Department of Commerce · National Oceanic & Atmospheric Administration · National Weather Service

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Administration and Management
Records Management, NWSPD 1-8

ACTION ITEMS DATABASE

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

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SUMMARY OF REVISIONS: Minor punctuation and correction of the name of an office and change to OPR and Certifying Official.

Signed Robert J. Byrd ___September, 19 2011___________________________________
Robert J. Byrd Date
Chief Financial Officer/
Chief Administrative Officer

National Weather Service Action Items Database

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1. Introduction. All National Weather Service (NWS) Headquarters, Regional and National Centers for Environmental Prediction offices are responsible for responding to executive actions by preparing correspondence for signature by NWS senior management, and at the National Oceanic and Atmospheric Administration (NOAA) and Department of Commerce (DOC) levels.

   These instructions govern the use of the NWS web-based action item database, referred to as the NZone Application Server (NZone), for use by NWS offices when viewing assigned executive actions.

   Inquiries regarding NZone should be directed to the NWS Executive Affairs (EA) staff at (301) 713-0675 or nws.executive.affairs@noaa.gov.

2. Accessing NZone. NZone is available on-line at http://nzone.nws.noaa.gov.

   The designated action office will receive an e-mail notification linking them directly to NZone to view an action in its entirety. Offices designated to provide input to the action office will receive a distribution copy e-mail notification containing a link to NZone.

2.1 User Name and Password. Each office has been assigned a user name and password for use by authorized individuals – as designated by each office. From the NZone Home Page:

   1. Select *NZone login* from the left tool bar.

2. Enter the assigned user name and password and click the *login* button.

Please contact the EA office to obtain the office user name and password.

Note: When accessing NZone via the e-mail notification link, the Executive Action Item will automatically be displayed.

3. Executive Log. The Executive Log contains a listing of all NWS Executive Action Items. Each action office has the capability to access and view only the action item(s) assigned to their office for action, and the NWS Active Report. For tracking purposes, the Executive Log is separated into *ACTIVE, CLOSED,* and *PENDING* actions. Pending items are actions awaiting NOAA/DOC signature.

Each Executive Action Item is listed by DUE DATE, ITEM #, ASSIGNED OFFICE and ACTION ITEM.

3.1 Viewing the Executive Log. Upon gaining access:

1. Select Executive Log from left tool bar.
2. Select your action office to view assignments.
   (or NWS Active Report to view a list of all Active Actions)
3. Click on the Due Date, indicated in blue, to display the Executive Action Item.

Note: The office(s) receiving a distribution copy e-mail can only access that action via the link contained within the e-mail notification.

4. NWS Executive Action Items. Once correspondence has been received by the EA staff, it is logged into a Lotus Notes database for action and tracking as an Executive Action Item. The Executive Action Item is translated into the NZone Executive Log for viewing by the action office. As stated above, the action office and office(s) receiving a distribution copy, if applicable, will receive an e-mail notification containing a link to the action.

Each Executive Action Item entered into the database contains detailed information to assist the action and input offices. The most relevant information conveyed within an Executive Action Item are:

1. Status - indicated by ACTIVE or CLOSED status.

2. Item Number - assigned action number.

3. Office Assigned - action office responsible for providing the coordinated response for signature.

4. Due Date - the date by when the action must be completed and signed.

5. Signature Level - represents the signature required or assigned for the action's response.

6. W/EA Distribution of Incoming - offices providing input to the action office.

7. Complete Description - provides detailed information pertaining to the incoming correspondence.

5. Incoming Correspondence. A scanned copy of the incoming correspondence is attached to each Executive Action Item.

5.1. Viewing Incoming Correspondence.

1. Select the document icon in the "E-Documents" section.

6. Closing Executive Actions. To close an Executive Action Item, the action office must provide EA with a copy of the signed response, or a copy of the e-mail response. If the response is provided via telephone or in person, an e-mail with the date, and action taken needs to be provided to EA. EA staff will then close the action in the Executive Log.