IV-4-LG2
b. Central Region	59b	59b-CE1	3-6	3-6-CE1
3. To a National Supplement				
a. Logistics Service	24-S1	24-S1-LG1	IV-4-S2	IV-4-S2-LG1
b. Central Region	59b-S2	59b-S2-CE1	3-66-S1	3-6-S1-CE-2

APPENDIX 11. COPIES OF DRAFT REQUIRED BY OFFICES, SERVICES, REGIONS, AND CENTERS WHEN CLEARING DIRECTIVES

Office/ Service	*Limited Clearance*	*Broad Clearance*	*Office/ Service*	*Limited Clearance*	*Broad Clearance*
AAA	3	4	ANN	1	2
AAF	12	12	ANS	2	4
AAI	1	2	ANR	1	2
AAM	1	3	ANW	1	2
AAP	2	2	AOV	2	3
AAS	2	3	AOR	2	2
ABU	2	4	APA	2	2
ACI	2	2	API-10	2	2
ACP	2	3	APM	2	3
ACO	2	3	APN	2	3
ACQ	2	2	APO	2	4
ACR	2	2	APP	2	3
ACZ	2	2	APR	2	4
AEE	2	2	ARD	2	5
AFE	2	4	ARM	1	2
AFS	6	10	ASC	2	3
AGC	3	4	ASE	2	6
AHD	1	2	ASM	2	6
AHT	2	4	ASV	2	2
AIA	1	4			
AIR	2	4			
ALG	3	5			
AIT	5	5	ATQ	2	2
ANA	2	3	ATZ(ATH, ATM, ATP, ATR, ATZ)	15	15
ANC	1	2	AVN	10	20
Regions/ Centers			***Regions/ Centers***		
AAC	4	20	AGL	5	17
AAL	2	10	ANE	4	20
ACE	4	16	ANM	4	10
ACT	6	35	ASO	4	20
AEA	4	20	ASW	4	20
AEU	4	4	AWP	6	12

NOTE:

1. Use "limited" clearance quantity if subject matter is narrow and technical in nature—when only a few people can make susbstantive input. Use "broad" clearance quantity if subject matter is of more general concern—when a number of people may make a substantive input.

2. The originating office should keep a few extra copies of draft directives. In Washington call the originating office's DMO instead of making additional copies.

APPENDIX 12. SAMPLE CANCELLATION MEMORANDUM

U.S. Department of Transportation
Federal Aviation Administration

Memorandum

Subject ACTION: Order 3200.2, Manpower Planning

Date January 2, 1992

From Manager, Training Programs Division, APT-300

Reply to Attn of: APT-300

To Director of Personnel and Training, APT-1

We recommend you approve the cancellation of Order 3200.2, Manpower Planning Program. Order 3200.2 was issued in 1967 and signed by AOA-1. This order contained responsibilities and procedures concerning a program for FAA's personnel requirements.

Order 3200.2 is no longer needed as the provisions are now covered in Order 3200.4, Personnel Planning. Order 3200.2 is also out of print.

Although this order was signed by AOA-1, you are authorized to cancel this order by paragraph 213 of Order 1320.1D, FAA Directives System. The memorandum has been coordinated with AIT-500, the Directives Management Officer for the Administrator.

APPROVED: _____ DATE: January 3, 1992

LET'S DISCUSS: _____ DATE: _____

SIGNATURE: _____

APPENDIX 13. USE AND COMPLETION OF FAA FORM 1320-16, DIRECTIVES ACTION INFORMATION

This appendix contains a completed example of the form which accompanies each order shipped for microfiching and distributed to FAA offices. Each directive originator completes the form. The primary purpose of the form is to call attention to action requirements contained in the order. The originator shall state the purpose of the order. If a revision, list the significant changes contained in the revision. Use the available space on the form to provide recipients of the microfiche with useful information concerning the order. Paragraph 13a(6) contains information on the microfiche program.

DIRECTIVE ACTION INFORMATION

ORDER NUMBER	Title
1320.1D	
OPI	
AIT-420	FAA Directives System
Date	Orders Cancelled (If approp.)
January 10, 1992	1320.1C

Action, Purpose, Explanation of Change, etc. *(Please type)*

This order established and describes the FAA directives system as the primary means of issuing direction and work information within FAA. The revision contains revised clearance requirements; clarifies procedures for changing or canceling directives signed by top management officials, and contains new procedures for clearing directives with employee participation groups. This revision also contains procedures and requirements when preparing directives using an automated data processing system.

This order imposes no new workload or budgetary burden.

This form is to notify agency personnel of ACTION requirements prescribed by your order or to indicate the purpose for which it was written. As concisely as possible, indicate ACTION requirements, if appropriate, or the purpose of your order so that those concerned will be readily aware of them.

FAA Form 1320-16 (1-83)

APPENDIX 14. USE AND COMPLETION OF FAA FORM 1320-6, DIRECTIVES ISSUANCE RECORD

1. **PURPOSE.** This appendix explains how FAA Form 1320-6 is used and shall be completed. Paragraph 807f contains information on using this form.

2. **DESCRIPTION AND USE OF FAA FORM 1320-6.**

a. **Description.** This is a 3-card, interleaf carbon form which is used as the source document for the directives checklist. It is used for recording information about directives in a prescribed manner for ease in converting the information into machine useable language. The current form is dated May 1990.

b. **When to Use.** An FAA Form 1320-6 must be prepared for the:

(1) Issuance or cancellation of an order.

(2) Revision of an exising order. Issuance of a change to an order.

(3) Issuance or cancellation of a supplement to an order. Issuance of a notice.

c. **Washington Headquarters.** The original and both copies are forwarded to AIT-200 by the appropriate Directives Management Officer (DMO). AIT-200 will assign the sequential number and retain the original and one copy. The original is retained and used for control and reference. Copy 1 is used to record data in the directives checklisting system. The remaining copy is returned to the DMO for retention in the case file.

d. **Regions and Centers.** The DMO shall determine procedures for use of each copy of FAA Form 1320-6.

3. **COMPLETING FAA FORM 1320-6.**

a. **Identification of Items.** Items on the form are arranged to group related items together. Each item has a descriptive title, and each item will be addressed individually in this appendix.

b. **General Guidelines.**

(1) ALL dates are entered as four-digit numbers. The first two digits are the year and last two digits are the month (i.e., March 1989 must be entered 8903). Do not place a slash ("/") between the year and the month.

(2) This form was designed so that the identification number, title, and distribution fields at the top or bottom margins can be used for identifying information when cards are filed in an upright or visible index files. The use of the bottom margin (ID No. only) is required for Washington headquarters organizations.

(3) Region and center DMO's may use these fields at their discretion. The top and bottom margins shall not be used in lieu of, but rather in addition to, the fields provided in the body of the form for information required.

c. **Specific Guidance.**

(1) **Top Margin.** These fields are for optional use by the region and center DMO's. Washington headquarters DMO's will leave these fields blank.

(2) **Type Action.** Using the table below, type the appropriate number code in this field. (See paragraph 4 of this Appendix, and figures 1-20.)

Code #	Description	Sample Card
1	To issue a new order; or to reissue an existing order (i.e., 1000.1A/B/C, etc.).	Figures #1,10, Figures #2,11
2	To issue a change to an existing order (i.e., 1000.9, Change 1); or	Figures #3,12
	To correct or revise a data element in error in an existing order.	Figures #4,5,13,14
3	To issue a supplement to a national order for the first time.	Figures #6,15
4	To issue subsequent supplements to the same national order.	Figures #7,16
5	To cancel an order or a supplement.	Figures #8,17
6	To issue a notice.	Figures #9,18
7	To correct or revise a data element in error in an existing notice.	

(3) **Type Directive.** Using the table below, type the appropriate alphabetic code in this field.

Code	Description
N	Notice
O	Order
S	Supplement

(4) **Reg. Ser.** (Region/Service) Using the table below, type the appropriate alphabetic code in this field.

Code	Description
AC	Mike Monroney Aeronautical Center
AL	Alaskan Region
CE	Central Region
CT	FAA Technical Center
EA	Eastern Region
GL	Great Lakes Region
ND	National Directive
NE	New England Region
NM	Northwest Mountain Region
SO	Southern Region
SW	Southwest Region
WA	Washington Headquarters
WP	Western-Pacific Region

(5) **Div. Area.** (Division Area) This field must be filled ONLY IF the directive issued pertains to the employees within that Washington headquarters office/service or region/center division. Use the two-character code from the Washington headquarters office's routing symbol (i.e., AT, AF, FS, MS, AA, etc.).

(6) **HBK.** (P) (Handbook) This field is no longer used, however, there are a few orders still current which contain the letter "P" in their identification numbers. Type the letter "P" in this field IF it is appropriate (for example, AF P 6999.9).

(7) **Subject Class.** Type in the appropriate four-digit subject classification number in this field. The subject classification for a directive is determined by the subject area addressed in that directive. Specific guidance for assigning subject classification numbers is in latest edition of Order 0000.1F, FAA Standard Subject Classification System. Additional guidance may be obtained from your Washington headquarters, region, or center Records Management Officer or the Agency Records Officer in the Paperwork Management Branch, AIT-300.

(8) **Sequence Number.** Together with the subject classification, the sequence number gives each directive its unique identification. No two orders, notices, changes, or supplements should have the same identification number. Type the appropriate sequence number in this field.

(a) **Washington Headquarters DMO's.** The Directives Program Officer, Policy and Plans Division, AIT-200, is responsible for assigning sequence numbers for national or Washington headquarters orders, or notices.

(b) **Region/Center DMO's.** The region or center DMO is reponsible for assigning new sequence numbers for their respective region/center directives. It is optional for the regional DMO whether the DMO, or the division Directives Management Representatives (DMR's), will be responsible for assigning sequence numbers for their regional division orders or notices.

(9) **Alpha Suffix.** When an order is revised, an alpha suffix is assigned to the sequence number. For example, Order 9999.9 is revised. Its new identification will be Order 9999.9A. If a second revision is issued, then "B" becomes the new alpha suffix, and so forth through "Z." Type the appropriate alpha suffix in this field. Should the revision of an order with the "Z" suffix be required, the next AVAILABLE SEQUENCE NUMBER is then assigned to that order. For example: Order 9999.9Z is revised. The next AVAILABLE sequence number will be "12" (sequence numbers 10 and 11 are already in use).

NOTE: Washington Headquarters DMO's must contact the Directives Program Officer, AIT-200, to obtain the next available sequence number.

(10) **Change Number.** When only a portion of an existing order is revised, a change is issued. A change is a type of directive which is incorporated into an existing order. The first change issued to an order starts with the number 1. All subsequent change numbers are then assigned in numeric order through 999. Type the appropriate change number (up thru 999) in this field. Should a change to an order beyond"999" be required, the order must then be reissued. For example: Order 9999.9B CHG 999 requires a change. The entire order is then reissued as: Order 9999.9C.

(11) **Remarks.** Use of this field is optional. It is recommended, however, that if a FAA Form 1320-6 is being prepared to correct or revise a data element in error in an existing order or notice, that the DMO type a statement in this block to that effect. For example: "To update OPR (Office of Primary Responsibility) due to reorganization," etc. Otherwise, this field may be left blank.

(12) **Date Processed.** This field is optional; it may be left blank.

(13) **Office of Primary Responsibility (OPR).** The OPR is the office which initiates the directive and has primary responsibility. With the exception of supplements, type the exact routing symbol of the OPR in the field titled OPI, including the dash (i.e., AZZ-1, AZZ-10A, AZZ-500, etc.).

NOTE: See paragraphs 3.b.(24 & 25) and Figures #6, 7, 16, and 17 for specific guidance for supplements.

(14) **Date Issued.** The date issued is the year and month the order, change, or notice was signed—not necessarily the effective date. Type the appropriate issue date using the format indicated in paragraph 3.b. of this appendix.

(15) Expiration Date. This field is for notices only. A notice has an expiration date of no more than one year from its issue date (NO exceptions). Type the appropriate expiration date using the format indicated in paragraph 3b of this appendix.

(16) Revalidation Date. An order should be reviewed at least once every two years to assure that the policy or procedures are still valid. This date serves as a tickler to DMOs to have the OPR review that order for currency. The initial revalidation date is two years following the issue date (i.e., issue date: 8901; revalidate: 9101). Type the revalidation date using the format indicated in paragraph 3b of this appendix.

(17) Title. There are 40 characters available in this field (including the spaces between words) to type the title of the directive. Should additional space be required, use the title in the Title Continued field on the next line.

(18) Title Continued. This field provides 60 additional characters to type the title. Occasionally, the combined 100 spaces will not be enough to accommodate the directive's title. In this case, abbreviate and/or use acronyms where possible to fit the title within these two fields.

(19) Headquarters Distribution. There are five distinct blocks under this item. Each block is headed with a single alphabetic character which represents the following:

Character	Distribution To
W	Washington headquarters
X	Regional headquarters
Y	Mike Monroney Aeronautical Center
Z	FAA Technical Center
E	Resident Directors (at Guam and American Samoa)

These characters follow the same guidance provided in the latest edition of Order 1720.18, FAA Distribution System. If distribution is to the Resident Directors, the number 1 is placed in the E field; otherwise, it is left blank. If distribution is to Washington, region, or center headquarters, one of the following numbers is placed in each appropriate field.

Code	Distribution Audience
1	Heads of offices and services, regions, and centers
2	Division managers and above
3	Branch managers and above
4	Section level and above
5	All supervisors
6	All secretaries and typists
7	All employees (one copy per every five employees)
8	All employees (one copy per employee)

These codes follow the same guidance provided in the latest edition of Order 1720.18, FAA Distribution System. If distribution covers more than one of these codes above or if it covers a more detailed breakdown, then the letter X is placed in the appropriate field. The breakdown for these two types of distribution is typed in the field "Other Distribution;" see paragraph 3c(22) below; otherwise, these fields are left blank.

(20) Z-Lists. There are two blocks under this item. One has the heading "First," and the other "Second." If distribution includes a Z-list, type the Z-list number in the "First" Z-list field (i.e., ZMS-999, ZSW-999, etc.). If distribution includes more than one Z-list, type the second Z-list in the "Second" Z-list field and any subsequent Z-lists in the "Other Distribution" field.

NOTE: If a Z-list includes field office distribution—and no other distribution for those field facilities is listed—type an "X" in each field office field which is covered by that Z-list.

(21) Field Facilities Distribution. There are seven blocks under this item. Each block's heading begins with the letter "F," which means "field." Coding for each block will be addressed below. These heading codes follow the same guidance provided in the latest edition of Order 1720.18, FAA Distribution System.

(a) FOF. This block is for distribution to all field facilities. If distribution includes all field facilities, type the number 0 in this field; otherwise leave it blank. If you type 0 in this field, all other field facility fields must be blank.

(b) FAF. This block is for distribution to the airway facilities field offices. The following are codes for this field.

Code	Distribution
0	Includes all airway facilities field offices (FAF-2 thru FAF-7).
2	General NAS sectors.
3	Air Route Traffic Control Center sectors.
4	Airway facilities structures & ground groups; field maintenance parties.
7	Sector field offices; sector field units; sector field office units.

If distribution includes all airway facilities field offices, type the number 0 in this field. If distribution includes 2, 3, 4, or 7, whether it is individually or as a combination—but not all four, then type that number (or combination of numbers) in this field (for example: 2 or 7 or 2,4,7); otherwise leave it blank.

(c) **FAS.** This block is for distribution to the airports field offices. If distribution includes all airports field offices, type the number 1 in this field; otherwise leave it blank.

(d) **FAT.** This block is for distribution to the air traffic field offices. The following are the acceptable codes for this field.

Code	Distribution
0	Includes all air traffic field offices (FAT-1 thru FAT-8).
1	Air Route Traffic Control Centers (ARTCC).
2	Airport Traffic Control Towers (ATCT).
4	Air Traffic Liaison Officers, Representatives, and Advisors (under regional jurisdiction).
5	Flight Service Stations (FSS).
6	International Flight Service Stations (IFSS).
7	Air Traffic Liaison Officers (under Washington headquarters jurisdiction).
8	Radar Approach Control (RAPCON) facilities, Radar Air Traffic Control Facilities (RATCF), and Terminal Radar Approach Control (TRACON) facilities.

If distribution includes all air traffic field offices, type the umber 0 in this field. If distribution includes 1, 2, 4, 5, 6, 7, or 8, whether it is individually or as a combination—but not all seven, then type that number (or combination of numbers) in this field (for example: 2 or 7 or 2,5,6,7); otherwise, leave it blank.

(e) **FFS.** This block is for distribution to the flight standards field offices. The following are codes for this field.

Code	Distribution
0	Includes all flight standards field offices (FFS-1 thru FFS-8).
4	Flight Inspection Field Offices (FIFO).
5	International Field Offices (IFO).
7	Flight Standards District Offices (FSDO).
8	Aeronautical Quality Assurance Field Offices (AQAFO)—includes both Systemsworthiness Anlaysis Program Teams and Quality Assurance Systems Analysis Review Teams).
9	Certificate Management Offices

If distribution includes all flight standards field offices, type the number 0 in this field. If distribution includes 4, 5, 7, 8, or 9 whether it is individually or as a combination—but not all five, then type that number (or combination of numbers) in this field (for example: 4 or 7 or 4,5,7); otherwise, leave it blank.

(f) **FIA.** This block is for distribution to the international aviation field offices. The following are codes for this field.

Code	Distribution
0	Includes all international aviation field offices (FIA-1 and FIA-2).
1	Technical Assistance Group (includes Civil Aviation Assistance Groups and others).
2	U.S. Member, Air Navigation Commission, Montreal, Canada.

If distribution includes all international aviation field offices, type the number 0 in this field. If distribution includes 1 or 2—but not both, then type that number in this field.

(g) **FCS.** This block is for distribution to the civil aviation security field offices. If distribution includes all civil aviation security field offices, type the number 1 in this field; otherwise leave it blank.

(22) **Other Distribution.** This field is for additional distribution not covered above, or, for more detailed distribution when an "X" is placed in one of the Headquarters Distribution fields. (Examples: A-W(MS/AA/LG)-2, A-X(AT/AF)-3; A-Y(MS/AA)-2; A-Z(AD)-2; ASW-60; AIT-200; etc.).

NOTE: The Aircraft Certification field facilities (FAC) were not addressed as a separate block under the Field Facilities Distribution field on this form. All coding for these facilities must be typed in the Other Distribution field. The codes listed below follow the same guidance provided in the latest edition Order 1720.18, FAA Distribution System.

Code	Facility
FAC-0	Includes all Aircraft Certification Offices (ACO) (FAC-1 thru FAC-4).
FAC-1	Aircraft Certification Offices (ACO).
FAC-2	Aircraft Certification Field Offices (ACFO).
FAC-3	Manufacturing Inspection District Offices (MIDO).
FAC-4	Manufacturing Inspection Satellite Offices (MISO).

(23) **Field Distribution Level.** This field is provided so that the level of interest for field distribution may be listed. This field's use is optional, but may be beneficial to the DMO. The following are the acceptable levels for this field. These levels follow the same guidance provided in the latest edition Order 1720.18, FAA Distribution System.

Level	Specific Audience
(MAX)	1 copy per every 5 employees per facility.
(STD)	1 copy per every 10 employees per facility.
(LTD)	1 copy per every 15 employees per facility.
(ALL)	All facility employees (1 copy each).
(SUPV)	Supervisory personnel (1 copy each).

(Examples: FOF-0(MAX); FAT-0(ALL); FAF-0(SUPV); FFS-0(LTD); FAC-0(STD); etc.)

NOTE: Specific guidance for distribution is in Order 1720.18B, FAA Distribution System. Additional guidance may be obtained from your Washington headquarters, region, or center Distribution Officer or the Agency Distribution Officer in the IT Services Division, AIT-700.

(24) **Supplement.** This field has three blocks. These blocks are used when supplementing a national order.

(a) **Reg. Ser.** (Region/Service) Washington headquarters DMO's: type in this field the two-character code for either a national supplement (ND), a FAA supplement to a DOT order (FA), or a Washington headquarters supplement (WA). Region/center DMO's: type your two-character code (i.e., SW, SO, EA, etc.).

(b) **Div. Area.** (Division Area)Washington headquarters DMO's: Type the two-character code of the office/service which is supplementing the national order (i.e., AD, AA, LG, MS, BU, etc.). Region/center DMO's: If applicable, type the two-character code of the division which is supplementing the national order; otherwise, leave it blank.

(c) **Sequence Number.** This sequence number is the number of the supplement. Type the appropriate sequence number in this block. For example: (Order 9999.9) SO AF SUP 1; the number 1 is typed in this block.

(25) **Supplementing or Canceling.** There are two blocks for this field. They may be used for either supplementing a national order for for canceling a directive.

(a) **OPR.** Type the routing symbol of the OPR which is either supplementing a national order or canceling a directive.

(b) **Action Date.** Using the format indicated in paragraph 3.b. of this appendix, type either the issue date of the supplement, or the effective date of the cancellation.

(26) **Order Canceled By.** Type the directive identification number (including Change number, if applicable) in this field of the directive which is canceling the order. (Examples: 9999.9; N 9999.9; 9999.9, CHG 1; etc.)

(27) **Directives Canceled.** Type all directives which were canceled by the issuing directive in this field.

(28) **Bottom Margin.** These fields are for optional use by the Region and Center DMO's. Washington headquarters DMO's must type in the ID No. ONLY (i.e., 9999.9; 9999.9; N 9999.9; 9999.9, CHG 1; etc.).

4. SAMPLE DIRECTIVES ISSUANCE RECORDS. The following pages contain several sample Directives Issuance Records. Figures 1 through 10 are sample cards for national directives. Figures 11 through 20 are sample cards for regional directives.

FIGURE #1 - ADDING A NATIONAL DIRECTIVE

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REQ. SER.	DIV. AREA	HDBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
1	0	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)	
AZZ-999	9001		9201	Directives Issuance Record	

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAB-	FAT-	FPB-	FIA-	FCB-
1	X													

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-X(MS)-3

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY	DIRECTIVES CANCELLED
REQ. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)	

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — RES: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order 9999.9			

FIGURE #2 - ADDING A NATIONAL DIVISIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REQ. SER.	DIV. AREA	HDBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
1	0	ND	AF		9999	9	A			

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)	
AAF-999	8810		9010	Directives Issuance Records for the	

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

Airway Facilities Service	

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAB-	FAT-	FPB-	FIA-	FCB-
X						ZAF-999			X					

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-W(SM/PS)-3; A-W(AF)-2

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY	DIRECTIVES CANCELLED
REQ. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)	
						AF 9999.9

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — RES: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order AF 9999.9A			

FIGURE #3 - ISSUING A CHANGE TO A CURRENT NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HDQ. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	ND			9999	9		3		

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AZZ-999	9201			Directives Issuance Record

TITLE CONTINUED (Note Maximum 68 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FPS-	FIA-	FCS-
1	X							0						

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-X(MS)-3

FIELD DISTRIBUTION LEVEL

FOF-0 (MAX)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-4 (5-80) SUPERSEDES PREVIOUS EDITION — RES: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order 9999.9 CHG 3			

FIGURE #4 - CORRECTION TO CHANGE OPR TO AN EXISTING NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HDQ. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	ND			9999	9			TO CHANGE OPI DUE TO REORGANIZATION	

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AYZ-999				

TITLE CONTINUED (Note Maximum 68 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FPS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-4 (5-80) SUPERSEDES PREVIOUS EDITION — RES: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order 9999.9			

FIGURE #5 - CORRECTION TO CHANGE REVALIDATION DATE TO AN EXISTING NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	ND	AT		9999	9		2	THIS ORDER HAS BEEN REVALIDATED.	

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AAT-999			9204	

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-90) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order AT 9999.9 CHG 2			

FIGURE #6 - ISSUING A FIRST TIME NATIONAL SUPPLEMENT TO A NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
3	S	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AZZ-999				

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
X	X								0					

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-W(AF)-3; A-X(AF)-2

FIELD DISTRIBUTION LEVEL

FAF-0 (STD)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
ND	AF	1	AAF-999	9111	

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-90) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order 9999.9 AF SUP 1			

FIGURE #7 - ISSUING A SUBSEQUENT NATIONAL SUPPLEMENT TO A NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
4	S	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AZZ-999				

TITLE CONTINUED (Note: Maximum 40 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FPS-	FIA-	FCS-
X									2					

OTHER DISTRIBUTION (Note: Maximum 40 Characters and Spaces)

A-W(AF)-1; A-W(SM/PS)-2

FIELD DISTRIBUTION LEVEL

FAF-2 (LTD)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
ND	AF	3	AAF-999	9404	

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-93) SUPERSEDES PREVIOUS EDITION — AVS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order 9999.9 AF SUP 3			

FIGURE #8 - CANCELLING A NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
5	O	ND	AF		9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)

TITLE CONTINUED (Note: Maximum 40 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FPS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 40 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
			AAF-999	8810	Order AF 9999.9A

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-93) SUPERSEDES PREVIOUS EDITION — AVS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION
Order AF 9999.9 CANCELLED			

FIGURE #9 - ISSUING A NATIONAL NOTICE

LTR. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HDQ. (F)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
6	N	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 48 Characters and Spaces)	
AZZ-999	8912	9012		Directives Issuance Records	

TITLE CONTINUED (Note: Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAR-	FAS-	FAT-	FPB-	FAA-	FCB-
						.ZZZ-999		0						

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

FOF-0 (SUPV)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION AMC MS 1320-1

LTR. NO.	CHG.	TITLE	DISTRIBUTION
Notice 9999.9			

FIGURE #10 - ADDING A REGIONAL ORDER

I.D NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REQ SER	DIV. AREA	HBK (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
1	0	EA			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AEA-999	8906		9106	Directives Issuance Records for the

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

Eastern Region

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
X	3								1,3	1	1,7			

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-W(MS)-2

FIELD DISTRIBUTION LEVEL

FAF-1/3 (STD)
FAS-1 (LTD)
FAT-1/7 (STD)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1329-6 (5-80) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #11 - ADDING A REGIONAL DIVISIONAL ORDER

I.D NO	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REQ SER	DIV. AREA	HBK (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
1	0	SW	AT		9999	9	A			

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
ASW-999	8810		9010	Directives Issuance Records for the

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

Southwest Region

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
	3										0			

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

FAT-0 (MAX)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG SER	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

SW AT 9999.9

DIRECTIVES ISSUANCE RECORD

FAA Form 1329-6 (5-80) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #12 - ISSUING A CHANGE TO A CURRENT REGIONAL ORDER

I.D. NO.	CHG	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	AL			9999	9		3		

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AAL-999	9201			Directives Issuance Records for the

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

Alaskan Region

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
X	1													

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-W(MS)-3

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #13 - CORRECTION/REVISION TO AN EXISTING REGIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER	DIV AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	NE			9999	9			TO CHANGE OPI DUE TO REORGANIZATION.	

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
ANE-99				

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #14 - CORRECTION/REVISION TO AN EXISTING REGIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
2	0	NM	AT		9999	9		2	THIS ORDER HAS BEEN REVALIDATED.	

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
ANM-999			9204	

TITLE CONTINUED (Note: Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — IRS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #15 - ISSUING A FIRST TIME REGIONAL SUPPLEMENT TO A NATIONAL ORDER

I.D. NO.	CHG	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HBK. (P)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
3	S	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AZZ-999				

TITLE CONTINUED (Note: Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
X	3													

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

A-W(MS)-3

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
CT		1	ACM-999	9111	

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION — IRS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #16 - ISSUING SUBSEQUENT SUPPLEMENTS TO A NATIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER	DIV. AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
4	S	ND			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)
AZZ-999				

TITLE CONTINUED (Note Maximum 40 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
	2										0			

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

FAT-0 (MAX)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
CE	AT	3	ACE-999	9404	

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION

RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #17 - CANCELLING A REGIONAL ORDER

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER	DIV. AREA	HBK. (P)	SUBJECT CLASS	SQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
5	0	WP			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)

TITLE CONTINUED (Note Maximum 60 Characters and Spaces)

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	FOF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)
			AWP-999	8810	WP 9999.9A

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-80) SUPERSEDES PREVIOUS EDITION

RIS: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

FIGURE #18 - ISSUING A REGIONAL NOTICE

I.D. NO.	CHG.	TITLE	DISTRIBUTION

TYPE ACTION	TYPE DIRECTIVE	REG. SER.	DIV. AREA	HDQ. (*)	SUBJECT CLASS	SEQUENCE NUMBER	ALPHA SUFFIX	CHANGE NUMBER	REMARKS	DATE PROCESSED
6	N	SO			9999	9				

OPI	DATE ISSUED	EXPIRATION DATE	REVALIDATION DATE	TITLE (Note: Maximum 40 Characters and Spaces)	
ASO-999	8912	9012		Directives Issuance Records for the	

TITLE CONTINUED (Note: Maximum 60 Characters and Spaces)

Southern Region

HEADQUARTERS DISTRIBUTION						Z-LISTS		FIELD FACILITIES DISTRIBUTION						
W	X	Z	Y	E		FIRST	SECOND	POF-	FAF-	FAS-	FAT-	FFS-	FIA-	FCS-
	3								2		0	2,5,7		

OTHER DISTRIBUTION (Note: Maximum 60 Characters and Spaces)

FIELD DISTRIBUTION LEVEL

FAT-0 (MAX)
FAF-2 (MAX)
FFS-2/5/7 (STD)

SUPPLEMENT			SUPPLEMENTING OR CANCELLING		ORDER CANCELLED BY
REG. SER.	DIV. AREA	SEQUENCE NUMBER	OPI	ACTION DATE	DIRECTIVE IDENTIFICATION NUMBER (Include CHG Number if applicable)

DIRECTIVES CANCELLED

DIRECTIVES ISSUANCE RECORD

FAA Form 1320-6 (5-92) SUPERSEDES PREVIOUS EDITION — AES: MS 1320-1

I.D. NO.	CHG.	TITLE	DISTRIBUTION

APPENDIX 15. SAMPLE OF FAA FORM 1320-19, DIRECTIVE FEEDBACK INFORMATION

U.S. Department
of Transportation
**Federal Aviation
Administration**

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 1320.1D

To: Directive Management Officer, AIT-420

(Please check all appropriate line items)

☒ An error (procedural or typographical) has been noted in paragraph 3c on page 1.

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

☒ In a future change to this directive, please include coverage on the folowing subject
(briefly describe what you want added):

When it is inappropriate to supplement another organizations directive.

The how, why, and who has the authority to make such a decision.

☐ Other comments:

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

Submitted by: Janice Q. Faa Date: April 1, 1992

FTS Telephone Number: 555-1212 Routing Symbol: ALM-760

FAA Form 1320-19 (8-89)

ALPHABETICAL INDEX

	Paragraph
Action Paragraph	502b
Administratively-restricted directives (FOR OFFICIAL USE ONLY)	1001
Advance Copies	
For quick response directives	1000f
Aircraft Certification	
Directorates	207
Appendixes	
Adding	706
Example of	App.5, Fig. 6
Numbering	604c
Using	612a
Withdrawing	704c
Approval authorities	201 - 209
for changing, revising or canceling directives	213 - 215
Approval page, change in	703
Approval procedures	807 - 810
Asterisks, use of	
Clearing draft revised orders	
Page changes	704
Revised orders	704
Authority to Change Order paragraph	502m
Background paragraph	502d
Canceling directives	2-13, Chapter 9
Cancellation memorandum	App. 12
Cancellation paragraph	502a
Cancellation prohibition	901
Case Files	1102
Change	
Examples of	App. 9
Filing of	1101a
Format	304
Changing	
Approval page	703
Directives	Chap 7
First page	703
Identification of	704
Pen-and-Ink	701c
Chapters	
Numbering	603
Reserving	609a
Starting on new page	654; App. 5, Fig. 5
Using in long orders only	602a
Withdrawing	704c
CHG	402f
Citations	611

	Paragraph
Classification	
Security-classified	1001
For Official Use Only	1001
Clearances	
Authorities	220
Deadline Dates	803
Procedures	Chap. 8
Codes	
Directives	402
Classification (See Subject Classification)	
Comments on Drafts	
Authority to sign	220
Feedback on	811
Meaning of "concur with comment" and "nonconcur"	805
Nonadoption of	806, 808
Cross-references	611
Dates	
Effective date paragraph	502c
Style—month, day, year	606b
On changed first page	703a
On changed approval page	703b
Revalidation	1202
Deadline dates—clearance	803
Definition paragraph	502h
Delay in issuance of an order	812
Delegation of Authority	
Paragraph	502f
Directives Action Information Form	App. 13
Directives Issuance Record	App. 14
Disposition of Transmittal paragraph	502g
Distribution	Chap .10
Changing	1004, 1005
Supplements	1000c
System	1002
Distribution paragraph	501b
DOT orders and notices	310
Effective Date paragraph	502c
Emphasis, use of Capitalization	613
Exclusions from directives system	10b
Executive Summary	807b; App. 3, Fig. 8
Expansion	Chap. 7
Chapter, Section, Figure, Appendix	706
Page	707
Paragraphs	705
Explanation of Changes paragraph	502e

ALPHABETICAL INDEX, con't.

	Paragraph
"FA"	402
FAA Headquarters Directives	300c
Figures	
Expansion	706
Numbering	610d
Use of	610a
Withdrawals	704c
Filing	Chap. 11
Footnotes	App. 1
FOR OFFICIAL USE ONLY	1001
Forewords	App. 5, Fig. 3, 607
Form of	
Numbering	601, 603, 604
Telegraphic Messages	306, App 7
Handbook	App. 5 Fig. 5
Identification codes	402
Improvements in directives, recommending	1206
Types of Issuances	Chap 3
Information issued in directives system	10a
Internal directives clearance	801b
Interleaf method of supplementing	App. 10, Fig. 6
Material & supplies, identifying	616
Microfiching Nat'l & WA directives	13a(6)
FAA Form 1320-16	App. 14
National directives—definition	300a
Notes	App. 1
Notice	
Canceling	902
Format and use	305
Telegraphic	306 App. 7, Fig. 1
GENOT	306b(1), Fig. 2, 2-1
RENOT	306b(2), App. 7, Fig. 3
Number of copies of draft directive	App.11
Numbering	
Appendixes	612e
Page Numbering	604, 609
Use of	604, 605, 609
Forms	
Paragraph	5, 502j
References to	651
Using sample	613
Supplement pages, sections, and paragraphs	605
Table of contents pages	604b, 608, 708
Orders	
Canceling	Chap. 9
Format and use	303
Revising	Chap. 7

	Paragraph
Page	
Changes	701
Dates on	606
Expansion	707
Numbering	604
Page Control Chart	App. 10, fig. 1
Withdrawal	704d
Paragraphs	
Expansion	705
Headings	601
Numbering	601, 609
Standard and optional	502, 503
Using	500, 501, 502, 503
Prefixes and other directives symbols	402
Printing Requisition	1003
Purpose pargraph	501a
Quotation Marks	614
Records	
Case files	1102
Chapters and section	
Foreword pages	604b
Figures	610
Pages	604
Paragraphs	601
Reserving numbers	609
Reference	
Citations	612
Cross references	611
References to	
Directives	612a, b
Forms	612b
Persons and offices	612d
Organizational units	612c
Law, Code of Fed. Reg.	612e
Reference pargraph	502k
Request for Information paragraph	502i
Reports paragraphs	502j
Reserving numbers	609
Responsibilities	11,12,13,14,15,16
Revalidation of directives	Chap 12
Revisions (see changes; changing)	
Second coordination	812
Sections	
Expansion	706
Numbering	603
Reserving	609b
Starting	654
Using	602

ALPHABETICAL INDEX, con't.

	Paragraph
Withdrawing	704b
Review Directives System	1207
Security classified directive	1001
Sequential Numbers Assignment	404
Definition	402c
Signatures required on Top Management Directives	809
Signing authority (see approval)	
Subject Classification Number	402b
Definition	402b
"SUP"	402g
Summary of Comments not Adopted	App. 3, Fig. 8
Supplements	
Canceling	904
Definition and format	307
Distribution	1000c
Example of	App. 11
System Requirements	
Types of Directives Issuances	Chap. 3
Typing directives	Chap 6, Sec. 2
Sequential numbers	402c
Underlining	653
Underlining not used for emphasis	613
"WA"	402k
Withdrawals Chapters, Figures, Pages, Paragraphs, Sections	704b,c,d
Writer's responsibilities	15
Writing style	App. 1, Par 3
"(X)" Notices	402i
Statement (SRS)	311

★U.S. GOVERNMENT PRINTING OFFICE: 1992-343-12075785