

**NATIONAL WEATHER SERVICE INSTRUCTION 1-101**

**OCTOBER 15, 2009**

**Administration and Management**

**Policy Formulation, NWSPD 1-1**

**NWS DIRECTIVES SYSTEM - STRUCTURE AND MANAGEMENT**

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

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**OPR:** W/CFO3 (M. Garner)

**Certified by:** W/CFO3 (D. Murray)

Type of Issuance: Routine

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**SUMMARY OF REVISIONS:** This directive supersedes NWSI 1-101, NWS Directives System - Structure and Management, dated August 19, 2005. Changes include:

1. All Appendices have been incorporated into the Directive.
2. Communications section (14) was added to the opening narrative to provide a point of contact for NDS questions.
3. Clarifies that after National Weather Service Employees Organization (NWSEO) review/coordination the directive is considered complete and that additional changes should not be made.
4. Clarifies that Office of Primary Responsibility (OPR) are responsible for maintaining their versions of their directives.

David Murray (For)

October 5, 2009

Robert J. Byrd

Date

Chief Financial Officer/

Chief Administrative Officer

## NWS Directives System - Structure and Management

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**1 Introduction**

The National Oceanic and Atmospheric Administration’s (NOAA) 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 three pages in length (excluding the attachment required 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 Attachment 1.” Provide an “attachment 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.”

Attachment 1 includes a glossary for all policy-related terms used in the directive.

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

The signature and date line begins four lines beneath the last line of the policy directive narrative. The AA’s 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's 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 - 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) Memoranda of agreement (MOA) and memoranda of understanding (MOU)  
 - considered to be special types of instructions. (See Section 2.2.8)

b. Manuals - 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 immediately 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 underlined and aligned at the left margin. The word “Page” should be underlined and aligned at the right margin. Place the page number for each section, subsection, 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 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**

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 these levels where items are listed for emphasis or clarity, indent text at 0.5 inch steps as follows:

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

**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 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. All forms must be consistent with relevant NOAA Administrative Orders (NAOs) or Department 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 Memorandum of Agreement/ Memorandum of Understanding (MOA/MOU)s**

MOA/MOUs referenced in or relevant to policy and procedural directives must be 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 memoranda 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 process follow 2.2.1 thru 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 working 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 representative of the NWSEO for union coordination. No General Counsel clearance is required.

A supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the banner page and header of the electronic version of the official hard copy. 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 (W/CFO3) for posting on the NDS Web site. The clearance

date from the regional representative from the NWS Employees Organization is to be included in the final electronic message sent to W/CFO3. The clearance date is the day the regional 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 union 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. W/CFO3 posts the supplement on the NDS Web site within three business days. The NDS subscriber service sends a notice of the new posting to all subscribers. The regional headquarters maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance with NOAA and National Archives and Records Administration (NARA) guidelines when no longer needed.

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

The office responsible for developing and coordinating an NDS component and guiding it through the approval process is known as the OPR. OPRs will develop and provide updates to directives. All policy and procedure directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine 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 working 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 must identify 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 close of business on the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses, giving consideration to recommended changes. If all responses indicate acceptance, the directive is ready for General Counsel and union coordination. 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 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 and the union. However, there are a few specific exceptions to this rule. The types of corrections that may not require coordination are those where coordination would not have an impact on the change. The change is made for administrative purposes. 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 Web site link (the correct name of the link must have been coordinated);
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 must be involved and attempt to reach a consensus. All other affected offices must be kept apprised. The OPR is not obligated to indefinitely delay the directive. If no consensus can be reached at the Office/Regional Director level, the OPR includes a point paper in the package to be submitted for final approval. This point paper identifies the dissenting party(s) and the area(s) of disagreement, and includes an explanation for the wording ultimately used. As a courtesy, the OPR should share the point paper 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 NWS Director.

### **3.3 General Counsel Review**

The OPR emails a directive to the Office of the Senior Counselor for Atmospheric and Space Services and Research (GCW) for legal clearance. The OPR incorporates changes from the GCW, as appropriate, and forwards an electronic version of the directive to the W/CFO3. If the directive is new and does not supersede previous directives, the OPR must include a short summary highlighting the major points of the new directive.

### **3.4 Union Review**

After GCW review, W/CFO3 Labor Management Representative (LMR) sends the directive to the national representative of the NWSEO (hereinafter “union”) for coordination. For all directives, the OPR must include a summary highlighting changes made to the policy/procedures from an earlier NDS policy/procedures. The OPR includes documentation of GCW and union comments in the package. At this point, the directive is considered completed and additional changes should not be made after union review/coordination. In accordance with the NWS-NWSEO Collective Bargaining Agreement, the union has 15 calendar days to review the directive. If the union has any comments during the 15 calendar-day period, those will be conveyed to the OPR via W/CFO3. If required, W/CFO3 will provide labor-management relations guidance to the OPR during consideration of the union comments. Once OPR responds to the Union’s concerns, the Union will have an additional 15 calendar days to respond. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written. If there is a significant change to the directive due to union concerns, re-coordination with GCW and the union is required. W/CFO3 will email OPR with authorization to proceed with signature process.

### **3.5 Approval**

The OPR prepares a package (i.e., file folder) for approval according to W/CFO3 guidelines. Mandatory packaging requirements are posted in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

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

A policy directive becomes official when the NWS AA signs the official hard copy. The OPR delivers the file to W/CFO3. W/CFO3 forwards the hard copy to AA for signature and will advise the OPR once the directive has been signed. The OPR then enters the effective date on the banner page and header of the electronic version. The OPR also enters the term “signed” and the date on the signature line, and provides W/CFO3 with a copy of the approved directive as a .pdf file. When converting the document into .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Section 11. W/CFO3 posts the directive on the NDS Web site within 3 business days of receiving. W/CFO3 maintains the signed hard copy of each 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 following NOAA and NARA guidelines. OPRs are responsible for maintaining their Word versions of the directive for use during the update process.

#### **3.5.2 Approval 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 dissenting comments, in deciding whether or not to approve the directive. A procedural directive becomes official when the approving authority (Regional/HQ Office Directors) signs the official hard copy on the banner page. Each package or file folder sent to W/CFO3 should contain only one directive. The OPR enters the effective date on the official hard copy, and on the banner page and header of the electronic version. The OPR also enters the term “signed” and the date on the signature line, and provides W/CFO3 with a copy of the approved directive as a .pdf file. When converting the document into .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Section 11. W/CFO3 posts the directive on the NDS Web site within 3 working days. The NDS subscriber service sends a notice of the new posting to all subscribers. W/CFO3 maintains the signed hard 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**

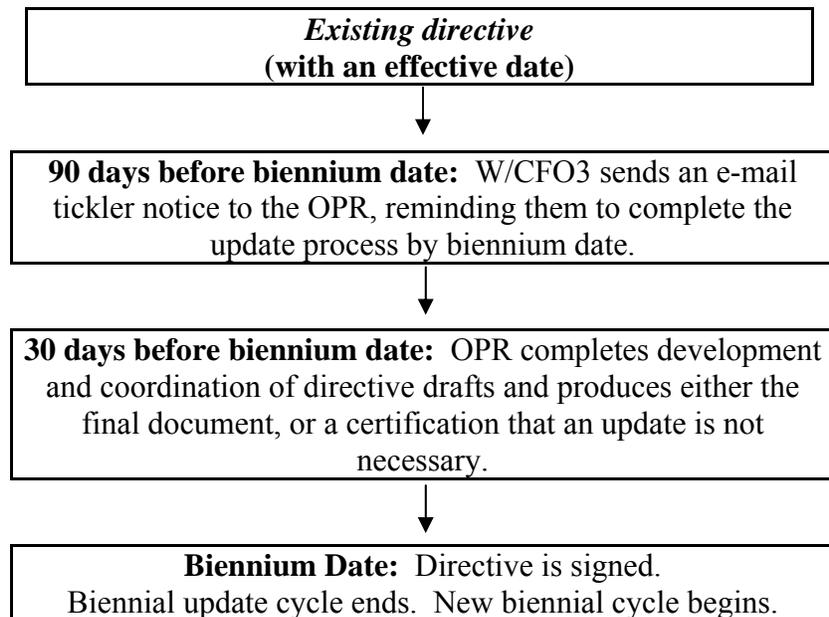
### **4.1 Initial**

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

### **4.2 Routine**

Each directive will undergo a biennial review process based on the effective date of the directive. The effective date begins a 2-year period known as the biennial review cycle. The biennial review cycle will be completed 2 years after the directive’s effective date. Updates made to a

directive as part of this biennial cycle are known as routine updates. 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

Approximately ninety calendar days prior to a directive's biennium date, W/CFO3 sends a notice reminding the OPR to complete the update process before the end of the biennial cycle. At this time, the OPR evaluates any update recommendations received from affected offices while the directive was in effect. If no update recommendations were received from affected offices by 90 calendar days before the biennium date, and the OPR could not identify the need for an update, a directive may stand without modification through the next biennial cycle. A certification memorandum is required.

The OPR may decide not to update a directive even when an affected office has requested a change if overriding concerns of the NWS dictate the need for it to remain unmodified. The OPR may wish to communicate this decision to the affected office making the request for change. When a directive does not require an update, the OPR provides a certification memorandum, signed by the directive certifying official (i.e., Office Director), to W/CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current. A directive certification memorandum template is available at the NDS Web site Toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. The signed certification memorandum is electronically sent to W/CFO3 in .pdf format for posting at the NDS Website. When

converting the document to .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Section 11.

The OPR then will complete staff work to update a directive by day 60 in the 90-day update period. Staff work includes coordination with affected offices (Section 3) as well as dispute resolution (Section 3.2). The last 30 calendar days of the 90-day period are reserved for GCW and union coordination (Section 3.3 and 3.4) and signature by the AA (for PD).

The effective date (14 calendar days after signature) is entered in the banner page and header and serves as the new biennium date for the next biennial review cycle.

The OPR may request a waiver from W/CFO3 if a directive cannot be updated by the end of the biennial review cycle. Such requests briefly state the reason additional time is needed and include a new completion date.

#### **4.3.2 Emergency Update**

An unscheduled or emergency update to a directive may be made at any time. Emergency updates are coordinated with affected offices according to guidelines in Sections 3.1 using a document with the changed area(s) marked. The updated version then proceeds through the GCW and union 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 header and becomes the new target date for the biennial review cycle.

#### **4.4 Rescission**

A directive will be rescinded when it is no longer needed. The procedures on development, coordination, and approval should be followed for rescissions of directives. Office/Regional Director may rescind a procedure, only the AA for Weather Services can rescind a *policy* directive (except in an emergency situation, see 4.4.1). The format for rescission of a policy directive is located in the NDS Web site Toolkit at: (<http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>).

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

In an emergency situation, the OPR may immediately rescind a directive and notify W/CFO3.

### **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” is not recommended.

## 6 Format

The format instructions will be followed for all directives. The format of the parent policy directive (NWSPD 1-1) and this instruction serve as the guiding example. Formatted templates for directives found in the NDS toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. These templates include the banner pages, headers, 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 NWS instruction) or "NWSM" (for NWS manual); 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.

#### 6.1.3 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 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.

## 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 *Executive Affairs and Correspondence Manual* (NWSI 1-801).

**8 Use of Acronyms**

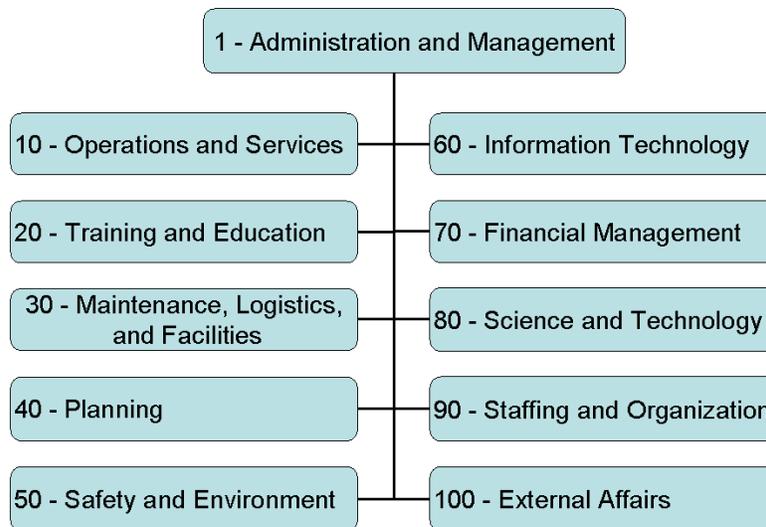
Define an acronym the first time it is used. Place the acronym in parenthesis after the word or phrase being defined. For example, the National Weather Service (NWS). Use only the acronym in the remainder of the document.

**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 ([www.nws.noaa.gov/directives](http://www.nws.noaa.gov/directives)) is the primary means for accessing directives and supplements. The official signed hard copy of each policy and procedural directive is filed within the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3). The official hard 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.
1. The first, second, and third numbers following pd name describe the functional area - 001.
2. The fourth and fifth numbers of the file name describe the policy directive number - 01.
3. 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.
4. All file names end with.pdf.

File naming example for 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 name 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.)
7. File naming example for 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 an 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 name describe the functional area – 010.
3. The fourth and fifth numbers of the file name describe the policy directive number – 09.
4. The sixth, seventh, and eighth numbers of the file name are added for procedural directives and describe the procedural directive number – 003.
5. 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).
6. After the identifier, the number of the supplement is added – 052003
7. After the number of the supplement is added, 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.

8. All file names end with pdf.

File naming example for NWS CR Supplement 05-2003 applicable to NWSI 10-903:  
pd01009003c052003a.pdf

**11.1.4 Certification Memoranda**

Certification memoranda use the same file naming convention as described above but end with \_cert.pdf.

The file name for a certification memorandum for the fourth version of NWSI 1-101 would be:  
pd00101001d\_cert.pdf

The file name for a certification memorandum for the first version of NWS CR Supplement 05-2003 applicable to NWSI 10-903 would be: pd01009003c052003a\_cert.pdf

**11.1.5 Formula**

The formula for the file naming convention is:

Formula	pd	Functional Area	Policy Number	Procedure (Manual or Instruction) Number	Region Identifier (offices and centers)	Supplement Version	Supplement Year	Version Letter	.pdf
Characters/Numbers	pd (All start with Apd@)	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)		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 NWSPD 10-5 is: pd01005a.pdf
- The file name for the 3<sup>rd</sup> version of NWSPD 60-1 is: pd06001c.pdf
- The file name for NWSI 10-366 is: pd01003066a.pdf
- The file name for NWS CR Supplement 03-2002 applicable to NWSI 10-925 is: pd01009025c032002a.pdf

### 11.1.6 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 several documents. For example, using NWS ER Supplement 03-2002 applicable NWSI 10-310 and 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 W/CFO3 for posting, the submission for the one supplement should look like the following:

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

## 12 NDS Postings Subscription

NDS users can sign up for a subscription to receive e-mail notices of new and updated directive postings at the NDS Website: [http://www.weather.gov/directives/whats\\_new.htm](http://www.weather.gov/directives/whats_new.htm)

## 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 the National Oceanic and Atmospheric Administration or any of its field offices or employees. We are not responsible for the contents of any off-site Web pages 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 NDS staff at: [nws.hq.aa.cfo3.directives@noaa.gov](mailto:nws.hq.aa.cfo3.directives@noaa.gov)