

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1**  
**OCTOBER 12, 2009**

**Administration and Management**  
**POLICY FORMULATION**

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

**OPR:** CFO3 (D. Murray)

**Certified by:** CFO/CAO (R. Byrd)

**Type of Issuance:** Routine

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**SUMMARY OF REVISIONS:** This directive supersedes NWSPD 1-1, “Policy Formulation,” dated August 6, 2005. Change of OPR to D. Murray, Certifier to R. Byrd, Approving Official to J. L. Hayes

1. Determining policy is one of the National Weather Service (NWS) leadership’s most important functions. Policy provides a focus for NWS action and a guide for the behavior of the organization and its members. This directive establishes the framework for formulating NWS policy.

2. The NWS Directives System (NDS) communicates, and serves as the repository for, NWS policies and procedures.

3. The NWS states its mission-related policies in NWS policy directives (NWSPD). Procedural directives and supplements support NWSPDs.

3.1 Procedural directives provide specific procedural guidance essential to comply with legal or higher level guidance, to achieve NWS-wide standardization, or to ensure the safety of personnel or property. Procedural directives are written as instructions or manuals. 3.2 Supplements adapt procedural directives to field requirements and are consistent with higher-level procedural directives.

4. This policy establishes the following authorities and responsibilities:

4.1 The Chief Financial Officer/Chief Administrative Officer is responsible for;

- a. maintenance and operation of the NDS;

- b. acting as the liaison between the Department/NOAA and NWS in managing the Department/NOAA directive systems in the NWS

- c. establishing the internal management procedures necessary to implement the policies required by Departmental/NOAA issuances;

- d. administering the NDS directives publication program and implementing policy and procedures as described in the NWS Instruction 1-101; and

e. maintaining the electronic and hard copy master NDS directives library.

4.2 NWS Headquarters (HQ) offices are responsible for:

a. writing and certifying policy directives for signature by the AA commensurate with their areas of responsibility;

b. writing and certifying NWS procedural directives, with approval and authentication by the HQ Office Director; and

c. ensuring Regional Headquarters, national centers, weather forecast offices, and river forecast centers support the development, execution, and maintenance of policy and procedural directives.

4.3 NWS employees are responsible for complying with the NDS.

5. NWS directives will be reviewed on a biennial basis and updated as necessary.

6. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

//SIGNED// 9/28/2009  
John L. Hayes Date  
Assistant Administrator for Weather Services

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

NWS Instruction 1-101, *NWS Directives System - Structure and Management*.  
NWS Policy Directive 90-2, NWS Mission and Organization

#### *Terms*

**NWS Headquarters (HQ)** - An integrated staff consisting of the Office of the Chief Financial Officer/Chief Administrative Officer (CFO), Office of the Chief Information Officer (CIO), Office of Climate, Water, and Weather Services (OS), Office of Hydrologic Development (OHD), Office of Science & Technology (OST), Strategic Planning and Policy (SP), Office of Operational Systems (OPS), and the Assistant Administrator's Staff Offices.

**Policy** - A statement of important, high-level direction guiding decisions and actions throughout the NWS. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into action-related directives.

**Procedural Directive** - Implements policy directives and provides instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

- a. Instructions - Instructions direct action, ensure compliance, and provide detailed procedures. Other unique types of documents fall under this classification:
  - (1) Product specifications - assign responsibilities and define format, content, and issuance times of operational NWS products (e.g., zone forecast products, hydrologic products, or tornado warnings).
  - (2) Memoranda of agreement (MOA) and memoranda of understanding (MOU) - considered to be special types of instructions.
- b. Manuals - Manuals provide procedures used for performing standard tasks or supporting training and education programs.

**Supplement** - Provides guidelines needed to adapt procedural directives to specific issues addressed by NWS regions, the National Centers for Environmental Prediction (NCEP), and field offices (e.g., weather forecast offices and river forecast centers). Supplements will not detract from or conflict with procedural directives.

