

**NATIONAL WEATHER SERVICE INSTRUCTION 1-101**

**DECEMBER 1, 2021**

**Administration and Management**

**Policy Formulation, NWSPD 1-1**

**NWS DIRECTIVES SYSTEM - STRUCTURE AND MANAGEMENT**

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

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**Type of Issuance:** Routine

**SUMMARY OF REVISIONS:** This directive supersedes NWSI 1-101, *NWS Directives System - Structure and Management*, dated November 1, 2018. Changes with this revision include:

- Section 2.1.1 – Adjusted the length of Policy Directives to five pages.
- Sections 2.3, 3.1, 3.4, and 3.5.2 – Timeframes adjusted to calendar days.
- Section 3.3 – Language included setting time for GCWSR review of directives.
- Section 3.4 – Corrections made to appropriately reflect management roles.
- Section 3.5.1 – Language adjusted to list the process steps and to standardize the use of electronic signature and date.
- Section 3.5.2 – Duplicative language was deleted, and language adjustments were made to correct management roles.
- Section 4.2 et seq. – Adjustments made to reflect the Routine Update Process cadence change (from biennial to quadrennial). Language added directing offices to promote even distribution of directives throughout the 4-year cycle.
- Section 4.3.1 – Language adjusted to clarify the process steps and to add reference to flow charts included in the Toolkit.
- Section 4.4 – Language adjusted to clarify rescission procedures and indicate that they also apply to “supplements”.
- Section 6.2 – Language included addressing page numbering of appendices.
- Adjustments made throughout the document to reflect the use of electronic signature to approve directives and supplements.
- Administrative changes made throughout the document to adjust language, correct grammar, punctuation and typos, and to improve consistency and readability.

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Date

NWS Directives System - Structure and Management

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**1 Introduction**

The National Oceanic and Atmospheric Administration’s (NOAA’s) National Weather Service (NWS) Policy Directive 1-1 establishes the NWS Directives System (NDS) for official NWS policy. This instruction describes the NDS structure and management of directives and supplements.

**2 NWS Directives System Components**

The NDS consists of policy directives, procedural directives, and supplements.

**2.1 Policy Directives**

Policy directives are orders of the Assistant Administrator (AA) for Weather Services. Policy directives initiate and define NWS activities, as well as regulate authorities and responsibilities.

**2.1.1 Content**

Policy directives should be no more than five pages in length (including the attachment referenced in section 2.1.6). Policy Directives do not include a table of contents, but they do include the information identified below.

**2.1.2 Introduction**

Provide a brief explanation of the need for the activity area covered by the directive. Close with a one-sentence summary of the purpose and scope of the directive.

**2.1.3 Objective**

Provide a short description of the purpose of the activity area as it is carried out by the NWS.

#### **2.1.4 Authorities and Responsibilities**

Begin with the words, “This directive establishes the following authorities and responsibilities:”. After that, use subsections to describe the role each NWS level has in the activity area.

#### **2.1.5 Measuring Effectiveness**

Provide a brief description of the measures that will be used to determine whether the objective stated in 2.1.3 has been attained.

#### **2.1.6 References**

Select one of the following two options for including references. At the end of the directive, state:

1. “This policy directive is supported by the references and glossary of terms listed in Appendix 1.” Provide an “Appendix 1” listing all procedural directives linked to the policy directive, and including a glossary as needed; or,
2. “Procedural directives will be issued to implement this policy as needed.” Appendix 1 includes a glossary for all policy-related terms used in the directive.

#### **2.1.7 Signature and Date Line**

Place the signature and date line four lines beneath the last line of the policy directive narrative. The AA for Weather Services’ name and title should be directly under the line and flush at the left margin. The word “Date” should be on the same line to the right of the AA for Weather Services’ name.

### **2.2 Procedural Directives (Instruction/Manual)**

Procedural directives implement policy directives. They are issued by NWS Headquarters and are comprised of instructions and/or manuals.

Procedural directives provide instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

- a. Instructions: Direct action, ensure compliance, and provide detailed procedures. Other unique types of documents fall under this classification:
  - (1) Product Specifications: Assign responsibilities, define format, content, and issuance times of operational NWS products (e.g., zone forecast products, hydrologic products, or tornado warnings).
  - (2) Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU): Considered as special types of instructions. (See section 2.2.8).
- b. Manuals: Provide procedures used for performing standard tasks or supporting training and education programs.

#### **2.2.1 Content**

Follow the structure and content instructions outlined below for the main body following the banner page. The body of the document should begin on a new page. The title of the document should be bold and centered two lines below the header.

### 2.2.2 Table of Contents

The table of contents should begin two lines below the title. The words “Table of Contents” should be bold and aligned at the left margin. The word “Page” should be bold and aligned at the right margin. Place the page number for each section, sub-subsection and, should it be necessary, a fourth level subsection along the right margin using dot leaders. For a long title needing additional lines, use the same indentation as the first line and start the dot leader from end of title. The table of contents for an Instruction covers only the main body of the document. Provide a separate table of contents for each appendix (if any). The table of contents for the main body of the document should include, if applicable, a section entitled “Appendices” along with the title of each appendix. The table of contents for a Manual may cover the entire document.

### 2.2.3 Structure

Start the narrative two lines below the Table of Contents. Place policy-oriented material to guide decisions and actions in the main body. Distribute more detailed, “how-to” information into appendices.

### 2.2.4 Section Numbering and Paragraphs

Sections, subsections, and sub-subsections are titled and structured as follows:

- n. Section Title.
- n.n Subsection Title.
- n.n.n Sub-subsection Title.

Under any of the above levels, where items are listed for emphasis or clarity, indent text at 0.5 inch steps as follows:

- xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxx.
  - 1. xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxx xxxxxxxx xxxxxx.
    - a. xxxxx xxxxxxxx xxx xx xxxxxxxx xxxxxxxxxxxx xxxxx xxxxxxxx xxx.

### 2.2.5 Tables and Figures

Tables or graphics may be placed at any location within an Instruction or Manual. Tables and figures are numbered serially in the main body of the directive. In appendices, include their letter in serial numbering i.e., “<appendix letter>-<figure number>.”

### 2.2.6 Forms

The Office of Primary Responsibility (OPR) is responsible for continuing the use of existing forms or creating new forms. New forms created for a directive should have a corresponding NDS directive number. The OPR is responsible for maintaining and distributing the form(s). Existing forms will remain in use until replaced by the OPR. Ensure all forms are consistent with relevant NOAA Administrative Orders (NAOs) or Department of Commerce Administrative Orders (DAOs). (See DAO 205-10 and NAO 205-10.)

### **2.2.7 Appendices**

Use appendices in Instructions or Manuals as necessary.

### **2.2.8 Special Instructions for MOA/MOU**

Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) referenced in, or relevant to, policy and procedural directives are filed as procedural directives. The procedural directive includes a banner page followed by an introduction explaining the background of the document. Follow the introduction with a list of people who signed the MOU/MOA and the entities they represent. Then include a copy of the MOA/MOU as an Appendix.

### **2.3 Supplements**

Supplements adapt procedural directives to address field requirements. The NWS regions, National Centers for Environmental Prediction (NCEP), and field offices may issue supplements.

Supplements will not be issued for policy directives. Supplements will not detract from or conflict with procedural directives. For detailed instructions on the format, content, and approval procedures follow the process defined in sections 2.2.1 through 2.2.6.

Supplements to be issued by OPRs in regional headquarters are coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices).

The coordination and approval process of regional supplements is less formal than for policy and procedural directives. A draft version of the supplement is sent for review by counterparts in all affected offices. At least 15 calendar days are allowed for comments. If an affected office does not respond by the close of business on the due date, it is assumed to accept the supplement as written. Multiple iterations of the draft/review process may be necessary, but the OPR works to develop a best possible compromise version. The national Headquarters office responsible for managing the functional area addressed by the supplement will have the final decision authority on matters of conflict with national policy and procedures. It is suggested that as a courtesy, the OPR prepare and share a point paper with affected offices, along with the final version of the directive, to communicate the reasons for any disagreement and the final choice of text.

A regional supplement ready for final approval is sent to the regional chairperson of the NWS Employees Organization (NWSEO) for coordination. No NOAA Office of General Counsel, Weather, Satellites, and Research Section (GCWSR) clearance is required.

A supplement becomes official when the approving authority signs the official hard copy or electronic copy on the banner page. The OPR enters the effective date on the banner page and header of the electronic version of the official copy. If the official signed copy is in hard format, the OPR also enters the term “signed” and the date on the signature line.

The OPR then provides an electronic copy as a .pdf (Portable Document Format) file to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (CFO2) for posting on the NDS website.

The clearance date from the regional chairperson/representative for NWSEO is to be included in the final electronic message sent to CFO2. The clearance date is the day the regional chairperson/representative responded to the OPR or the end of the 15-calendar day consultation period, if no response is made. If a response is not received from the regional NWSEO representative within 15 calendar days, the OPR can assume the directive is accepted as written.

When converting the document to a .pdf file, the OPR assigns an appropriate file naming convention number using the instructions provided in section 11. CFO2 posts the supplement on the NDS website within five calendar days. The regional headquarters maintains the signed copy of each supplement. When submitting the electronic copy to CFO2, the OPR should include in the *Subject Line* the associated number and name of the directive(s) to which the supplement applies.

### **3 Development, Coordination, and Approval**

The OPR is responsible for developing and coordinating an NDS component and guiding it through the approval process. OPRs will develop and provide updates to directives. All policy and procedural directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine, unscheduled, and emergency updates.

#### **3.1 Coordination**

The OPR sends a draft directive for review by counterparts in all affected offices. Affected offices are defined as NWS Headquarters offices, regions, and national centers having personnel, activities, and/or programs affected by the directive. Counterparts are managers in affected offices who oversee specific functional areas. Counterparts are given at least 15 calendar days to provide comments on the draft version to the OPR, with a copy to all other affected offices. Responses take two forms:

1. Acceptance (as written or with recommended wording changes); or,
2. Non-acceptance. In this case, the response identifies the specific wording that cannot be accepted, provide alternative wording that would be acceptable, and the rationale.

If an affected office does not respond by the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses, and considers recommended changes. If all responses indicate acceptance, the directive is ready for coordination with GCWSR and the national NWSEO representative. Otherwise, further coordination occurs with all affected offices to attempt to reach a consensus. If a consensus cannot be reached in a reasonable amount of time at the working level, the dispute resolution procedure in section 3.2 is used.

##### **3.1.1 Corrections or Errors Not Requiring Coordination**

If changes are made to a directive after it is posted, new coordination is required with affected offices, GCWSR, and the national NWSEO representative. There are a few specific exceptions to this rule for administrative, non-substantive corrections, which do not require coordination when coordination would not have an impact on the change. These exceptions include, but are not limited to:

1. An incorrect number, symbol, date (except the effective date), or code that must be precise;
2. An incorrect telephone number, room number, or name;

3. A broken or incorrect website link (coordination of the correct name of the link is required);
4. An incorrect reference (e.g., the reference is already on the document but a reference number is incorrect), and
5. A misspelled word.

### **3.2 Dispute Resolution**

Disputes are resolved at the lowest possible administrative level; however, if a consensus cannot be reached, higher levels of management in the OPR and affected office(s) indicating non-acceptance are involved and attempt to reach a consensus. All other affected offices are kept apprised. The OPR is not obligated to delay the directive indefinitely. If no consensus can be reached at the Office/Regional Director level, the OPR includes a 3-Things Memo (3TM) in the package to be submitted for final approval. The 3TM identifies the dissenting party/parties and the area(s) of disagreement, and includes an explanation for the wording ultimately used. As a courtesy, the OPR should share the 3TM with affected offices, along with the final version of the directive. This communicates the reason(s) for the disagreement and the final choice of text. The final decision for directives rests with the AA for Weather Services.

### **3.3 General Counsel Review**

The OPR emails a draft directive to GCWSR (Glenn.E.Tallia@noaa.gov) for legal clearance, with copy to CFO2. GCWSR has 15 calendar days to review the directive. The OPR incorporates changes recommended by GCWSR, as appropriate, and forwards an electronic version of the directive to CFO2. If the directive is new and does not supersede previous directives, the OPR includes a short summary highlighting the major points of the new directive.

### **3.4 NWSEO Review**

After GCWSR clearance, the OPR emails the draft directive to CFO2. The CFO2 Directives program manager transmits the draft directive to the national representative of the NWSEO for coordination within five calendar days. The Directives program manager will send a copy of these transmissions to the OPR.

The OPR will include in the summary of revisions (page 1 of directive) specific changes made to the policy/procedures from an earlier NDS policy/procedure. This summary will include the location of the changes in the directive (i.e., page and/or section).

The OPR will submit to CFO2 an edited version (i.e., MS Word with track changes) of the directive, showing changes made from the current, existing document to the proposed new document to provide to NWSEO. This will enable NWSEO to determine and identify the proposed changes and compare the two documents.

The OPR will also include a bargaining unit impact statement advising if the directive has an impact on the working conditions of NWS Bargaining Unit employees.

In accordance with the NWS-NWSEO Collective Bargaining Agreement, NWSEO has 15 calendar days to review the directive. If NWSEO has comments during the 15 calendar-day period, those will



be conveyed to the OPR and the appropriate Headquarters or Portfolio Executive Officer, via CFO2 and Labor and Management Relations (LMR).

If required, LMR will provide labor-management relations guidance to the OPR during consideration of NWSEO comments. Once OPR responds to the NWSEO's concerns, NWSEO will have an additional 15 calendar days to respond. If a response is not received from NWSEO within 15 calendar days, CFO2 will e-mail the OPR with authorization to proceed with signature process. If there is a significant change to the directive due to NWSEO concerns, re-coordination with GCWSR and NWSEO is required.

After NWSEO provides concurrence, the OPR includes documentation of GCWSR and NWSEO comments in the package. At this point, the directive is considered completed and additional changes should not be made.

### **3.5 Approval**

After NWSEO concurrence is received, the OPR prepares a package for approval according to CFO2 guidelines. Mandatory packaging requirements are posted in the Toolkit of the NDS home page at <https://www.nws.noaa.gov/directives/toolkit/toolkit.php>.

#### **3.5.1 Approval of Policy Directives**

A policy directive becomes official when the AA for Weather Services signs the official copy. The OPR converts the final version to a .pdf format, assigns an appropriate file naming convention number using the instructions provided in section 11, inserts an electronic signature block, and emails the directive to CFO2, along with the coordination/clearance control sheet showing all required concurrences and clearances. The CFO2 Directives manager submits the directive to the Office of the Chief of Staff for final clearances and AA for Weather Services signature. Once the directive has been signed, CFO2 enters the effective date on the banner page and header of the subsequent pages of the electronic version, provides a copy to the OPR, and notifies the webmaster to post the directive on the NDS website. CFO2 maintains the signed copy of each directive along with a copy of the coordination/clearance control sheet and any other essential coordination documentation. Official signed copies are permanent Federal records and will be archived following NOAA and National Archives and Records Administration (NARA) guidelines. OPRs are responsible for maintaining their MS Word versions of the directive on a shared drive.

#### **3.5.2 Approval of Procedural Directives**

A package for approval of the directive is prepared according to the guidelines outlined here. This package includes the directive and responses from all affected offices. The approving official considers comments, including dissensions, in deciding whether to approve the directive. A procedural directive becomes official when the approving authority (Regional/HQ Office Directors) signs the official copy on the banner page. Each package or file folder sent to CFO2 should contain only one directive.

The OPR converts the final version to a .pdf format, assigns an appropriate file naming convention number using the instructions provided in section 11, inserts an electronic signature block, obtains the approving official's signature, and enters the effective date on the banner page and header of all

subsequent pages. The OPR then provides CFO2 the approved directive, along with the concurrence/clearance control sheet. CFO2 submits the directive to the Webmaster for posting on the NDS website within five calendar days. The CFO2 Directives program manager will notify the Portfolio Executive Officer of the responsible office of new postings. CFO2 maintains the signed copy of each procedural directive along with a copy of the coordination/clearance sheet and any other essential coordination documentation. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and NARA guidelines.

## 4 Issuance Types

### 4.1 Initial

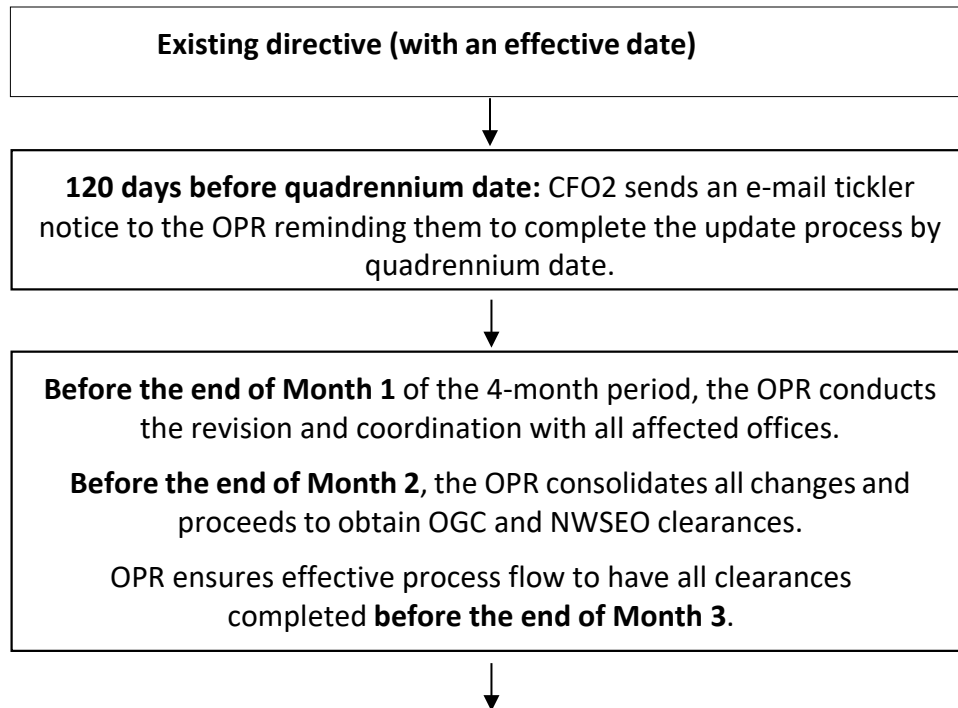
The first issuance of a directive under the NDS is considered “initial”.

### 4.2 Routine

Each directive will undergo a quadrennial review process based on the effective date of the directive. The effective date begins a four-year period known as the quadrennial review cycle. The quadrennial review cycle will be completed four years after the directive’s effective date. Updates made to a directive as part of this quadrennial cycle are known as routine updates.

To minimize delays and ensure an efficient coordination and clearance process flow, NWS Office Directors will adjust their directives update schedule every four months, as needed. An expanded version of Figure 1 below, titled “Recommended Schedule for Directives Update Execution Process”, is provided in the Toolkit.

The routine update process is summarized in Figure 1.



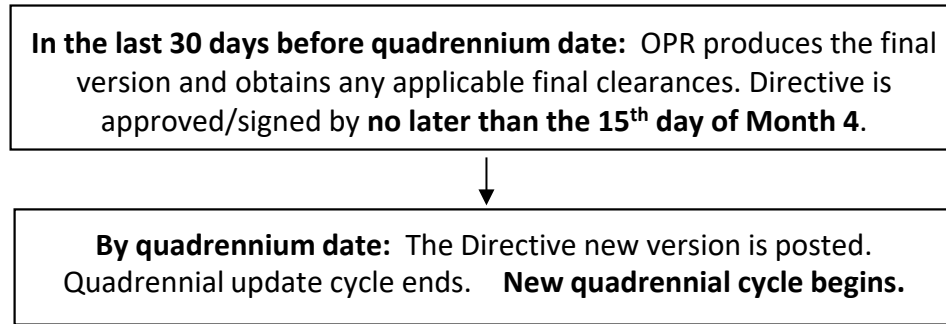


Figure 1: Summary of the Routine Update Process

### 4.3 Recommendations for Update

At any time, while a directive is in effect, management at an affected office may notify the OPR of any recommended changes to the directive.

#### 4.3.1 Update Process

*Note: Directives and Supplement Certification Memos are no longer accepted.*

When a directive is due for its quadrennial review and/or update, please refer to section 3.1 for guidance. If there are no content changes, in the “Summary of Revisions”, page 1 of the directive, state: “This is a quadrennial review update. No content change is being made.” Dates on the banner and header of all subsequent pages will be updated, and new approval signature will be required.

In order for the directive to be updated by the anniversary date, the OPR should begin the concurrence process 120 days prior to the anniversary date. This allows time for coordination with affected offices (Section 3), dispute resolution, if needed (Section 3.2), GCWSR and NWSEO concurrence/clearances (Sections 3.3 and 3.4) and approval signature (Section 3.5).

The effective date (14 calendar days after signature) is entered in the banner page and header of all subsequent pages and serves as the new quadrennium date for the next quadrennial review cycle.

The flow charts in the Toolkit provide a visual description of the review and/or update process.

#### 4.3.2 Unscheduled Update

An unscheduled update to a directive may be made at any time. Unscheduled updates are coordinated with affected offices according to guidelines in section 3.1 using a document with the changed area(s) marked. The updated version then proceeds through the GCWSR and NWSEO coordination process as outlined in sections 3.3 and 3.4. This is followed by the final approval process.

The effective date (normally 14 calendar days after signature) is entered into the banner page and in the header of all subsequent pages, and becomes the new target date for the quadrennial review cycle.

#### 4.3.3 Emergency Update

An emergency update is defined as a weather-related, non-administrative change to a directive. An emergency update to a directive may be made at any time. Emergency updates will be posted

immediately after Approver's signature and while the directive is being coordinated with affected offices, according to guidelines in section 3.1, using a MS Word document with track changes turned on. The updated version then proceeds through the GCWSR and NWSEO coordination process as outlined in sections 3.3 and 3.4. This is followed by the final approval process.

The effective date and approver's signature date will be the same and entered into the banner and header of all subsequent pages. This will become the new target date for the quadrennial review cycle.

#### **4.4 Rescission**

A directive or supplement will be rescinded when it is no longer needed. The procedures on development, coordination, and approval should be followed for all rescissions. An Office/Regional Director may rescind a *procedural* directive or a *supplement*; only the AA for Weather Services can rescind a *policy* directive (except in an emergency, as provided in section 4.4.1). Procedures and templates for rescission memoranda are located in the NDS website Toolkit at: <https://www.nws.noaa.gov/directives/toolkit/toolkit.php>.

##### **4.4.1 Emergency Rescission**

In an emergency, the OPR may immediately rescind a directive and notify CFO2.

#### **5 Writing Style and Standardized Terminology**

Use the active voice in all directives to convey policy. Keep sentences simple and concise. Use the following terminology to emphasize key policies:

- Will: The use of "will" indicates a definitive course of action. "Will" is used to convey high-level policy closely related to the NWS mission.
- Should: The use of "should" indicates a recommended course of action.
- May: The use of "may" indicates an optional or permissible practice.
- Use of "shall" and "must" is not recommended.

#### **6 Format**

The format instructions will be followed for all directives. The format of the parent policy directive (NWS Policy Directive (NWSPD) 1-1) and this Instruction serve as guiding examples. Formatted templates for directives are found in the NDS Toolkit at <https://www.nws.noaa.gov/directives/toolkit/toolkit.php>. These templates include the banner pages, headers, appendices, and page numbers.

##### **6.1 Headers**

Include a header consisting of the NDS directive number and the directive's effective date.

###### **6.1.1 Policy Directives**

Include a header consisting of the NDS policy directive number and the directive's effective date.

For policy directives, the NDS number consists of “NWSPD” followed by the series code, a dash, and a number indicating the directive’s position within the series. The header text is bold and right justified. Suppress the header on the banner page.

### **6.1.2 Procedural Directives**

Include a header consisting of the NDS procedural directive number and the directive’s effective date. For procedural directives, the NDS number consists of “NWSI” (for Instruction) or “NWSM” (for Manual), followed by the series code, a dash, and a number indicating the directive’s position within the series. The header text is in uppercase, bold and right justified. Suppress the header on the banner page.

### **6.1.3 Supplements**

Include a header consisting of the NDS supplement number and the supplement’s effective date. For supplements, the NDS number consists of “NWS-*<office designation and “S” <calendar number><year>*”. (Only the banner will have the applicable instruction(s) and manual(s) listed.). For NWS regions, use the two-letter abbreviation for the office designation (e.g., “CR” for Central Region). For NCEP divisions, use the three-letter abbreviation (e.g., “SPC” for Storm Prediction Center). For field offices, use the three-letter station identifier (e.g., “SGX” for San Diego). The header text is in uppercase, bold and right justified. Suppress the header on the banner page. An example of a supplement header is: NWS CRS 03-2002. (See section 11 for additional information on the supplement title and number.).

## **6.2 Page Numbering**

Set page numbers to appear at the bottom center of each page. Suppress the page number on the first page. For appendices, use the corresponding identification letter and page number (e.g., A-1, A-2, B-1, B-2, etc.).

## **7 Punctuation**

For punctuation guidance, supplement the Federal Government’s official reference manual, the *Government Printing Office Style Manual*, with The Gregg Reference Manual and the NWS *Executive Affairs* web page located at <https://sites.google.com/a/noaa.gov/nws-insider/nws-executive-affairs-1>.

## **8 Use of Acronyms**

Spell out an acronym the first time it is used. Place the acronym in parenthesis after the words or phrase being defined. Example: the National Weather Service (NWS). Use only the acronym in the remainder of the document.

## **9 NOAA Corporate Name**

Use the acronym NOAA as a precedent to the NWS the first time the NWS is mentioned in a directive. Spell out NOAA as National Oceanic and Atmospheric Administration the first time it is used.

## 10 Organization and Management

The NDS is organized according to major functional areas (see Figure 2). Each functional area is assigned a series number. The NDS website (<https://www.nws.noaa.gov/directives/>) is the primary means for accessing directives and supplements. The official signed copy of each policy and procedural directive is filed within CFO2. The official signed copy of a supplement is filed at the issuing office.

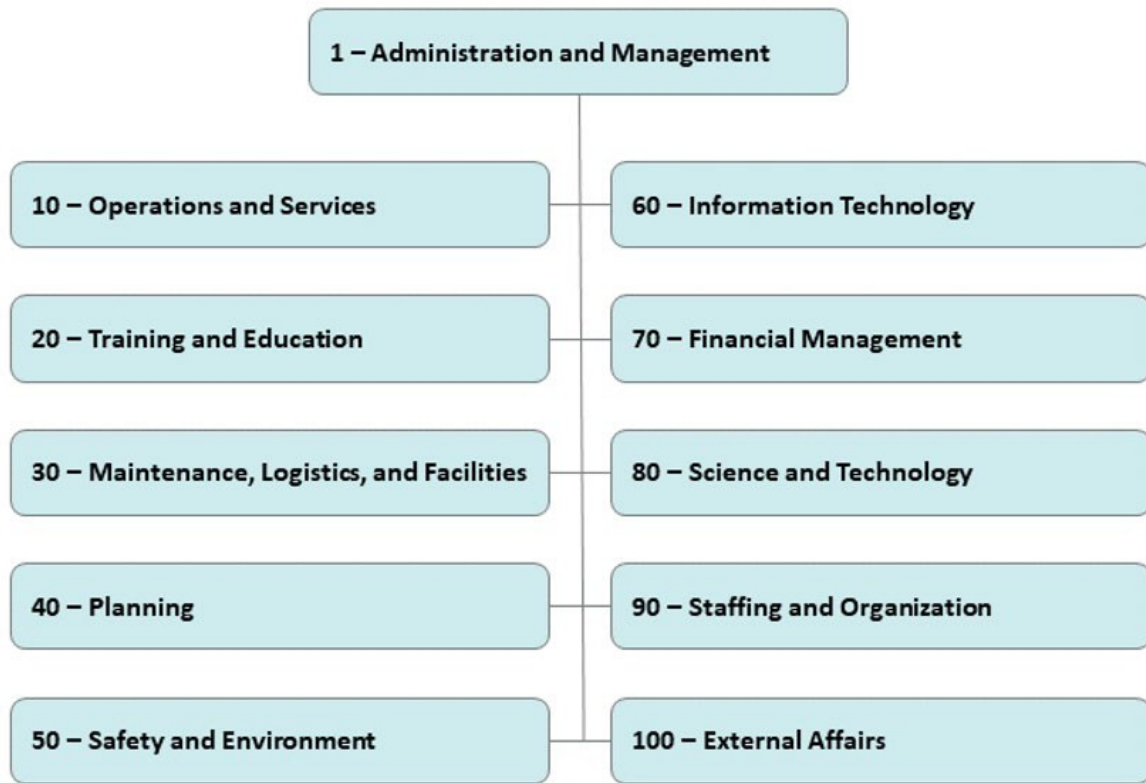


Figure 2: Organization of the NDS into 11 Functional Areas

## 11 NDS Electronic Filing System

### 11.1 Format

NDS policy and procedures identify only the functional area and directive number. The file names will be different from these numbers. However, the file names are based on the numbers used in the banners to identify the directive.

#### 11.1.1 Policy Directives

Using NWSPD 1-1 as an example:

1. The first two characters of the file name describe an NWS directives file - pd.
2. The first, second, and third numbers following “pd” describe the functional area - 001.
3. The fourth and fifth numbers of the file name describe the policy directive number - 01.
4. After the fifth number, a character is inserted to indicate the version letter. For example,

the initial version of NWSPD 1-1 will be indicated by the letter “a”.

5. All file names end with .pdf.

File naming example for the initial version of NWSPD 1-1: pd00101a.pdf.

### 11.1.2 Procedural Directives

Using NWSI 1-101 as an example:

1. The first two characters of the file name describe an NWS directives file – pd.
2. The first, second, and third numbers following “pd” describe the functional area – 001.
3. The fourth and fifth numbers of the file name describe the policy directive number – 01.
4. The sixth, seventh, and eighth numbers of the file name are added for procedural directives and describe the procedural directive number – 001.
5. After the eighth number, a character is inserted to indicate the version letter. For example, the initial version of NWSPD 1-1 will be indicated by the letter “a”.
6. All file names end with pdf. (All files should be saved as .pdf documents.).

File naming example for the initial version of NWSI 1-101: pd00101001a.pdf.

### 11.1.3 Supplements

Supplement file names identify the issuing regional office and the supplement number. Additional characters and numbers are added to the above to identify supplements. Using NWS CR Supplement 05-2003, applicable to NWSI 10-903 as a hypothetical example:

1. The first two characters of the file name describe an NWS directives file – pd.
2. The first, second, and third numbers following “pd” describe the functional area – 010.
3. The fourth and fifth numbers of the file name describe the policy directive number – 09. The sixth, seventh, and eighth numbers of the file name are added for procedural directives and describe the procedural directive number – 003.
4. After the eighth number, the office identifier is added (e.g., c for Central Region, e for Eastern Region, n for NCEP, or e for Pittsburgh as part of ER (PBZ will be used as the routing code)).
5. After the identifier, the number of the supplement is added – 052003.
6. After the number of the supplement is added, a character is inserted to indicate the version letter. For example, the initial version of Supplement 05-2003 will be indicated by the letter “a”.
7. All file names end with pdf.

File naming example for the initial version of NWS CR Supplement 05-2003, applicable to NWSI 10-903: pd01009003c052003a.pdf.

### 11.1.4 Formula

The formula for the file naming convention is:

Formula	ID	Functional Area	Policy Number	Procedural (Manual or Instruction) Number	Region Identifier (offices and centers)	Supplement Version	Supplement Year	Version Letter	.pdf
Characters/ Numbers	pd (All start with "pd")	000 (001, 010, 020, 030, 040, 050, 060, 070, 080, 090, 100)	00 (01 - 99)	000 (001 - 999)	e - ER s - SR c - CR w - WR p - PR a - AR n - NP <i>also, e.g.,</i> pbz - Pgh. nyc - NYC lwx - Sterling, VA	00 (01-99)	Year of Initial Issuance	a - z	.pdf
Example: NWSPD 1-1	pd	001	01					a	.pdf
Example: NWSI 1-101	pd	001	01	001				a	.pdf
Example: NWS CR Supplement 03-2002 applicable to NWSI 10-331	pd	010	03	031	c	03	2002	a	.pdf
Example: An update to NWSI 1-101	pd	001	01	001				b	.pdf

Additional examples:

- The file name for the initial NWSPD 10-5 is *pd01005a.pdf*.
- The file name for the third version of NWSPD 60-1 is *pd06001c.pdf*.
- The file name for the initial NWSI 10-366 is *pd01003066a.pdf*.
- The file name for the initial NWS CR Supplement 03-2002 applicable to NWSI 10-925 is *pd01009025c032002a.pdf*.

### 11.1.5 Supplements Applying to More than One Procedural Directive

Assign the directive with one electronic filing number and add the text titles of the procedural directives. There will be one physical file in the system; however, it will point to multiple documents. For example, using NWS ER Supplement 03-2002 applicable to NWSI 10-310 and to NWSI 10-311 on Marine Forecasting (hypothetical), the file name would be: *pd01003010e032002a.pdf*. The regional office can choose which Instruction or Manual number to use as part of the file name. However, when the files are submitted to CFO2 for posting, the



submission for the one supplement should look like the following:

- pd01003010e032002a.pdf – Marine Forecast Services
- pd01003011e032002a.pdf – Offshore, NAVTEX, and High Seas Marine Forecast Services

## **12 NDS Postings**

NDS users can view all directives and supplements that have been posted at the NDS website at: <https://www.nws.noaa.gov/directives/>.

## **13 Use of Hyperlinks**

Be aware when using hyperlinks in directives that any reference from the NWS Web server to any non-government entity, product, service or information does not constitute an endorsement or recommendation of such by NOAA or any of its field offices or employees. We are not responsible for the contents of any off-site webpages referenced from NWS servers. A disclaimer indicating this can be found on the bottom of the NWS and NDS Home pages.

## **14 Communications**

All questions regarding the NDS should be directed to the CFO2 Directives program manager at: [nws.hq.aa.CFO2.directives@noaa.gov](mailto:nws.hq.aa.CFO2.directives@noaa.gov).