

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 100-1

June 12, 2014

External Affairs

CLEARANCES FOR NWS-AUTHORED PAPERS

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OPR: W/SP (Wendy Levine and Paula Davidson)

Certified by: W/SP (E. Johnson)

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SUMMARY OF REVISIONS:

1. Added references to applicable National Oceanic and Atmospheric Administration (NOAA) directives and Research Council Framework for Internal Review and Approval of Fundamental Research Communications in Section 1 and in the Attachment.
2. Included requirement for internal peer review process, including timelines, oversight and redress, with reference to new Instruction NWSI 100-101, *Peer Review and Reporting/Tracking of NWS Papers Intended for the Peer-Reviewed Literature*, in Section 2; please note this does not change the general requirement for supervisor review/approval of all NWS-authored papers.
3. Updated wording of required disclaimer in Section 3.
4. Included requirement for tracking/reporting of NWS publications in Section 4, with details provided in NWSI 100-101.
5. Changed title of directive to reflect relevance to non-NWS employees.

1. Free and open scientific communication is a fundamental element of the National Oceanic and Atmospheric Administration (NOAA) Scientific Integrity Policy (NAO 202-735D: Scientific Integrity). At the same time, clearly communicating our science is an important responsibility of NOAA and its scientists. National Weather Service (NWS) employees are encouraged to participate in academic, research, and other fora, and to maintain competence and expertise at the forefront of relevant disciplines. In order to comply with applicable NOAA policies and Federal employee ethics requirements, all NWS-Authored Papers (see definition in Attachment 1) as distinguished from other official NWS publications, will be subject to minimal clearance procedures, and may be required to include a disclaimer. This policy directive conforms to the following applicable policies and guidance:

- a) [NOAA Administrative Order 202-735D, Scientific Integrity](#);
- b) [NOAA Administrative Order 216-115, Strengthening NOAA's Research and Development Enterprise](#) and [associated handbook](#);
- c) [Department of Commerce Administrative Order \(219-1\), Public Communications](#); NOAA Framework for Internal Review and Approval of Fundamental Research Communications ("NOAA Framework"; per NOAA Research Council, 6/27/2013)

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2. NWS employees are required to receive approval from their supervisor to author a paper. When completed, all such papers are reviewed and approved by the cognizant Regional/Office Director or his/her designee, prior to their distribution or publication. The approving official may confer, as appropriate, with other NOAA or Department of Commerce officials. NWS-authored papers may also be submitted, as appropriate to the subject matter, to established “peer review” processes. Papers intended for the peer-reviewed literature (as defined in Attachment 1) undergo internal peer review as outlined in Section 2.a.

2.a. Papers for peer-reviewed literature: The NOAA Framework (item 1c, above) requires that all NWS papers that are submitted to peer-reviewed scientific literature undergo an internal peer review as part of this approval process. The guidance for internal peer review and clearance of NWS-authored papers applies to all NWS authors or co-authors, i.e. NWS federal employees, as well as NWS contractors to whom NAO 202-735D applies, regardless of order of authorship. The procedures for internal review are described in NWSI 100-101 *Peer Review and Reporting/Tracking of NWS Papers Intended for Peer Review Literature*. These procedures ensure that NWS peer review is both timely and expert, and provide for redress in cases of disagreement during the review.

3. Should the cognizant Regional/Office Director or designee determine that the paper could reasonably be misconstrued as presenting a position of NWS/NOAA when it does not, or that it includes viewpoints that extend beyond the scientific findings to incorporate the author’s expert or personal opinions, the following disclaimer is required: “The scientific results and conclusions, as well as any views or opinions expressed herein, are those of the author(s) and do not necessarily reflect the views of NWS, NOAA, or the Department of Commerce.”

4. NAO 216-115, Strengthening NOAA’s Research and Development Enterprise directs that line offices track research publications. NWS will maintain a central list of citations of peer-reviewed publications, as described in NWSI, 100-101.

See Attachment 1 for applicable references and definitions.

<u>Signed</u>	<u>5/29/2014</u>
Dr. Louis W. Uccellini	Date
Assistant Administrator for Weather Services	

Attachment 1. References and Definitions

References

- [NOAA Administrative Order 202-735D, Scientific Integrity](#);
- [NOAA Administrative Order 216-115, Strengthening NOAA's Research and Development Enterprise](#) and [associated handbook](#);
- [Department of Commerce Administrative Order \(219-1\), Public Communications](#);
- NOAA Framework for Internal Review and Approval of Fundamental Research Communications (NOAA Research Council, 11/08/2012)

Definitions

“**NWS-authored papers**” are 1) scientific, research, scholarly and other papers and/or presentations developed by NWS employees and/or contractors to whom NAO 202-735D applies; 2) submitted for publication or presentation in journals, symposia, magazines, newspapers or other publications, in any medium; and 3) which identify one or more specific NWS employees and/or contractors as author(s) with reference to their NWS titles or NWS affiliation.

NWS-authored papers are not:

1. Works created under the policies and authorities of other NWS Directives; e.g. products and services created under Part 10 of the NWS Directives System, web pages created under Part 60 of the NWS Directives System.
2. Papers authored by NWS employees and/or contractors outside the scope of their employment and on topics unrelated to the NWS mission, e.g., an article on woodworking; the great American novel. However, such papers should not identify the author as an NWS employee and/or contractor, and NWS authors should consult with an agency ethics counselor regarding the regulations governing outside work by government employees/contractors.

“**Peer-reviewed literature**” are the scientific journals, books and other publications that accept manuscripts submitted for publication only after “peer review,” in which editorial staff subject the submissions to review by technical experts (“peers”), and approve any revisions necessary to address expert reviewer comments. These publications are distinct from newspapers, conference presentations or proceedings, and other literature that do not carry out such peer review before publication. Some examples of peer reviewed journals where NWS employees commonly publish are *Monthly Weather Review*, *Journal of Geophysical Research*, and *Journal of Hydrometeorology*.