

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 1100.324

National Policy

Effective Date:  
07/06/09

Cancellation Date:  
07/06/10

### SUBJ: Reorganizing and Renaming AOC-600 and Redefining AOC-500

- 1. Purpose of This Notice.** This notice renames the Communication Services Division to the Web and Multi-Media Division and changes the internal management structure of this division as outlined in the Explanation of Changes below.
- 2. Who This Affects.** This Notice affects all FAA organizations.
- 3. Where Can I Find This Order.** FAA Orders and Notices website:  
[https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. Background.** AOC is flattening its management structure by eliminating two branches. AOC has re-organized the AOC-600 division to remove the branches ((Web Management Branch (AOC-610), and the Graphics & Media Branch (AOC-620)) and focus the Division on the components of web and media. FAA's external and internal web pages are the Agency's communication venue for its community (i.e., pilots, mechanics, general aviation, etc.) and its employees. These web pages are a vital part of FAA's communications network. Public access to the web grows year-by-year, giving the public efficient, less costly, and immediate access to its Government. From a media standpoint, the delivery of live streaming video and video-on-demand are using the web platform for delivery of services. *The intention of this re-organization and re-naming of AOC-600 is a reflection of the broader scope of responsibilities of this division and its impact on the public and the Agency's employees.*
  - a.** AOC-500 (Employee Communications Division) is expanding its base to include employees working on business planning, branding, graphics, visual design, and publication. This reflects the interrelationship of these services.
  - b.** Flattening the organization will lead to a more efficient flow of information and work product between employees and management.
- 5. Explanation of Changes.**
  - a. Organization.** The new Web and Multi-Media Division will report directly to the Deputy Assistant Administrator for Corporate Communications (AOC-2C). The Employee

07/06/09

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Communications Division will expand its service base, but not change its name. (see attached Organizational Chart, Appendix A)

**b. Routing System.** The routing symbol for the Web and Multi-Media Division is AOC-600. The Employee Communications Division remains AOC-500. Appendix I contains an organizational chart and routing symbols for headquarters and the regions.

**c.** The Deputy Assistant Administrator for Corporate Communications (AOC-2C) will manage the Employee Communications Division and the new Web and Multi-Media Division.

**6. Distribution.** This notice is distributed to division levels in Washington, regions, and centers, with a limited distribution in all field offices and facilities.



Laura J. Brown  
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### Appendix A. Office of Communications (AOC) Organizational Chart

