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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)