



U.S. Department of
Transportation

Office of the Secretary
of Transportation

ORDER

OST 1000.1E

4-14-86

Subject: **OFFICE OF THE SECRETARY (OST) ROUTING SYMBOLS SYSTEM**

1. **PURPOSE.** This Order describes the routing symbols system for the Office of the Secretary (OST).
2. **CANCELLATION.** OST 1000.1D, ROUTING SYMBOLS SYSTEM, of 8-24-70.
3. **USE OF ROUTING SYMBOLS.**
 - a. Routing symbols are used to send interoffice and intra-agency mail and other communications. Routing symbols speed mail sorting and delivery, particularly interoffice mail, and are especially helpful during office relocations. The symbols are also used as a standard system of abbreviating organizational data in forms and records systems management where space is limited.
 - b. Routing symbols are not intended to be used as substitutes for names, positions, and organizational titles in oral and written communications. When addressing interagency mail or other correspondence, the routing symbol can be used together with the addressee's name or organization title.
4. **SYSTEM SPECIFICATIONS.** A routing symbol consists of: (a) an alphabetic prefix (see Attachment 1); (b) a dash; and (c) a number or a series of numbers followed by a decimal point. (See Attachment 2.)
5. **REQUESTS FOR USE AND APPROVAL OF ROUTING SYMBOLS.** Requests for use and approval of routing symbols are made to the Assistant Secretary for Administration, through the Director, Office of Management Planning (M-20).
6. **LISTING OF ROUTING SYMBOLS.** The most current listing of routing symbols can be found in the classified portion of the Department of Transportation Telephone Directory.

FOR THE SECRETARY OF TRANSPORTATION:



Jon H. Seymour
Assistant Secretary
for Administration

DISTRIBUTION: All Secretarial Offices
All Operating Administrations (Info.)

OPI: Office of
Management
Planning

Figure 1. Authorized Alphabetic Prefixes

<u>Prefix</u>	<u>Designation</u>
S	Immediate Office of the Secretary
C	Office of General Counsel
P	Office of the Assistant Secretary for Policy and International Affairs
B	Office of the Assistant Secretary for Budget and Programs
M	Office of the Assistant Secretary for Administration
I	Office of the Assistant Secretary for Governmental Affairs
A	Office of the Assistant Secretary for Public Affairs
J	Office of Inspector General

Figure 2. Assignment of Number(s) in Routing Symbols

<u>Number</u>	<u>Designation</u>
-1	Secretary; Assistant Secretaries; General Counsel; Inspector General. (May include other officials of their immediate staffs.)
-2 thru 9	Deputy Secretary, Associate Deputy Secretary, Deputy and Associate General Counsels; Deputy Assistant Secretaries. (May include other officials of their immediate staffs.)
-10, 20, 30, 40, etc.	Executive Secretariat; Chairpersons of Boards; Assistant General Counsels; Office Directors. (May include other officials of their immediate staffs.)
-11, 21, 31, 41, etc.	Office Deputy Directors.
-12, 22, 32, 42, etc.	First Division within an Office. (May include Deputy and Assistant Directors and Division Chiefs.)
-13, 23, 33, 43, etc.	Second Division within an Office.
-141, 241, 341, 441, etc.	First Branch within a Division.
-141.1, 241.1, 341.1, 441.1, etc.	Sections within a Branch. (May include Centers, Staffs, Plants, etc.)

