



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NOTICE
1100.301

Effective Date:
June 30, 2005

SUBJ: OFFICE OF COMMUNICATIONS

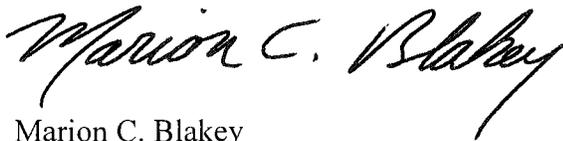
1. **PURPOSE.** This notice announces the establishment of the Office of Communications (AOC).
2. **DISTRIBUTION.** This notice is distributed to division level in Washington, regions, and centers with a limited distribution to all field offices and facilities.
3. **BACKGROUND.** In January 2005, the FAA began implementing an internal communication plan to address and improve communication throughout the agency. The critical component of this internal communications initiative includes a dedicated internal communications staff, aligned with the Office of Communications, to support more timely and relevant internal communication across all lines-of-business and staff offices. Converting the name to the Office of Communications reflects the broader scope of responsibilities for articulating agency information both to the public and to our employees.
4. **EXPLANATION OF CHANGES.**
 - a. **Organization.** The Office of Communications is comprised of the Assistant Administrator for Communications, Deputy Assistant Administrator for Internal Communications, and the Deputy Assistant Administrator for External Communications.
 - b. **Routing Symbol.** The routing symbol for the Office of Communications is AOC. Appendix I contains an organizational chart and routing symbols for headquarters and regional and center elements.
 - c. **Functions.** The Assistant Administrator for Communications, AOC-1, is responsible for the development, executive direction and overall management of effective internal and national communications programs and is, accordingly, the chief public spokesperson for the agency. The Assistant Administrator for Communications will initiate and participate in the execution of coordinated plans and programs to ensure that major programs, policies, objectives and achievements of the FAA are effectively presented to FAA employees, the public, and the aviation community.
 - d. **Graphics and Media Production.** The Graphics and Media Production teams will report to the Communications Services Manager, AOC-200. They will both continue to support the

FAA organizations with graphic, duplicating and broadcasting services; media production support, and studio productions.

e. Communications Staff in Lines of Business and Staff Offices. Representatives from the lines of business and staff offices will work as liaisons between their organization and the Deputy Assistant Administrator for Internal Communications. The ATO Communications Office will coordinate all internal communications with the Deputy Assistant Administrator for Internal Communications and also the Assistant Administrator for Communications.

f. Representatives from the lines of business and staff offices must get prior written approval from AOC-1 for any and all contracts that relate to internal or external communications services. AOC-1 will review all statements of work or any other documents that may result in a communications contract before any commitments are made to the contractor or vendor.

5. Documentation. The next revision to Order 1100.2C, Organization-FAA Headquarters, will document this new organizational structure.



Marion C. Blakey
Administrator
Federal Aviation Administration

OFFICE OF COMMUNICATIONS (AOC)

