

APPENDIX

INSTRUCTIONS

All FHWA Washington Headquarters offices, resource centers, divisions and Federal Lands divisions must submit Form FHWA-1489, Distribution Requirements, for initial copy requirements and subsequent changes to copy requirements, to HAIM-20.

- Item 1. Official mailing address, including routing symbol, of the organization submitting request. This will be the office of a Program Manager or Office Director in Washington Headquarters or a resource center, division or Federal Lands Highway division office.
- Item 2. Preprinted title and routing symbol of the Distribution Manager Point, HAIM-20.
- Item 3. Typed name, signature, and date signed by Distribution Representative.
- Item 4. Typed name, signature, and date signed by Resource Center/Division Representative.
- Item 5A. Washington Headquarters Offices only. Insert in space provided organizational routing symbols (Office Director and above). Indicate, under Levels 1 and 2 the number of copies required by each organization at each of the two levels. Do not use shaded areas.
- Item 5B. Resource Centers only. Indicate, under Levels 1 and 2, the number of copies required by each organizational symbol established. Do not use shaded areas. Indicate official file copy requirements under "Basic." Additional routing symbols may be inserted if necessary to accommodate the organization of the office; however, additions should be kept to a minimum by using established symbols, if possible.
- Item 5C. Division Offices only. Indicate, under Levels 1, 2, and 3, the number of copies required by each organizational symbol established. Do not use shaded areas. Indicate official file copy requirements under "Basic." Additional routing symbols may be inserted if necessary to accommodate the organization of the office; however, additions should be kept to a minimum by using established symbols, if possible.
- Item 5D. Federal Lands Division Offices only. Indicate, under Level 2, the number of copies required by the office. Do not use shaded areas.

Distribution levels are:

- 1. Administrator, Deputy Administrator, Executive Director, Program Managers, Directors, Office Directors in CBU and SBU Organizations, Resource Center Directors, Division Administrators, and Motor Carrier State Directors.
- 2. Division Chiefs in Office Director offices, Field Office Staff Heads, Federal Lands Highway Division Engineers; and above.
- 3. State Highway Agencies; Governor's Highway Safety Representatives; and Metropolitan Planning Organizations.

NOTE: When submitting additions, changes or deletions all elements MUST resubmit a complete listing of copy requirements. (The new listing will replace the previously submitted one.)

Form FHWA-1489
(Rev. 2/98)

Figure 1
Form FHWA-1489, Distribution Requirements
(Part 2 of 2)

APPENDIX

**COPY REQUIREMENTS FOR DISTRIBUTION OF MATERIAL
TO ALL SUPERVISORS, SECRETARIES AND TYPISTS,
AND TO ALL EMPLOYEES**

Please indicate the number of copies needed by your organization (including Motor Carrier and Highway Safety personnel):

All Supervisors (includes team leaders and above):


All Secretaries and Typists:

All Employees:

Routing Code _____

Contact: _____
(name)

(phone)

 DISTRIBUTION GUIDE <small>U.S. Department of Transportation Federal Highway Administration</small> (SEE INSTRUCTIONS ON THE NEXT PAGE)	1. TITLE OF PUBLICATION OR DIRECTIVE	
	2. TOTAL COPIES REQUIRED	
WASHINGTON HEADQUARTERS		
	AMT	AMT
HOA-1 ADMINISTRATOR		HFL FEDERAL LANDS HIGHWAY, PROGRAM MANAGER
HOA-2 DEPUTY ADMINISTRATOR		HFPD OFFICE OF PROGRAM DEVELOPMENT, DIRECTOR
HOA-3 EXECUTIVE DIRECTOR		
		HAD ADMINISTRATION, DIRECTOR
HIF INFRASTRUCTURE, PROGRAM MANAGER		
		HAHR OFFICE OF HUMAN RESOURCES, DIRECTOR
HIPA OFFICE OF PROGRAM ADMINISTRATION, DIR.		HABF OFFICE OF BUDGET AND FINANCE, DIRECTOR
HIBT OFFICE OF BRIDGE TECHNOLOGY, DIRECTOR		HAIM OFFICE OF INFO. & MANAGEMENT SERVICES, DIR.
HIPT OFFICE OF PAVEMENT TECHNOLOGY, DIRECTOR		HAAM OFFICE OF ACQUISITION MANAGEMENT, DIRECTOR
HIAM OFFICE OF ASSET MANAGEMENT, DIRECTOR		
		HRT RESEARCH, DEVEL., & TECHNOLOGY, DIRECTOR
HEP PLANNING & ENVIRONMENT, PROG. MANAGER		HRPD OFFICE OF PROGRAM DEVEL. & EVALUATION, DIR.
		HRTS OFFICE OF RESRCH. & TECH. SERVICES, DIRECTOR
HESP OFC. OF INTRMDL & STATEWIDE PROG., DIR.		HRDI OFC. OF INFRASTRUCTURE RD&T, DIRECTOR
HEMP OFC. OF METRO, PLANNING & PROG., DIRECTOR		HRDS OFFICE OF SAFETY RD&T, DIRECTOR
HEHE OFFICE OF HUMAN ENVIRONMENT, DIRECTOR		HRDO OFFICE OF OPERATIONS RD&T, DIRECTOR
HENE OFFICE OF NATURAL ENVIRONMENT, DIRECTOR		HRRM OFFICE OF RESOURCE MANAGEMENT, DIRECTOR
HENP OFFICE OF NEPA FACILITATION, DIRECTOR		
HERE OFFICE OF REAL ESTATE SERVICES, DIRECTOR		HPL POLICY, DIRECTOR
		HPTS OFFICE OF TRANSP. POLICY STUDIES, DIRECTOR
HOP OPERATIONS, PROGRAM MANAGER		HPLS OFC. OF LEGISLATION & STRATEGIC PLANN., DIR.
		HPPI OFFICE OF HIGHWAY POLICY INFORMATION, DIR.
HOIT ITS JOINT PROGRAM OFFICE, DIRECTOR		HPIP OFFICE OF INTERNATIONAL PROGRAMS, DIRECTOR
HOST OFC. OF OPERATIONS, TECH. SERVICES, DIR.		
HOTO OFFICE OF TRANS. OPERATIONS, DIRECTOR		
HOTM OFFICE OF TRAVEL MANAGEMENT, DIRECTOR		HCM CORPORATE MANAGEMENT, DIRECTOR
HOFM OFFICE OF FRGHT, MGMT. & OPERATIONS, DIR.		
		HPD PROGESSIONAL DEVELOPMENT, DIRECTOR
HMH MOTOR CARR. & HWY. SAFETY, PROG. MGR.		HPD NATIONAL HIGHWAY INSTITUTE, DIRECTOR
		HCR CIVIL RIGHTS, DIRECTOR
HMCS OFC. OF MOTOR CARR. RSRCH. & STAND., DIR.		
HMHS OFC. OF HWY. SAFETY INFRASTRUCTURE, DIR.		
HMSP OFC. OF NTLN. & INTNL. SAFETY PROG., DIR.		
HMCE OFFICE OF MOTOR CARRIER ENFORCE., DIR.		HCC CHIEF COUNSEL
HMA OFC. OF DATA ANALYSIS & INFO. SYS., DIR.		
HMPC OFFICE OF PLANNING & CUST. LIASON, DIR.		
HMTE OFFICE OF TECH. EVAL. & DEPLOYMENT, DIR.		HPA PUBLIC AFFAIRS, DIRECTOR
HMPE OFFICE OF PROGRAM EVALUATION, DIRECTOR		DOT
		SVC-122.20 LIBRARY
		SVC-121.23 WAREHOUSE
		EXTERNAL DISTRIBUTION (See Instructions on next page)

Form FHWA-1489 Previous Editions are Obsolete. This form was electronically produced by Elite Federal Forms, Inc.
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Figure 5
Form FHWA-1090, Distribution Guide
(Part 1 of 2)

APPENDIX

FIELD OFFICES		
	AMT	AMT
EACH RESOURCE CENTER		IOWA
EACH DIVISION		KANSAS
		MICHIGAN
EASTERN RESOURCE CENTER, BALTIMORE, MD		MINNESOTA
EASTERN RESOURCE CENTER (Albany, NY)		MISSOURI
CONNECTICUT		NEBRASKA
D.C.		OHIO
DELAWARE		WISCONSIN
MAINE		
MARYLAND		WESTERN RESOURCE CENTER, SAN FRANCISCO, CALIF.
MASSACHUSETTS		WESTERN RESOURCE CENTER (Lakewood, CO)
NEW HAMPSHIRE		WESTERN RESOURCE CENTER (Portland, OR)
NEW JERSEY		ALASKA
NEW YORK		ARIZONA
PENNSYLVANIA		CALIFORNIA
PUERTO RICO		COLORADO
RHODE ISLAND		HAWAII
VERMONT		IDAHO
VIRGINIA		MONTANA
WEST VIRGINIA		NEVADA
		NORTH DAKOTA
SOUTHERN RESOURCE CENTER, ATLANTA, GEORGIA		OREGON
SOUTHERN RESOURCE CENTER (Fl. Worth, TX)		SOUTH DAKOTA
ALABAMA		UTAH
ARKANSAS		WASHINGTON
FLORIDA		WYOMING
GEORGIA		
KENTUCKY		FEDERAL LANDS HIGHWAY DIVISION OFFICES
LOUISIANA		HFL-15 EASTERN (Sterling, VA)
MISSISSIPPI		EASTERN (Sevierville, TN)
NEW MEXICO		HFL-16 CENTRAL (Denver, CO)
NORTH CAROLINA		HFL-17 WESTERN (Vancouver, WA)
OKLAHOMA		
SOUTH CAROLINA		ADMINISTRATIVE SERVICE TEAM (ATLANTA, GA)
TENNESSEE		ADMINISTRATIVE SERVICE TEAM (LAKEWOOD, CO)
TEXAS		
		FHWA/FTA METRO OFFICES
MIDWESTERN RESOURCE CENTER, OLYMPIA FIELDS, ILL		PHILADELPHIA, PA
MIDWESTERN RESOURCE CENTER, (Kansas City, MO)		NEW YORK, NY
ILLINOIS		CHICAGO, IL
INDIANA		LOS ANGELES, CA
INSTRUCTIONS		
1. Enter the title of the publication or directive in Block 1.		
2. Enter the number of copies to be distributed in the "AMT" column.		
a. Copies for State highway agencies MUST be included in the amount for the division office.		
b. Copies for Territorial Representatives in American Samoa and Guam MUST be provided in the amount for the Hawaii division office.		
3. Enter the total number of copies to be distributed in Block 2.		
4. For external distribution, attach preaddressed mailing labels and note number of copies to each addressee on the label if more than one. Note the number of copies in the "AMT" column opposite EXTERNAL DISTRIBUTION.		

Figure 5
Form FHWA-1090, Distribution Guide
(Part 2 of 2)

DOT F 1700.8 (Rev 4-80)		PART 1—PLANNING COPY			
DUPLICATING REQUEST		REQUISITION NO.			
ADMINISTRATION		DATE OF REQUISITION		DUE DATE	
REQUISITIONED BY (NAME)	ROUTING SYMBOL	BUILDING	ROOM NO.	TELEPHONE	
DUPLICATING INSTRUCTIONS		NO. OF PAGES	QUANTITY		
PAPER	KIND Text C.W. Writing 40 lb.	COLOR		SIZE G 8 1/2 x 11 G	
	Cover Vellum 100 lb.			COST	
PRINT—(INK-BLACK)	G One side only G Head to head G Head to foot G Head to left				
GATHER	G As paged G Other (Specify)				
STITCH	NO. OF STAPLES G 1 G 2 G Side G Upper left G Top				
DRILL	DIAMETER	NO. OF HOLES G 2 G 3	INCHES Ctr. to Ctr.	POSITION G Left G Top	
DISPOSITION	G Pickup G Mail				
SPECIAL INSTRUCTIONS		SIGNATURE (Approving Officer)		Date	
Received by		_____		_____	
		(Signature)		(Date)	

Figure 6
Form DOT F 1700.8
Duplicating Request