

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

ORDER

DOT 1700.21A

11-17-77

SUBJECT: DEPARTMENT OF TRANSPORTATION ROUTING SYMBOLS SYSTEM

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1. PURPOSE. This Order reflects changes in the routing symbol system for the Department of Transportation (DOT). These changes are intended to eliminate the misrouting of mail.
2. CANCELLATION. DOT 1700.21, DOT ROUTING SYMBOLS SYSTEM of 3-6-72.
3. USE OF SYMBOLS. Routing symbols are intended to facilitate the distribution of mail and other communications. They are not substitutes for organization and position titles. In oral and written communications avoid saying, for example, "S-1" instead of "The Secretary." People outside an organization are rarely familiar with routing symbols used within an organization. In routing mail to another building, use the organization title or use the addressee's name, together with the routing symbol.
4. POLICY. All routing symbols in the Department shall include as the first element of each symbol an alphabetic prefix which identifies the major organizational element, (Secretarial Office, or operating element).
5. DESIGNATED ROUTING SYMBOL PREFIXES.
  - a. With the exception of the Saint Lawrence Seaway Development Corporation (SLSDC) which does not use routing symbols, all major organizational elements of DOT have routing symbols which consist of an alphabetic prefix and a number. This Order retains those systems now in existence for the Immediate Office of the Secretary and the operating elements but identifies the new routing symbols for the Assistant Secretary Offices and the Research and Special Programs Directorate.
  - b. Prefixes established are:
    - (1) "S" - Immediate Office of the Secretary
    - (2) "C" - General Counsel
    - (3) "P" - Assistant Secretary for Policy and International Affairs
    - (4) "B" - Assistant Secretary for Budget and Programs
    - (5) "I" - Assistant Secretary for Governmental Affairs
    - (6) "M" - Assistant Secretary for Administration

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DISTRIBUTION: All Secretarial Offices  
All Operating Elements

OPI: Office of  
Management  
Systems

- (7) "G" - United States Coast Guard
- (8) "A" - Federal Aviation Administration
- (9) "H" - Federal Highway Administration
- (10) "R" - Federal Railroad Administration
- (11) "N" - National Highway Traffic Safety Administration
- (12) "L" - Saint Lawrence Seaway Development Corporation
- (13) "U" - Urban Mass Transportation Administration
- (14) "D" - Research and Special Programs Directorate

c. The Saint Lawrence Seaway Development Corporation is not required by this Order to develop routing symbols. If, now or in the future, routing symbols are developed, the prefix prescribed above shall be used.

- 6. EFFECTIVE DATE. Use of the new routing symbols will be made effective upon distribution of the first issue of the Department of Transportation Telephone Directory that contains the changes.
- 7. LISTING OF SYMBOLS. The most current listing of routing symbols will be found in the classified portion of the latest edition of the DOT Telephone Directory.
- 8. REVISION TO LISTING. The OST Director of Administrative Operations, at a date required by the publication schedule for each new DOT Telephone Directory will request desired changes to the DOT Telephone Directory from OST, and the operating elements. Desired changes and additions to the listing should be submitted at that time.

FOR THE SECRETARY OF TRANSPORTATION:



Robert L. Fairman  
For the Assistant Secretary  
for Administration