

of 1, 4/1/80

ORDER

DOT 1700.25

6-23-78

DISTRIBUTION USERS' MANUAL



**Office of the Secretary
U.S. DEPARTMENT OF TRANSPORTATION**

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1700.25 Chg. 1

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SUBJECT: DISTRIBUTION SYSTEM USERS' MANUAL FOR THE DISSEMINATION
OF PUBLICATIONS

1. PURPOSE. This Order promulgates a Users' Manual for implementation and operation of the publications' distribution system in the Department of Transportation (DOT).
2. CANCELLATION. DOT 1730.1, Distribution Control Officers, of 8/7/70.
3. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST) and the operating administrations, except the United States Coast Guard (USCG).
4. BACKGROUND. Prior to the formation of the DOT, the operating administrations, as independent agencies or as part of other departments or agencies, operated their own publications' distribution systems. When the DOT distribution function was consolidated, each administration's system continued in use. The system prescribed herein is established in the interest of economy and simplicity. Because of its requirements as an armed force of the United States, the USCG has established its own provisions for submission of distribution requirements. Questions concerning distribution of publications to USCG offices should be directed to the USCG, Publications and Printing Branch.
5. REFERENCES.
 - a. DOT 1210.5, DOT Public Affairs Management Manual of 2-6-74, which establishes policy and operational authority for the preparation, review and release of materials intended to convey DOT information to the public.
 - b. OST 1320.4B, Distribution Representatives of 8-4-78, which requires the designation of a Distribution Representative in each Director's Office of the Office of the Secretary.
 - c. DOT 1320.18, Issuances of Other Federal Agencies Applicable to the Department of Transportation of 8-8-72, which prescribes procedures for distribution of other Federal Agency issuances.
 - d. DOT 1360.5, Policy and Procedures Printing, Duplicating, Copying of 8-29-79, which prescribes basic DOT policy for such publishing activities as editing, printing, duplicating copying, binding, and distribution.

DISTRIBUTION: All Secretarial Offices (info)
All Operating Administrations

OPI: Office of
Administrative
Operations

- e. DOT 1640.4A, Classification, Declassification and Control of National Security Information of 1-16-80, which establishes the Departmental requirements for the safeguarding and dissemination controls for classified material that is generated internally or received from an outside source, including any reproduction thereof.
 - f. DOT 1700.1A, Acquisition and Distribution of Congressional and Other Government Agency Publications of 11-1-76, which prescribes procedures for acquiring Congressional publications and issuances of other government agencies applicable to the Department of Transportation (DOT).
 - g. DOT 1700.2, Printing, Duplicating, and Distribution Services in the Washington Headquarters of 4-4-67, which prescribes policies, standards, and procedures governing the printing, duplicating, and distribution services provided to the operating administrations of DOT in the Washington Headquarters.
 - h. DOT 1700.18B, Acquisition, Publication and Dissemination of DOT Scientific and Technical Reports of 3-8-76, which establishes DOT policy for the acquisition, format and dissemination of technical reports resulting from DOT-funded research and development projects.
6. POLICY. Distribution of publications shall be selective and restricted to a minimum number of copies. This distribution system is intended to provide an effective, timely and economical means of identifying and accomplishing the desired distribution of publications by the use of a standardized coding scheme. The codes indicate the intended audience and the distribution coverage required.
7. FORMS. All forms required by this system will be provided initially by the OST Distribution Requirements Section. Subsequent requests for forms shall be requisitioned through the appropriate Washington Distribution Control Officer.

FOR THE SECRETARY OF TRANSPORTATION:



Robert L. Fairman
Deputy Assistant Secretary
for Administration

DEPARTMENT OF TRANSPORTATION
DISTRIBUTION SYSTEM USERS' MANUAL
FOR THE DISSEMINATION OF PUBLICATIONS

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CHAPTER I

THE DISTRIBUTION SYSTEM

1. PURPOSE. The purpose of this manual is to describe the Distribution System and to prescribe the procedures necessary for its operation. The system is concerned with distribution of publications which, for the purpose of this manual, are any documents or issuances that are published and distributed, such as: books, magazines, newsletters, directives and instructions.
2. GENERAL.
 - a. The process of distribution is complex because the multiplicity of functions performed by DOT and the need for selective distribution require that almost every publication distributed go only to a specific organizational level of one or more elements or to a specific interest group.
 - b. Every effort will be made to distribute appropriate quantities of publications only to those organizations or individuals needing them. Publications will be distributed either directly to each addressee or in bulk for further distribution to subordinate organizational levels, depending upon the request of the originator and the relative cost involved.
 - c. Whereas stocking operations are provided to the DOT Washington Headquarters, operating administrations may elect to establish a point in each regional office or equivalent facility for stocking and subsequent distribution of their publications.
3. FUNCTIONS AND DUTIES.
 - a. Heads of Operating Administrations and the OST Director of Administrative Operations will designate Distribution Control Officers and alternates, and notify the OST Distribution Requirements Section, in writing, of such designations and any subsequent changes thereto. Additionally, they may elect to appoint distribution representatives at the office or equivalent level.
 - b. The OST Office of Administrative Operations.
 - (1) Develops systems for distribution of publications.
 - (2) Provides distribution services, on request, to all elements of DOT.
 - (3) Establishes and publishes distribution codes, as required.
 - (4) Develops and coordinates improvements to the distribution system.

c. OST Distribution Requirements Section.

- (1) Maintains distribution lists and provides distribution instructions to the OST Distribution Operations Unit.
- (2) Provides proof lists for annual or special canvassing, as requested by the responsible Distribution Control Officers.
- (3) Provides canvassing service as requested by the Distribution Control Officers.
- (4) Coordinates the distribution of publications issued by DOT headquarters elements in accordance with distribution instructions.
- (5) Reviews and assists in determining the quantities of publications to be stocked for subsequent distribution.
- (6) Advises the appropriate Distribution Control Officer when:
 - (a) Annual canvassing schedules are not being followed;
 - (b) Changes or improvements should be made to distribution lists; or
 - (c) Economical and appropriate distribution practices are not being utilized.

d. Distribution Control Officers.

- (1) Insure compliance by their respective elements with distribution standards and procedures outlined in this manual.
- (2) Maintain liaison with the OST Distribution Requirements Section.

e. Addressees should notify the appropriate office, through channels, of any changes in their address or distribution needs and of any malfunctions of the distribution system which become apparent to them.

4. TYPES OF DISTRIBUTION AVAILABLE TO DOT USERS. The two broad types of distribution coverage are "Internal" and "External". Internal distribution is accomplished through a standardized coding scheme or by special lists. External distribution is made from special ADP or semi-automated mailing lists. The OST Distribution Requirements Section assigns identifiers to each list and furnishes each Distribution Control Officer with a schedule of these lists for use in advising users of the system. Establishment, control and maintenance of these lists are explained in Chapter II.

- a. Internal Distribution. Distribution of DOT publications to Departmental components in the Washington headquarters and to their field organizations is considered internal distribution.
- (1) Organizational. This is the basic system used for DOT audiences. It is designed to reach organizational components of the Washington headquarters, field offices, installations and facilities, separately or in combination. Distribution may be directed to any distribution level from Secretarial Officers and Administrators to each individual employee. The standardized coding scheme is used to indicate the organizational component and the distribution level to be reached.
 - (2) Special. Special lists of addressees are used for distribution to Washington headquarters, regional headquarters, or selected field offices and facilities when:
 - (a) Organizational distribution would cover many offices or activities not desired to be included or would distribute the publication in quantities exceeding the number required for the intended purpose.
 - (b) There is a need to reach an audience responsible for a unique function, such as paperwork management or defense coordination.
 - (c) Organizational distribution would not reach all those having a need for the publication or deliver the quantities required.
 - (d) Distribution of the publication must be limited.
 - (3) Options. Special lists may be used in lieu of or in combination with organizational lists to reach additional addressees or to provide additional quantities of the publication.
- b. External Distribution.
- (1) Distribution of DOT publications to the general public, groups, associations, companies and to other government agencies (Federal, State, Local and Foreign) is made from special mailing lists established and controlled by the various organizational components. These lists are established for individual publications or audience having special common interests, such as Governors, U.S. Senators, State Aviation Officials, Railroad Associations, etc.

- (2) Before a new list is established, the Distribution Control Officer should be consulted and the "Schedule of DOT Mailing Lists" reviewed. This list contains a brief description of all distribution lists available for Departmental use. If the desired audience appears to be in the system, but the content of the lists is in doubt, a strip list of the addressees may be requested in writing from the OST Distribution Requirements Section to verify the audience. If the list does not meet the need, a new list may be established (see Chapter II, paragraph 5).

5. DISTRIBUTION CODING STRUCTURES. The organizational distribution coding structure is used to identify specific internal DOT audiences. It is composed of three basic elements separated by hyphens. These three basic elements are (1) Organization Code; (2) Echelon Indicator; and (3) Distribution Level Code. In addition, where applicable, functional, technical area or standard designations can be included to limit distribution to a specific audience. These codes are also used to maintain distribution lists, distribution statistics and for the preparation of distribution instructions.

- a. Organization Code. This code indicates which organizational component is to receive the material.

K - Office of the Secretary (OST)

A - Federal Aviation Administration (FAA)

H - Federal Highway Administration (FHWA)

R - Federal Railroad Administration (FRA)

N - National Highway Traffic Safety Administration (NHTSA)

D - Research and Special Programs Administration (RSPA)

L - Saint Lawrence Seaway Development Corporation (SLSDC)

U - Urban Mass Transportation Administration (UMTA)

V - Office of the Inspector General (OIG)

T - All organizational components of the Department of Transportation (except the U.S. Coast Guard)

- b. Echelon Indicator. This code indicates which echelons in the operating administrations are to receive the publication.
- W - Washington Headquarters
 - X - First echelon of field organizations (Regional Offices--FAA, FHWA, FRA, NHTSA, OIG, RSPA and UMTA), OST Secretarial Representatives and SLSDC Massena, NY office.
 - Y - FAA Aeronautical Center, FRA Transportation Test Center, OST Intermodal Planning Groups and RSPA Transportation Systems Center. This code represents specific first echelon field organizations.
 - Z - FAA National Aviation Facilities Experimental Center, FRA Alaska Railroad and RSPA Transportation Safety Institute. This code represents specific first echelon field organizations.
 - E - Second echelon of field organizations (FAA Aero Offices, FHWA Division Offices, and OST Field Coordination Groups).
 - F - Third echelon of Field organizations (FAA Field Offices, FRA Satellite Regional Field Offices and OIG Audit Field Offices).
- c. Distribution Level Code. This code indicates the level to be reached within the activity addressed for Washington headquarters and the first and second level echelon organizations only. Distribution level code "1" cannot be used to address limited distribution to top level management above the Director level. Contact your Distribution Control Officer for information on limited distribution to top level management offices.

DISTRIBUTION
LEVEL CODE

ADDRESSEE

| | |
|---|--|
| 1 | Office and Regional Directors, and above (Includes The Secretary, Deputy Secretary, Assistant Secretaries, Secretarial Assistants, Administrators, Deputy Administrators, Associate Administrators and Board Chairmen.) |
| 2 | Division Chiefs, and above |
| 3 | Branch Chiefs, and above |

DISTRIBUTION
LEVEL CODEADDRESSEE

- | | |
|---|---|
| 4 | Section Chiefs, and above (First and Second level echelon organizations that <u>DO NOT</u> have service components equivalent to section level may elect to use level 4 to establish special functional quantity requirements by developing code(s) that can be used for distribution of copies on an all employee basis to specific functions within a given service organization (see Figure 2-11).) |
| 5 | All Supervisors (One copy each) |
| 6 | All Secretaries/Typists (One copy each) |
| 7 | All Employees (One copy to each five employees) |
| 8 | All Employees (One copy each) |
- d. Use of Functional, Technical Area or Standard Codes With the Organizational Coding Structure. Functional or technical area codes are optional codes that can be used with the organizational coding structure to limit distribution to those elements of the organizations having particular functions or technical areas of interest. The use of these codes is predicated on the offices' routing symbols corresponding to the appropriate code. Under these circumstances, these codes can be used to effect distribution according to interest in subject matter of the publication. Standard codes are also optional, but their application is not as broad in scope as the functional or technical area codes although they do provide a degree of selectivity. This selectivity is limited to an Assistant Secretary's or an Associate Administrator's area of responsibility if all services and offices under his jurisdiction carry the same routing symbol prefixes, e.g., C, M, NOA, DMT, etc. Because of the wide diversity of the routing symbol structure among the operating administrations, only those administrations listed in Chapter III, Attachments 3 and 4 can take advantage of the functional or technical area option at present. Other administrations desiring to utilize this option will have to convert their routing symbol structure to functional or technical area codes.
- (1) Functional and Technical Area Codes.
- (a) Each Administration can develop these codes to fit their specific needs. They should be enclosed in parentheses and placed between the echelon indicator and the distribution level code. If multiple codes are required, they should be separated by slash marks, e.g., (MS/PT/RD). Figures 1-8 thru 1-11 show examples of the flexibility and selectivity provided by use of these codes.

- (b) Where operating administrations have uniform coding structures, these codes can be used to distribute publications across organizational lines. (See Figure 1-10). Even when the coding structure is not uniform among administrations, but the functional or technical areas of expertise are the same, the publication can be coded for distribution to those offices. (See Figure 1-11).

(2) Standard Codes.

- (a) Each Administration can take advantage of these codes regardless of their present routing symbol structure. When used, these codes like their functional and technical area counterparts are to be placed between the echelon indicator and the distribution level code. They too will be enclosed in parentheses and separated by slash marks when multiple codes are used. Figures 1-12 thru 1-13 show examples of standard code application.
- (b) It should be noted that under the standard code structure the selectivity is limited to the Assistant Secretary/ Associate Administrator categories, i.e. designation of a subdivision under one of these officials is not provided for.

e. Selective Distribution Coding for Individual DOT Washington Headquarters' Buildings.

- (1) Selective distribution can also be made to the various individual buildings that house the Washington headquarters DOT components by adding the numerical code shown in the table below to the beginning of the organizational distribution code (see Figure 1-16).

| <u>BUILDING</u> | <u>CODE</u> |
|-----------------|-------------|
| NASSIF | 1- |
| F.O.B. 10A | 2- |
| TRANSPPOINT | 3- |

- (2) When submitting distribution requirements (additions, deletions or changes), the appropriate building code (1-, 2-, or 3-) shall be placed in front of the organizational code (routing symbol), Block 8 of Form DOT F 1700.15, Distribution Requirements (see Figures 2-2 through 2-7). These code(s) will allow the establishment of standard organizational statistics by building, and will add an extra dimension to the system by limiting distribution (when requested) to any of the buildings and/or any organization within the building, singularly or in combination, as needed. Since these building code prefixes are not part of the official routing symbol, their usage will be limited for selectivity and providing statistical data to the OST Publishing and Graphics Division.

(3) When distribution is requested for all headquarters' elements, or individual operating administrations, the 1-, 2- and/or 3- code(s) shall not be used. For those services located outside of the three Washington headquarters buildings (e.g., the OST Warehouse; FAA's Air Traffic Liaison Officers and Metropolitan Washington Airport Service; FHWA employees located in McLean, Virginia; and NHTSA Safety Research Laboratory personnel stationed in Riverdale, Maryland), no building codes are necessary to pinpoint their location(s) as the overall organizational coding system will allow distribution to be made to those offices on an individualized basis. These codes will also help expedite messenger service by eliminating the need for presorting by the OST mailroom as is currently required. Organizational codes, when selected, will be shown at the bottom of the cover or cover page of all issuances.

f. Facility/Field Office Distribution Codes. These codes indicate the type of field office or facility to which distribution is being directed. The "F" echelon code identifies the office as a third echelon field organization, while the balance of the code is composed of elements that identify the specific program and the particular type of facility or field office. The "F" distribution coding structure differs from the Washington headquarters, and the first and second echelon field organizations in that the levels of distribution are based on five levels (see table below), while the numeral following the program code identifies the type of facility or field office rather than the level of distribution. Chapter III, Attachments 1, 2 and 5 contain a listing of established distribution codes for facilities and field offices. Figures 1-17 thru 1-20 show examples of the use of these codes.

| <u>Level/Type</u> | <u>Intention</u> | <u>ADP Code</u> |
|------------------------|--|-----------------|
| Supervisors (SUPV)... | This code will provide 1 copy each to all supervisory personnel. | A |
| All Employees (ALL)... | This code will provide 1 copy to all employees. | B |
| Maximum (MAX)..... | This code provides a quantity somewhat less than "All Employees." Use for extended circulation. | C |
| Standard (STD)..... | Provides official file copies plus normal circulation copies. | D |
| Limited (LTD)..... | For distribution when only limited copies are required or when material is required for infrequent reference by a limited number of employees. | E |

The table below shows the organizational equivalents and echelon indicators required to accomplish distribution under the organizational coding structure throughout the Department.

| ORGANIZATIONAL EQUIVALENTS AND ECHELON INDICATORS | | | | | | |
|---|----------|-------------|----------------------------|----------------------|------------------|-------------------------------|
| OPERATING ELEMENT | <u>W</u> | <u>X</u> | <u>Y</u> | <u>Z</u> | <u>E</u> | <u>F</u> |
| OST | HQ | SEC REPS | INTERMODAL PLANNING GROUPS | - | FIELD COORD GRPS | - |
| FAA | HQ | REG OFCS | AERO CENTER | NAFEC | AREA OFCS | FIELD OFCS & FACILITIES |
| FHWA | HQ | REG OFCS | - | - | DIV OFCS | - |
| FRA | HQ | REG OFCS | TEST CENTER | ALASKA RAIL-ROAD | | SATELLITE REGIONAL FIELD OFCS |
| NHTSA | HQ | REG OFCS | - | - | - | - |
| RSPA | HQ | REG OFCS | TRANSP. SYSTEMS CENTER | TRANSP. SAFETY INST. | - | - |
| SLSDC | HQ | MASSENA, NY | - | - | - | - |
| UMTA | HQ | REG OFCS | - | - | - | - |
| OIG | HQ | REG OFCS | - | - | - | AUDIT FIELD OFFICES |

FIGURE 1-1

```

                                     T-3
                                     * *
                                     * *
Organization Code * * * * * * * * * * * * * * * * * *
Distribution Level Code:
Branch level and above * * * * * * * * * * * *

```

This distribution code will provide coverage throughout the Department to all branch level offices and above in the Washington headquarters, and first and second echelon organizations, except the U.S. Coast Guard.

FIGURE 1-2

```

                                     T-W-2
                                     * * *
                                     * * *
Organization Code * * * * * * * * * * * * * * * * * *
Echelon Indicator * * * * * * * * * * * * * * * * * *
Distribution Level Code:
Division level and above * * * * * * * * * * * *

```

This distribution code will provide coverage to all division level offices and above in all administrations of Washington headquarters (except the U.S. Coast Guard).

FIGURE 1-3

| | |
|------------------------------------|----------------|
| | <u>H-WXE-2</u> |
| | * * * |
| | * * * |
| Organization Code * * * * * | * * * |
| | * * * |
| Echelon Indicators * * * * * | * * * |
| | * * * |
| Distribution Level Code: | * * * |
| | * * * |
| Division level and above * * * * * | * * * |

This distribution code will provide coverage to all division level offices and above in the Washington headquarters, regional offices and division offices of the FHWA.

FIGURE 1-4

| | |
|--|------------------------------|
| | <u>T-8 (minus L); L-WX-1</u> |
| | * * * * * |
| | * * * * * |
| Organization Code * * * * * | * * * * * |
| | * * * * * |
| Distribution Level Code: | * * * * * |
| | * * * * * |
| All Employees * * * * * | * * * * * |
| Except SLSDC * * * * * | * * * * * |
| SLSDC Office/Regional Director * * * * * | * * * * * |

This distribution level code will provide coverage to "All Employees" (except the U.S. Coast Guard) Department-wide, Washington headquarters, and first and second echelon organizations, except for the SLSDC who would receive office and regional director level coverage.

FIGURE 1-5

```

                                A-W-6
                                * * *
                                * * *
                                * * *
Organization Code * * * * * * * * * * * * * *
                                * *
Echelon Indicator * * * * * * * * * * * * * *
                                *
Distribution Level Code:          *
                                *
All Secretaries/Typists * * * * * * * * * *

```

This distribution level code will provide coverage to all secretaries and typists in the FAA Washington Headquarters.

FIGURE 1-6

```

                                AKRU-WXE-5
                                *   *   *
                                *   *   *
                                *   *   *
Organization Codes * * * * * * * * * * *   *   *
                                *   *
Echelon Indicators * * * * * * * * * * *   *
                                *
Distribution Level Code:          *
                                *
All Supervisors * * * * * * * * * * *   *

```

This distribution level code will provide coverage to all supervisors in FAA, OST, FRA and UMIA in the Washington headquarters, OST Secretary Rep. Offices, FAA, FRA and UMIA regional offices, OST Field Coord. Grps., and FAA area offices.

FIGURE 1-7

| | <u>H-WX(CR)-3</u> | | | |
|------------------------------------|-------------------|---|---|---|
| | * | * | * | * |
| Organization Code* | * | * | * | * |
| | * | * | * | * |
| Echelon Indicators* | * | * | * | * |
| | * | * | * | * |
| Functional or Technical Area Code* | * | * | * | * |
| | * | * | * | * |
| Distribution Level Code: | | | | * |
| | | | | * |
| Branch level and above* | * | * | * | * |

This distribution code will provide copies to the FHWA, Washington and regional offices, Civil Rights at branch level and above. Since the level of interest codes are identical, the code is written H-WX(CR)-3.

FIGURE 1-8

| | <u>U-W-3 (minus W(AD)) : U-W(AD)-4</u> | | | |
|----------------------------------|--|---|---|---|
| | * | * | * | * |
| | * | * | * | * |
| Organization Code* | * | * | * | * |
| | * | * | * | * |
| Echelon Indicator* | * | * | * | * |
| | * | * | * | * |
| Distribution Level Code: | * | * | * | * |
| | * | * | * | * |
| All Branch Chiefs and Above* | * | * | * | * |
| Except Office of Administration* | * | * | * | * |
| Office of Administration* | * | * | * | * |
| All Section Chiefs and Above* | * | * | * | * |

This distribution level code will provide copies to the UMTA, Washington Branch Chiefs and above except the Office of Administration. The Office of Administration would receive copies at section level and above.

FIGURE 1-9

Where operating administrations have uniform coding structures, these codes can be used to distribute publications across organizational lines, e.g.:

```

                                AHU-WX (CR)-8
                                * * * *
                                * * * *
Organization Codes* * * * * * * * * * * * * * * *
                                * * * *
Echelon Indicators* * * * * * * * * * * * * * * *
                                * * * *
Functional Code* * * * * * * * * * * * * * * *
                                * * * *
Distribution Level Code:
                                * * * *
All Employees* * * * * * * * * * * * * * * *
    
```

This distribution level code will provide distribution to all employees of the Civil Rights Offices in the FAA, FHWA and UMTA Washington Headquarters and the first and second echelon field organizations of their respective elements except the FAA Aeronautical Center and NAFEC.

FIGURE 1-10

```

                                AHRU-W(GC/CC) -2
                                * * * *
                                * * * *
Organization Codes* * * * * * * * * * * * * * * *
                                * * * *
Echelon Indicator* * * * * * * * * * * * * * * *
                                * * * *
Functional or Technical Area Codes:
                                * * * *
FAA - Office of Chief Counsel* * * * * * * * * * * *
FHWA, FRA, UMTA - Office of
  Chief Counsel* * * * * * * * * * * * * * * *
                                * * * *
Distribution Level Code:
                                * * * *
Division Chiefs and above* * * * * * * * * * * *
    
```

This distribution level code will provide copies to the division level and above in the Office of Chief Counsel, Washington headquarters, FAA, FHWA, FRA and UMTA.

FIGURE 1-11

K-W(P)-3

```

* * * *
* * * *
Organization Code* * * * * * * * * * * * * *
* * * *
Echelon Indicator* * * * * * * * * * * * * *
* * * *
Standard Code* * * * * * * * * * * * * *
* * * *
Distribution Level Code:
* * * *
Branch Level and Above* * * * * * * * * *

```

This distribution level code will provide copies to all branch level offices and above in the OST Office of the Assistant Secretary for Policy, and International Affairs.

FIGURE 1-12

K-W(M)-2

```

* * * *
* * * *
Organization Code* * * * * * * * * * * * * *
* * * *
Echelon Indicator* * * * * * * * * * * * * *
* * * *
Standard Code* * * * * * * * * * * * * *
* * * *
Distribution Level Code:
* * * *
Division Level and Above* * * * * * * * * *

```

This distribution level code will provide copies to all division level offices and above in the OST Office of the Assistant Secretary for Administration .

FIGURE 1-13

N-W(MV) -4

```

* * * *
* * * *
Organization Code* * * * * * * * * * * *
* * * *
Echelon Indicator* * * * * * * * * * * *
* * * *
Functional Code* * * * * * * * * * * *
* * * *
Distribution Level Code:
* * * *
Section Level and Above* * * * * * * *

```

This distribution level code will provide copies to all section level offices and above in the NHTSA Office of Motor Vehicle Programs.

FIGURE 1-14

U-X-3(Reg. I,II,V and IX Only)

```

* * * *
* * * *
Organization Code* * * * * * * * * * * *
* * * *
Echelon Indicator* * * * * * * * * * * *
* * * *
Distribution Level Code:
* * * *
Branch Level and Above* * * * *
* * * *
Selected Regional Offices* * * * * * * * * *

```

This distribution level code will provide copies to branch level offices and above in selected UMTA regional offices.

FIGURE 1-15

| | |
|-----------------------------|----------------|
| | <u>1-T-W-8</u> |
| | * * * * |
| | * * * * |
| Building Code * * * * * | * * * * |
| | * * * |
| Organization Code * * * * * | * * * |
| | * * |
| Echelon Indicator * * * * * | * * |
| | * |
| Distribution Level Code: | * |
| | * |
| All Employees * * * * * | * * |

This distribution level code will provide distribution to all Departmental employees (except USCG) in the Nassif Building regardless of their component.

FIGURE 1-16

| | | |
|-----------------------------------|----------------|--------------|
| | <u>A-FAT-0</u> | <u>(MAX)</u> |
| | * * | * |
| | * * | * |
| | * * | * |
| Organization Code * * * * * | * | * |
| | * | * |
| Echelon Indicator, Program | * | * |
| Code and Type of Field Office: | * | * |
| | * | * |
| All Air Traffic Field Offices * * | * | * |
| | | * |
| Level of Distribution: | | * |
| | | * |
| Maximum * * * * * | * * * * * | * * * * |

This distribution code will provide all FAA Air Traffic Field Offices with the maximum quantity required for extended circulation short of an all employee distribution.

FIGURE 1-17

| | <u>V-FAO-1</u> | <u>(STD)</u> |
|-----------------------------------|----------------|--------------|
| | * | * |
| | * | * |
| Organization Code * * * * * | * | * |
| | * | * |
| Echelon Indicator, Program | * | * |
| Code and Type of Field Office: | * | * |
| | * | * |
| OIG Audit Field Offices * * * * * | * | * |
| | | * |
| Level of Distribution: | | * |
| | | * |
| Standard * * * * * | | * |

This distribution code will provide copies to all OIG Audit Field Offices according to their standard requirements for normal circulation and official file copies.

FIGURE 1-18

| | <u>V-WX-8; V-FAO-1</u> | <u>(ALL)</u> |
|-----------------------------------|------------------------|--------------|
| | * | * |
| | * | * |
| Organization Code * * * * * | * | * |
| | * | * |
| Echelon Indicators * * * * * | * | * |
| | * | * |
| Level of Distribution: | * | * |
| | * | * |
| All Employees * * * * * | * | * |
| | * | * |
| Organization Code * * * * * | * | * |
| | | * |
| Echelon Indicator, Program | | * |
| Code and Type of Field Office: | | * |
| | | * |
| OIG Audit Field Offices * * * * * | | * |
| | | * |
| Level of Distribution: | | * |
| | | * |
| All Employees * * * * * | | * |

This distribution code will provide an all-employee distribution to OIG Personnel in Washington headquarters, regional offices and field organizations, e.g., all OIG Employees--1 copy each.

FIGURE 1-19

A-FOF-O (LTD), minus FAF-2; FAF-2 (ALL)

| | | | | | | |
|--------------------------|-------|-------|---|---|---|---|
| | * | * | * | * | * | * |
| Organization Code | ** | * | * | * | * | * |
| | | * | * | * | * | * |
| Echelon Indicator, | | * | * | * | * | * |
| Program Code and | | * | * | * | * | * |
| Type of Field | | * | * | * | * | * |
| Office: | | * | * | * | * | * |
| | | * | * | * | * | * |
| All Field Office | | * | * | * | * | * |
| and Facilities | **** | * | * | * | * | * |
| | | * | * | * | * | * |
| Level of Distribution: | | * | * | * | * | * |
| | | * | * | * | * | * |
| Limited | ***** | * | * | * | * | * |
| | | * | * | * | * | * |
| Except Airway Facilities | | * | * | * | * | * |
| Sectors | ***** | ** | * | * | * | * |
| | | | * | * | * | * |
| Airway Facilities | | | | * | * | * |
| Sectors | ***** | ***** | * | * | * | * |
| | | | | * | * | * |
| Level of Distribution: | | | | * | * | * |
| | | | | * | * | * |
| All Employees | ***** | ***** | * | * | * | * |

This distribution code will provide copies to all FAA Field Offices on a limited basis except for the Airway Facilities Sectors who would receive "All-employee" distribution.

FIGURE 1-20

D-WY-3

| | | | |
|--------------------------|-------|-----|---|
| | * | * | * |
| Organization Code | ***** | * | * |
| | | * | * |
| Echelon Indicators | ***** | * | * |
| | | * | * |
| Distribution Level Code: | | * | * |
| | | * | * |
| Branch Level and Above | ***** | *** | * |

This distribution level code will provide copies to all RSPA branch level offices and above in Washington headquarters and the Transportation Systems Center.

FIGURE 1-21

CHAPTER II

ESTABLISHING OR CHANGING DISTRIBUTION REQUIREMENTS

1. DETERMINING COPY REQUIREMENTS.

- a. When establishing or changing copy requirements, only enough copies should be requested to cover the distribution level(s) specified. Form DOT F 1700.15, Distribution Requirements, and/or Form DOT F 1700.16, Field Office Distribution Change Notice should be used for submitting requirements.
- b. Washington headquarters offices, when establishing or changing copy requirements, should first determine their requirements for each distribution level. If help is required, the submitting office should contact its Distribution Control Officer or the OST Distribution Requirements Section for advice and guidance in determining requirements and completing Form DOT F 1700.15.
- c. First and second echelon field organization Distribution Control Officers should determine total copies required and the number of copies required for each office in their regions. Form DOT F 1700.15 should be used to submit requirements.
- d. Third echelon field organizations should determine total copy requirements for each distribution level. All requests should be submitted on Form DOT F 1700.16 in accordance with the instructions outlined in paragraph 4b below.

2. SUBMISSION OF COPY REQUIREMENTS.

- a. Original copy requirements or changes thereto are to be forwarded in duplicate to the OST Distribution Requirements Section through the appropriate Distribution Control Officer(s) in accordance with procedures established by each organizational component.
- b. Distribution Control Officers will notify the OST Distribution Requirements Section of organizational changes which affect distribution in the same manner as for changes in copy requirements.

3. FORMS SUBMISSION. Copy requirements for the organizational components of DOT will be submitted on the forms indicated in the table below.

| <u>OPERATING ADMINISTRATION</u> | <u>DOT F 1700.15 DISTRIBUTION REQUIREMENTS (PREPARED BY:)</u> | <u>DOT F 1700.16 DISTRIBUTION FIELD OFFICE CHANGE NOTICE (PREPARED BY:)</u> |
|-------------------------------------|---|---|
| OST | Washington Headquarters Secretarial Representatives Intermodal Planning Groups Field Coordination Groups | |
| FAA | Washington Headquarters Regional Headquarters Aeronautical Center (AC) National Aviation Facilities Experimental Center (NAFEC) Area Offices | Field Offices and Facilities |
| FHWA | Washington Headquarters Regional Headquarters Division Offices | |
| FRA | Washington Headquarters Regional Headquarters Transportation Test Center Alaska Railroad | Satellite Regional Offices |
| NHTSA | Washington Headquarters Regional Headquarters | |
| RSPA | Washington Headquarters Regional Headquarters Transportation Systems Center Transportation Safety Institute | |
| SLSDC | Washington Headquarters Massena, NY Office | |
| UMTA | Washington Headquarters Regional Headquarters | |
| OIG | Washington Headquarters Regional Headquarters | Audit Field Offices |

4. ESTABLISHING OR CHANGING COPY REQUIREMENTS FOR ORGANIZATIONAL DISTRIBUTION.

a. Washington Headquarters and First and Second Echelon Field Organizations. All Washington offices and services and subordinate first and second level field organizations shall use Form DOT F 1700.15 to submit initial copy requirements and subsequent changes to copy requirements.

- (1) Figure 2-1 is a sample Form DOT F 1700.15. Instructions for preparing Form DOT F 1700.15 follow. Block numbers referred to in the following section correspond to the numbered items on the distribution requirement form as illustrated in Figures 2-1 thru 2-11.
- (2) The Distribution Representative of the preparing office may request assistance and guidance from his Distribution Control Officer prior to completing the form.

Block 1. From. Enter official mailing address, including routing symbol of the organizational element submitting request. This is normally the office or equivalent level.

Block 2. To. Enter routing symbol or address of the appropriate Distribution Control Officer.

Block 3. Organization. Enter an X in the box which identifies the echelon of the organization submitting the request.

Block 4. Type of Request. Enter an X in the box which identifies the type of request.

Block 5. Typed Name and Signature of Approving Official. Data to be entered as specified by the Distribution Representative or other authorized person.

Block 6. Typed Name and Signature of Regional Distribution Officer. Data to be entered as specified by Regional Distribution Officer.

Block 7. Typed Name and Signature of Washington Distribution Officer. Data to be entered as specified by Washington Distribution Control Officer.

Block 8. Organizational Code. Enter organization code and routing symbol of the office or service for which distribution is intended.

Block 9. Distribution Level. Enter number of copies required at each distribution level.

Block 10. Remarks. Enter special remarks as required.

- (3) Figures 2-8 thru 2-11 contain sample forms of DOT F 1700.15 prepared by first and second echelon field organizations to establish initial copy requirements. The first line entry ("Basic Requirements"), Block 8, has been preprinted on the form as an aid in establishing certain special requirements. Organizations, for instance, who distribute copies of all publications issued under this system to their field directors should include those copies as well as official file copies, special requirements, and stock copies under this item.
- (4) When basic requirements include copies at the director level, it is not necessary to establish a separate organizational code for the Director. However, if the basic requirements are comprised of a combination of official file copies, special requirements, and/or stock copies only, it then becomes necessary to establish a special organizational code to ensure that distribution is made to the director level as required. When these special requirements are to be included in the total bulk shipment, insert these quantities in boxes 1 through 8 of Block 9. When basic requirements are not desired, eliminate the requirement by placing a dash in boxes 1 through 8 of Block 9.
- (5) The second and subsequent line entries, except the total "X", "Y", "Z" and "E" requirements, reflect only those copies required by the organizational elements specified. When distribution to X(MS/PT)-3 or E(BR/MC)-3 is directed, the basic copy requirements for level 3 plus the requirements for the organizational elements specified (MS, PT, BR and MC), at level 3, will be sent to the central distribution points in bulk.
- (6) All standard organizational elements of the first and second echelon field organizations (see Attachments 1 through 7) shall be included under Blocks 8 and 9. If the field organization has no standard organizational elements, you may enter the field identifier only in Block 8, e.g., Region 4, and the appropriate copy requirements for each level desired in Block 9.
- (7) In the case of tenant organizations, a single line entry will be used so that their routine requirements will be included in the total "X", "Y", "Z" or "E" distribution. The last line entry should be the total first or second echelon headquarters requirements which will be used when "X", "Y", "Z", or "E" distribution is specified. Originators wishing to direct distribution to tenant organizations only should use standard card or "Z" lists as prescribed in Chapter II, paragraph 5c(2).

- b. Third Echelon Field Organizations. All third echelon field organizations shall use Form DOT F 1700.16 to submit initial copy requirements and subsequent changes to copy requirements. This form may also be used to submit changes of address.

(1) Figure 2-12 is a sample Form DOT F 1700.16. Instructions for preparing Form DOT F 1700.16 follow. Check the type of action to be taken (addition, change, or deletion). If the action is a request to discontinue distribution, fill in Part I, Blocks 1 thru 12. If the action is a request to change an address or copy requirements, fill in Part I, Blocks 1 thru 12 and the appropriate blocks in Part II that are to be changed.

(2) Block numbers referred to in the following section correspond to the numbered items on the distribution requirement form as illustrated in Figures 2-12 thru 2-15.

Block 1. Name of Office. Enter name of office or facility and routing symbol if one is assigned.

Block 2. Mailing Address. Enter complete address including post office box (when applicable), street address, city, state and zip code.

Block 3. Freight Address. Enter complete freight address.

Block 4. Fld. Off. Enter type of field office or facility submitting requirements.

Block 5. Region. Enter first or second echelon field organization having authority over submitting facility.

Block 6. Distr. Code. Enter field office or facility distribution code.

Block 7. Distribution Copy Requirements. Enter the number of copies required for each type of distribution, i.e.,

A. Supervisors (one copy each supervisor) (SUPV)

B. All Employees (one copy each employee) (ALL)

C. Maximum (extended circulation) (MAX)

D. Standard (normal circulation) (STD)

E. Limited (file or information copies) (LTD)

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Block 8. Attach Old Mailing Label. If action is a deletion or change of address notice, attach label from last mailing received.

Block 9. Remarks. Enter any special remarks required.

Block 10. Typed Name and Signature of Approving Official. Data to be entered as specified by the field office or facility chief.

Block 11. Typed Name and Signature of Regional Distribution Officer. Data to be entered as specified by approving Distribution Control Officer at the first or second echelon headquarters.

Block 12. Typed Name and Signature of Washington Distribution Officer. Data to be entered as specified by the Washington Distribution Control Officer.

5. ESTABLISHING OR CHANGING SPECIAL DISTRIBUTION LISTS.

a. Types of Lists.

- (1) Lists Maintained Manually on 5 x 8" Cards are referred to as "standard card" lists or "Z" lists and usually consist entirely of routing symbols.
- (2) Mailing lists stored on Automatic Data Processing (ADP) equipment. These produce mailing address labels for the addressees and are geared to specific publications or audience categories.
- (3) Mailing lists from which address labels are produced on semi-automated equipment.

b. Differentiation in Uses of Lists. Standard cards or "Z" lists are normally reserved for internal distribution (routing symbols only), however, when a list consists of the required number of both routing symbols and full mailing addresses, the OST Distribution Requirements Section may elect to assign a single "Z" list number to the entire list for ease of identification. Washington headquarters, and first and second level echelon routing symbols shall not be added to internal mailing lists which have been established for direct mailing of publications through the U.S. Postal Service. ADP and semi-automated lists may be used for both internal and external distribution.

c. Procedures for Establishing Special Lists.

- (1) When to Establish. After the Office of Primary Interest (OPI) for a publication has determined, in consultation with their Distribution Control Officer and the OST Distribution Requirements Section that the desired distribution cannot be affected by the use of existing distribution lists, a new list must be developed. This new list may be composed of routing symbols or mailing addresses or a combination of the two.
- (2) How to Establish. The OPI should initiate the establishment of all new distribution lists by memorandum through their Distribution Control Officer to the OST Distribution Requirements Section. The memorandum should include:
 - (a) The title of the publication(s) to be distributed and the kind of audience addressed (air carriers, steamboat pilots, lock operators, etc.).
 - (b) The number of addressees.
 - (c) Estimated frequency of usage, e.g. weekly, quarterly, etc.
 - (d) Degree of selectivity required.
 - (e) Whether the publication will be for sale by subscription through the Government Printing Office or the National Technical Information Service.
 - (f) Name, routing symbol, and telephone extension of OPI.
 - (g) Date distribution list is required for use. (Advance consultation with the OST Distribution Requirements Section is recommended.)
- (3) Standard Card or "Z" Lists, because of considerations of economy, require a minimum of 11 addressees (routing symbols). Distribution to any smaller number of addressees should be indicated on the publication, preferably at the bottom of the cover or first page, with the number of copies for each addressee shown in parentheses. When a standard card list has been developed, the appropriate Distribution Control Officer, in collaboration with the OST Distribution Requirements Section will assign a "Z" list number. The OST Distribution Requirements Section will retain one copy of the list and send two copies to the Distribution Control Officer who will retain one copy and send the other to the OPI. The "Z" list number may then be used in block 19 of Form DOT F 1700.3 to indicate desired distribution.

- (4) ADP Mailing Lists are normally established, programmed and controlled by the ADP Program Management Office (or equivalent organization) of the organizational components. However, before ADP mailing lists are established or procured for processing on OST's Printing Branch equipment, the specifications outlined in 5d and 5e below must be strictly adhered to.
- (5) Semi-Automated Mailing Lists require a minimum of 50 addressees or usage at least quarterly to justify their establishment. Smaller or less frequent mailings can be handled in a variety of ways. The Distribution Control Officer should be consulted. Addressees should be listed by position title rather than name so as to obviate the need to change the list each time a new person succeeds to the position.

d. Address Preparation for External Mailing Lists.

- (1) Each address processed on ADP or semi-automated equipment must be confined to four lines with a maximum of 29 characters per line, including blank spaces. The following rules must be followed.

Line 1 is reserved for the list identification code, copy requirements and selective matrix identifiers. (This line is reserved for OST use.)

Line 2 is for the name of the company, university, facility or major organizational element being addressed.

Line 3 is for the subdivision or office within the major element, the routing symbol or the official (use position title instead of person's name where possible) who is intended to receive the publication.

Line 4 is for the street and number or P.O. box number. Do not use both. P.O. Box number should be used whenever it is listed as part of the mailing address.

Line 5 is for the city, state and zip code (use the 2-letter abbreviation for states, listed in the Zip Code Directory). Be sure to include a zip code for each addressee.

- (2) When processing an addition or making a change, emphasis should be placed on uniformity; i.e., company names should be alike in format. For example, International Harvester Corporation and Intl. Harvstr. Corp. would not be filed together. A check of the file is necessary in each instance to see how the addressee was previously listed so as to avoid duplicate records. Use standard abbreviations to assure that the addressee can be identified by all, not just those familiar with the code name.

- (3) Addresses will require less modification if they cite position titles in organizations rather than persons by name. This is particularly pertinent when line 3 is used as an "attention" line.
- (4) Abbreviations should not be used in names of cities (except "St" for "Saint") or foreign countries, space permitting. The following abbreviations of the Provinces of Canada are recommended:

| | |
|--------------------|--------------------------|
| Alberta: ALTA | British Columbia: BC |
| Manitoba: MAN | New Brunswick: NB |
| Newfoundland: NFLD | Northwest Territory: NWT |
| Ontario: ONT | Province of Quebec: PQ |
| Saskatchewan: SASK | |

- (5) All domestic and trust territory addresses must include a zip code.
- (6) Airmail designation is limited to APO's, FPO's, Alaska, Hawaii, U.S. Trust Territories, and Foreign countries unless otherwise specified.

e. ADP Mailing Label Production Requirements.

- (1) Paper Specifications. Paper must be standard weight (lined or unlined) ADP stock continuous form paper, size 14-7/8 x 11 inches, perforated 3/16 of an inch from both side margins with hole sizes being 3/16 inches in diameter. Spacing between holes shall be 1/2 inch center to center.
- (2) Alignment of Addressees. Mailing labels must be aligned 1/10 of an inch from the top edge and one (1) inch from the left edge of the paper. Labels shall be printed 44 to a sheet, four (4) across (horizontal) and 11 deep (vertical). These are known as 3.3 labels in the trade. When labels are procured from sources using 30-character programs (3.4 labels), the left margin alignment must be 8/10 of an inch rather than one (1) inch. All other specifications remain as previously stated.
- (3) Label Format. All addressees outside the 48 conterminous states (including the states of Alaska and Hawaii) will be handled as priority mail. The addressees inside the 48 conterminous states (domestic mail) will be handled in the most economical manner available to the OST Distribution Operations Unit consistent with

equipment availability. Priority mail and domestic mail will be separated on the label runs with all priority mail being printed first and domestic mail following. Labels for both groups (priority and domestic) will be formatted as follows: separate and sort each group in high-low zip code order; print each group in low-high numerical quantitative sequence with line breaks between individual copy requirements. Insert line break with the wording "COPY COUNT CHANGE" centered between the line containing the last one-copy recipient and the line containing the first two-copy recipient. Repeat this procedure for all requirements up to six copies. From six copies up, the labels are to be sorted and printed in straight numerical order with no individual line breaks between copy requirements. Sample copies of label runs can be obtained from the OST Distribution Requirements Section.

- (4) Label Statistics. Each set of labels submitted to OST for processing shall include a statistical analysis of the total number of labels and copy requirements comprising that list. Statistics will include the number of recipients receiving one copy, two copies, three copies, four copies, five copies and six or more copies. Each of these quantity requirements will be set out in individual columns and printed as the last page of the label run.
 - (5) Gummed Labels. Because the OST Printing Branch does not maintain the necessary equipment to process gummed labels automatically, they are not normally accepted as mailing lists. However, in certain instances, gummed labels will be accepted if they have been approved for use by the OST Distribution Requirements Section before printing of the job to be mailed has commenced. To ensure that your labels will be accepted, you are advised to hold a preplanning distribution conference with OST Distribution Requirements' personnel before procuring gummed labels.
 - (6) Compliance. All ADP mailing labels submitted for mailing of publications must be in compliance with the above specifications. Where alignment problems are noted, the Distribution Control Officer will take action to resolve them before forwarding the labels to the OST Distribution Requirements Section for handling. The OST Distribution Requirements Section will maintain proof card files and order mailing labels for scheduled printing jobs when requested.
- f. Maintenance of Internal and External Lists. As indicated in 5c(3), the OST Distribution Requirements Section provides copies of "Z" lists to the appropriate Distribution Control Officers and OPI's. The OST Distribution Requirements Section also provides a deck of proof cards for the semi-automated lists to these offices for use in checking and maintaining the special distribution lists. Procedures for ADP list

maintenance will depend upon the desires of the respective DOT component and the OST Distribution Requirements Section's ability to honor that desire.

- (1) Processing Actions for Organizational Changes. Routing symbols often change due to reorganizations which result in abolishment of existing components or creation of new components. When these changes occur, whether there are quantity changes or not, the Distribution Control Officer shall immediately submit two copies of Distribution Requirements Form, DOT F 1700.15, to the OST Distribution Requirements Section specifying all changes. Block 10 should be used to indicate whether the organizational changes apply to other special lists. (See Figures 2-6 and 2-7).
- (2) Processing Actions for Standard Card or "Z" Lists. An OPI desiring to change a standard card ("Z" list) should submit two copies of Distribution Requirements Form, DOT F 1700.15, indicating the appropriate information in the block provided. Routing symbol, copy requirements, and "Z" list numbers should be shown in Block 10, "Remarks." The form should be sent to the OST Distribution Requirements Section through the appropriate Distribution Control Officer.
- (3) Processing Actions for Semi-Automated Lists.
 - (a) Additions. When addressees are to be added to lists they may be typed individually on 3 x 5" white cards or listed on plain bond paper by the OPI.
 - (b) Changes may be made by typing the new information on the proof card held by the OPI.
 - (c) Deletions may be effected by typing "Delete" on the proof card held by the OPI.
 - (d) Submission Action by OPI. The collective actions should be submitted to the Distribution Control Officer for submission to the OST Distribution Requirements Section. The Distribution Control Officer will control all submissions through use of a Mailing List Action Control Form, DOT F 1325.1. The instructions on the reverse side of the form should be carefully followed.
 - (e) Required Forms. Form DOT F 1325.1 can accommodate a large number of all three types of actions on a single transmittal and provides for certification that the changes have been made. It is recommended that where changes are frequent they be submitted on a weekly basis rather than be permitted to accumulate.

- (f) Completed Action. After each transmittal has been completed by the OST Distribution Requirements Section, the transmittal will be returned (together with new proof cards) to the Distribution Control Officer who will be responsible for returning the proof cards to the proper OPI. All delete actions will indicate the date addressee was dropped from the requested mailing list.
- (4) Processing Actions for ADP List. ADP systems are extremely complex and leave little margin for error. To prevent possible errors in data input and output, the following procedures must be followed by those customers submitting mailing list actions for incorporation into those ADP systems maintained by the OST Distribution Requirements Section.
- (a) Format of Address. Do not use alpha characters to identify government agencies, companies, authorities, corporation, etc. SPELL OUT the complete identification of the addressee or, if you must use abbreviations because of space limitations, be sure they are standard. Failure to use required wording will result in the addressee being returned to the appropriate Distribution Control Officer without action.
- (b) New Addressees. Submit all new addresses on plain bond paper and indicate the non-ADP mailing list code, DT-20a, FHWA-52, ZFS-250, etc.
- (c) Change of Address. Enter your change data directly on your file copy proofcard and submit it as the action document, or you may type on plain bond paper a "FROM" line using the four-line mailing address shown on your proofcard. A "TO" line utilizing the procedures shown in Item 5e(4)(b) above, "New Addressees", should be typed opposite the "FROM" column. Be sure to identify the non-ADP mailing list code(s) affected by the change.
- (d) Deletions. For those offices maintaining a proofdeck, submit your file copy proofcard with the notation "DELETE FROM SYSTEM" written, typed or stamped across the face of the card.
- (e) Maintenance Responsibility of OPI's. Maintain your proofcards in a current status to ensure continuity of the change cycle on submitted actions. Failure to do so could result in an addressee's record being "lost" in the computer.
- (f) Card Action. Each OPI that maintains a proofdeck will have an updated proofcard returned to their office through their Distribution Control Officer.

- (g) Requests for ADP Printouts. OPI's that do not maintain proofdecks may occasionally wish to peruse the audience on their lists. When this becomes necessary, you may request an ADP printout of your mailing list. These requests, however, must be fully justified in writing and will be processed in accordance with the Distribution Requirements Section's workload.

Follow instructions outlined in 5e(3)(d) and (e) above for consolidated action submissions to the Distribution Requirements Section.

g. How Distribution is Accomplished.

- (1) Standard card ("Z" list) distribution for Washington headquarters is accomplished by writing the routing symbol directly on the material being distributed, or by placing the material in U.S. Government Messenger Envelopes with routing symbol affixed and delivering it through the Department mail system. Distribution to first and second Departmental echelon field organizations is made by U.S. mail pouch, in bulk, to designated points for further distribution according to lists maintained by those organizations.
- (2) Mailing list distribution is accomplished by means of direct mailing to addressees through the U.S. Postal Service, including Departmental field offices and facilities.

6. MAILING LISTS (LABELS) FURNISHED BY THE OFFICE OF PRIMARY INTEREST (OPI) FOR ONE-TIME MAILINGS. The OST Distribution Operations Unit maintains automated mailing list equipment in order to expedite the distribution of mail sent through the U.S. Postal Service. The fast turnaround of distribution jobs processed through the OST Distribution Operations Unit is a direct result of this automation. Manual addressing of labels and/or envelopes slows down the overall operations and can have an adverse effect on the assigned distribution schedule date of other jobs. It is therefore to your advantage (as a user of the system) to coordinate, with your Distribution Control Officer, any job requiring one-time submission of mailing lists or address labels obtained from sources outside of those maintained by the OST Distribution Requirements Section. The Distribution Control Officer shall coordinate all jobs containing OPI furnished mailing labels and/or envelopes with the OST Distribution Requirements Section before forwarding the job to the OST Planning Section for processing.

7. CANVASSING OF MAILING LISTS.

- a. Organizational Distribution Lists. The OST Office of Administrative Operations will schedule an annual updating of organizational distribution lists of all DOT elements.
- b. Special Distribution Lists. The OST Distribution Requirements Section, in cooperation with the appropriate Distribution Control Officers, will establish a schedule for annual canvassing. Distribution Control Officers will establish procedures.
- c. Canvassing Services and Techniques. The Distribution Control Officer may wish to handle the canvass entirely, or he/she may wish to receive certain canvassing services, such as the mailing of questionnaires to addressees, e.g., canvass card, from the OST Distribution Requirements Section. Acceptable canvass techniques which may be used are:
 - (1) Internal Distribution Lists (Standard Cards). Review by the Distribution Representative or originator, or survey of the addressees by memorandum.
 - (2) Internal Distribution Lists (Direct Mail). Review by the Distribution Representative or originator, or survey of the addressees by self-mailer memorandum or canvass card.
 - (3) External Distribution Lists (Direct Mail). Direct mail survey by self-mailer letter, canvass card or other appropriate form(s) approved by the OST Distribution Requirements Section.
 - (4) Responsibilities of the Originator. The custodian of a mailing list being canvassed shall take the necessary action to ensure that the canvass returns are forwarded to the OST Distribution Requirements Section through his/her Distribution Control Officer no later than ten (10) work days following the scheduled cut-off date. (The cut-off date can be determined by adding the number of days allowed for the addressee to return his/her card to the mailing date).

NOTE: Mailing lists must remain inactive during the canvass period with respect to mailing list actions, therefore, no adds, changes or deletes will be processed until after the list has been updated.

- (5) Responsibilities of the OST Distribution Requirements Section. The OST Distribution Requirements Section shall prepare updated mailing lists from the canvass returns, establish correct quantity requirements and forward a new set of proofcards to the originating office for use in maintaining the list.

8. ESTABLISHMENT OF ORGANIZATIONAL DISTRIBUTION CODES BY OPERATING ADMINISTRATIONS. This manual provides current distribution codes for use by the OST Publishing and Graphics Division. Operating administrations may establish additional internal distribution codes as necessary to accomplish desired distribution. These codes, however, will apply only to the organizations in which they are established.
9. ORGANIZATIONAL CODE MAINTENANCE. The lists of codes shown in Chapter III Attachments 1 through 7, will be periodically reviewed by the responsible Distribution Control Officer who will then notify the OST Distribution Requirements Section of any changes to be made. The OST Distribution Requirements Section will then periodically republish these lists of codes as a change to this handbook.

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | | |
|---|--|---|--|---------------------------------|--|--------|---|---|---|---|-----------------|----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | | |
| 1. FROM: | | | | | 2. TO: | | | | | | | |
| Office of the Assistant Secretary for Administration, M-1 | | | | | OST Distribution Control Officer, M-482 | | | | | | | |
| 3. ORGANIZATION (<i>"X"</i> appropriate box) | | | | | 4. TYPE OF REQUEST (<i>"X"</i> appropriate box) | | | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input checked="" type="checkbox"/> ADDITION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL | | | | | ROUTING SYMBOL | DATE | | | | | | |
| Mary St. John | | | | | M-1 | 7-1-75 | | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | | ROUTING SYMBOL | DATE | | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER | | | | | ROUTING SYMBOL | DATE | | | | | | |
| William Zelman | | | | | M-482 | 7-3-75 | | | | | | |
| 8. ORGANIZATIONAL CODE | | | | | 9. DISTRIBUTION LEVEL (<i>Indicate number of copies</i>) | | | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 ^{1/} | 8 |
| BASIC REQUIREMENTS: (<i>To be used by First and Second Echelon Org. only</i>) | | | | | | | | | | | | |
| 1-M-1 | | | | | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 9 |
| 1-M-2 | | | | | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 5 |
| 1-M-10 | | | | | 2 | 2 | 3 | 4 | 2 | 3 | 4 | 18 |
| 1-M-12 | | | | | - | 1 | 2 | 2 | 3 | 3 | 5 | 20 |
| 1-M-13 | | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| 1-M-14 | | | | | - | 2 | 2 | 2 | 2 | 3 | 4 | 18 |
| 1-M-15 | | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 5 |
| 1-M-16 | | | | | - | 2 | 3 | 4 | 2 | 2 | 3 | 14 |
| 1-M-17 | | | | | - | 2 | 2 | 3 | 2 | 1 | 3 | 12 |
| 1-M-18 | | | | | - | 5 | 5 | 5 | 6 | 8 | 7 | 34 |
| 1-M-181 | | | | | - | - | 2 | 2 | 2 | 2 | 3 | 14 |
| 1-M-20 | | | | | 2 | 2 | 3 | 4 | 2 | 2 | 2 | 9 |
| 1-M-21 | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 4 |
| 1-M-221 | | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 3 |
| 1-M-222 | | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| 1-M-223 | | | | | - | 2 | 2 | 2 | 2 | 2 | 1 | 5 |
| This is a sample of an initial request to establish copy requirements for an OST Washington Headquarters' office under the standard code organizational distribution structure. Individual service organizations may elect to list each reference symbol separately or designate a point within their complex to receive all copies for redistribution. | | | | | | | | | | | | |
| NOTE: Code "1-" - Offices located at NASSIF Bldg. | | | | | | | | | | | | |
| 10. REMARKS: (<i>Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.</i>) | | | | | | | | | | | | |
| 1/ Explain any significant variance from the 1 to 5 employee ratio. | | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | |
|---|---|--|---|---|-----------------------------------|--------------------|---|---|-------|
| Submit an original and one copy to TAD-482.3. See instructions on the reverse. | | | | | | | | | |
| 1. FROM: Office of Administrative Operations, M-40 | | | | 2. TO: OST Distribution Control Officer, M-482 | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input checked="" type="checkbox"/> ADDITION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Joyce Mallory | | | | ROUTING SYMBOL M-44 | | DATE 8-9-75 | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | ROUTING SYMBOL | | DATE | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER William Zelman | | | | ROUTING SYMBOL M-482 | | DATE 8-9-75 | | | |
| 8. ORGANIZATIONAL CODE | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | | |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 1/8 |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | | | | | | |
| 1-M-44 | | | - | 1 | 1 | 1 | 2 | 3 | 3 11 |
| 1-M-44.1 | | | - | - | 1 | 1 | 1 | 1 | 1 2 |
| 1-M-442 | | | - | - | 2 | 2 | 5 | 2 | 4 18 |
| 3-M-442.3 | | | - | - | - | 1 | 2 | 1 | 2 9 |
| 2-M-442.4 | | | - | - | - | 1 | 2 | 2 | 3 11 |
| 1-M-443 | | | - | - | 2 | 3 | 2 | 3 | 2 8 |
| M-443.1 | | | - | - | - | 1 | 3 | - | 3 12 |
| 3-M-443.2 | | | - | - | - | 1 | 1 | 1 | 1 3 |
| 2-M-443.3 | | | - | - | - | 1 | 1 | 1 | 1 4 |
| 1-M-444 | | | - | - | 2 | 2 | 2 | 1 | 1 5 |
| 1-M-444.1 | | | - | - | - | 1 | 1 | 2 | 1 5 |
| 1-M-444.3 | | | - | - | - | 1 | 1 | 3 | 2 9 |
| <p>This is a sample of an initial request to establish copy requirements for an OST Washington Headquarters' office under the standard code organizational distribution structure. In this example however, the offices comprising this division are spread out among the three headquarters buildings with the OST Warehouse (M-443.1) located in a separate building.</p> | | | | | | | | | |
| <p>NOTE: Code "1-" - Offices located at NASSIF Bldg. Code "2-" - Offices located at F.O.B. 10A. Code "3-" - Offices located at Transpoint Bldg. No Code - Offices located outside the three headquarters bldgs.</p> | | | | | | | | | |
| <p>10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.)</p> <p>1/ Explain any significant variance from the 1 to 5 employee ratio.</p> | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | |
|--|---|--|-----------------------------------|--|-----------------------------------|----------------------------|---|---|----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | |
| 1. FROM: FHWA Distribution Control Officer, HMS-10 | | | | 2. TO: OST Distribution Requirements Section, M-482.2 | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input type="checkbox"/> ADDITION | <input checked="" type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL | | | | ROUTING SYMBOL | | DATE | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | ROUTING SYMBOL | | DATE | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Maryann Fischer | | | | ROUTING SYMBOL HMS-10 | | DATE 7-21-75 | | | |
| 8. ORGANIZATIONAL CODE | | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | | | | | | |
| 1-HHP-20 (from) | | | | | | | | 3 | 14 |
| 1-HHP-20 (to) | | | | | | | | 4 | 16 |
| 1-HHP-21 (from) | | | | | | | | 2 | 7 |
| 1-HHP-21 (to) | | | | | | | | 1 | 5 |
| HRS-10 (from) | | | | | 1 | 1 | | | |
| HRS-10 (to) | | | | | 2 | 2 | | | |
| 3-HDV-21 (from) | | | | | | | | 1 | |
| 3-HDV-21 (to) | | | | | | | | 2 | |
| <p>This sample reflects a change in copy requirements for two divisions and two branches within the Federal Highway Administration. Changes for HHP-20, HHP-21, and HDV-21 resulted from increases in personnel, while HRS-10's increase is a result of an additional copy being needed at the branch and section levels for official file purposes. IN HHP-20, the all employee (Code 8) requirements increased from 14 to 16 copies. This created the need to increase the 1-5 employee ratio (Code 7) from 3 to 4 copies. HHP-21 all employee (Code 8) decreased from 7 to 5 copies, thus dropping their 1-5 employee ratio (Code 7) from 2 to 1 copy. HDV-21 hired an additional typist and increased their Secretary/Typist (Code 6) requirements from 1 to 2 copies.</p> | | | | | | | | | |
| <p>NOTE: Code "1-" - Offices located at NASSIF Bldg. Code "3-" - Offices located at Transpoint Bldg. No Code - Offices located outside the three headquarters bldgs.</p> | | | | | | | | | |
| 10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.) | | | | | | | | | |
| 1/ Explain any significant variance from the 1 to 5 employee ratio. | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | | |
|---|---|---|---|--|--|-------------------------------------|---|---------------------------------|----|--|-----------------|---|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | | |
| 1. FROM: UMTA Distribution Control Officer, UAD-40 | | | | | 2. TO: OST Distribution Requirements Section, M-482.2 | | | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | | <input type="checkbox"/> ADDITION | | <input type="checkbox"/> CHANGE | | <input checked="" type="checkbox"/> DELETION | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL | | | | | | ROUTING SYMBOL | | DATE | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | | | ROUTING SYMBOL | | DATE | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Carter B. Weatherman | | | | | | ROUTING SYMBOL UAD-40 | | DATE 10-15-75 | | | | |
| 8. ORGANIZATIONAL CODE | | | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 ^{1/} | 8 |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | | | | | | | | | |
| 1-UAD-1 (from) | | | | | | | | | | 1 | 3 | |
| 1-UAD-1 (to) | | | | | | | | | | 2 | 4 | |
| 3-UAD-21 (from) | - | - | 2 | 4 | 2 | 3 | 3 | 3 | 12 | | | |
| 1-UAD-21 (to) | | | | | | | | | | | | |
| <p>This sample reflects a change in copy requirements for one office and a change of building location for the other office. In UAD-1 the all employee (Code 8) requirements increased from 3 to 4 copies as a result of the hiring of an additional employee. Normally, the 1-5 ratio (Code 7) would have remained at one copy since the all employee requirement did not exceed five copies, however the new employee spends approximately 60% of his working hours in a travel status necessitating the need for an additional copy at Level 7. This copy is mailed to the employee by UAD-1 when deemed necessary. UAD-21's move from the Transpoint Bldg. to the NASSIF Bldg. is reflected in the building code change ("3-" to "1-"). There was no change in their copy requirements.</p> | | | | | | | | | | | | |
| <p>NOTE: Code "1-" - Office located at NASSIF Bldg. Code "3-" - Office located at Transpoint Bldg.</p> | | | | | | | | | | | | |
| 10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.) | | | | | | | | | | | | |
| <p>1/ Explain any significant variance from the 1 to 5 employee ratio.</p> | | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | | |
|---|---|--|--|--|--|---|---------------------------------|---|--|---|---|----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | | |
| 1. FROM: Distribution Representative, FAA, AFS-12 | | | | | 2. TO: FAA Distribution Control Officer, AMS-130 | | | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | | <input type="checkbox"/> ADDITION | | <input type="checkbox"/> CHANGE | | <input checked="" type="checkbox"/> DELETION | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Jeanette McDonald | | | | | ROUTING SYMBOL AFS-12 | | DATE 7-7-75 | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | | ROUTING SYMBOL | | DATE | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Ellen Jackson | | | | | ROUTING SYMBOL AMS-130 | | DATE 7-30-75 | | | | | |
| 8. ORGANIZATIONAL CODE | | | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1/ |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | | | | | | | | | |
| 2-AFS-708 | | | | | - | - | 1 | 1 | 1 | 1 | 2 | 7 |
| AFS-756 | | | | | - | 2 | 2 | 2 | 2 | 1 | 2 | 3 |
| <p>This sample represents deletions of two Washington headquarters offices from the organizational distribution system. Since the offices have been abolished the notation shown below in Item 10 will serve to remove these offices from all other distribution lists maintained by the Distribution Requirements Section.</p> <p>NOTE: Code "2-" - Office located at F.O.B. 10A. No Code - Office located outside the three headquarters bldgs.</p> | | | | | | | | | | | | |
| 10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.) | | | | | | | | | | | | |
| <p>These offices have been abolished. Please delete them from all other special mailing lists.</p> <p><u>1/</u> Explain any significant variance from the 1 to 5 employee ratio.</p> | | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | |
|---|---|--|-----------------------------------|--|-----------------------------------|----------------|---|---|---|------------|---|
| <i>Submit an original and one copy to TAD-482.5. See instructions on the reverse.</i> | | | | | | | | | | | |
| 1. FROM: Office of Budget, RBU-1 | | | | 2. TO: FRA Distribution Control Officer, RAD-40 | | | | | | | |
| 3. ORGANIZATION (<i>"X" appropriate box</i>) | | | | 4. TYPE OF REQUEST (<i>"X" appropriate box</i>) | | | | | | | |
| <input checked="" type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input type="checkbox"/> ADDITION | <input checked="" type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Albert J. Slecter | | | | ROUTING SYMBOL RPB-1 | | DATE 8-5-75 | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | ROUTING SYMBOL | | DATE | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Donna L. Smith | | | | ROUTING SYMBOL RAD-40 | | DATE 8-7-75 | | | | | |
| 8. ORGANIZATIONAL CODE | | | | 9. DISTRIBUTION LEVEL (<i>Indicate number of copies</i>) | | | | | | | |
| BASIC REQUIREMENTS: (<i>To be used by First and Second Echelon Org. only</i>) Change: 1-RBU to RPB | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 <u>1</u> | 8 |
| | | | | | | | | | | | |
| This is a sample of an office that has been reorganized to reflect a new routing symbol structure. Since there was no addition(s) or deletion(s) of existing offices, the change can be accomplished by indicating the old and new routing symbol prefixes. | | | | | | | | | | | |
| NOTE: Code "1-" - Office located at F.O.B. 10A. | | | | | | | | | | | |
| 10. REMARKS: (<i>Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.</i>) The title of the Office of Budget has been change to Office of Planning and Budget Development. Request all distribution records be changed from RBU to RPB. There are no changes in distribution requirements. <u>1/</u> Explain any significant variance from the 1 to 5 employee ratio. | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | |
|--|--|--|--|--|-----------------------------------|---------------------------|-----|-----|----|-----------------|-----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | |
| 1. FROM: DOT, FAA, S.W. Region Hqs., ASW-46 P.O. Box 1689 Ft. Worth, Texas 76101 | | | | 2. TO: FAA Distribution Control Officer AMS-130 | | | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | | | |
| <input type="checkbox"/> WASH. HEADQUARTERS | <input checked="" type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input checked="" type="checkbox"/> ADDITION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Zeke Champion | | | | ROUTING SYMBOL ASW-40 | | DATE 7-2-75 | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER Tade Boatwrite | | | | ROUTING SYMBOL ASW-46 | | DATE 7-2-75 | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Ellen Jackson | | | | ROUTING SYMBOL AMS-130 | | DATE 7-9-75 | | | | | |
| 8. ORGANIZATIONAL CODE | | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 ^{1/} | 8 |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | 5 | 15 | 20 | 30 | 35 | 30 | 20 | 100 |
| X(AC) | | | | - | 4 | 6 | 10 | 15 | 4 | 8 | 40 |
| X(AD) | | | | - | 1 | 5 | 13 | 25 | 10 | 15 | 75 |
| X(AF) | | | | - | 3 | 8 | 19 | 20 | 8 | 17 | 85 |
| X(AM) | | | | - | 1 | 3 | 3 | 3 | 3 | 2 | 10 |
| X(AP) | | | | - | 1 | 3 | 3 | 3 | 2 | 2 | 10 |
| X(AS) | | | | - | 2 | 5 | 5 | 5 | 4 | 4 | 20 |
| X(AT) | | | | - | 2 | 5 | 10 | 12 | 8 | 18 | 90 |
| X(AU) | | | | - | 1 | 2 | 2 | 5 | 2 | 2 | 10 |
| X(BU) | | | | - | 1 | 3 | 4 | 5 | 2 | 2 | 9 |
| X(CC) | | | | - | 2 | 2 | 2 | 1 | 1 | 2 | 6 |
| X(CR) | | | | - | 1 | 1 | 1 | 2 | 3 | 3 | 12 |
| X(EO) | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| X(MS) | | | | - | 2 | 3 | 5 | 2 | 2 | 3 | 14 |
| X(PA) | | | | - | 1 | 1 | 1 | 1 | 2 | 2 | 8 |
| X(PT) | | | | - | 4 | 4 | 4 | 2 | 3 | 4 | 17 |
| Tenants, etc. | | | | - | 3 | 7 | 12 | 16 | 5 | 8 | 40 |
| Total "X" Requirements | | | | 5 | 45 | 79 | 125 | 147 | 90 | 113 | 548 |
| <p>This is a sample of an initial request to establish copy requirements for a first-level echelon field organization utilizing basic requirements as part of the total bulk shipment. In this example, the requestor has elected to include copies for the director, official file copies, special requirements, and appropriate stockage over and above the needs of the specific organizational elements.</p> | | | | | | | | | | | |
| 10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.) | | | | | | | | | | | |
| 1/ Explain any significant variance from the 1 to 5 employee ratio. | | | | | | | | | | | |
| <p>NOTE: When submitting changes or deletions to this system, first and second level echelon organizations MUST resubmit a complete listing of basic requirements (if needed), plus the adjusted quantities for each of the organizational elements to whom they wish to direct copies. Functional codes must be listed in alphabetical order as shown above.</p> | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | |
|---|---|---|--|--|---------------------------------|-----------------------------------|----|----|----|-----------------|----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | |
| 1. FROM: DOT, FHWA, Div, Ofc. (GA) Division Engineer, Suite 700 1422 W. Peachtree Street Atlanta, GA 30309 | | | | 2. TO: FHWA Distribution Control Officer HMS-10 | | | | | | | |
| 3. ORGANIZATION (<i>"X"</i> appropriate box) | | | | 4. TYPE OF REQUEST (<i>"X"</i> appropriate box) | | | | | | | |
| <input type="checkbox"/> WASH. HEADQUARTERS | <input type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input checked="" type="checkbox"/> SECOND LEVEL ECHELON ORG. | | <input checked="" type="checkbox"/> ADDITION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Levi J. Miller | | | | ROUTING SYMBOL HEC-GA | | DATE 7-2-75 | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER Sara Ann McTavish | | | | ROUTING SYMBOL HEX-04 | | DATE 7-3-75 | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Maryann Fischer | | | | ROUTING SYMBOL HMS-10 | | DATE 7-7-75 | | | | | |
| 8. ORGANIZATIONAL CODE | | | | 9. DISTRIBUTION LEVEL (<i>Indicate number of copies</i>) | | | | | | | |
| BASIC REQUIREMENTS: (<i>To be used by First and Second Echelon Org. only</i>) | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 ^{1/} | 8 |
| E (AM) | | | | - | 2 | 2 | 2 | 1 | 1 | 1 | 3 |
| E (AU) | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 3 |
| E (BR) | | | | - | 1 | 1 | 1 | 1 | 1 | 2 | 7 |
| E (CR) | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| E (EC) | | | | - | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| E (MC) | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| E (PR) | | | | - | 1 | 1 | 1 | 1 | 1 | 2 | 8 |
| E (RW) | | | | - | 1 | 1 | 1 | 1 | 1 | 2 | 6 |
| E (A) | | | | - | 1 | 1 | 1 | 1 | 1 | 2 | 6 |
| E (B) | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 5 |
| Total "E" Requirements | | | | 2 | 13 | 13 | 13 | 12 | 12 | 16 | 52 |
| <p>This is a sample of an initial request to establish copy requirements for a second-level echelon field organization again utilizing basic requirements. However, in this example, the basic requirements reflect only those copies intended for the Director level and official file copies. No provisions have been made for special requirements or stock.</p> | | | | | | | | | | | |
| <p>10. REMARKS: (<i>Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.</i>) 1/ Explain any significant variance from the 1 to 5 employee ratio.</p> <p>NOTE: When submitting changes or deletions to this system, first and second level echelon organizations MUST resubmit a complete listing of basic requirements (if needed), plus the adjusted quantities for each of the organizational elements to whom they wish to direct copies. Functional codes must be listed in alphabetical order as shown above.</p> | | | | | | | | | | | |

| DISTRIBUTION REQUIREMENTS | | | | | | | | | | | |
|---|--|--|--|---|-----------------------------------|---------------------------|-----|---|---|------|----|
| <i>Submit an original and one copy to TAD-482.3. See instructions on the reverse.</i> | | | | | | | | | | | |
| 1. FROM: DOT, FRA, REGION I Independence Bldg., Room 1020 434 Walnut Street Philadelphia, PA 19106 | | | | 2. TO: FRA Distribution Control Officer RAD-40 | | | | | | | |
| 3. ORGANIZATION ("X" appropriate box) | | | | 4. TYPE OF REQUEST ("X" appropriate box) | | | | | | | |
| <input type="checkbox"/> WASH. HEADQUARTERS | <input checked="" type="checkbox"/> FIRST LEVEL ECHELON ORG. | <input type="checkbox"/> SECOND LEVEL ECHELON ORG. | <input checked="" type="checkbox"/> ADDITION | <input type="checkbox"/> CHANGE | <input type="checkbox"/> DELETION | | | | | | |
| 5. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Susan Boswell | | | | ROUTING SYMBOL Region I | | DATE 7-3-75 | | | | | |
| 6. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER Clara Peyton | | | | ROUTING SYMBOL Region I | | DATE 7-4-75 | | | | | |
| 7. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Les Garner | | | | ROUTING SYMBOL RAD-40 | | DATE 7-8-75 | | | | | |
| 8. ORGANIZATIONAL CODE | | | | 9. DISTRIBUTION LEVEL (Indicate number of copies) | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 1/ | 8 |
| BASIC REQUIREMENTS: (To be used by First and Second Echelon Org. only) | | | | 1 | 2 | 2 | 2 | 2 | 1 | 1 | 4 |
| X(FA) Federal Assistance | | | | - | 1 | 1 | 1 | 1 | 1 | 1 | 2 |
| X(RS) Railroad Safety | | | | - | 1 | 1 | 1 | 3 | 1 | 3 | 14 |
| X(SI) Railroad Safety Inspectors* | | | | | | | *5 | | | | |
| X(SS) Railroad Safety Supervisors* | | | | - | - | - | *6 | - | - | - | - |
| Total Region I Requirements | | | | 1 | 4 | 4 | *15 | 6 | 3 | 5 | 20 |
| <p>*The Federal Railroad Administration has no service components equivalent to section level in their first and second echelon organizations. They do, on occasion, have the need to make an all employee distribution separately or in combination to railroad safety inspectors and/or railroad safety supervisors without making distribution to other employees assigned to the Railroad Safety Office. Therefore, since distribution level 4 will not be used for normal distribution, special codes "SI" and "SS" have been developed to meet this need. By establishing an all employee quantity at level 4 only, distribution can be made to these special functions without overdistributing, e.g., the following code will accomplish normal distribution to the Director level, Railroad Safety Division level and all railroad safety inspectors and railroad safety supervisors: R-X(RS/SI/SS)-4.</p> | | | | | | | | | | | |
| 10. REMARKS: (Indicate whether the organizational change or deletion indicated in block 8 applies to standard cards.) | | | | | | | | | | | |
| 1/ Explain any significant variance from the 1 to 5 employee ratio. | | | | | | | | | | | |
| <p>NOTE: When submitting changes or deletions to this system, first and second level echelon organizations <u>MUST</u> resubmit a complete listing of basic requirements (if needed), plus the adjusted quantities for each of the organizational elements to whom they wish to direct copies. Functional codes must be listed in alphabetical order as shown above.</p> | | | | | | | | | | | |

| FIELD OFFICE DISTRIBUTION CHANGE NOTICE | | | | | | | | | | | | | | | | | | | |
|---|--|----------------|--|----------------|--------------------------------------|------------|----------------|-----------|------|----------------|--|----------------|--|-----------|--|-----------|--|-----------|--|
| <i>Submit an Original Only to M-482, 2. See instructions on the reverse.</i> | | | | | | | | | | | | | | | | | | | |
| TYPE OF ACTION: <input type="checkbox"/> ADDITION <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETION | | | | | | | | | | | | | | | | | | | |
| PART I—OLD ADDRESS AND REQUIREMENTS | | | | | PART II—NEW ADDRESS AND REQUIREMENTS | | | | | | | | | | | | | | |
| (Operating Administration) | | | | | (Operating Administration) | | | | | | | | | | | | | | |
| 1. NAME OF OFFICE | | | | | 1. NAME OF OFFICE | | | | | | | | | | | | | | |
| 2. MAILING ADDRESS | | | | | 2. MAILING ADDRESS | | | | | | | | | | | | | | |
| 3. FREIGHT ADDRESS | | | | | 3. FREIGHT ADDRESS | | | | | | | | | | | | | | |
| 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE | | 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE | | | | | | | | | |
| 7. DISTRIBUTION COPY REQUIREMENTS | | | | | 7. DISTRIBUTION COPY REQUIREMENTS | | | | | | | | | | | | | | |
| A. (Supv.) | | B. (All Empl.) | | C. (Max.) | | D. (Std.) | | E. (Ltd.) | | A. (Supv.) | | B. (All Empl.) | | C. (Max.) | | D. (Std.) | | E. (Ltd.) | |
| 8. ATTACH OLD MAILING LABELS | | | | | 9. REMARKS | | | | | | | | | | | | | | |
| 10. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |
| 11. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |
| 12. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |

| FIELD OFFICE DISTRIBUTION CHANGE NOTICE | | | | | | | | | | | | | | | | | | | |
|--|--|----------------|--|----------------|---|------------|----------------|-----------|---------|----------------|--|----------------|--|-----------|--|-----------|--|-----------|--|
| <i>Submit an Original Only to M-482.2. See instructions on the reverse.</i> | | | | | | | | | | | | | | | | | | | |
| TYPE OF ACTION: <input checked="" type="checkbox"/> ADDITION <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETION | | | | | | | | | | | | | | | | | | | |
| PART I—OLD ADDRESS AND REQUIREMENTS | | | | | PART II—NEW ADDRESS AND REQUIREMENTS | | | | | | | | | | | | | | |
| (Operating Administration) | | | | | (Operating Administration) | | | | | | | | | | | | | | |
| | | | | | Office of the Inspector General | | | | | | | | | | | | | | |
| 1. NAME OF OFFICE | | | | | 1. NAME OF OFFICE | | | | | | | | | | | | | | |
| | | | | | Regional Audit Manager Region I | | | | | | | | | | | | | | |
| 2. MAILING ADDRESS | | | | | 2. MAILING ADDRESS | | | | | | | | | | | | | | |
| | | | | | Room 117, TSC 55 Broadway Cambridge, MA 02142 | | | | | | | | | | | | | | |
| 3. FREIGHT ADDRESS | | | | | 3. FREIGHT ADDRESS | | | | | | | | | | | | | | |
| | | | | | Same as Block 2 above | | | | | | | | | | | | | | |
| 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE | | 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE | | | | | | | | | |
| | | | | | | Audit Off. | | Region I | | FAO-1 | | | | | | | | | |
| 7. DISTRIBUTION COPY REQUIREMENTS | | | | | | | | | | | | | | | | | | | |
| A. (Supv.) | | B. (All Empl.) | | C. (Max.) | | D. (Std.) | | E. (Ltd.) | | A. (Supv.) | | B. (All Empl.) | | C. (Max.) | | D. (Std.) | | E. (Ltd.) | |
| | | | | | | | | | | 2 | | 10 | | 6 | | 4 | | 2 | |
| 8. ATTACH OLD MAILING LABELS | | | | | 9. REMARKS | | | | | | | | | | | | | | |
| | | | | | This is a sample form showing the addition of a third echelon field organization to the system. | | | | | | | | | | | | | | |
| 10. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |
| Teresa Camp | | | | | | | | | 6-23-75 | | | | | | | | | | |
| 11. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |
| Raymond Google | | | | | | | | | 7-1-75 | | | | | | | | | | |
| 12. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER | | | | | | | ROUTING SYMBOL | | DATE | | | | | | | | | | |
| William Zelman | | | | | | | M-482.2 | | 7-5-75 | | | | | | | | | | |

| FIELD OFFICE DISTRIBUTION CHANGE NOTICE | | | | | | | | | | |
|--|----------------|-----------------|-----------|-------------------------|--|---------------------------|-----------|----------------|-----------|----------------|
| <i>Submit an Original Only to M-482.2. See instructions on the reverse.</i> | | | | | | | | | | |
| TYPE OF ACTION: <input type="checkbox"/> ADDITION <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DELETION | | | | | | | | | | |
| PART I—OLD ADDRESS AND REQUIREMENTS | | | | | PART II—NEW ADDRESS AND REQUIREMENTS | | | | | |
| (Operating Administration) | | | | | (Operating Administration) | | | | | |
| Federal Aviation Administration | | | | | | | | | | |
| 1. NAME OF OFFICE Airway Facilities Sector | | | | | 1. NAME OF OFFICE | | | | | |
| 2. MAILING ADDRESS See Block 8 below | | | | | 2. MAILING ADDRESS | | | | | |
| 3. FREIGHT ADDRESS | | | | | 3. FREIGHT ADDRESS | | | | | |
| 4. FLD OFF AFS | | 5. REGION WE | | 6. DISTR. CODE FAF-2 | | 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE |
| 7. DISTRIBUTION COPY REQUIREMENTS | | | | | 7. DISTRIBUTION COPY REQUIREMENTS | | | | | |
| A. (Supv.) | B. (All Empl.) | C. (Max.) | D. (Std.) | E. (Ltd.) | A. (Supv.) | B. (All Empl.) | C. (Max.) | D. (Std.) | E. (Ltd.) | |
| 2 | 8 | 4 | 3 | 2 | | | | | | |
| 8. ATTACH OLD MAILING LABELS NVREFAF2 FAF2 DOT FAA AFS A000B035C010D005E002 1201 TERMINAL WAY STE 212 RENO NV 89502 | | | | | 9. REMARKS Change P.O. Box number for all other distribution. This is a sample form showing a change in mailing address and copy requirements. | | | | | |
| 10. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL George Mercer | | | | | | ROUTING SYMBOL | | DATE | | |
| 11. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER Cathy Nielson | | | | | | ROUTING SYMBOL APC-42 | | DATE 7-5-75 | | |
| 12. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Ellen Jackson | | | | | | ROUTING SYMBOL AMS-130 | | DATE 7-9-75 | | |

| FIELD OFFICE DISTRIBUTION CHANGE NOTICE | | | | | | | | | | | |
|---|--|---------------------|--|-----------------------------|--------------------------------------|---|--|--------------------|--|----------------|--|
| <i>Submit an Original Only to M-482.2. See instructions on the reverse.</i> | | | | | | | | | | | |
| TYPE OF ACTION: <input type="checkbox"/> ADDITION <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DELETION | | | | | | | | | | | |
| PART I—OLD ADDRESS AND REQUIREMENTS | | | | | PART II—NEW ADDRESS AND REQUIREMENTS | | | | | | |
| (Operating Administration) | | | | | (Operating Administration) | | | | | | |
| Federal Aviation Administration | | | | | | | | | | | |
| 1. NAME OF OFFICE Air Traffic Control Tower | | | | | 1. NAME OF OFFICE | | | | | | |
| 2. MAILING ADDRESS See Block 8 below | | | | | 2. MAILING ADDRESS | | | | | | |
| 3. FREIGHT ADDRESS | | | | | 3. FREIGHT ADDRESS | | | | | | |
| 4. FLD OFF ATCT | | 5. REGION NE | | 6. DISTR. CODE FAT-2 | | 4. FLD OFF | | 5. REGION | | 6. DISTR. CODE | |
| 7. DISTRIBUTION COPY REQUIREMENTS | | | | | | 7. DISTRIBUTION COPY REQUIREMENTS | | | | | |
| A. (Supv.) | | B. (All Empl.) | | C. (Max.) | | D. (Std.) | | E. (Ltd.) | | A. (Supv.) | |
| 8. ATTACH OLD MAILING LABELS NHWEFAT2 FAT2 DOT FAA ATCT A000B0050002B001E001 LEBANON REGIONAL ARPT WEST LEBANON NH 03784 | | | | | | 9. REMARKS Also remove this office from all other distribution lists. This is a sample form showing the deletion of a third echelon field organization from the distribution system. | | | | | |
| 10. TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL Thomas Smith | | | | | | ROUTING SYMBOL | | DATE 7-1-75 | | | |
| 11. TYPED NAME AND SIGNATURE OF REGIONAL DISTRIBUTION OFFICER Zeke Champion | | | | | | ROUTING SYMBOL ASW-40 | | DATE 7-3-75 | | | |
| 12. TYPED NAME AND SIGNATURE OF WASHINGTON DISTRIBUTION OFFICER Ellen Jackson | | | | | | ROUTING SYMBOL AMS-130 | | DATE 7-6-75 | | | |

CHAPTER III

SELECTION AND CODING OF DISTRIBUTION REQUIREMENTS

1. INTERNAL DISTRIBUTION OF DOT PUBLICATIONS. This includes the use of organizational and/or special distribution lists.
 - a. The first step is to determine the audience that each issuance should reach. This can be any combination of Washington headquarters, first, second or third echelon organizations or elements within these organizations.
 - b. The second step is to determine the distribution level within each organization that the issuance should reach e.g., office director level, division level, etc.
 - c. In determining distribution, the most restrictive organizational level needed to accomplish the purposes of the publication should be selected. If the publication applies only to traffic safety operations at the division level and above, only those divisions having those functional codes should be included.
 - d. After the audience has been determined, the originator should select the proper distribution codes as outlined in this handbook. Under the organizational distribution system the originator need not specify total copy quantities. These requirements have been established for each distribution level. If the originator is unfamiliar with the coding system, he should seek the advice of his Distribution Representative or Distribution Control Officer.
2. INTERNAL DISTRIBUTION OF OTHER GOVERNMENT AGENCY PUBLICATIONS. The procedures for distributing publications of other Federal Agencies are contained in Order DOT 1320.18, Issuances of Other Federal Agencies Applicable to Department of Transportation of 8-8-72 and DOT 1700.1A, Acquisition and Distribution of Congressional and Other Government Agency Publications of 11-1-76. These Orders provide for distribution from special lists.
3. EXTERNAL DISTRIBUTION. This is accomplished by means of special lists. Code numbers are assigned to special lists by the OST Distribution Requirements Section at the time the lists are established. A schedule of DOT mailing lists which includes assigned list numbers for each DOT component, kinds of audience, publications distributed, contact point for each list and type of list is maintained by the OST Distribution Requirements Section. Copies of this schedule are furnished to Distribution Control Officers for use in servicing their customers.

4. DESIGNATION OF DISTRIBUTION CODES ON PUBLICATIONS. Originating offices should indicate the selected distribution codes on all publications. If no administration-wide convention has been established, the codes should be located at the bottom of the cover page. If it is not appropriate to print distribution codes on the cover, the selected codes should be shown at the bottom of the first page following the cover. Publications such as maps, photographs, and other graphic items should have their distribution indicated whenever possible. Extra copy requirements should not be printed on the publication but will be included in the "Additional or Special Distribution Instructions," Item 24, of Form DOT F 1700.3.
5. REQUESTS FOR DISTRIBUTION SERVICES. The OST Publishing and Graphics Division performs distribution services in the Washington headquarters for the DOT operating administrations in accordance with instructions provided. These instructions are transmitted on DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request.
6. PROCESSING REQUESTS FOR "DISTRIBUTION ONLY" SERVICES. Distribution of publications procured from sources outside the Department must be coordinated with the appropriate Distribution Control Officer, or the OST Distribution Requirements Section if the Distribution Control Officer is not available, to ensure that the intended distribution is accomplished with a minimum of confusion and delay. Adherence to the following procedures will help eliminate problems and expedite service. The requesting office should:
 - a. Ensure that the distribution and copy requirements are coordinated with the Distribution Control Officer and/or the OST Distribution Requirements Section prior to ordering publications.
 - b. Prepare Form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request (including the acquisition of a requisition number from the appropriate Printing Control Point). The requisition number serves as billing authority which is required before the OST Distribution Operations Unit makes the desired distribution.
 - c. Type across the face of BLOCK 10 (Form DOT F 1700.3) the notation "NO PRINTING - DISTRIBUTION SERVICES ONLY." Use Blocks 19 and 24 to specify distribution instructions and disposition of excess copies.
 - d. Attach a sample copy of the publication to be distributed to the Form DOT F 1700.3. If no copy is available, type in Block 4 (next to title) the notation "NO SAMPLE COPY AVAILABLE."

- e. Ensure that the consignor or OST Warehouse places the requisition number on each package or box of publications shipped to the OST Distribution Operations Unit. Shipments not properly marked will be sent to the OST Warehouse until appropriate distribution instructions are furnished to the OST Distribution Requirements Section.
 - f. Ensure that the consignor or OST Warehouse marks the shipments as to the total number of packages or boxes sent, e.g., 1 of 3, 2 of 3, 3 of 3.
 - g. Ensure that publications procured from an outside source are directed to the Department of Transportation, OST Distribution Operations Unit, P-2 Level, 400 7th Street, S.W., Loading Dock, Washington, D.C., 20590.
7. REVIEW AND CLEARANCE BY DISTRIBUTION CONTROL OFFICERS. Distribution Control Officers shall examine the proposed distribution on each printing request to ensure that the audience specified and the quantities required are necessary to accomplish the purpose of the publication. Distribution Control Officers shall also ensure that the quantity (STOCK) required for subsequent requests is entered in Block 24 of DOT F 1700.3. Stock intended for the Warehouse should be directed to M-443.1. Stock to be retained by the OPI should bear the appropriate routing symbol with desired quantity and the word "STOCK" entered beside it. Those publications not intended for stock should be so indicated by inserting the notation "NO STOCK". After review, the Distribution Control Officer shall sign and date the requisition next to the heading, "Distribution Instructions," between Blocks 18 and 19 of DOT F 1700.3 to indicate his/her concurrence with the requested distribution pattern.
8. PRINTING QUANTITIES. The OST Distribution Requirements Section determines quantities to be printed based on the latest distribution requirements data submitted and the stock quantity indicated on DOT F 1700.3.
9. AVAILABILITY OF FORMS. All forms required by this system (except DOT F 1700.3) will be provided to each DOT Components' Washington Distribution Control Point upon request by the OST Distribution Requirements Section. Operating Administrations should make provisions to stock a minimum amount of Forms DOT F 1700.15 and DOT F 1700.16 in their regional distribution offices. Form DOT F 1700.3 can be obtained from each Administration's Printing Control Point. Form DOT F 1325.1 is for use by Distribution Control Officers only and shall not be requested by other users of the system.

10. FORM DOT F 1700.3, PRINTING, BINDING, DISTRIBUTION AND EDITORIAL SERVICES REQUEST. The sample distribution coding shown in Blocks 19 and 24 of Figure 3-1 would provide coverage to:
- a. Washington Headquarters. AH-W(CR/PA)-2: FAA and FHWA Civil Rights and Public Affairs Offices division level and above.
 - b. Regional Headquarters. AH-X(CR)-2: FAA and FHWA Civil Rights Offices division level and above.
 - c. Field Offices. A-FAT-1(Ltd): FAA Air Route Traffic Control Centers reference copies.
 - d. Special List (internal). ZMS-411: FAA Regional Libraries.
 - e. Special List (external). FAA-14: State Aviation Officials; FHWA-12: State Highway Officials.
 - f. ACR-4: (100 extra copies to Originating Office); M-49: (5 copies to NASSIF Building Library); M-492: (5 copies to F.O.B. 10A Library).
 - g. M-443.1 STOCK 500 CYS: (copies to be stocked in OST Warehouse for subsequent distribution).

| | | | | | | | |
|---|------------|-------------|----------------------|---|---------------|--|--------------------|
| 1. PERSON TO CONTACT ABOUT THIS WORK | | | | ROUTING SYMBOL | TELEPHONE NO. | 2. AGCY. LTRS. | 3. REQUISITION No. |
| 4. TITLE OR DESCRIPTION OF WORK | | | | FORM NO. OR G P O PROGRAM NO. | | RIDES <input type="checkbox"/> REQUEST | DSO REQ. No. |
| 5. PAGES (Not Sheets) OF MATERIAL SUBMITTED | | | | 6. QUANTITY (UNITS OF FINISHED PROD) | | | GPO REQ. No. |
| MANUSCRIPT | NEGS./POS. | CAMERA COPY | TOTAL | FINISHED PRODUCT UNIT | | SCHED. COMPLETION DATE | |
| | | | | <input type="checkbox"/> BOOKS OR PAMPHLETS <input type="checkbox"/> BLANK BOOKS <input type="checkbox"/> BLANK FORMS (SHEETS) <input type="checkbox"/> FOLDERS <input type="checkbox"/> SETS <input type="checkbox"/> PADS OR TABLETS <input type="checkbox"/> OTHER (SPECIFY) | | | |
| 7. APPROPRIATION | | | 8. EST. COST (AGCY.) | EST. COST | ACTUAL COST | 9. DATE WANTED AT DESTIN. | |

PRINTING, BINDING, AND DELIVERY INSTRUCTIONS

| | | | | | |
|-----------------|------|---------------|-------|---------|-----------|
| 10. PAPER | | | | 11. INK | |
| KIND | SUB. | FINISHED SIZE | COLOR | COLOR | COLOR NO. |
| TEXT | | | | | |
| COVER | | | | | |
| OTHER (SPECIFY) | | | | | |

| | | | |
|---|--|--|--|
| 12. PROOFS NO YES WANTED <input type="checkbox"/> <input type="checkbox"/> | (INDICATE KIND AND HOW MANY OF EACH) GALLEY <input type="checkbox"/> PAGE <input type="checkbox"/> REPRO <input type="checkbox"/> | 13. PRINT <input type="checkbox"/> ONE SIDE ONLY <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO SIDE (SEE SAMPLE) | 14. FOLD TO <input type="checkbox"/> PERF. <input type="checkbox"/> TRIM 4 SIDES <input checked="" type="checkbox"/> PASTE |
| 15. GATHER (Assemble) <input type="checkbox"/> AS PAGED <input type="checkbox"/> OTHER (SPECIFY) | STITCH (NO. OF STAPLES) | POSITION <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE <input type="checkbox"/> TOP <input type="checkbox"/> UPPER LEFT | |

| | | | | | | |
|--------------------|------------|-----------|-------|---------------------|----------|-----------------|
| 16. PUNCH OR DRILL | HOLE SHAPE | NO. HOLES | DIAM. | INCHES CTR. TO CTR. | POSITION | OTHER (SPECIFY) |
|--------------------|------------|-----------|-------|---------------------|----------|-----------------|

| | |
|--|---|
| 17. ADDITIONAL OR SPECIAL PRINTING AND BINDING INSTRUCTIONS (USE ADDITIONAL SHEETS IF NECESSARY) | CHECK DISPOSITION OF |
| | TYPE NEGS. <input type="checkbox"/> DESTROY <input type="checkbox"/> RETURN <input type="checkbox"/> HOLD IN G P O TYPE <input type="checkbox"/> HOLD <input type="checkbox"/> DROP |

| | | | |
|-------------------------|--|---|--|
| 18. DISPOSITION OF WORK | PICK UP <input type="checkbox"/> BY MAIL MESSENGER <input type="checkbox"/> CALL EXTEN. | DELIVER TO <input type="checkbox"/> DISTRIB. SVCS. | DELIVER ACCORDING TO <input type="checkbox"/> FOLLOWING DATA <input type="checkbox"/> ATTACHED LIST |
| | QUANTITY (UNITS) | TO | |

DISTRIBUTION INSTRUCTIONS

| | | | |
|-------------------|-------------------------|---|-----------------|
| 19. DISTRIBUTE TO | WASHINGTON HEADQUARTERS | FIELD | MAILING LISTS |
| | AH-W(CR/PA) -2 | AH-X(CR) -2 A-FAT-1 (LTD) ZMS-411 | FAA-14, FHWA-12 |

| | | | | | |
|---|---|---|---|--------------|--------|
| <input type="checkbox"/> 20. DIRECT SHIPPING INST. ATTACHED | <input checked="" type="checkbox"/> 21. DISTRIBUTE ON RCPT. OF WORK | <input type="checkbox"/> 22. DISTRIBUTE WHEN NOTIFIED | <input type="checkbox"/> 23. FOR INSTRUCTIONS CALL: | FOLD TO: | COPIES |
| 24. ADDITIONAL OR SPECIAL DISTRIBUTION INSTRUCTIONS ACR-4 (100 cys), M-49 (5), M-492 (5) M-443.1 STOCK: 500 cys | | | | 8 x 5-1/4 | |
| | | | | 8 x 3-1/2 | |
| | | | | x | |
| | | | | Self-Mailer | |
| | | | | DIST. CLEAR. | |

| | | | | | |
|--|--|-----------------------------------|--|------------------------|--|
| IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THIS ORGANIZATION, AND THE ILLUSTRATIONS ORDERED ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS. | | | | CLEARED BY (SIGNATURE) | |
| REQUESTING OFFICE (SIGNATURE) | | PRINTING REVIEW POINT (SIGNATURE) | | | |

| | | | | | |
|----------------|------|----------------|------|----------------|------|
| ROUTING SYMBOL | DATE | ROUTING SYMBOL | DATE | ROUTING SYMBOL | DATE |
|----------------|------|----------------|------|----------------|------|

OFFICE OF THE SECRETARY (OST)

1. Washington Headquarters: (K-W...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|--|
| S | Immediate Office of the Secretary |
| M | Assistant Secretary for Administration, Office of |
| B | Assistant Secretary for Budget and Programs, Office of |
| I | Assistant Secretary for Governmental Affairs, Office of |
| P | Assistant Secretary for Policy and International Affairs, Office of |
| C | General Counsel, Office of |
| - | Inspector General, Office of (See Attachment 9 for distribution coding) |

2. First Echelon Field Organizations: (Sec. Reps.-K-X...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|---------------------------------|
| - | Region I (Boston, Ma) |
| - | Region II (New York, NY) |
| - | Region III (Philadelphia, Pa) |
| - | Region IV (Atlanta, Ga) |
| - | Region V (Chicago, Il) |
| - | Region VI (Ft Worth, Tx) |
| - | Region VII (Kansas City, Mo) |
| - | Region VIII (Denver, Co) |
| - | Region IX (San Francisco, Ca) |
| - | Region X (Seattle, Wa) |

First Echelon Field Organizations (continued):

OST Intermodal Planning Groups (K-Y...)

CODE Organizational Component

- Region I (Boston, Ma)
- Region II (New York, NY)
- Region III (Philadelphia, Pa)
- Region IV (Atlanta, Ga)
- Region V (Chicago, Il)
- Region VI (Ft. Worth, Tx)
- Region VII (Kansas City, Mo)
- Region VIII (Denver, Co)
- Region IX (San Francisco, Ca)
- Region X (Seattle, Wa)

3. Second Echelon Field Organizations: (Field Coord Grps-K-E...)

CODE Organizational Component

- Atlanta, Ga
- Boston, Ma
- Chicago, Il
- Denver, Co
- Ft. Worth/Dallas, Tx
- Juneau, Ak
- Kansas City, Mo
- New York, NY
- Philadelphia, Pa
- San Francisco, Ca
- Seattle, Wa

FEDERAL AVIATION ADMINISTRATION (FAA)1. Washington Headquarters: (A-W...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|---|-------------|---|
| OA | Administrator | EM | Systems Engineering Management, Office of |
| DA | Deputy Administrator | FO | Flight Operations, Office of |
| AD | Associate Administrator for Administration | GC | Chief Counsel, Office of the |
| ED | Associate Administrator for Engineering & Development | IA | International Aviation Affairs, Office of |
| PI | Associate Administrator for Policy & International Aviation Affairs | LG | Logistics Service |
| RP | Associate Administrator for Airports | LR | Labor Relations, Office of |
| TF | Associate Administration for Air Traffic & Airway Facilities | MA | Metropolitan Washington Airports |
| VS | Associate Administrator for Aviation Standards | MS | Management Systems, Office of |
| AA | Accounting & Audit, Office of | PA | Public Affairs, Office of |
| AF | Airway Facilities Service | PP | Airport Planning & Programming, Office of |
| AM | Aviation Medicine, Office of | PT | Personnel & Training, Office of |
| AS | Airport Standards, Office of | RD | Systems Research & Development Service |
| AT | Air Traffic Service | SE | Investigations & Security, Office of |
| BU | Budget, Office of | SF | Aviation Safety, Office of |
| CR | Civil Rights, Office of | SP | Aviation System Plans, Office of |
| CS | Civil Aviation Security, Office of | VP | Aviation Policy, Office of |
| EE | Environment and Energy, Office of | WS | Airworthiness, Office of |

2. First Echelon Field Organizations: (Regions - A-X...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|------------------------------------|-------------|--|
| AA | Accounting Division | CS | Air Transportation Security Division |
| AD | Administrative Management Division | EO | Executive Officer |
| AF | Airway Facilities Division | FS | Flight Standards Division |
| AM | Aviation Medical Division | GC | Regional Counsel |
| AP | Appraisal Staff | IA | International Aviation Affairs Officer |
| AS | Airports Division | LG | Logistics Division |
| AT | Air Traffic Division | MS | Management Systems Division |
| BU | Budget Division | PA | Public Affairs Officer |
| CC | Communications Control Center | PL | Planning Staff |
| CO | Area Coordinator | PM | Personnel Management Division |
| CR | Civil Rights Staff | | |

Aeronautical Center: (Oklahoma City, OK - A-Y...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|---------------------------------------|-------------|---------------------------|
| AA | Accounting Division | AY | FAA Academy |
| AD | Administrative Services Division | BU | Budget Division |
| AE | Airway Engineering Support Division | CR | Civil Rights Staff |
| AI | Aircraft Services Base | DE | FAA Depot |
| AM | Civil Aeromedical Institute | DT | Data Services Division |
| AR | Airmen and Aircraft Registry Division | EO | Executive Officer |
| | | FA | Facility Support Division |

Aeronautical Center (Continued): (A-Y...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|-----------------------------|-------------|-------------------------------------|
| GC | AC Counsel | PM | Personnel Management Division |
| MS | Management Systems Division | PR | Procurement Division |
| MT | Management Training School | SE | Investigation and Security Division |
| PA | Public Affairs Officers | TI | Transportation Safety Institute |

NAFEC: (Atlantic City, NJ - A-Z...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|---|-------------|--|
| AM | Medical Staff | GC | NAFEC Counsel |
| AN | Aviation Facilities Division | MA | Materiel Services Division |
| AS | Airport Development Division | MS | Management Systems Division |
| CR | Civil Rights Staff | PA | Public Affairs Officer |
| CS | Contract Services Division | PM | Personnel Management Division |
| DE | Data Engineering and Development Division | SA | Aircraft Safety Development Division |
| EN | Engineering Management Staff | SS | Systems Simulation and Analysis Division |
| EO | Executive Officer | ST | Systems Test and Simulation Division |
| FN | Financial Services Division | | |

3. Second Echelon Field Organizations: (Area Offices - A-E...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|--------------------------|
| AF | Airway Facilities Branch |
| AT | Air Traffic Branch |
| FS | Flight Standards Branch |

4. Third Echelon Field Organizations: (A-...)

a. Airway Facilities Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|--|
| FAF-2 | General NAS Sectors <u>1/</u> |
| FAF-3 | Air Route Traffic Control Center Sectors |
| FAF-4 | Airway Facilities Structures and Ground Groups and Field Maintenance Parties |
| FAF-7 | Sector Field Offices, Sector Field Units, Sector Field Office Units |
| FAF-0 | Includes all Airway Facilities Field Offices (FAF-2 through FAF-7) |

b. Airports Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|--------------------------|
| FAS-1 | Airport District Offices |

Does not include ARTCC Sectors. To reach all AF Sectors use distribution codes FAF-2 and FAF-3.

Third Echelon Field Organizations (Continued): (A-...)

c. Air Traffic Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|--|
| FAT-1 | Air Route Traffic Control Centers |
| FAT-2 | Airport Traffic Control Towers <u>2/</u> |
| FAT-3 | Combined Station/Towers |
| FAT-4 | Air Traffic Liaison Officers, Air Traffic Representatives, and Air Traffic Advisors (under regional jurisdiction) |
| FAT-5 | Flight Service Stations <u>2/</u> |
| FAT-6 | International Flight Service Stations |
| FAT-7 | Air Traffic Liaison Officers (under FAA headquarters jurisdiction) |
| FAT-8 | RAPCON's, RATCC's and TRACON's |
| FAT-0 | Includes all Air Traffic Field Offices (FAT-1 through FAT-8) |

d. Air Transportation Security Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|---|
| FCS-1 | Air Transportation Security Field Offices |

e. Flight Standards Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|--|
| FFS-1 | General Aviation District Offices <u>3/</u> |
| FFS-2 | Air Carrier District Offices <u>3/</u> |
| FFS-3 | Engineering and Manufacturing District Offices (AEDO in Western Region) |

2/ When using these codes also request distribution to Combined Station Towers (FAT-3) unless specifically not required.

3/ Also include distribution to Flight Standards District Offices (FFS-7).

Third Echelon Field Organizations (Continued): (A-...)

e. Flight Standards Field Offices (Continued).

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|---|
| FFS-4 | Flight Inspection District Offices, Field Offices and Groups |
| FFS-5 | International Field Offices |
| FFS-6 | Aircraft and Avionics Maintenance Bases (FIG Maintenance Office in Pacific Region) |
| FFS-7 | Flight Standards District Offices |
| FFS-8 | Aeronautical Quality Assurance Field Offices, (Includes both Systemworthiness Analysis Program Teams and Quality Assurance Systems Analysis Review Teams) |
| FFS-0 | Includes all Flight Standards Field Offices (FFS-1 through FFS-8) |

f. International Aviation Field Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|---|
| FIA-1 | Technical Assistance Groups (Includes CAAGs and others) |
| FIA-2 | U.S. Member, Air Navigation Commission, Montreal, Canada |
| FIA-0 | Includes all International Aviation Field Offices (FIA-1 through FIA-2) |

g. All Field Offices and Facilities.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|---|
| FOF-0 | All Field Offices and Facilities listed in Item 4a through f above. |

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

1. Washington Headquarters: (H-W...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|--|-------------|--|
| OA | Administrator | HO | Highway Operations, Office of |
| AD | Associate Administrator for Administration | HP | Highway Planning, Office of |
| EO | Associate Administrator for Engineering & Traffic Operations | HS | Highway Safety, Office of |
| PL | Associate Administrator for Planning | MC | Bureau of Motor Carrier Safety |
| RD | Associate Administrator for Research & Development | MS | Management Systems, Office of |
| RE | Associate Administrator for Right-of-Way & Environment | NE | Northeast Corridor Assistance Project Office |
| SA | Associate Administrator for Safety | NG | Engineering, Office of |
| CC | Chief Counsel, Office of | PA | Public Affairs, Office of |
| CP | Contracts & Procurement, Office of | PP | Program & Policy Planning, Office of |
| CR | Civil Rights, Office of | PR | Program Review & Investigation, Office of |
| DV | Development, Office of | PT | Personnel & Training, Office of |
| EV | Environmental Policy, Office of | RS | Research, Office of |
| FS | Fiscal Services, Office of | RW | Right-of-Way, Office of |
| HI | National Highway Institute | TO | Traffic Operations, Office of |

2. First Echelon Field Organizations: (Regions - H-X...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|---|-------------|-------------------------------------|
| AU | Audit Manager | FH | Federal Highway Projects, Office of |
| BR | Bridge, Office of | MC | Motor Carrier Safety, Office of |
| CM | Construction and Maintenance, Office of | RC | Regional Counsel |
| CR | Civil Rights Officer | RP | Planning and Research, Office of |
| ED | Environment and Design, Office of | RW | Right of Way, Office of |
| EX | Executive Officer | WB | Western Bridge Design, Office of |

3. Second Echelon Field Organizations: (Divisions - H-E...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|-------------------------------------|-------------|------------------------|
| AM | Administration | RP | Planning and Research |
| AU | Auditor in Charge | RW | Right of Way |
| BR | Bridge | SH | State Highway Agencies |
| CR | Civil Rights | A | District "A" |
| EC | Engineering Coordinator | B | District "B" |
| FO | Field Operations Engineer | C | District "C" |
| MC | Motor Carrier Safety | D | District "D" |
| MP | Metropolitan Planning Organizations | | |

FEDERAL RAILROAD ADMINISTRATION (FRA)

1. Washington Headquarters: (R-W...)

| <u>CODE</u> | <u>Organizational Component</u> | <u>CODE</u> | <u>Organizational Component</u> |
|-------------|--|-------------|--|
| OA | Administrator and All Other "ROA" Offices | RS | Associate Administrator for Safety |
| AD | Associate Administrator for Administration | CC | Chief Counsel, Office of |
| FA | Associate Administrator for Federal Assistance | MB | Minority Business Resource Center |
| PD | Associate Administrator for Policy & Program Development | NC | Northeast Corridor Project |
| RD | Associate Administrator for Research & Development | PB | Planning & Budget Development, Office of |

2. First Echelon Field Organizations: (Regions - R-X...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|------------------------|-------------|-------------------------------|
| FA | Federal Assistance | SI | Safety Inspectors (Railroad) |
| RS | Railroad Safety Office | SS | Safety Supervisors (Railroad) |

Transportation Test Center: (Pueblo, Co. - R-Y...)

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|----------------------------------|-------------|-----------------------------|
| AD | Administrative Services Division | TC | Test Control Division |
| FM | Facilities Management Division | TS | Technical Services Division |

First Echelon Field Organizations (Continued):

Alaska Railroad: (Anchorage, AK - (R-Z...))

| <u>CODE</u> | <u>FUNCTIONAL AREA</u> | <u>CODE</u> | <u>FUNCTIONAL AREA</u> |
|-------------|------------------------------------|-------------|-----------------------------------|
| AD | Administration Division | PP | Policy & Planning |
| BA | Budget & Accounting Branch | PR | Contracts & Procurement Branch |
| CC | Chief Counsel | PT | Personnel & Training Branch |
| CM | Communications Branch | RE | Real Estate Branch |
| DP | Data Processing Branch | SE | Security & Claims |
| EN | Engineering Branch | SY | Supply Branch |
| ME | Motive Power & Equipment Branch | TC | Traffic Division |
| OP | Operations Branch | TR | Transportation Branch |

3. Second Echelon Field Organizations: (Reserved)

4. Third Echelon Field Organizations: (R-...)

a. Satellite Regional Auxillary Offices.

| <u>CODE</u> | <u>TYPE OF FACILITY</u> |
|-------------|---|
| FSR-1 | Railroad Satellite Regional Field Offices |

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA)

1. Washington Headquarters: (N-W...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|--|
| OA | Administrator and All Other "NOA" Offices |
| AD | Associate Administrator for Administration |
| EF | Associate Administrator for Enforcement |
| PP | Associate Administrator for Plans and Programs |
| RD | Associate Administrator for Research and Development |
| RM | Associate Administrator for Rulemaking |
| TS | Associate Administrator for Traffic Safety Programs |

2. First Echelon Field Organizations: (Regions - N-X...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|---------------------------------|
| - | Region I (Cambridge, Ma) |
| - | Region II (White Plains, NY) |
| - | Region III (Linthicum, Md) |
| - | Region IV (Atlanta, Ga) |
| - | Region V (Chicago Heights, Il) |
| - | Region VI (Ft. Worth, Tx) |
| - | Region VII (Kansas City, Mo) |
| - | Region VIII (Lakewood, Co) |
| - | Region IX (San Francisco, Ca) |
| - | Region X (Seattle, Wa) |

RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION (RSPA)

1. Washington Headquarters: (D-W...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|---|
| RP | Administrator, Office of |
| CC | Chief Counsel, Office of |
| PA | Policy, Plans and Administration, Office of |
| MT | Materials Transportation Bureau |
| PB | Transportation Programs Bureau |

2. First Echelon Field Organizations: (Regions - D-X...)

| <u>CODE</u> | <u>Organization Component</u> |
|-------------|----------------------------------|
| - | Central Region (Kansas City, Mo) |
| - | Eastern Region (Washington, DC) |
| - | Southern Region (Atlanta, Ga) |
| - | Southwest Region (Houston, Tx) |
| - | Western Region (Burlingame, Ca) |

Transportation Systems Center (Cambridge, MA - D-Y...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|--------------------------------------|
| - | Entire Center Identified by Code DTS |

Transportation Safety Institute (Oklahoma City, OK - D-Z...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|---|
| - | Entire Institute Identified by Code DPB |

URBAN MASS TRANSPORTATION ADMINISTRATION (UMTA)

1. Washington Headquarters: (U-W...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|--|
| OA | Administrator, Office of |
| AD | Associate Administrator for Administration |
| PM | Associate Administrator for Planning Management and Demonstration |
| PP | Associate Administrator for Policy, Budget and Program Development |
| TA | Associate Administrator for Transit Assistance |
| TD | Associate Administrator for Technology Development and Deployment |
| CC | Chief Counsel, Office of |
| CR | Civil Rights, Office of |
| PA | Public Affairs, Office of |

2. First Echelon Field Organizations: (Regions - U-X...)

| <u>CODE</u> | <u>Organizational Component</u> |
|-------------|---------------------------------|
| - | Region I (Boston, Ma) |
| - | Region II (New York, NY) |
| - | Region III (Philadelphia, Pa) |
| - | Region IV (Atlanta, Ga) |
| - | Region V (Chicago, Il) |
| - | Region VI (Ft. Worth, Tx) |
| - | Region VII (Kansas City, Mo) |
| - | Region VIII (Denver, Co) |
| - | Region IX (San Francisco, Ca) |
| - | Region X (Seattle, Wa) |

SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION (SLSDC)

1. Washington Headquarters: (L-W...)

CODE Organizational Component

- Not Used

2. First Echelon Field Organizations: (Massena, NY - L-X...)

CODE Organizational Component

- Not Used

OFFICE OF INSPECTOR GENERAL (OIG)

1. Washington Headquarters: (V-W...)

CODE Organizational Component

J Inspector General, Immediate Office of
JA Assistant Inspector General for Auditing
JI Assistant Inspector General for Investigations
JP Assistant Inspector General for Policy, Planning, and Resources

2. First Echelon Field Organizations: (Regions - V-X...)

CODE FUNCTIONAL AREA CODE FUNCTIONAL AREA

JR Regional Inspector General JRI Regional Investigations
JRA Regional Audits

3. Second Echelon Field Organizations: (Reserved)

4. Third Echelon Field Organizations: (V-...)

a. Audit Field Offices.

CODE TYPE OF FACILITY

FAO-1 Inspector General Regional Audit Field Offices

DOT DISTRIBUTION CONTROL POINTS

| <u>DOT COMPONENT</u> | <u>DISTRIBUTION CONTROL OFFICER</u> | <u>ALTERNATE</u> |
|----------------------|---|--|
| <u>OST</u> | Ms. Barbara Brown M-482.2 Phone: 426-4607 | Mr. Glenn Wirick M-482.2 Phone: 426-4600 |
| <u>OIG</u> | Ms. Helen Riikonen JP-30 Phone: 755-8763 | |
| <u>USCG</u> | Mr. Rod Lyles G-CMA Phone: 426-2631 | Ms. Joyce Washington G-CMA Phone: 426-2315 |
| <u>FAA</u> | Ms. Doris Dutch AMS-110 Phone: 426-8055 | Ms. Bernida Williams AMS-110 Phone: 426-8055 |
| <u>FHWA</u> | Mr. Robert Gibbons HMS-10 Phone: 426-0534 | Ms. Linda Williams HMS-10 Phone: 426-0534 |
| <u>FRA</u> | Ms. Shirley T. Johnson RAD-452 Phone: 426-0083 | Ms. Sandi Gaines RAD-452 Phone: 426-0083 |
| <u>NHTSA</u> | Ms. Eleanor Kitts NAD-42 Phone: 426-0874 | |
| <u>RSPA (HQS)</u> | Ms. Ellen Butler DPA-10 Phone: 426-4486 | |
| <u>RSPA (TSC)</u> | Ms. John W. Weaver DTS-831 Kendall Square Cambridge, MA 02142 Phone: 837-2021 (FTS) | Mr. Timothy J. Fitzgerald DTS-831 Kendall Square Cambridge, MA 02142 Phone: 837-2016 (FTS) |
| <u>SLSDC</u> | Ms. Ruth Lynch P.O. Box 520 Massena, NY 13662 Phone: 953-0267 (FTS) | Ms. Helen Evans P.O. Box 520 Massena, NY 13662 Phone: 953-0267 (FTS) |
| <u>UMTA</u> | Mr. Charles Ferguson UAD-40 Phone: 426-4865 | |

NTSB DISTRIBUTION CONTROL POINT

| <u>AGENCY</u> | <u>DISTRIBUTION CONTROL OFFICER</u> | <u>ALTERNATE</u> |
|---------------|--|------------------|
| NTSB | Mr. Larry Crabill AD-41 472-6174 Zip Code - 20594 | |