



Regional Supplements

<u>Table of Contents:</u>	<u>Page</u>
1. Introduction.....	2
2. Authority .....	2
2.1 Directors’ Office.....	2
2.2 Division Chiefs.....	2
2.3 Regional Program Managers .....	2
2.4 Field Office.....	2
3. Supplement Development, Revision, and Recision.....	3
3.1 Numbering, Posting and Retention Responsibility .....	3
3.2 Revisions .....	3
3.3 Certifications.....	3
3.4 Recisions.....	3
3.5 Correction of Errors .....	3

Appendices

A – CRH Procedures to Develop, Coordinate, and Update Supplements .....	A-1
B – CRH Certification and Recision Procedures for Supplements.....	B-1

1. Introduction. Central Region (CR) supplements adapt procedural directives to address regional requirements. This supplement addresses the regional process for developing, revising, certifying, and rescinding supplements. Information contained in supplements remains in effect until superseded, certified, or rescinded.

2. Authority.

2.1 Directors’ Office. The Regional Director is authorized to issue supplements. This authority may be delegated to the Deputy Regional Director in the absence of the Director. The Deputy Regional Director has the overall responsibility for the supplement process.

2.2 Division Chiefs. Division Chiefs are responsible for the content of supplements affecting their division’s operational areas. Division Chiefs will be the authority in determining the requirement for CR supplements and may delegate supplement development and update responsibility to regional program managers. Division Chiefs have the authority to sign the Certification Memorandum for a supplement which they have certified.

2.3 Regional Program Managers. Regional Program Managers, hereinafter referred to as the Office of Primary Responsibility (OPR), are responsible for developing and updating supplements in their area of responsibility. Appendix A addresses the development and updating of supplements. Appendix B addresses the certification and recision of supplements.

2.4 Field Office. The MIC/HIC notifies the office staff of the implementation of new or revised supplements and ensures compliance to supplement requirements. All field office staff are encouraged to actively participate in the supplement process by providing comments directly to the OPR as well as the appropriate Division Chief.

3. Supplement Development, Revision, and Recision. All supplements will be developed, coordinated, and finalized in accordance with the instructions provided in Appendix A. Exhibit 1 in Appendix A depicts steps in process.

3.1 Numbering, Posting, and Retention Responsibility. Once a supplement has completed the development and review process, it is assigned a number by the Regional Director's designated Administrative Support Assistant (ASA) and signed by the Regional Director (RD). The ASA enters the effective date on the banner page and converts the file to .pdf format, forwarding it to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3). A signed hard copy of each supplement will be maintained at the regional headquarters and will remain on file five years after its cancellation date.

3.2 Revisions. CR supplements will undergo a biennial review based on the initial effective date or the biennium date of the supplement. Unscheduled or emergency updates to a supplement may be processed any time but must follow the process as outlined in Appendix A.

3.3 Certifications. Supplements that are determined to be valid and require no revisions will be certified as current. The OPR should follow the procedures as outlined in Appendix B.

3.4 Recisions. Supplements that are determined to be outdated and no longer required will be rescinded. The OPR should follow the procedures as outlined in Appendix B.

3.5 Correction of Errors. Corrections that would change the supplement's impact requires new coordination with the affected offices and union. Administrative type changes (i.e. correct misspelled word, broken web link, or correct date) do not require new coordination. The OPR should follow the correction of errors procedures outlined in Appendix A.

Appendix A - CRH Procedures to Develop, Coordinate, and Update Supplements

<u>Table of Contents:</u>	<u>Page</u>
1. Requirement Assessment .....	A-1
2. Composition and Internal Review .....	A-1
3. External Review .....	A-2
4. Finalization .....	A-2
5. Retention .....	A-3
6. Biennial Review .....	A-3
7. Correction of Errors .....	A-3
7.1 Resubmitting Procedures for Corrected Supplements .....	A-3
Exhibit 1 – Central Region Headquarters’ Supplement Process .....	A-4

1. Requirement Assessment. Topics that continually generate questions, confusion or complaints are candidates for a supplement. Coordinating with the Division Chief, the OPR will:
  - a. Determine the need for a supplement issuance or update.
  - b. Solicit and review input from NWS field offices, other divisions, other regions, National Weather Service Headquarters (NWSH), and National Centers, as appropriate.
  
2. Composition and Internal Review. Based on coordinated input, the OPR will:
  - a. Compose a draft supplement using the NOAA standard word-processing software program and the regional supplement template which includes the banner page. It is the responsibility of the composer to follow the established NWS format for punctuation, indentation, and grammar as outlined in the procedural directive. A Table of Contents will be included when the supplement and/or an appendix contain more than one section, and it should be automatically generated using the internal feature of the word processor. Appendices should be created in a separate document file using the regional Supplement Appendix template. (*Note:* All regional templates and user resources may be downloaded from the Central Region Intranet web page from the main link labeled “Directive/Supplements DAO’s & NAO’s” under the CR Supplement Resources link.)
  - b. Route the draft supplement via electronic mail (email) to Division Chiefs and to appropriate CRH staff personnel affected by supplement for review and comments. CRH personnel will be allowed at least five working days to review the document. This review period may be longer as determined by the OPR.

- c. Review comments and incorporate them appropriately into the draft supplement.
  - d. Provide a draft supplement to Director's Office designated ASA for checking of format, Table of Contents, and overall appearance.
3. External Review. The draft supplement is now ready for the external review process. The OPR will:
- a. Attach the draft supplement file to an email message, sending it to field office MICs/HICs, appropriate station management team members and appropriate NWSH Program Managers for a review period of least 15 working days. If no comments are received after the review period, approval is assumed.
  - b. Review comments and incorporate them appropriately into the draft supplement. The steps in 3a and 3b may repeat more than once to develop the best possible compromise version.
  - c. Provide the revised draft supplement to appropriate Division Chief for review.
  - d. Upon receiving direction from the Division Chief present the draft supplement to the Deputy Director who will forward file to NWSEO regional chair to begin the 15 working days' union review process. If no comments are received after the review period, union approval is assumed.
  - e. Review and incorporate union comments appropriately. The review process in steps 3c through 3e may repeat until the best possible compromise version is drafted. If matters of conflict dealing with national policy and procedures remain unresolved, the national headquarters office responsible for managing the functional area addressed by the supplement will have final decision authority.
4. Finalization. The draft supplement is now ready for final processing. The Director's Office designated ASA will:
- a. Receive the final draft supplement from the OPR.
  - b. Perform final editing, assign the supplement number and obtain Director's signature on hard copy.
  - c. Coordinate with the OPR on the desired effective date. Normally an effective date of 14 calendar days from the date the official hard copy was signed is placed in the effective date field on the banner page of the electronic soft copy.
  - d. Convert the supplement document file into a .pdf file, using the established NDS file naming convention for file name.
  - e. Check the .pdf format using Adobe Acrobat, checking for bookmarks and active links. **NOTE:** Sensitive information, such as home phone numbers or homeland security procedures must be reviewed to determine its appropriateness before sending the supplement to W/CFO3 for posting.

- f. Send an email notification message with the attached supplement .pdf file to the W/CFO3 for posting on the National Directives website. The notification message contents will serve as official notification that the supplement was signed by the RD and that it was reviewed by the regional union representative. The clearance date, day in which union representative responded to review call or in the case of no response, the end of the 15 working day review period, needs to be included in the message. The Division Chiefs, OPR, and CR NDS Announcements mailing list participants will be carbon copy (cc:) recipients.

5. Retention. The signed hard copy of each supplement will be filed at the regional headquarters and will remain on file five years after its cancellation date. The RD's designated ASA will file the supplement in the file repository located in the administrative area adjacent to Director's Office area.

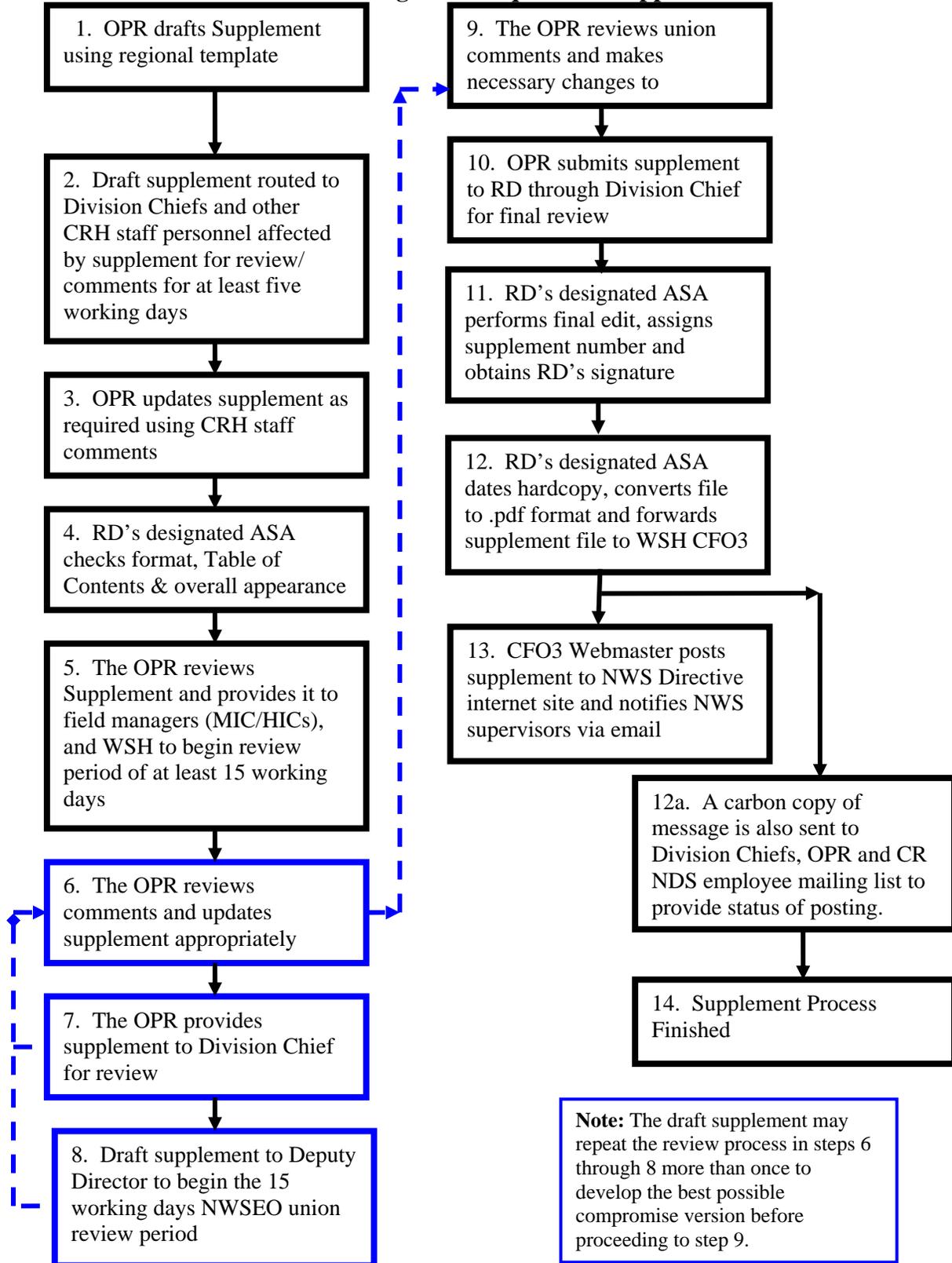
6. Biennial Review. Supplements will be reviewed biennially based on their biennium review date. W/CFO3 will send an email update notice to the supplement's OPR 90 days prior to this date. The OPR will assess the need to revise, certify, or rescind the current supplement. This appendix is used for the revising process, and Appendix B is used for the certification and rescision process.

7. Correction of Errors. Normally, changes made for administrative type errors will not need to complete the coordination and review phase as required for initial or updates of supplements. Types of changes that do not require coordination are listed in Appendix C of the reference NWS procedural directive. The OPR can work directly with the Regional Director's Office designated ASA to make the necessary corrections. If the OPR is not sure if a correction would have significant impact on affected offices and the union, the correction/s will be discussed with the OPR's Division Chief. Corrections deemed as having significant impact will be coordinated and reviewed by affected offices and the union.

7.1 Resubmitting Procedures for Corrected Supplements. The RD's designated ASA will follow the same steps as outlined above to finalize and submit corrected document to W/CFO3 to include the following steps:

- a. Email W/CFO3 at [nws.hq.aa.cfo3.nds.staff@noaa.gov](mailto:nws.hq.aa.cfo3.nds.staff@noaa.gov) to confirm change and notification requirements were met.
- b. Provide W/CFO3 for the record memorandum signed by RD, indicating changes made, date made, and reason they were made.

**Exhibit 1 – Central Region Headquarters’ Supplement Process**



<u>Table of Contents:</u>	<u>Page</u>
1. Requirement Assessment .....	B-1
2. Composition.....	B-1
3. Finalization .....	B-1
4. Retention and Disposition.....	B-2
Exhibit 1 –Central Region Headquarters’ Supplement Certification Memorandum Template .....	B-3
Exhibit 2 –Central Region Headquarters’ Supplement Recision Memorandum Template .....	B-4
Exhibit 3 –Central Region Headquarters’ Supplement Certification Memorandum Example .....	B-5
Exhibit 4 –Central Region Headquarters’ Supplement Recision Memorandum Example .....	B-6

1. Requirement Assessment. This step normally will occur during the supplement's biennial review period. However, assessment on the need to continue a supplement may occur anytime due to the changes in policy directives and/or request for changes. Coordinating with the Division Chief, the OPR will:

- a. Determine the need for certification or recision of the supplement.
- b. Solicit input from NWS field offices, other divisions, other regions, National Weather Service Headquarters (NWSH), and National Centers, as appropriate.
- c. Notify W/CFO3 during emergency situation to immediately rescind a supplement.

2. Composition . With the approval of the Division Chief, the OPR will:

- a. Compose a draft memorandum using the appropriate Central Region Supplement Memorandum template (refer to Exhibit 1 and 2). (*Note:* Regional templates and user resources may be downloaded from the Central Region Intranet web page from the main link labeled “Directive/Supplements DAO’s & NAO’s” under the CR Supplement Resources link.)
- b. Route the draft memorandum to the Division Chief for review and approval.
- c. Upon receiving the approval from Division Chief, provide the memorandum electronically to the RD's designated ASA for final formatting checks.

3. Finalization. The draft supplement memorandum is ready for final processing. The Director’s office designated ASA will:

- a. Receive the final draft supplement memorandum file from the OPR.

- b. Perform final editing, checking for overall appearance and content.
  - c. Obtain Director's signature on hard copy.
  - d. Send an email message with the attached supplement memorandum file to W/CFO3 with Division Chiefs, OPR, and CR NDS Announcements mailing list participants as carbon copy (cc:) recipients.
4. Retention and Disposition. The signed hard copy of each memorandum will be filed at the regional headquarters. Cancellation memorandum will remain on file five years after its cancellation date. The RD's designated ASA will:
- a. File the memorandum in the file repository located in the administrative area adjacent to Director's Office area.
  - b. Annually dispose of those supplements that have exceeded the five-year retention criteria.

Exhibit 1 –Central Region Headquarters’ Supplement Certification Memorandum Template

[Date of memo]

MEMORANDUM FOR: Management and Organization Division  
Office of the Chief Financial Officer/Chief  
Administrative Officer

FROM: *[Supplement Certifying Official’s Name]*  
*[Supplement Certifying Official’s Title]*

SUBJECT: Certification of [Supplement Number], [Supplement Title], dated  
[Supplement’s date]

The Central Region Headquarters reviewed National Weather Service Supplement [Supplement Number], [Supplement Title] and certifies it is current and requires no updating during its FY 200x biennial review cycle.

Exhibit 2 –Central Region Headquarters’ Supplement Recision Memorandum Template

[Date of memo]

MEMORANDUM FOR: National Weather Service Directives System (NDS) Customers

FROM: Lynn P. Maximuk  
Regional Director

SUBJECT: Recision of (*NDS Policy/Procedural Directive Number*),  
(*Directive Title*)

The following document is rescinded from the NDS.

NDS Title:

NDS Number:

Effective Date:

Signature Date:

Certified By:

Approving Authority:

Summary: (Provide brief explanation for this action)

Exhibit 3 –Central Region Headquarters’ Supplement Certification Memorandum Example

March 4, 2004

MEMORANDUM FOR: Management and Organization Division  
Office of the Chief Financial Officer/Chief  
Administrative Officer

FROM: J. Michael Looney  
Chief, Services Division

SUBJECT: Certification of National Weather Service Central Region  
Supplement 03-2003, Flood Warning Verification, dated May 30,  
2003 Applicable to NWSI 10-1601 Verification Procedures

The Central Region Headquarters reviewed National Weather Service Supplement 03-2003, Flood Warning Verification and certifies it is current and requires no updating during its FY 2005 biennial review cycle.

Exhibit 4 –Central Region Headquarters’ Supplement Recision Memorandum Example

February 3, 2006

MEMORANDUM FOR: National Weather Service Directives System (NDS) Customers

FROM: Lynn P. Maximuk  
Regional Director

SUBJECT: Recision of NDS Supplement CRS 01-002; Central Region  
Criteria/Definition of Small Craft Advisory for the Great Lakes

The following document is rescinded from the NDS.

NDS Title: Central Region Criteria/Definition of Small Craft Advisory for the Great Lakes  
NDS Number: 01-002 applicable to 10-301  
Effective Date: December 26, 2002  
Signature Date: December 11, 2002  
Certified By: J.M. Looney  
Approving Authority: Dennis H. McCarthy

Summary: The recently updated NWSI 10-301, dated July 23, 2004, includes the Central Region definition and criteria for a Small Craft Advisory, this rendering supplement redundant.