

# Department of Transportation

Office of the Secretary

Washington, D.C.

## ORDER

DOT 1370.5

8-31-73

SUBJECT: DEPARTMENT OF TRANSPORTATION DATA STANDARDS

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1. PURPOSE: This order provides a method for the adoption and promulgation of Department of Transportation (DOT) Data Standards, and an index to specific data elements and codes.
2. SCOPE. The provisions of this order apply to the Office of the Secretary and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5(m) of the DOT Act, this order is applicable to NTSB.
3. PUBLICATION. All DOT Data Standards will be published as attachments to this order. Each DOT Data Standard will be identified by a discrete standard number. Number 0 to 99 are reserved for Federal Information Processing Standards (FIPS) adopted as DOT Standards. DOT Standards (other than FIPS) will be numbered 101 and above. Blocks of numbers will be assigned to families of related data elements, e.g., accident data. A revised standard will be identified by the addition of a dash and the sequential number of the revision, following the practice used for FIPS PUBS.
4. METHOD OF DEVELOPMENT AND ADOPTION. DOT Data Standards will be developed and recommended for Secretarial approval by the DOT Data Standardization Group (DSG) as provided in DOT 1370.4 Information Systems Data Standards Policy and Organization of December 5, 1972. The DSG shall be aided by an Office of Primary Responsibility (OPR) in appropriate instances.
  - a. Any DOT organization may propose a new DOT Data Standard, or change in an existing one through its DSG representative. Proposals should be addressed to the DOT Data Standardization Group.
  - b. A proposal for a new or changed DOT Data Standard should address the following:

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DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board

OPi: Office of  
Management  
Systems

- (1) The need for and benefits to be obtained.
  - (2) Practicability. Technical feasibility should be clear. Estimated costs for development, implementation and maintenance should be presented. Needed resources (personnel, funds, other support and lead time) should be set forth together with their probable source.
  - (3) The proposal should indicate the systems to which the standard would apply and should examine the implementation impact.
  - (4) Possible alternatives.
  - (5) Priority in relation to other data standardization projects.
- c. Each proposed standardization project will be considered by the DOT Data Standardization Group (DSG) and assigned, if accepted, to an OPR when appropriate.
- d. Each proposed standard when recommended by the DSG will follow the normal coordinative route prescribed for the development of DOT Orders. A new standard will be effective when signed by the Assistant Secretary for Administration or his designee.
5. INDEX OF DOT DATA STANDARDS. All DOT Data Standards will be listed alphabetically by data element name, and numerically, in Attachment 1 of this Order.
  6. DATA ITEMS/VALUES, CODES AND ABBREVIATIONS. Each DOT Data Standard will list the data item names and codes, and abbreviations when appropriate, which have been authorized for use, or will provide access thereto.
  7. MAINTENANCE. Each DOT Data Standard will specify the DOT organization responsible for its maintenance in coordination with the DSG; i.e., responsible for definitions, format, and updating the list of data items and codes.
  8. APPLICABILITY. Paragraph 7c(2) of DOT 1370.4 provides the policy and rules pertaining to the applicability and use of DOT Data Standards. Special qualifications and instructions may be included in individual DOT Standards.

9. PUBLICATION FORMAT.

- a. Federal Information Processing Standards (FIPS) adopted as DOT Data Standards (i.e., No. 0 through 99 - the number 100 will not be used) will be distributed in the form published by the Government Printing Office to avoid additional expense, loss of time, and the possibility of misinterpretation. If additional DOT instructions are required they will be included in the promulgating attachment. Attachment 2 incorporates existing Federal Information Processing Standards (FIPS) as DOT Data Standards.
- b. DOT Data Standards other than FIPS (i.e. number 101 and above) will be presented in the format illustrated by Attachment No. 3. Each standard will apply to a single data element.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger  
Assistant Secretary  
Administration

DOT DATA STANDARDS INDEX

DOT DATA STANDARDS ALPHABETICALLY BY NAME

<u>Adopted from Federal Information Processing Standards - FIPS</u>	<u>DOT DATA STANDARD NO.</u>	<u>FIPS PUB NO.</u>
CALENDAR DATES	4	4
CONGRESSIONAL DISTRICTS OF THE UNITED STATES	9	9
COUNTIES AND COUNTY EQUIVALENTS OF THE STATES OF THE UNITED STATES	6-2	6-2
COUNTRIES, DEPENDENCIES AND AREAS OF SPECIAL SOVEREIGNTY	10	10
STANDARD METROPOLITAN STATISTICAL AREAS	8-3	8-3
STATES AND OUTLYING AREAS OF THE UNITED STATES	5-1	5-1

Data standards developed by DOT

DOT DATA STANDARDS LISTED NUMERICALLY

DOT DATA STANDARD NO.

4	CALENDAR DATES
5-1	STATES AND OUTLYING AREAS OF THE UNITED STATES
6-2	COUNTIES AND COUNTY EQUIVALENTS OF THE STATES OF THE UNITED STATES
8-3	STANDARD METROPOLITAN STATISTICAL AREAS (SMSA)
9	CONGRESSIONAL DISTRICTS OF THE UNITED STATES
10	COUNTRIES, DEPENDENCIES AND AREAS OF SPECIAL SOVEREIGNTY

DOT DATA STANDARDS NO. 4,  
5-1, 6-2, 8-3, 9, 10

This Attachment to DOT 1370. incorporates as DOT Data Standards, subject to policies stated in DOT 1370.4, Information Systems Data Standards Policy and Organization, December 5, 1972, the following Federal Information Processing Standards (FIPS).

<u>NAME OF STANDARD</u>	<u>DOT Data Standard Number</u>	<u>FIPS PUB NO.</u>
CALENDAR DATES	4	4
STATES AND OUTLYING AREAS OF THE UNITED STATES	5-1	5-1
COUNTIES AND COUNTY EQUIVALENTS OF THE STATES OF THE UNITED STATES	6-2	6-2
METROPOLITAN STATISTICAL AREAS	8-3	8-3
CONGRESSIONAL DISTRICTS OF THE UNITED STATES	9	9
COUNTRIES, DEPENDENCIES AND AREAS OF SPECIAL SOVEREIGNTY	10	10

The above DOT Data Standards will be used by DOT organizations in the form issued by the National Bureau of Standards and printed by GPO, i.e. Federal Information Processing Standards (FIPS PUBS). Reprinting in DOT format will not be necessary.

FIPS PUBS may be obtained through TAD-25 or directly from the Government Printing Office, or elsewhere as described in each FIPS PUB.

CATEGORY OF STANDARDS. Federal General Data Standards

ORGANIZATION OF PRIMARY RESPONSIBILITY. The National Bureau of Standards is responsible for Federal General Data Standards. Revisions will be disseminated by the Office of Management Systems (TAD-25) through the Data Standardization Group (DSG).

APPLICABILITY. This standard will be prescribed for the interchange of formatted machine sensible coded data between and among operating administrations and/or Secretarial Offices, and between DOT and elements of the governmental or Transportation communities external to DOT, when the interchange originates within DOT.

The use of these standards is mandatory in all such data systems having a requirement to represent these data elements in coded form. Data systems developed after the publication of these standards which interchange data in the manner described above, shall employ these standards on implementation of the system. Data systems that are operational on the publication date of these standards and identify these data elements by other means shall convert to the standards concurrently with the next major system revision. System revisions shall be considered major when the format of the system record or input data formats are revised.

IMPLEMENTATION. These standards are effective immediately and in accordance with the provisions of paragraph 7c(2) of DOT 1370.4.

SPECIFIED FORMAT will be that provided in the individual FIPS PUB.

PUBLICATION FORMAT. DOT Data Standards will be published in the following format.

- a. Name of Standard. The unique descriptive title used to identify the standard.
- b. Category of Standard. Identification of the use of a standard as an agency or Federal standard.
- c. Definition. A general description of the standard which identifies its unique characteristics.
- d. Organization of Primary Responsibility. The identification of the office or administration responsible for the maintenance of the standard.
- e. Applicability. The data systems to which the standard applies.
- f. Implementation. The effective date of the standard.
- g. Format. This paragraph will provide detailed specifications for the standard, or will reference the documents containing the specifications.
- h. Table of Data Items. Complete listing of the data item names and individual codes, or reference to document containing the information. Where standard contractions for the data items are available, they will be included.
- i. Qualifications. Special instructions, authorized exceptions and relationships to other standards.

DOT DATA STANDARD NO. 101

- a. NAME OF STANDARD. Sponsor Project Codes.
- b. CATEGORY OF STANDARD. Federal Aviation Administration, Agency Standard.
- c. DEFINITION. This standard identifies the sponsor of an airport project and the sponsors' associated state.
- d. ORGANIZATION OF PRIMARY RESPONSIBILITY. The Office of Management Systems, Accounting Programs Division is responsible for this data element and its related codes.
- e. APPLICABILITY. This standard is mandatory in systems required to report sponsor project data elements in code. This data system is operational and changes to the format of sponsor codes will be made on a periodic basis. Systems shall be considered major when the format of the system is revised. Formats are revised.
- f. IMPLEMENTATION. This standard is effective on release date.
- g. FORMAT
  - 1) Item name
  - 2) Code
  - 3) Abbreviation

**E X A M P L E**

This is an example of format, NOT a DOT standard.  
This publication format closely follows that used by FAA from which this example is borrowed.