

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1
OCTOBER 11, 2022***

Administration and Management

POLICY FORMULATION

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

OPR: W/CFO2 (L. Love)

Certified by: W/(A)CFO/CAO (K. Cooley)

Type of Issuance: Routine

SUMMARY OF REVISIONS This directive supersedes NWSPD 1-1, “*Policy Formulation*,” dated July 25, 2016. The following changes were made:

- Sub-sections 3.2 and 4.2: Language adjusted to reflect correct roles;
- Sub-section 4:3: Added to clarify roles and responsibilities;
- Section 5: Adjusted to reflect new review/update cadence;
- Appendix 1: Adjusted the NWS Headquarters list of offices to reflect current NWS Organizational Structure.
- Formatting and editorial adjustments throughout the document to ensure concision and readability.

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 direction, 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, issued by the Regions and National Centers, 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, certifying and updating NWS policy directives for signature by the Assistant Administrator (AA) commensurate with their areas of responsibility;
 - b. Writing, certifying and updating NWS procedural directives, with approval and authentication by the HQ Office Director; and,
 - c. Ensuring the Regions and National Centers support the development, execution, and maintenance of policy and procedural directives.

- 4.3 NWS Regions and National Centers (NC) are responsible for:
 - a. Writing, certifying, and updating NWS supplements, with approval and authentication by the Regional Director or NC Director.
 - b. Ensuring National Centers (NCEP Centers, Radar Operations Center, National Data Buoy Center, National Logistics Support Center, National Water Center, and National Reconditioning Center), Weather Forecast Offices, Weather Service Offices, Data Collection Offices, Center Weather Service Units, and River Forecast Centers support the development, execution, and maintenances of policy, procedural directives, and supplements.

- 4.4 NWS employees are responsible for complying with the NDS.

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

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

Kenneth E. Graham
Assistant Administrator
for Weather Services

Date

Appendix 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 following: Office of the Assistant Administrator (OAA) Staff Offices; Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO); Office of the Assistant Chief Information Officer (ACIO); Office of Planning and Programming for Service Delivery (OPPSD); Office of Facilities (OF); Office of Observations (OBS); Office of Central Processing (CP); Office of Dissemination (DIS); Office of Science and Technology Integration (OSTI); Office of Chief Operating Officer (OCOO); Office of Water Prediction (OWP), and the Analyze, Forecast and Support Office (AFSO).

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 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, and field offices (e.g., Weather Forecast Offices, River Forecast Centers). Supplements will not detract from or conflict with procedural directives.