

**MIAMI-DADE AVIATION DEPARTMENT
Written Directive System**

Directive	Issued By	Becomes Effective	Authority	Applies To	Duration
Operational Directive (OD)	Director	15 days after being filed with Clerk of the Court, or any stated effective date (whichever is later).	Chapter 25	All persons entering any airport or airport property, or who are engaged in any covered activity regarding airport operations.	Unless otherwise stated, remains in effect until revoked or modified.
Departmental Standard Operating Procedures (DSOP)	Director	Upon being signed by Director, unless other date is stated in document.	Director	The Aviation Department	Unless otherwise stated, remains in effect until revoked or modified.
Subordinate Standard Operating Procedures (SOP)	Manager/supervisor	Upon being signed by issuing authority, unless other date is stated in document.	Supervisory	Units/employees under the supervision of the issuing manager/supervisor or those employees performing the function being addressed in the directive for which the issuing manager/supervisor is responsible.	Unless otherwise stated, remains in effect until revoked or modified.
Aviation Department Manual (ADM)	Director	Currently in effect—contains all active ODs and DSOPs. [Note: SOPs and Directive Memoranda are considered supplemental.]	Chapter 25, Director	The Aviation Department	Unless otherwise stated, remains in effect until revoked or modified.
Directive Memorandum	Manager/supervisor	Upon being signed by issuing authority, unless other date is stated in document.	Supervisory	Units/employees under the supervision of the issuing manager/supervisor or those employees performing the function being addressed in the directive for which the issuing manager/supervisor is responsible.	One year from effective date, unless a specific time period or end date is specified.