

32505 5M  
**Federal Aviation Agency**



AC NO: AC 00-1

GENERAL

EFFECTIVE:

12/4/62

**SUBJECT: THE ADVISORY CIRCULAR SYSTEM**

**1. PURPOSE.**

This advisory circular explains and describes the FAA Advisory Circular System—a system being established for the publication of nonregulatory guidance and informational material to the public.

**2. FAA PUBLICATION SYSTEMS.**

a. The FAA is now making a transition to three principal categories of publications for the guidance of the public and its own employees. The three types are:

(1) *The Federal Aviation Regulations.* The FAR's are the recodified regulations which are rapidly taking the place of the Civil Air Regulations and the Regulations of the Administrator, heretofore constituting separate series. Regulatory material in the Civil Aeronautics Manuals (CAM's) associated with the CAR's will be included in the recodified regulations, as will regulatory material in Technical Standard Orders (TSO's).

(2) *Advisory Circulars.* More particularly described in the paragraphs which follow, the Advisory Circular System described herein will provide a systematic means for the issuance of nonregulatory material heretofore issued in CAM's, TSO's, and a wide variety of manuals, Circular Letters, Aviation Safety Releases, and other similar issuances for the guidance and information of the public.

(3) *Internal Directives.* Primarily for the guidance of its own employees, the FAA issues orders, notices, and handbooks constituting a codified directives system. Although maintained principally for use within the Agency, directives which are of utility or interest to members of the public will be made available to them through the Advisory Circular System.

b. Apart from these three principal systems, the Agency will continue to issue news releases, fact sheets, and journals such as the *Aviation News*. It will also continue to issue studies, reports, and statistical analyses, as well as materials

which are a part of the Aviation Education Program.

**3. GENERAL DESCRIPTION OF ADVISORY CIRCULAR SYSTEM.**

a. Advisory circulars will be issued in a system providing for an arrangement of subject matter corresponding to the subject areas in the recodified Federal Aviation Regulations. The numbering of advisory circulars will be keyed to regulatory subjects and where appropriate to specific regulations. This should make it easy to locate both regulations and advisory material which the FAA has issued on any given subject.

b. The conversion of existing material to the Advisory Circular System is a large task and will proceed gradually. Generally as each regulatory area is recodified and issued in the Federal Aviation Regulations, the related advisory material will be converted to the Advisory Circular System. If up-to-date material already printed and in stock is not to be converted immediately, a single-page advisory circular will be issued identifying the material and explaining how it may be obtained.

**4. FORMAT OF ADVISORY CIRCULARS.**

**a. Form.**

(1) To the extent practicable, advisory circulars will be issued on 8" by 10½" paper, with a distinctive masthead, followed by the text, and punched for filing in three-ring binders providing for easy revision.

(2) Longer publications may be issued in pamphlet or book-type form with a cover identifying them with the Advisory Circular System. For example, the Airman's Guide and the Flight Information Manual will be assigned advisory circular numbers and indexed in the Advisory Circular System, although they will retain the basic format which has been familiar to users for many years.

(3) Some material to be included within the Advisory Circular System will be issued in non-

standard formats and sizes, when there is good reason for so doing. Whenever, a nonstandard publication is released, there will be issued at the same time a standard advisory circular identifying the material and serving as a cross-reference sheet. The nonstandard publications themselves will be marked in a manner to identify them with the Advisory Circular System.

**b. Updating Publications.** Generally the information in advisory circulars will be kept up to date by the issuance of revised pages transmitted by change sheets explaining the changes made and telling how to find the revisions. In the revised pages asterisks will be inserted to mark the beginning and end of the revised instructions. Whenever the number or volume of changes warrants it, an advisory circular will be reissued in its entirety.

**c. Standard Information.** As a convenience to users, every advisory circular will:

- (1) Begin with a statement of its purpose and effect.
- (2) List the advisory circulars and other material cancelled or modified by the release.
- (3) Cite in a single paragraph other circulars, regulations, and publications relating to the subject of the circular.

## 5. THE CIRCULAR NUMBERING SYSTEM.

**a. General.** All advisory circulars will be numbered to correspond with the subchapter, part or, if appropriate, the specific section of the Federal Aviation Regulations. Circulars of a general nature will bear a number corresponding to the number of the general subject (subchapter) in the regulations.

**b. General Numbers.** The general subject matter areas and related numbers are as follows:

Subject Number	Subject
00	General
10	Procedural
20	Aircraft
60	Airmen
70	Airspace
90	Air Traffic Control and General Operations
120	Air Carrier and Commercial Operations
140	Schools and Other Certificated Agencies
150	Airports
170	Air Navigation Facilities
180	Administrative

**c. Breakdowns of General Numbers.** If the volume of advisory circulars of a general nature warrants a sub-subject breakdown, the general subject number will be followed by a slash and a number to indicate the sub-subject.

**d. Individual Circular Identification Numbers.** Each circular will have a subject number followed by a dash and a sequential number. The same sequential number will not be used again

with the same subject number. Revised circulars will have a letter A, B, C, etc., after the sequential number to show that the circular was completely revised.

### e. Examples of Circular Identifications.

(1) **General Subject:** AC 60-1 (the first AC relating to Airmen parts generally).

(2) **Specific Subject:** AC 11.24-1 (the first AC relating to subject of Part 11, Section 24).

(3) **Subcategory of General Subject:** AC 150/5100-2 (the second AC relating to a subdivision of general Airports subject).

(4) **Change to a Circular:** AC 150/5100-2 CH 1 (the first change to the circular identified in (3)).

(5) **Revised Circular:** AC 150/5100-2A (the first revision of circular identified in c).

## 6. DISTRIBUTION.

**a. General.** Advisory circulars will be distributed routinely to persons on the Agency's mailing list for changes to the related Federal Aviation Regulations. Persons who want to get advisory circulars should notify FAA. Be sure to specify the subject matters in which you are interested using the numbers and subject titles shown in 5b. Write to the Federal Aviation Agency, Washington 25, D.C., Attention, MS-163. In your letter tell us if you want advisory circulars only. If you do not specify, your name will be put on the mailing list for Federal Aviation Regulation changes as well as for advisory circulars.

**b. Items to be Purchased.** Some material cannot be distributed free of charge in the manner indicated above. In these cases, an advisory circular will be issued announcing the availability of the publication for which a charge must be made and telling how to order it. The circular will be distributed to everyone on the appropriate mailing lists. The publication which is the subject of the circular and for which a charge must be made will be distributed to those who order it in response to the announcement in the circular.

## 7. CHECKLISTS AND INDEXES.

Periodically the Agency will issue lists of advisory circulars that have been published and indexes to the subject matter of those circulars. These checklists and indexes will be distributed in the same manner as the advisory circulars.

  
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