

NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 12-2004
APPLICABLE TO NWSI 1-101
JULY 9, 2004

Administrative and Management
Policy Formulation, NWSPD 1-1
Directives System - Structure and Management, NWSI 1-101

SUPPLEMENT DEVELOPMENT AND UPDATE PROCEDURES

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

OPR: W/ERx2 (R. Dickman)

Certified by: W/ER1 (J. Guiney)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This instruction supercedes “Supplement Development and Update Procedures,” filed with Administrative and Management Policy Formulation, NWSPD 1-1 and Directives System - Structure and Management, NWSI 1-101, dated August 1, 2003. Changes: 1) Only the Regional Director is authorized to issue Supplements. Authority may no longer be delegated to Division Chiefs. 2) The Supplement numbering process and posting responsibility has been clarified. 3) The Supplement Webmaster will direct field comments to program manager in notification messages for draft supplements. 4) Notification to W/MB32 has been replaced with notification to CFO3. 5) Once the draft Supplement is posted, the Supplement Webmaster will notify other regions and NCEP in addition to the ER field office MICs/HICs, appropriate office management team members, appropriate NWSH Program Leader, CFO3, the ERH Mail List, and the National Weather Service Employee Organization (NWSEO) Regional Chair. 6) Signed and numbered hard copy of Supplements should be provided to Director’s Secretary for filing. 7) Supplement Webmaster will assign appropriate file names using directions provided in section 3.1.3 of Appendix D of Directives System - Structure and Management, NWSI 1-101

<SIGNED>

JUNE 18, 2004

Dean P. Gulezian

Date

Director, NWS Eastern Region

<u>Table of Contents:</u>	<u>Page</u>
1. Purpose.	3
2. Background.	3
3. Authority.	3
3.1 Directors' Office.	3
3.2 Division Chiefs	3
3.3 Divisional Program Managers	4
3.4 Field Office Responsibilities	4
4. Supplement Development, Revision, Certification, and Recision.	4
4.1 Numbering and Posting Requirements	4
4.2 Annual Review, Revision, and Certification Process	4
4.3 Recision	4

APPENDICES

A. Eastern Region Supplement Develop/Update Procedures	A-1
B. Eastern Region Certification Procedures.	B-1
C. Eastern Region Recision Procedures	C-1
D. Supplement Banner Format with Key	D-1

1. **Purpose.** The purpose of this Supplement is to define the responsibilities and procedures associated with developing, revising, rescinding, distributing, and archiving NWS Eastern Region (ER) Supplements as part of the National Weather Services' (NWS) Directive System (NDS).
2. **Background.** NWS Policy Directive 1-1 established the NDS for official NWS policy. The primary function of the NDS is to translate the ideas, goals, and principles contained in the NWS mission, vision, and strategic plan into action-related directives. The goal of the NDS is to be efficient and effective, easily understood and accessible, and completely electronic.

The NDS has three primary components; policy directives, procedural directives, and supplements.

- 2.1 **Policy Directives.** Policy directives are statements of important, high-level direction that guides decisions and actions throughout the NWS. Policy directives initiate and define NWS activities, as well as regulate authorities and responsibilities. Policy directives are orders of the Assistant Administrator For Weather Services.
- 2.2 **Procedural Directives.** Procedural directives, issued by the appropriate NWS Headquarters Office/Branch, implement policy directives and are comprised of instructions and/or manuals as required.
- 2.3 **Supplements.** Supplements are issued by regional offices and adapt procedural directives to address region-specific field requirements. As such, Supplements will not detract from, or conflict with, procedural directives. Eastern Region Headquarters (ERH) will issue Supplements as appropriate.

3. **Authority.**

- 3.1 **Directors' Office.** As stated in NWS Instruction 1-101, *NWS Directives System - Structure and Management*, the Regional Director (RD) is authorized to issue Supplements. This authority may be delegated to the Deputy Regional Director in the absence of the Director.
- 3.2 **Division Chiefs.** Division Chiefs are responsible for the content of Supplements affecting their division's operational/program areas. Division Chiefs will determine the need for ER Supplements, updates, or rescissions and will delegate Supplement development and update responsibilities to divisional program managers, as appropriate.
- 3.3 **Division Program Managers.** Division Program Managers (hereafter referred to as the Office of Primary Responsibility – OPR) are responsible for developing and updating Supplements based on input from their supervisors and NWS ER field offices (WFOs, CWSUs, RFCs). The OPR will follow the procedures outlined in Appendix A, B, and C to develop, update or rescind supplements.

3.5 Field Office Responsibility. The MIC/HIC is responsible for notifying office personnel regarding the implementation of new or revised regional supplements and ensuring compliance with all said supplement requirements. All ER field offices are encouraged to actively participate in the Supplement process by providing comments and feedback on draft Supplements posted on the ER Intranet web site to the appropriate OPR by the designated due date. Field office input should be sent directly to the responsible OPR. ER field offices are also encouraged to contact the appropriate ER Division to request the establishment of program specific supplements to address region-specific field requirements not covered in existing NDS Procedures/Instructions or supplements.

4. **Supplement Development, Revision, Certification, and Recision Procedures**. All ER Supplements will be developed, coordinated, and finalized in accordance with the procedures outlined in Appendix A.

4.1 Numbering and Posting Responsibility. Once a supplement has completed the development and review process, it is assigned a number by the Regional Director's ASA and presented to the RD for approval and signature. The Supplement is then posted to the regional Intranet web server by the Regional Supplement Webmaster. In addition, an electronic copy of the supplement will be sent to CFO3 for posting on the NWS directives Internet web site. A signed hard copy of each supplement will be maintained at ERH and will remain on file for a period of five years after its cancellation date.

NOTE: SENSITIVE INFORMATION, SUCH AS HOME PHONE NUMBERS OR HOMELAND SECURITY PROCEDURES, MUST BE REMOVED BEFORE SENDING ANY SUPPLEMENT TO THE NWS INTERNET WEB SITE FOR POSTING.

4.2 Annual Review, Revision, and Certification Process. ER supplements will be review annually based on the effective date of the supplement to determine whether an update is warranted. Unscheduled or emergency updates to a supplement may be processed any time but must follow the process as outlined in Appendix A. When a supplement does not require an update, the OPR will draft a certification memorandum following the format outlined in Appendix D and submit it to the RD for approval and signature. The certification memorandum indicates the directive was reviewed and is current. An electronic copy of the certification memorandum will be sent to CFO3.

4.3 Recision. ER 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 for the recision process.

Appendix A.

Eastern Region Supplement Develop/Update Procedures

1. Before Composing the Draft Supplement. In coordination with the Division Chief, the OPR will:
 - a. Determine the need for a supplement issuance or update. Topics that continually generate questions or confusion regarding either existing policy or procedures may indicate the need for a Supplement;
 - b. Solicit input from NWS field offices, other divisions, other Regions, National Weather Service Headquarters (NWSH), and the National Centers for Environmental Prediction, as appropriate.
2. Composing the Draft Supplement. The OPR will:
 - a. Based on coordinated input, compose a draft Supplement using the latest approved word-processing software. Note: all tables, appendices, figures, and graphics must be in electronic format. Each page must have the Supplement number and the effective date (in upper case type) in the upper right-hand corner using the following convention: NWS ERS 01-2004 AUGUST 1, 2004 (ERS - Eastern Region Supplement);
 - b. Submit the draft Supplement to the appropriate Division Chief(s) for comment. Incorporate Division Chief input, and if the supplement affects multiple divisions, seek Regional Director or Deputy Regional Director comments/review as well;
 - c. Incorporate Director and Deputy Director input.
3. After Composing the Draft Supplement. The OPR will:
 - a. Send an e-mail to the Supplement Webmaster, along with attached electronic .TXT file(s), for placement of the draft Supplement on the DRAFT Supplement Intranet site and include a due date for field input. *Note: The Supplement Webmaster will post the draft Supplement, along with any associated memorandum , on the ER DRAFT Supplement Intranet web site;*
 - b. Once the draft Supplement is posted, the Supplement Webmaster will send an e-mail to the ER field office MICs/HICs, appropriate office management team members, appropriate NWSH Program Leader, CFO3, other regions, NCEP, the ERH Mail List, and the National Weather Service Employee Organization (NWSEO) Regional Chair, notifying them of the Supplement posting and request for comments along with the due date. Comments on the draft Supplement should be directed to the Program Manager. The NWSEO regional chair has three weeks to review and provide comments. If no

comments are received by the end of the three week review period, NWSEO approval is assumed;

- c. Incorporate comments, and if necessary, repeat steps 2 a,b,c, and 3 a,b until the draft is complete.
- d. Each ERH Division is responsible for tracking the review process to completion. Dates of first, second and final reviews should be logged with timely revision after each comment period. The date of Union approval should also be noted.

4. Finalizing the Supplement.

- a. Submit the Supplement to the Regional Director for signature.
- b. When signed, acquire a new Supplement number from the ER Director's Office Secretary and edit the document to include the assigned Supplement number. Include the signature date as well as "<signed>" on the Signature/Date line. **Important:** Ensure that the Effective Date is at least three weeks later than the Signature Date.
- c. Convert the Supplement into a .PDF file format;
- d. Send an e-mail to the Supplement Webmaster, with attached .TXT and .PDF Supplement files, for electronic posting on the Supplement intranet site; signed and numbered hard copy should be provided to Director's Secretary for filing.
- e. Supplement Webmaster will assign appropriate file names using directions provided in section 3.1.3 of Appendix D of Directives System - Structure and Management, NWSI 1-101.
- f. Supplement Webmaster will send an e-mail to CFO3, along with an attached .PDF electronic file, to place the Supplement on the National Directives Internet website;

NOTE: SENSITIVE INFORMATION, SUCH AS HOME PHONE NUMBERS OR HOMELAND SECURITY PROCEDURES, MUST BE REMOVED BEFORE SENDING ANY SUPPLEMENT TO THE NWS INTERNET WEB SITE FOR POSTING.

- g. Once posted at ERH website, Supplement Webmaster will send an e-mail to ERH, ER field office MICs/HICs, appropriate office management team members, appropriate NWSH Program Leaders, CFO3, other regions, NCEP, ERH Mail List, and the NWSEO Regional Chair, to notify them that

the Supplement has been signed and approved for posting on the ER Intranet and NWS National Directives Internet web sites.

5. Bookkeeping, Retention/Archive Responsibility

- a. A list of Supplements posted on the ER Intranet web site will be maintained by the Supplement Webmaster. The list will include the Supplement number, the effective (web posting) date, the termination (web de-posting) date, the number of the directive (Series and Procedure #) which the Supplement falls under, the office of primary responsibility (OPR) code (for example W/ER1x2), and the Supplement subject title.
- b. The signed hard copy of each supplement will be filed at ERH and will remain on file for a period of five years after its cancellation date. Supplements that are cancelled or superceded must be retained in an electronic archive of five years. The Supplement must be printable from this archive.

Appendix B.

Eastern Region Supplement Certification Procedures

ER supplements will be review annually based on the effective date of the supplement to determine whether an update is warranted. When a supplement does not require an update, the OPR will draft a certification memorandum following the format outlined in Exhibit 1 below and submit it to the RD for approval and signature. The certification memorandum indicates the directive was reviewed and is current.

Exhibit 1 - Certification Memorandum Template



U.S Department of Commerce
National Oceanic and Atmospheric Administration
National Weather Service - Eastern Region
Airport Corporate Center
630 Johnson Avenue
Bohemia, New York 11716-2618

January 28, 2004

W/ER1:JLG

MEMORANDUM FOR: Eastern Region Field Offices

FROM: Dean P. Gulezian
Director, NWS Eastern Region

SUBJECT: Certification of ER Supplement ERS 03-2003
Backup Plan For Eastern Region Offices
Dated February 5, 2004

The Meteorological Services Division reviewed Eastern Region Supplement ERS 03-2003 Backup Plan For Eastern Region Offices, and certifies it is current and required no updating for the FY05 annual review cycle.

Eastern Region Supplement Recision Procedures

1. Requirement Assessment. This step normally will occur during the supplement's annual review period. However, assessment on the need to continue a supplement may occur anytime due to the changes in policy directives. Coordinating with the Division Chief, the OPR will:
 - a. Determine the need for recision of a supplement.
 - b. Solicit input from NWS field offices, other divisions, other regions, NWSH, and NCEP, as appropriate.
2. Recision Composition. With the approval of the division chief, the OPR will:
 - a. Compose a draft recision memorandum using the recision memorandum template in exhibit 2.
 - b. Route the draft recision memorandum to the division chief for review and approval.
 - c. Upon receiving the approval from division chief, provide the memorandum to the RD for approval and signature.
3. Finalization. The draft supplement cancellation memorandum is ready for final processing. The OPR will:
 - a. Present the memorandum to the RD for signature.
 - d. Send an email message with an attached supplement cancellation file to CFO3 with notification carbon copy (cc:) to appropriate division chief and OPR.
4. Retention and Disposition. The signed hard copy of each cancellation memorandum will be filed at ERH and will remain on file five years after its cancellation date. Supplements that have exceeded the five year retention period will be destroyed.

Exhibit 1 - Recision Memorandum Template and Example

1. Recision Memorandum Template

[Date of Memo] [Author's Routing Code]

MEMORANDUM FOR: Eastern Region Field Offices

FROM: Dean P. Gulezian
Director, NWS Eastern Region

SUBJECT: Cancellation of Eastern Region Supplement [Supplement Number and Title], Dated [Issuance date of Document being cancelled] filed with [Associated NDS Instruction Number]

Eastern Region Supplement (Supplement Number e.g. ERS 03-2002), titled “[Title of Cancelled Supplement],” [Issuance date of Document being cancelled] is cancelled and will be removed from active files effective upon receipt of this cancellation notice.

2. Recision Memorandum Example.

MEMORANDUM FOR: Eastern Region Field Offices

FROM: Dean P. Gulezian
Director, NWS Eastern Region

SUBJECT: Cancellation of Eastern Region Supplement, ERS 04-2002
High Wind Outlooks, Watches, Warnings and Wind Advisories,
Dated October 1, 2002, filed with NWSI 10-515

Eastern Region Supplement High Wind Outlooks, Watches, Warnings and Wind Advisories, dated October 1, 2002, is cancelled and will be removed from active files effective upon receipt of this cancellation notice.

Supplement Banner Format with Key

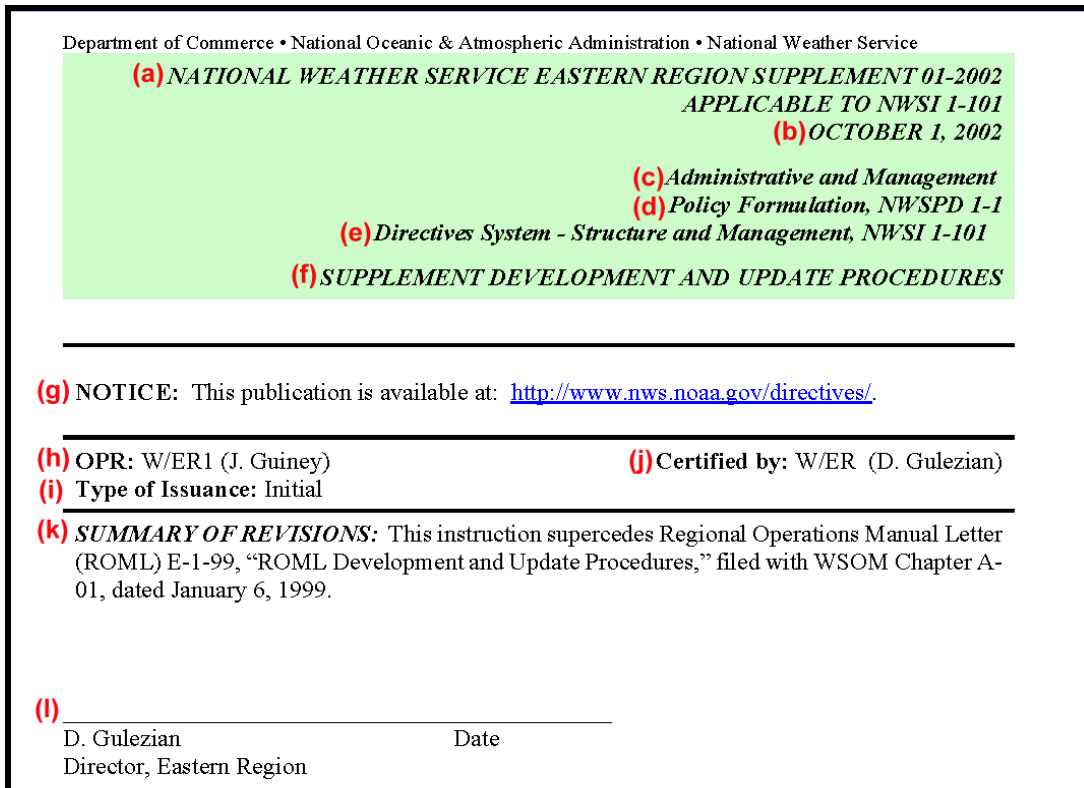


Figure 2. Sample supplement banner.

Suppl Title, and Associated NWS Directive System Instruction - Supplement numbering convention: AA - YYYY where AA is the Supplement number and YYYY is the calendar year of issuance. For example, Eastern Region issues its fourth supplement during 2003, the Supplement number would be 04-2003.

(b) Effective Date - The effective date will normally be three weeks after the date the Supplement is signed by the approving authority. In cases where the Supplement becomes effective on some future date (e.g., to allow time for training on a new supplement to be completed), the Supplement Webmaster will specify this date upon notification.

(c) Series Title - Title of National Directive System (NDS) series where the Supplement is found. Refer to the NWS Directives Internet web site for further information: <http://www.nws.noaa.gov/directives>.

(d) Policy Directive - Name and number of associated NDS policy directive.
(e) Procedural Directive - Name and number of associated NDS procedural (instructional) directive.

(f) Supplement Subject Title - Name describing the Supplement’s subject matter.
(g) Notice - Identifies the NDS Internet web site where the Supplement is posted.

(h) OPR (Office of Primary Responsibility) - Eastern Region routing code followed by the name of the author (first initial and last name) who developed the Supplement. A listing of Eastern Region Headquarters (ERH) divisional routing codes are shown in Table 1.

Table 1. ERH Divisions with associated routing codes.

ERH DIVISION	DIVISION ROUTING CODE
Directors' Office	W/ER
Meteorological Services Division	W/ER1
Hydrologic Services Division	W/ER2
Scientific Services Division	W/ER3
Systems Operations Division	W/ER4
Administrative Management Division	W/ER5

- (l)** **Type of Issuance** - Term indicating type of most recent issuance. The options are:
- (1) Initial.....first issuance of Supplement under the NDS;
 - (2) Routine.....scheduled update of an existing Supplement (as necessary);
 - (3) Emergency.....unscheduled update of an existing Supplement.
- (j)** **Certified by** - Name of the Eastern Region manager (Division Chief, Deputy Director, or Director) under whom the Supplement was developed.
- (k)** **Summary of Revisions** - List of all documents superceded by the Supplement. Include the full title, issuance number, and date of the documents being superceded.
- (l)** **Signature and Date Line** - The name and title of the approving authority (Director) followed by the date signed.