

5/8/90

SUBJ: AVIATION SAFETY ANALYSIS SYSTEM: LOCATION IDENTIFIER  
CODES

1. PURPOSE. This order prescribes the procedures for assigning location identifier codes to all offices under the direction of the Executive Director for Regulatory Standards and Compliance (AXR) to be used in the Aviation Safety Analysis System (ASAS) automated information subsystems, such as: Enforcement Information Subsystem (EIS), Vital Information Subsystem (VIS), Manufacturing Inspection Management Information Subsystem (MIMIS), etc.
2. DISTRIBUTION. To the Executive Director for Regulatory Standards and Compliance, the Office of the Associate Administrator for Regulation and Certification, and the Office of the Associate Administrator for Aviation Standards; to the branch level in the Washington headquarters Offices of Flight Standards Services, Aircraft Certification Services, Program and Resource Management, Civil Aviation Security, Aviation Medicine, and the Office of Accident Investigation; to division level in the Office of Management Systems and the Chief Counsel; to division level in the regional Flight Standards, Aircraft Certification, Aviation Medicine, and Civil Aviation Security Divisions; to all Flight Standards, Aircraft Certification, and Civil Aviation Security field offices; to the Office of Rulemaking; to the Regional Counsels; to the Planning Methods and the Aviation Safety Divisions of the Department of Transportation, Transportation Systems Center, to branch level in the Aviation Standards National Field Office; to the division level in the Mike Monroney Aeronautical Center; to the division level in the FAA Technical Center; to the Associate Administrator for Airports; and to the Office of Europe, Africa, and the Middle East.
3. CANCELLATION. Order 1370.66A, Aviation Safety Analysis System Data Programs Location Identifiers, dated 8/30/88, is cancelled.
4. BACKGROUND. With the development of automated information systems within AXR whereby data is entered at the field, regional, and often the headquarters level, a systematic methodology is required to identify the offices entering the data for both reporting and historical purposes. This order applies to all subsystems of the Aviation Safety Analysis System (ASAS) that require reference to an organizational unit.
5. EXPLANATION OF CHANGES. The order has been revised to include location identifier codes for Washington headquarters, the FAA Technical Center, the Aviation Standards National Field Office (AVN), and overseas locations.
6. RESPONSIBILITY. It is the responsibility of the directors of

the offices/services under the Executive Director for Regulatory Standards and Compliance to assign the location identifier codes in accordance with the prescribed rules set forth in paragraph 7 and directors may delegate this responsibility to the regional level.

a. All requests for additions and changes to the codes shall be processed by the Operations Systems Branch, AVN-120. To initiate a request, the requestor shall provide to AVN-120 a description identifying the code with the office mailing address, telephone number(s), the proposed date of implementation and a signed approval statement in accordance with paragraph 7. The requestor shall provide an information copy of the above to the Safety Information and Technology Division, APR-300. The Systems Management Section, AVN-121, will provide copies of the codes to headquarters or regional offices upon request. This will be done in order to assure that all offices that need to have a code are covered.

b. The Location Identifier Codes apply only to automated systems information collection. They have no application to daily correspondence, communication, etc.

7. SPECIFICATION. The standard format location identifier is a four position alphanumeric code; two positions for Geographic Location identification and two positions for district/field/satellite/branch/unit office number; or Washington division office number; or Aviation Standards National Field Office number.

a. Geographic Location Codes. This identifier is a two letter contraction, as follows:

- (1) AL - Alaska Region.
- (2) CE - Central Region.
- (3) EA - Eastern Region.
- (4) GL - Great Lakes Region
- (5) NE - New England Region.
- (6) NM - Northwest Mountain Region.
- (7) SO - Southern Region.
- (8) SW - Southwest Region.
- (9) WP - Western-Pacific Region.
- (10) WA - Washington Headquarters.
- (11) CT - FAA Technical Center.
- (12) AC - Mike Monroney Aeronautical Center.

(13) EU - Europe, Africa, Middle East Office (data entry codes for the International Field Offices).

(14) VN - Aviation Standards National Field Office (includes FIFOs).

b. District/Field/Satellite/Branch/Unit Office Codes. The following numeric codes identify office type:

(1) 01-39 - Flight Standards Field Offices (includes International Field Offices and Certificate Management Offices).

(2) 41-59 - Aircraft Certification Field Offices (MIDO/MISO/ACO).

(3) 60-69 - Reserved.

(4) 71-79 - Civil Aviation Security Field Offices and Field Units (CASFOs)/CASFUs/CASIFOs).

(5) 80-89 - Reserved for Office of Airports.

(6) 91-99 - Aviation Medicine.

c. Washington Division Office Codes (AXR Complex Only - excludes AVN):

(1) 00-12 - Flight Standards Service.

(2) 13-37 - Reserved for Other Using Offices.

(3) 38-44 - Aircraft Certification Service.

(4) 45-49 - Office of Accident Investigation.

(5) 50-59 - Reserved for Other Using Offices.

(6) 60-64 - Office of Program and Resource Management.

(7) 65-69 - Office of Rulemaking.

(8) 70-79 - Office of Civil Aviation Security.

(9) 80-89 - Reserved for Office of Airports

(10) 90-99 - Office of Aviation Medicine.

d. Aviation Standards National Field Office (AVN).

(1) 01 - Director/Staff.

(2) 10-19 - Regulatory Support Division and inclusive branches.

(3) 20-29 - Flight Procedures and Inspection Division and inclusive branches other than FIFOs.

(4) 30-39 - Aircraft Maintenance and Engineering Division inclusive of staffs/branches.

(5) 40-49 - Airmen and Aircraft Registry and inclusive branches.

(6) 50-59 - Aircraft and Fiscal Programs Division and inclusive branches.

(7) 60-69 - Flight Inspection Field Offices.

8. PROCEDURES.

a. All offices to whom this order applies shall be identified in the format noted below. The identification shall be used for processing and maintaining data in existing or future automated system data bases. Federal Aviation Administration forms which are used as source documents must be completed using the originating office's location identifier.

For example:

SW09 - SW Geographic Location Code per paragraph 7a.

09 Number assigned to office type per paragraph 7b.

b. All regional division offices shall be identified per the following:

NM00 - Flight Standards Division.

NM40 - Aircraft Certification Division (where applicable).

NM70 - Civil Aviation Security Division.

NM90 - Aviation Medical Division.

c. Per paragraph 7b

(1) All parent Flight Standards field offices shall be assigned odd numbers (e.g., EA01). All satellite/branch field offices shall be assigned even numbers (e.g., EA02, EA04). No duplicate numbers shall be assigned.

(2) All Aircraft Certification field offices shall be numbered consecutively.

(3) All Civil Aviation Security field offices and field units shall be numbered consecutively.

d. Per paragraph 7c each Washington division (or higher level if required within the office/service) shall be identified by combining the Geographic Location Code 'WA' with the assigned numbers for their office/service.

For example, Air Transportation Division, AFS-200, may have a Location Identifier Code of WA02; and Aircraft Engineering Division, AIR-100, may have a Location Identifier Code of WA21.

e. Per paragraph 7 the Aviation Standards National Field

Office, AVN, shall be identified by combining the Geographic Location Code 'VN' with the assigned number in paragraph 7d. Assignments shall be made consecutively within the assigned range of numbers starting with the division (except 01 and 60-69) and moving on to the branch or staff level.

The following examples apply:

VN01 - Director/Staff.

VN33 - Aircraft Maintenance and Engineering Division, Fleet Support Branch.

VN64 - Honolulu Hawaii FIFO.

f. The Office of the Chief Counsel shall retain the code of AGC1. Each Regional Counsel shall continue to combine the Geographic Location Code 'RC' to form its Location Identifier Code. For example, the code for Southwest Region is 'SWRC'.

/s/ Wayne J. Barlow  
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Regulatory Standards and Compliance, AXR-1