

# NOTICE

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

**N 1100.331**

National Policy

Effective Date:  
03/08/11

Cancellation Date:  
03/08/12

**SUBJ:** Office of the Associate Administrator for Commercial Space Transportation (AST)

---

- 1. Purpose of This Notice.** This notice announces the restructuring of the Office of Commercial Space Transportation (AST).
- 2. Who This Affects.** This notice affects anyone who interacts with AST.
- 3. Where Can I Find This Order.** You can find this order on the MyFAA Employee Web site: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/). This order is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/).

**4. Explanation.** This notice contains the general outline of the basic changes. The Office of Strategic Planning (AST-3), Office of Chief Engineer (AST-4), Office of External Relations (AST-5), and the Safety Inspection Division (AST-400) are established. The names and functions performed by the existing Divisions (AST-100, AST-200, AST-300) are revised accordingly. Appendix A, AST Organization Chart, depicts the new organizational structure.

**a. The Office of Strategic Planning, AST-3** is established. The following functions will be performed by AST-3:

(1) Direct the activities of the office in the areas of financial, information technology systems and business processes, and capitalization of AST assets and range operations;

(2) Set resource management priorities and implement them using strategic/tactical business plans and metrics;

(3) Serve as resource management and strategic planning advisor to the Associate Administrator and Management Team; and

(4) Administrative oversight of the office activities to include areas such as personnel management and occupational safety and health.

**b. The Office of Chief Engineer, AST-4** is established. The following functions will be performed by AST-4:

(1) Direct the activities of the office in the areas of technical oversight and research development activities relating to commercial space transportation licensing requirements;

(2) Program management and oversight of the Center of Excellence and Safety Management System; and

(3) Track and maintain trend analysis related to commercial space transportation launch and reentry activities.

**c. The Office of External Affairs, AST-5** is established. The following functions will be performed by AST-5:

(1) In coordination with the Office of Communications and the Office of Government and Industry Affairs, direct the activities of the office in the areas of AST communications and educational outreach;

(2) Program management and oversight of AST Annual Conference and the Commercial Space Transportation Advisory Committee (COMSTAC); and

(3) Serve as focal point for emergency preparedness and continuity of operations for AST.

**d. The Safety Inspection Division, AST-400** is established. The following AST-200 and AST-300 functions will transfer to AST-400:

(1) Monitor and inspect FAA licensed and permitted activities involving the launch or reentry of expendable and reusable launch vehicles and operation of FAA licensed launch and reentry sites to ensure compliance with FAA regulations;

(2) Maintain and coordinate Safety Inspector Training qualifications;

(3) Develop, manage, and maintain a Mishap Response coordination program; and

(4) Execute appropriate Enforcement actions

**e. The Space Transportation Development Division, AST-100.** The Space Transportation Development Division, AST-100, is changed from the Space Systems Development Division, AST-100. The following functions will be performed by AST-100:

(1) Develop, manage, and execute the AST International Outreach program;

(2) Develop, manage and execute the Environmental Compliance functions in support of the licensing and permitting process;

(3) Develop, manage, and execute the AST Space Traffic Management program;

(4) Develop, manage, and execute the Spaceport Grants program; and

(5) Develop and maintain Inter-Agency coordination and agreements.

**f. The Licensing & Evaluation Division, AST-200.** The Licensing & Evaluation Division, AST-200 is changed from Licensing & Safety Division, AST-200. The following functions will be performed by AST-200:

- (1) Develop, manage, and execute a comprehensive Licensing program to license commercial space transportation activities and facilities as required to ensure the public safety;
- (2) Evaluate requests for waiver of regulatory provisions to licensed commercial space transportation activities, consistent with Public Law and public safety; and
- (3) Develop, manage, and execute a comprehensive Permit and Safety Approval program.

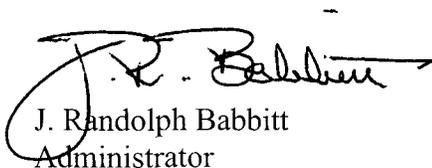
**g. The Regulation & Analysis Division, AST-300.** The Regulation & Analysis Division, AST-300 is changed from the Systems Engineering & Training Division, AST-300. The following functions will be performed by AST-300:

- (1) Develop, manage, and execute a comprehensive rulemaking program; and
- (2) Develop, manage, and execute the Tools and Analysis program.

**6. Documentation.** The next revision of Order 1100.2, Organization – FAA Headquarters, will document this organizational structure.

**7. Appendix A.** AST Organization Chart.

**8. Distribution.** This notice is distributed to the division level in Washington headquarters, regions, and centers, with a limited distribution in all field offices and facilities.



J. Randolph Babbitt  
Administrator

### AST Organization Chart

