U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 1320.1E

Effective Date:
02/17/2007

SUBJ: FAA Directives Management

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

2. This version of FAA Order 1320.1 starts the transition from a printed directives system with distribution of paper copies to an electronic directives system accessed on an official, agency-level website. The Office of Information Services, Strategy and Investment Analysis Division (AIO-20) will begin collecting all future, signed directives in electronic format for this purpose. AIO-20 will also create a hyperlink to each directive from the FAA Directives Checklist available at https://employees.faa.gov/tools_resources/orders_notices/. This will enable access to directives on existing agency websites.

3. Our long-term goal is to create a document management system, which will let the users view, coordinate, and approve FAA directives electronically. We will update this directive frequently as we transition from a paper-based system to an electronic system.

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Administrator

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Chapter 1. General Information

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

2. Audience. All Federal Aviation Administration (FAA) employees and managers who approve or write policy.

3. Where Can I Find This Order. You can find this order on the Directives Management System (DMS) website: https://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels.

a. FAA Order 1320.1D, FAA Directives System, dated 8/26/92;

b. FAA Form 1320-6, Directives Issuance Record;

c. FAA Form 1320-16, Directives Action Information;

d. The need for microfiche program updates.

5. Explanation of Policy Changes. This revision introduces an electronic system for using, producing, storing, and transmitting directives electronically. It establishes the Fast Track process for the Administrator, Deputy Administrator, Chief Operating Officer, Chief Counsel, and Assistant and Associate Administrators to use when they consider a directive urgent.

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

7. Types of Directives.

a. Orders. Orders are permanent directives and stay in effect until canceled.

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

c. Changes. Changes add, delete, or modify information or instructions in orders. The Office of Primary Responsibility (OPR) for the original order initiates changes. Whenever possible, revise your entire directive rather than making a change. The most current version of the base order in

conjunction with any changes constitutes the latest full version of the order and should be used accordingly. Before posting orders on the web, all changes must be incorporated in the document.

d. Supplements. 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.

8. Scope of Directives.

a. Agency Directives. Apply to the FAA as a whole or effect more than one Line of Business (LOB) and are approved by the Administrator, Deputy, Chief Operating Officer (COO), Assistant or Associate Administrator, or Chief Council.

b. Internal Directives. Apply to an LOB and are approved by the senior executive having authority over the organization affected.

c. Region and Center Directives. Apply to a region or center or concern administrative matters that cross program lines and are approved by the Regional Administrator or Center Director.

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

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

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

c. Safety Alerts. These are directives used to identify safety hazards. Use the watermark with the words SAFETY ALERT at approximately a 45-degree angle across the cover or the first page of directives. Use the template on
http://employees.faa.gov/worktools/branding_guidelines/orders_notices/

Chapter 2. Roles and Responsibilities

1. FAA Directives Program Manager. The FAA Directives Program Manager (DPR) is responsible for all national directives issued and reviewed by Associate and Assistant Administrators and above. The directives program manager:

a. Evaluates all phases of directives activities within the agency;

b. Oversees assigning numbers for all national FAA directives, including Washington (WA) supplements;

c. Maintains the directives database;

d. Reviews and checks the quality of directives before the second round of formal coordination on national directives;

e. Ensures all organizations follow the directives process;

f. Ensures all new directives are posted on the FAA website, except directives requiring special handling because of their sensitive content;

g. Administers the coordination of directives to the Associate and Assistant Administrators and equivalent or above; and

h. Periodically reviews internal directives to ensure consistency with FAA Order 1320.1 and identifies internal directives that may have national significance.

i. Schedules periodic directives improvement training or standardization meetings; and

j. Has the authority to immediately remove from the internet or the intranet any directive for security or legal reasons or because of incorrect content. Each Line of Business makes the final determination to permanently remove content involving security. The Chief Counsel or designee makes the final determination to permanently remove content for legal reasons.

2. Office of Primary Responsibility (OPR) and Writer. Organizations that initiate directives must:

a. Ensure that the directive has clear intent, contains the right material, and meets the writing standards in FAA Order 1000.36, Writing Standards and the document is prepared for web posting following the standards on the branding page of the employee website, http://employees.faa.gov/worktools/branding_guidelines/.

b. Ensure that the directive has been reviewed and checked for quality, compliance, and clearance per the requirements in this order (see appendices A through H).

c. Assign the appropriate subject classification code and directive number (see appendix G).

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

e. Gain preliminary approval of forms and reports from the FAA Forms Officer; Assistant Administrator for Information Technology, the Office Strategy and Investment Analysis Division (AIO-20).

f. Coordinate the draft directive with all impacted organizations.

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

h. Track the draft and final directive through the review and clearance process.

i. Ensure that at least every 3 years, all directives for which you are responsible are reviewed, revised, modified or rescinded as appropriate; The OPR will certify the currency of the order to their Directives Management Officer (DMO) or the appropriate action taken (see appendix D).

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

k. Provide an electronic copy of all final approved directives to the FAA Directives Program Manager.

l. Offices shall appoint a Directives Management Officer to assist with these functions.

m. Should be aware of the relationship between each directive and the National Airspace System (NAS) so that the required safety management activities are completed in conjunction with each directive.

n. Should coordinate with their organization's safety office for each directive that affects the National Airspace System (NAS) so that the required safety management activities are completed in conjunction with each directive.

3. Offices that Review Directives. Organizations asked to comment on directives, whether in draft or during formal coordination, must:

a. Ensure the appropriate subject matter expert (SME) thoroughly reviews the directive.

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

c. Ensure draft directives received for comment are handled appropriately.

d. Ensure the clearance record and comments, if any, have been consolidated and signed by the office or service head, and return the directive to the originating office within the deadline.

e. Ensure that comments are submitted electronically on FAA Form 1300-2, Clearance Record.

f. Ensure you decline to concur only when you have serious operational or legal concerns or you find substantive flaws in language or process. If, as the reviewing organization, you decline to concur, you must state the specific reason and include a proposed solution in writing.

4. Air Traffic Organization (ATO), Line of Business (LOB), Staff Offices (SO), Regions, and Centers Directives Management Officers.

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

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

c. Provide an electronic copy conforming to FAA standards of all final approved directives to the FAA Directives Program Manager.

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

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

6. Authority to Approve Directives.

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

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

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

(3) Cannot be reconciled at levels below the Administrator.

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

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

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

9. Authority to Administer the Directives Management Program. The office of the Assistant Administrator for Information Services is the controlling directives management office. It manages and administers the FAA directives system by establishing system requirements, setting standards for the directives system, and providing for electronic distribution. The position of the FAA Directives Program Manager (DPM) is in the Office of the Assistant Administrator for Information Services, the Office Strategy and Investment Analysis Division (AIO-20).

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

a. Employees use the online directives system outlined in this order.

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

c. The Offices of Primary Responsibility follow the procedures established in this order and appendixes A through H.

d. An electronic copy of each final directive is provided to the FAA Directives Program Manager. E-mail it to 9-AWA-AIO-Directives@faa.gov or send large documents on CD-ROM to the Assistant Administrator for Information Technology, the Office Strategy and Investment Analysis Division (AIO-20).

Appendix A. Preparing A Directive

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

2. Web Publishing and Section 508 Compliance. With the publication of this order, we begin writing and formatting FAA directives and other guidance to accommodate electronic distribution, display, and website publishing. Eventually all FAA directives, except those excluded for safety and security reasons, will be available on the web. Because of this emphasis on electronic display, writers of directives must become familiar with Section 508 compliance. The public laws is Section 508 of the Rehabilitation Act (29 United State Code 794d), as amended by the Workforce Investment Act of 1998 (Public Law 105-220), August 7, 1998. You can find more information on Section 508 compliance on http://intranet.faa.gov/faaemployees/org/staffoffices/aio/e%5Fgovernment/section_508/.

3. Organizing Your Directive. Organization is important to developing a clear document. Most directives have three major pieces.

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

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

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

4. Numbering Directives. Assignment of numbers should be coordinated with the Directives Program Manager. Refer to Appendix B, Paragraph 7, Numbers For Directives.

5. Using Informative Headings. Headings serve as *signposts* to remind the reader where they are in the document and helps them find the material they want. Make sure you use informative headings, rather than headings that are so general they can be found in many different documents. Headings are important on a printed page, and even more important on a computer monitor where less than one page appears at a time. Structure the document so a reader will find a signpost on at least every page. Use this directive as an example.

6. Formatting Directives. This refers to margins, showing changes, and the overall appearance of the directive.

a. Word Processing Requirements. You must produce directives, comments, and packages in the FAA standard word-processing software.

b. Cover Page for Directives. You must use the standard cover page on all directives. The cover page displays its identifying number, title, date the directive was signed, the approved FAA logo (on orders only), an introduction statement (on directives that have chapters), the office distributing the order and a distribution code. Cover pages are available electronically at http://employees.faa.gov/worktools/branding_guidelines/orders_notices/.

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

d. Margins, Indents, and Other Formatting Items. Use this appendix as a model for formatting your directive. Use approximately 1-inch margins and .25-inch tabs. You can also use the template for FAA orders provided at http://employees.faa.gov/worktools/branding_guidelines/orders_notices/

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

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

g. Showing What Has Changed. Create a change page control chart to tell the user exactly which pages are to be removed or inserted. A page control chart lists all pages that are changed, added, or deleted from a directive. Unchanged pages that are printed on the back of changed pages are also listed in the page control chart. Use the template provided at http://employees.faa.gov/worktools/branding_guidelines/orders_notices/

h. Signature Block. The signature block of the approving official includes the name, title, and organization. Place it on the left margin five lines after the last line of the introduction statement or after the last line of the main body of the directive, just before any appendixes, if the document has no introduction. Use signature block in this order as a model, or use the on-line template in WriteOn, in the work tools section of the employee web. As FAA moves towards a paperless system, an electronic signature may be used if available to your organization.

i. Copyrighted Material. Use material copyrighted by an individual or commercial entity sparingly. Do not use copyrighted material unless you get written permission from the owner of the copyright. Include this written permission in clearance records and case files. Cite the source, the title of any document it came from, the author, publisher, and date of publication. Show this information in either a Related Documents paragraph in the administration section of the directive or in an

appendix. If you quote directly from the copyrighted material, use quotation marks. Indent long quotes from both the left and right margins an additional half inch.

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

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

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

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

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

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

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

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

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

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

e. Administrative Information Paragraphs. Use the paragraphs listed below that are applicable to the directive you are writing. If included, use the standard names shown or a question form of the same name in the sequence below.

(1) The *Distribution* paragraph describes offices that receive the directive. The distribution paragraph should designate the office levels to receive copies, (explain how this is done, for example, e-mail, Internet, CD-ROM). The paragraph should state where the document is available for general access by FAA staff or the public (the website address). See figures A-1 and A-2 for placement of mandatory and administrative information paragraphs in directives.

Note: Distribution codes are contained in FAA Order 1720.18, FAA Distribution System.

(2) Use a *Cancellation* paragraph if you need to cancel other directives, reports, or forms. Do not use this paragraph to cancel part of a directive.

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

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

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

(6) Use a *Background* paragraph only if you must include lengthy historical or explanatory information the user might need to do what the directive requires. Include brief background material in the purpose paragraph.

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

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

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

(10) If the directive has other documents associated with it and the user will need these documents, include their titles, numbers, and the web link (if electronically available) in a *Related Publications* paragraph. If the list is longer than 10 items, or takes up most of a page, put the list in an appendix.

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

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

Title of Paragraph	Type of Paragraph	Placement
Purpose of This Order (or Notice)	Mandatory	Paragraph 1
Audience	Mandatory	Paragraph 2
Where Can I Find	Mandatory	Paragraph 3
Cancellation	Optional Information	If needed, after Where Can I Find
Explanation of Policy Changes	Optional Information	If needed, after Where Can I Find
Action Date	Optional Information	If needed, after Where Can I Find
Effective Date	Optional Information	If needed, after Where Can I Find

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

Title of Paragraph	Type of Paragraph	Placement
Distribution	Mandatory	In the last chapter called Administrative Information, paragraph 1 If there are no chapters, under a separate appendix called Administrative Information; distribution would be the first paragraph
Background	Administrative Information	If needed, after Distribution
Delegation of Authority	Administrative Information	If needed, after Background
Authority to Change This Order	Administrative Information	If needed, after Background
Definitions	Administrative Information	If needed, after Background
Related Publications	Administrative Information	If needed, after Background
Forms and Reports	Administrative Information	If needed, after Background

10. Chapters and Sections.

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

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

Table A-3. Sample of Formatted Chapters and Sections

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

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

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

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

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

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

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

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

13. Figures, Tables and Appendixes.

a. Figures. Use figures to insert examples, flowcharts of a process, photos, graphs, diagrams.

(1) Some graphics may not reproduce faithfully on all computers. There may be software incompatibilities or the user may have their monitor's resolution set differently. On most computer

screens, less than one page is displayed at a time. Larger figures may take more than one screen, separating readers from the text for too long, thereby confusing them.

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

b. Tables. Use tables for data presented in table formats, see appendixes A and B for examples of how to number, title, and present tables.

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

14. References and Citations. Use Correspondence and Writing Tools at http://employees.faa.gov/worktools/writing/, and the current GPO Style Manual for the proper way to reference or cite information from other documents.

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

Appendix B. Coordinating and Preparing A Directive for Signature

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

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

a. Responsible for standards, criteria, or procedures the directive would affect;

b. Responsible for programs or activities the directive would materially affect;

c. Administratively or legally responsible for reviewing the draft directive; or

d. Required to take or modify action based on the directive.

3. Types of Coordination.

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

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

b. Formal Coordination. Formal coordination starts the directive approval process. The OPR must submit drafts for comment and approval by management within the internal organization and with other lines of business. The OPR may do internal and external coordination simultaneously, but we recommend that these steps are done consecutively to avoid needing to coordinate again if internal comments cause extensive changes. Allow ample time for offices and other customers to comment. The coordination period is 20 workdays for each audience. Keep a record of all comments received, and how the OPR decided to respond to them. See figures B-1 through B-6.

4. Coordination Deadline and Responses

a. Significant Changes to Directive as a Result of Coordination. If comments cause you to change the document significantly during the formal coordination period, you should send it back to the same offices for another review. The OPR is solely responsible for determining if a change is significant enough to warrant sending the document back for another review.

b. Extending Coordination Deadlines. Organizations unable to meet the coordination deadline must ask the OPR for a *one-time*, 7-calendar day extension *before* the deadline date. The OPR may grant the request, unless there is a compelling reason for disapproval. If the OPR does not grant an extension, explain why.

c. Missed Deadlines. The OPR may decide whether to consider comments received after the deadline from an office that did not ask for an extension. When an organization misses deadlines, including extensions, and does not raise a safety, security, legal, financial, or workload objection to a directives, the OPR may assume concurrence with no comment. This allows the draft directive to move forward.

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

Table B-1 Coordination Responses

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

5. Final Signature. The OPR will submit a final signature package to the approving signature authority. Use electronic means if possible, include:

a. Final Clearance Record;

b. Executive Summary;

c. Summary of Nonconcur with Comments and Resolution;

d. Signature-Ready Directive;

e. Safety Risk Management documentation as necessary; and

f. Background Information.

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

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

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

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

c. Title of directive;

d. Effective date;

e. Cancellation, expiration, or revalidation date;

f. OPR title and routing symbol;

g. Approving official name and routing symbol;

h. List of directives canceled by the directive, if any; and

i. A list of offices that received the directive or an electronic notification of the directive's existence.

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

9. Updating the Directives Management System. The OPR must send an electronic copy of the signed directive in approved FAA electronic format to the FAA Directives Program Manager, AIO-20. 9-AWA-AIO-Directives@faa.gov. Prepare documents for web posting following the standards on the branding page of the employee website, http://employees.faa.gov/worktools/branding_guidelines/

10. Official Case Files.

a. Storing and Maintaining the Case File. The OPR ensures the case file is maintained and available on request. The file must include the approved directive in electronic format with the minimum requirements of the National Archives and Records Administration (NARA). Refer to latest revision of FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards, for instruction at https://employees.faa.gov/tools_resources/orders_notices/.

b. Archiving Case Files. To learn current procedures for archiving files, see FAA Order 1350.15. For additional information, check with the organization's records management officer, the FAA Records Officer or with the FAA Directives Program Manager, AIO-20.

c. Case File Contents. The OPR must keep case files until they can be archived and provide access to the FAA Directives Program Manager. Include all documents relating to one revision in one file. A complete official case file must include:

a. A copy of the final directive with original signature;

b. A copy of the draft directive that went out for comment;

c. Copies of all clearance records with attached comments;

d. An electronic copy of the final directive;

e. Summaries of comments not adopted, if any;

f. A copy of the permission to use copyrighted material;

g. Safety Risk Management documentation as necessary;

h. The previous version of the directive, if applicable; and

i. Any other material you believe is necessary.

11. Fast Track Guidance.

a. Criteria, You may use the Fast Track Process for a directive when:

(1) The Administrator has directed the use of Fast Track process.

(2) The management board agrees that your directive needs to be implemented is a shortened time frame (i.e. safety, security etc).

b. The OPR Manager may set a shortened deadline of 14 business days for the Fast Track directive or change. Exigent safety, security, and continuity of operations issues might require shorter deadline.

c. All other Associate or Assistant Administrators and above who have an interest in the directive or change must respond to the request for Fast Track within the established deadline.

d. The Fast Track does not preclude the affected Associate or Assistant Administrator and above from coordinating the directive or change with service or division levels within his or her organization, but the coordination must be completed within the shortened deadline.

e. An affected Associate or Assistant Administrator and above may not delegate signature of the clearance record below the Associate or Assistant Administrator level. In an emergency situation refer to guidance in the latest version of FAA Order 1900.1, FAA Emergency Operation Plan, Appendix C (Line of Succession).

f. Notify the FAA Directives Program Manager that your organization is fast tracking a directive.

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

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

(2) A copy of the draft directive or change; and

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

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

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

j. The FAA Directives Program Manager will be available to provide guidance on agency policy.

k. After the FAA Directives Program Manager checks the directive for compliance with this order, he or she will deliver it to the approving official.

l. The FAA Directives Program Manager will work with the OPR to post it to the Directives Management System database as soon as the approving official signs.

Figure B-1. Clearance Record

CLEARANCE RECORD	Kind of Document 1	Identification Number 2
Title 3	Return Document to Directive Management Officer	
Budget Impact ☐ None ☐ Yes *(Explain in brief summary below)* 4	Name 5 / Routing / FAX 6	Telephone 7

Summary. What does it do? *(Instruction and additional space available on reverse side)*

8

ORIGINATING OFFICE CLEARANCE

Routing Symbol	Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	Point Of Contact For This Document	Coordination Start Date
9	10	11	12	13	14	15	16
						DEADLINE DATE 17	

CLEARANCE ROUTING

Routing Symbol	Internal Clearance Initials	Internal Clearance Routing Symbol	Internal Clearance Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	No Response	Concur with.... No Comment	Concur with.... Comments Attached	Nonconcur Comments Attached
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				

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Figure B-2. Clearance Record Comment Page

INSTRUCTIONS

CLEARANCE RECORD. Complete identifying information, reason for clearance, and other data in upper part of form. Insert in the clearance routing section, all necessary office clearances. Be sure to clear document with office of budget if it results in increases or decreases of budgeted fund. Attach copy of this form to each proposed draft when making simultaneous clearances.

*****DEADLINE DATE***.** Return clearance record by established deadline date or, if necessary, request extension. No response will be noted if comments are not returned by deadline date or approved extension date.

CLEARING OFFICE CONCURRENCE. Concurrences on proposed documents apply to the extent that it affects the functions and activities of the clearing official. When commenting, show the exact language of any suggested change either on draft or by accompanying memorandum. Concurrences include approval of proposed distribution on reverse side.

NON-CONCUR COLUMN. If originating offices receives a Non–concur they must work with the commenting office in an attempted to resolve the issues, prior to submission for final approval. All non-concurs must be documented; along with their resolution in an accompanying explanation, even if resolved prior to final approval. Place an "R" if issues were resolved in the Non-Concur column.

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Figure B-3. Clearance Record Comment Page Instructions

Clearance Records Instructions and Samples.

This appendix contains instructions for completing the clearance record and samples of the clearance records to include FAA Form 1300-2 with numbered blocks and completed samples of clearance records. You can find an electronic version of this form at https://feds.faa.gov.

1. Preparing to Release for Comment. Blocks 1 through 10, 18, 28, and 31 must be completed before the directive is released for comment. Complete the form by inserting in:

Block 1. The kind of document (that is, notice, order, change, or supplement).

Block 2. The identification number. Add the subject classification, sequential, supplement, or change number.

Block 3. The title of the document.

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

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

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

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

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

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

Blocks 15 and 16. Signature of the OPR and the *formal* coordination start date to confirm their review, before each round of clearance.

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

Block 18. The routing symbols of heads of all necessary clearance offices. See example of when a directive is being cleared with more than 15 offices. However, send the coordination copy to the organizational DMR for tracking.

Block 19 thru 33. See paragraphs 2 and 3 below.

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

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

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

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.

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

Figure B-3. Clearance Record Comment Page Instructions (Continued)

Blocks 25, 26, and 27. The clearing office official must check one of these blocks. If block 27 is checked, reasons must be attached stating what conditions are necessary before concurrence will be given. When doing a consolidated form place an "R" in block 27 if the nonconcur was resolved.

3. Sending Draft for Final Approval. The originating office must complete blocks 1 thru 31 before sending to the final approving official. When the clearing office has not responded within the allotted time (appropriated business days/No Response Received) mark block 24.

Block 24. For specific use of this block see Appendix B, paragraph 4c, Missed Deadlines.

Blocks 28, 29, and 30. The manager of the OPR or his or her designee indicates his or her routing symbol in block 28 and signs and dates blocks 29 and 30 to indicate the final administrative review is complete before submitting for final approval.

4. Obtaining Final Approval. Blocks 31, 32, and 33 include the routing symbol, signature, or stamped name of the final approval official and approval date. Insert the date of approval in the directive's header, as this is the official document issuance date.

Figure B-4. Sample Formal Clearance Record

CLEARANCE RECORD	Kind of Document: DRAFT ORDER	Identification Number: 1320.1E
Title: FAA Directives System	Return Document to Point of Contact (POC)	
Budget Impact X None Yes *(Explain in brief summary below)*	Name: Al Spence / Routing: AIO-20 / FAX # 267-5407	Telephone #: 202-267-7137

Summary. What does it do? *(Instruction and additional space available on reverse side)*

The following is an example of whom you can coordinate with on second round of formal corrdination for national orders and how to correctly format the form when requesting a larger review.

Send review request directly to routing symbol shown

Regions, Centers and Offices may modify this list as appropriate for their internal needs when approvinf the internal orders.

ORIGINATING OFFICE CLEARANCE

Routing Symbol	Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	Directive Management (POC) For This Document	Coordination Start Date
	PC	AIO-20	10/02/06	(Signature goes here) AIO-1 Dave Bowen Assistant Administrator for Information Services/CIO	10/02/06	Al Spence	10/02/06
						DEADLINE DATE 11/02/06	

Routing Symbol	Internal Clearance Initials	Internal Clearance Routing Symbol	Internal Clearance Date MM/DD/YY	CLEARANCE ROUTING Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	No Response	Concur with.... No Comment	Concur with.... Comments Attached	Non-concur Comments Attached
				(Signature goes here)					
				VICE PRESIDENTS					
				AJA-0, AJC-0, AJD-0, AJE-0, AJF-0, AJP-0, AJR-0, AJS-0, AJT-0, AJW-0,					
				(Signature goes here)					
				REGIONS & CENTER DIRECTORS					
				AAL-1, ACE-1, AEA-1, AGL-1, ANE-1, ANM-1, ASO-1, ASW-1, AMC-1, ACT-1					
				LOB OFFICES DIRECTORS					
				APP-1, AAS-1, AAI-1, AIR-1, AAM-1, AFS-1, ARM-1					
				(Signature goes here)					
AIO-20	FINAL ADMINISTRATIVE CLEARANCE								
AOA-1	FINAL APPROVAL (Authorizing Release)				Date Approved				

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Figure B-5. Sample Top Management Clearance Record

CLEARANCE RECORD	Kind of Document: DRAFT ORDER	Identification Number: 1320.1E
Title: FAA Directives System	Return Document to Point of Contact (POC)	
Budget Impact ☐ None ☐ Yes *(Explain in brief summary below)*	Name: Al Spence / Routing: AIO-20 / FAX # 267-5407	Telephone #: 202-267-7137

Summary. What does it do? *(Instruction and additional space available on reverse side)*
All coordination to this level of management must first be sent to the agency DMO for review.

The following is an example of whom you can coordinate with on second round of formal corrdination for national orders and how to correctly format the form when requesting a larger review.

Regions, Centers and Offices may modify this list as appropriate for their internal needs when approvinf the internal orders.

ORIGINATING OFFICE CLEARANCE

Routing Symbol	Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	Directive Management (POC) For This Document	Coordination Start Date
	PC	AIO-20	10/02/06	(Signature goes here) AIO-1 Dave Bowen Assistant Administrator for Information Services/CIO	10/02/06	Al Spence	10/02/06
						DEADLINE DATE 11/02/06	

CLEARANCE ROUTING

Routing Symbol	Internal Clearance: Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	No Response	Concur with.... No Comment	Comments Attached	Non-concur Comments Attached
AOA-2				(Signature goes here) DEPUTY ADMINSTRATOR					
AJO-0				(Signature goes here) CHIEF OPERATING OFFICER					
AST-1									
ARP-1									
AVS-1									
				ASSISTANT ADMINISTRATORS					
				AGC-1, ACR-1, AGI-1, AOC-1, API-1 ASH-1, AHR-1, ABA-1, ARC-1 AEP-1					
				AIO-1					
				(Signature goes here)					
ABA-20	FINAL ADMINISTRATIVE CLEARANCE								
AOA-1	FINAL APPROVAL (Authorizing Release)				Date Approved				

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Figure B-6. Sample Consolidated Clearance Records

CLEARANCE RECORD	Kind of Document: DRAFT ORDER	Identification Number: 1320.1E
Title FAA Directives System	Return Document to Point of Contact (POC)	
Budget Impact x None Yes *(Explain in brief summary below)*	Name: Al Spence	Routing AIO-20 FAX # 267-5407 / Telephone # 202-267-7137

Summary. What does it do? *(Instruction and additional space available on reverse side)*
The following is an example of a consolidated clearance record from a first round coordination for national orders. The example shows how to correctly fomt the form.

Regions, Centers and Offices may modify this list as appropriate for their internal needs when approving the internal orders.

The "R" in the nonconcur box indicates that the noncur was resolved

ORIGINATING OFFICE CLEARANCE

Routing Symbol	Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	Directive Management (POC) For This Document	Coordination Start Date
	PC	AIO-20	10/02/06	Signature goes here AIO-1 Dave Bowen Assistant Administrator for Information Services/CIO	10/02/06	Al Spence	10/02/06
						DEADLINE DATE 11/02/06	

CLEARANCE ROUTING

Routing Symbol	Internal Clearance Initials	Routing Symbol	Date MM/DD/YY	Name of Approving Official(s) Original or Electronic Signature(s) Accepted	Date MM/DD/YY	No Response	Concur with.... No Comment	Comments Attached	Non-concur Comments Attached
				AGC-2, AHS-1					R
				AFM-1, APA-2, AAL-1, ARA-1, AGL-1 ANE-1, ANM-1, ASO-1, ASW-1				X	
				AWP-1, AMC-1, AIN-1, AAS-1, AEE-1 AIR-1, AJO-0				X	
				AOZ-1, ABU-1, ACR-1,APO-1, AGI-1 AHA-1, AHP-A, AEU-1, AIA-1, APC-1			X		
				ADG-1, ASH-1, ASN-1, ARR-1, ABZ-1 ACA-1, ACT-1, AUA-1, APP-1,ARS-1			X		
				ASC-1, ASS-1, AFS-1, ARM-1, AOC-1			X		
				NO RESPONSE					
				AHD-1, AHL-1, AHM-1, ALC-1, ACE-1, ARI-1, ATB-1, ATQ-1, AEE-1, ARD-1		X			
AIO-20	FINAL ADMINISTRATIVE CLEARANCE								
AOA-1	FINAL APPROVAL (Authorizing Release)				Date Approved				

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Appendix C. Issuing Directives

1. Distributing Directives. The OPR decides who is affected by the directive. The OPR must notify the appropriate organizations of the availability of the directive. Persons wanting to change the notification of a directive must contact the organization that issued it.

2. Electronic Distribution. This gives general information for electronic distribution of directives to FAA recipients. While paper distribution will continue where necessary (see Order 1720.18, FAA Distribution System), all organizations are encouraged to implement electronic distribution and availability of directives.

3. Requirements for Electronic Distribution. All final signed directives distributed on paper must meet the same criteria as final, signed directives distributed electronically. You may distribute directives electronically to FAA recipients after meeting the following requirements:

a. Directives Belong to the OPR. You may distribute directives electronically only if you are the OPR.

b. Upload the Signed Version. You must provide the final, signed version of the directive electronically conforming to FAA standards to the FAA Directives Program Manager. E-mail it to 9-AWA-AIO-Directives@faa.gov or send long documents on CD-ROM to the controlling directives management office for uploading to either the FAA Internet or intranet for viewing and printing. (See appendix C, paragraph 9, for directives requiring special handling.)

c. Notification. OPR must notify *all* interested offices electronically that the directive is available online for viewing or downloading.

d. Explain Distribution. If an organization notifies you that it cannot receive electronic versions of a directive, you should work with that organization to meet its needs.

e. Sensitive Material Distribution. Sensitive or security-risk directives will be controlled according to agency security and privacy standards.

4. Guidelines for Paper Distribution. Some FAA organizations will transition from paper to electronic distribution faster than others. Until your organization and customers no longer need paper distribution, follow these guidelines:

a. Need to Know. Distribute paper directives on a need-to-know basis. This includes organizations with responsibilities in the directive that are materially affected, or who are required to take or modify action.

b. The Right Audience. Distribute changes and supplements to the same audience that received the original document. Distribute supplements to the organization that issued the original directive.

5. Request for Printing and Distribution Services. In Washington headquarters, use the latest version of FAA Order 1720.36, Procedures for Printing, Duplicating and Copying. For an explanation on how to prepare an automated version of DOT Form 1700-3, Printing Requisition, contact your printing officer or go to http://print.faa.gov. Regions and centers typically use different (localized) processes. Contact your region or center for specific instructions.

6. Directives Management System. The DMS, which is maintained by agency, region, and center offices, contains the latest list of FAA directives. It links to the electronic repositories of directives. The DMS is available on the FAA Intranet at https://employees.faa.gov/tools_resources/orders_notices/.

a. Hyperlink. OPRs must ensure directives are linked to the directives checklist in downloadable format (currently on DMS at https://employees.faa.gov/tools_resources/orders_notices/).

b. Electronic Repository. The controlling directives management office will create and maintain an official electronic repository for all FAA directives. After a directive is approved, the OPR must send the directive to the FAA Directives Program Manager, via e-mail if size permits, or through the mail on an electronic storage device (floppy disk, compact disk or equivalent).

7. Filing Directives. Filing directives can be handled entirely through electronic means in accordance with current National Archives Records Administration guidance.

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

9. Copies of Directives. If you need a directive that is not available electronically, or if you need paper copies, contact the OPR.

Appendix D. Updating, Reviewing, and Revalidating Directives

1. Ensuring Directives are Current. Periodic review and revalidation of directives is an important part of the directives process. In the electronic age, our customers expect us to have the latest information posted on the FAA Web site https://employees.faa.gov/tools_resources/orders_notices/

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

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

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

a. Revision. Revisions affect an entire directive. Whenever possible, revise directives, do not make page changes to them. In most cases, you may not make page changes to a directive more than five times, or if the page change affects 35% to 50% of the directive, it must become a revision. Unless determined by the OPR that a revision is not required, you must revise the directive. The revised directive has a new issue date and adds a letter to the directive number such as Order 1320.1E.

b. Change. Change to add minor, new or to update existing information in a directive. A change may replace, add, or delete material in a small part of a directive. You must include the mandatory paragraphs and the administrative information paragraphs in changes. The purpose paragraph must describes the purpose of the change, not the purpose of the underlying directive. In the distribution paragraph, emphasize any changes in the audience since you issued the base directive. Create a page control chart to list and identify only the changes that impact the substance of the directive. Use the page control chart template located on
http://employees.faa.gov/worktools/branding_guidelines/orders_notices/

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

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

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

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

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

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

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

d. Notifying FAA Directives Management Program Manager.

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

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

Appendix E. Acronym List

ASH	Office of Security & Hazardous Materials
ATO	Air Traffic Organization
COO	Chief Operating Officer
DMS	Directives Management System
DMO	Directives Management Officer
DMR	Directives Management Representative
DOT	Department of Transportation
DPM	Directives Program Manager
FAA	Federal Aviation Administration
FOUO	For Official Use Only
GENOT	General Notices
GPO	Government Printing Office
LOB	Line of Business
NARA	National Archives and Records Administration
NAS	National Airspace System
NOTAM	Notices to Airmen
OPR	Office of Primary Responsibility
RENOT	Regional Notice
SERNOT	Service Area Notice
SME	Subject Matter Expert
SMS	Safety Management System
SSI	Sensitive Security Information
SUI	Sensitive Unclassified Information
WA	Washington, DC

Appendix F. Related Publications

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

- **DOT Order 1320.16**, Department of Transportation Directives System. Directs the implementation of the FAA Directives System. http://isddc.dot.gov/

- **FAA Order 0000.1**, FAA Standard Subject Classification System. Lists number codes, by subject, for directives. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1000.36**, Writing Standards. Guides use of plain language writing standards in directives. **https://employees.faa.gov/documentLibrary/media/order/branding_writing/order1000_36.pdf**

- **FAA Order 1100.154**, Delegation of Authority. Follow this directive if a delegation scheme is not stated in a directive. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1100.161,** Air Traffic Safety Oversight. http://www.airweb.faa.gov/Regulatory_and_Guidance_Library/rgOrders.nsf/

- **FAA Order 1320.58,** Instruction for Writing Equipment & Facility Directives Modifications, Maintenance Technical Handbooks & System Support Directives https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1330.1**, Forms Management. Explains how to develop and publish forms referred to in directives.

- **FAA Order 1350.15,** Records Organization, Transfer, and Destruction Standards. Provides guidance on the proper protection and preservation of valuable information and the disposition of FAA record materials. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1360.16**, FAA Correspondence Manual. Covers how to write and format memos and letters. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1600.2**, Safeguarding Classified National Security Information. Covers handling and marking of sensitive documents. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1600.75,** Protecting Sensitive Unclassified Information (SUI). Explains how to handle documents containing sensitive information. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1720.18**, FAA Distribution System. Covers paper distribution of directives. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1720.36**, Procedures for Printing, Duplicating and Copying. Sets out guidance for publishing paper directives. https://employees.faa.gov/tools_resources/orders_notices/

- **FAA Order 1900.1**, FAA Emergency Operations Plan

- **FAA Writing Manual**. https://employees.faa.gov/tools_resources/branding_writing/media/Correspondence_Manual.pdf
- **GPO Style Manual**. The U.S. Government Printing Office (GPO) Style offers general information on correct punctuation, how to abbreviate, how to format dates, and many other items http://www.gpoaccess.gov/stylemanual/browse.html

- **FAA Order JO 1320.1A,** Air Traffic Organization Prefixes for Directives. Explains prefix numbering scheme for ATO Directives. https://employees.faa.gov/tools_resources/orders_notices/

Appendix G. Directives Identification System

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

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

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

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

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

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

2. Examples of Directives Identification

	National Directives
1320.1	First national order on directives management.
1320.2	Second national order on the above subject.
1320.2A	First complete revision on 1320.2. Replaces 1320.2.
1320.2A CHG 1	First page change to 1320.2A above.
N 1320.1	First national notice on directives management.
	Internal Directives
JO 1360.3	Third order for use in the Air Traffic Organization on correspondence.
JO 1360.3B	Second complete revision of JO 1360.3. Replaces JO 1360.3A.
JO 13603B CHG 1	First change to JO 1360.3B.
	Regional/Center Directives
EA 1240.1	First order issued by Eastern Region, Visits by Nationals of other countries to the FAA
CE N 2500.4	Fourth Notice on budget issued by Central Region.
	FAA Headquarters Directives
WA 3000.1	First order on training. Applicable to Washington headquarters only.
	Supplements
1320.1 WA SUP 1	First FAA headquarters supplement to 1320.1.
1320.1 WP SUP 1	First Western-Pacific Region supplement to 1320.1.
1320.1 WP SUP 2	Second Western-Pacific Region supplement to 1320.1

Appendix H. Administrative Information

1. Where to find this Order. It is available electronically on the Directives Management System website at https://employees.faa.gov/tools_resources/orders_notices/ for all affected FAA employees, writers of directives and OPRs.

2. Authority to Change This Order. The controlling directives management office may modify or change administrative procedures in Appendixes and requirements to implement and manage the directives system. The Administrator reserves the authority to approve modifications that set policy and delegate authority.

3. Who Should I Contact. Contact the directives program manager at 9-AWA-AIO-Directives@faa.gov

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

Directive Feedback Information

Please submit any written comments or recommendation 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

To: Directive Management Officer, _____

(Please check all appropriate line items)

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

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

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

☐ Other comments:

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

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (10-98) OmniForm Electronic Version