U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

NOTICE 1100.298

Effective Date:
March 14, 2005

SUBJ: Assistant Administrator for Communications

1. **PURPOSE**. This notice announces the change of name from the Assistant Administrator for Public Affairs (APA) to the Assistant Administrator for Communications with the new routing symbol (ACO).

2. **WHO THIS NOTICE AFFECTS**. This notice affects anyone who interacts with ACO.

3. **EXPLANATION**. The mission of the Assistant Administrator for Public Affairs is to work with the news media to provide the public with accurate, timely, useful and important information about the agency's goals, policies, activities and operations. As of that mission, Public Affairs actively promotes FAA activities that deal with Safety, Capacity, International Leadership and Organizational Excellence. The name change to Assistant Administrator for Communications (ACO) clearly articulates a broader scope, which will include external communications as well as internal communications for FAA. These changes will be reflected in the next revision to Order 1100.2.

a. **Organization.** The Assistant Administrator for Communications is comprised of: the Office of Internal Communications, and the Office of External Communications.

b. **Routing Symbol.** The routing symbol for the Assistant Administrator for Communications is ACO.

c. **Functions.** The Assistant Administrator for Communications, ACO-1, provides services to the agency to support internal and external communications.

4. **DISTRIBUTION**. This notice is distributed to division level in Washington, regions, and centers with a limited distribution to all field offices and facilities.

Marion C. Blakey

Marion C. Blakey
Administrator

Distribution: A-W-2; A-XYZ-3; A-FOF-O (Ltd)

Initiated By: AOA-1