

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE NWSPD 1-6***  
***October 15, 2003***

***Administration and Management***  
***External Inquiries/Internal Audits***

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

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**OPR:** CFO3 (N. Scheller)  
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**Certified by:** CFO/CAO (I.T. David)

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1. The National Weather Service (NWS) is required to respond to external inquiries and internal audits in accordance with regulations promulgated by Federal agencies including policies set by the General Accounting Office (GAO), Department of Justice (DOJ), Department of Commerce (DOC), National Oceanic & Atmospheric Administration (NOAA), and applicable laws. These inquiries and audits are conducted by the Office of the Inspector General (OIG) or the GAO. This also includes Freedom of Information Act (FOIA) requests from the public, the annual Management Control Review (MCR), and activities associated with the Office of Management and Budget (OMB) Circular No. A-76 - Performance of Commercial Activities.
2. The purpose of this policy is to ensure NWS complies with Federal laws and regulations, and departmental policies and procedures when responding to external inquiries and internal audits.
3. This policy directive establishes the following responsibilities:
  - 3.1 The Assistant Administrator for the National Weather Service has delegated responsibility to the Chief Financial Officer/Administrative Officer (CFO/CAO) for ensuring that Headquarters, Regional, and Staff Office Directors (NWS Directors) respond to external inquiries and internal audits. The CFO/CAO issues NWS-wide external inquiry and internal audit procedures and maintains a record of inquiries and audits.
  - 3.2 Headquarters and regional office directors will respond to external inquiries and internal audits, within their organization as delegated by the CFO/CAO.
  - 3.3 Redelelegation levels are assigned under each program area procedure directive listed in Attachment 1, when applicable.

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

<u>Signed by John E. Jones, Jr. for</u>	<u>10/01/03</u>
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

Attachment

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

***Procedural Directives***

*NWS 1-601 - Office of Inspector General Procedures*  
*NWS 1-602 - General Accounting Office Procedures*  
*NWS 1-603 - Freedom of Information Act Procedures*  
*NWS 1-604 - A-76 - Performance of Commercial Activities*  
*NWS 1-605 - Management Control Reviews*

***Supporting Information***

Inspector General Act of 1978  
Freedom of Information Act - 5 U.S.C. 552 (1994 and Supp. IV 1998)  
Freedom of Information Act Guide & Privacy Act Overview  
Department of Commerce Internal Control Handbook, Chapter 7 - Internal Control Reviews  
General Accounting Office - GAO/AMID-00-21.3.1 - Standards for Internal Control in the Federal Government  
Office of Management and Budget (OMB) Circular No. A-76 (Revised) - Performance of Commercial Activities

***Glossary***

Freedom of Information Act (FOIA) - FOIA generally provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from disclosure by one of nine exemptions or by one of three special law enforcement record exclusions.

Management Control Review (MCR) - a thorough examination of the controls that are in place within a given program or activity to determine their effectiveness in helping to achieve management goals.

***Web sites***

Department of Commerce, Office of the Inspector General web site -  
<http://www.oig.doc.gov>

NOAA, Office of Finance and Administration, Audit, Internal Control, and Information Management web site -  
<http://www.ofa.noaa.gov/~audit>

Office of Management and Budget (OMB) -

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<http://www.whitehouse.gov/omb/circulars/index-budget.html>