

Department of Transportation  
Office of the Secretary  
Washington, D.C.

ORDER

DOT 1710.1

6/18/70

SUBJECT: CONTROL OF PUBLICATIONS ISSUED BY THE OFFICE OF THE SECRETARY

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1. PURPOSE. This order establishes a system for identifying and controlling publications which are approved and issued by OST.
2. REFERENCE. DOT 0000.1A, STANDARD SUBJECT CLASSIFICATION SYSTEM OF THE OFFICE OF THE SECRETARY, of 6/18/70, establishes the system for classifying documents by subject.
3. DEFINITION. The term, PUBLICATION, as used in this order, means informational matter which is published as an individual document and which is stocked by the Publishing and Graphics Division, Office of Administrative Operations, to be available upon request. REPORTS meeting these criteria will be identified as publications. EXCLUDED from the provisions of this order are documents which are identified by a code assigned under another system which has been established by a Departmental directive.
4. CONTROL POINT. The Publishing and Graphics Division, Office of Administrative Operations, OST, is established as the control point for publications issued by OST.
5. RESPONSIBILITIES.
  - a. The originator of a publication will:
    - (1) Determine the appropriate letter prefix and four-digit subject classification code (in accordance with DOT 0000.1A) and transmit that information to the Publication Control Point by notation on Form DOT F 1700-3, Printing, Binding, Distribution, and Editorial Services Request.
    - (2) Maintain the background file.

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DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board (info)

OPI: Office of  
Management  
Systems

- b. The Publication Control Point will:
- (1) Assign a sequential number when the publication is approved for printing. This is a consecutive number which follows the subject classification code and which identifies the publication and its order of issuance. A publication which is revised retains its original sequential number suffixed with a capital letter in alphabetical order. (DOT P 1320.2A would be the first revision of DOT P 1320.2.)
  - (2) Insert the identifying code on the front cover of the publication.
  - (3) Maintain printing production records and the master OST publication list by classification code number.
  - (4) Upon request, provide to the Administrative Standards Branch (TAD-232) in the Office of Management Systems a listing of all publications in stock.
- c. TAD-232 will periodically publish a checklist of current and canceled publications.

FOR THE SECRETARY OF TRANSPORTATION:



Alan L. Dean  
Assistant Secretary  
for Administration