

Directories/Locator

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1. Introduction to Directories. The purpose for this procedure is to provide guidance for maintaining the accuracy of National Weather Service (NWS) data in National Oceanic and Atmospheric Administration (NOAA) directories and databases. W/CFO3 is the focal point for the NOAA Locator, NOAA Organization Directory and the NWS portion of the NOAA Distribution System.

2. NOAA Locator. The NOAA Locator (national employee directory) is maintained by NOAA OFA12. It is the responsibility of each office and each employee to assure their telephone number(s), room number, fax number, and mailing addresses are correct. The NOAA Locator can be found at: <http://www.ofa.noaa.gov/~noaa/natlocnoaa.html>

2.1. How to use the NOAA Locator. The Locator may be searched by name, last and/or first; routing code, or by phone number. Queries will bring up the first 100 names under the search.

When searching by Routing Code, enter the lowest possible designator, i.e., enter W/OPS1, not W/OPS. When searching by name, enter the last name and at least a portion of the first name, if available. Note: If entering L, all names will be selected including those beginning with L, such as Lisa, as well as names containing L, such as Carl or Shirley.

2.2. What to update. Submit only the data changed. For example, name and phone number or name and routing code. Do not submit in-house office lists since data is stored in an Oracle database and must be queried by specific name.

2.3. Submitting changes. NWS Headquarters contacts should provide monthly updates via email to W/CFO3List. Field personnel should provide revisions to regional Administrative Services Division. The NWS portion of the database is updated by the NWS coordinator. NOAA uploads changes daily. Submissions are available on the Internet the day following data entry

3. NOAA Organization Directory. This directory lists NOAA employees by Routing Code, Organization Code, Organization (office title), phone number, room number and work location. The NOAA Organization Directory is located at <http://www.ofa.noaa.gov/~noaa/>, select NWS from drop-down menu. Enlarge the directory using the zoom icon, ⌕, located on the tool bar.

3.1. Authorized Routing and Organization Codes. Only official Routing Codes approved by a signed NOAA Circular are listed in the Organization Directory. Revisions are generally entered on the NOAA web site on Fridays, excluding holidays.

3.2. Submitting NOAA Organization Directory Updates. Updates and corrections should be sent to w-cfo3.list@noaa.gov . Include the Routing Code and the data changed in a concise, single email message per Office designation, i.e., W/OS, W/OPS, W/ER, W/NP, etc.

4. Blue Pages Project. The Blue Pages Project falls under the auspices of the General Services Administration.

4.1 Blue Pages Location. Printed hard-copy nationwide telephone directories have blue colored paper paged containing Federal, state, and local government information. The NWS portion of these directories is located under the U. S. Department of Commerce, NOAA. On-line Blue Pages are available at www.usbluepages.gov .

4.2 Submitting Blue Pages Changes. NWS personnel should send telephone and other Blue Page listing updates to, w-cfo3.bluepages@noaa.gov

5. NOAA Distribution System. W/CFO3 is responsible for the NWS portion of the NOAA Distribution System. Individual coordinators within NWS Regions may be selected for their portion of the country. NOAA distribution address are not available on line. However, a once-a-year print out will be sent to Offices and Regions to verify data. Annual Purge cards are strongly recommended to maintain accurate lists housed within the NOAA Distribution System (See NAO 214-100).

5.1 Distribution Coordinator Responsibility. Coordinators are responsible for:

- a. serving as the contact and maintaining the accuracy of distribution lists within their area of responsibility;
- b. reviewing requests for creation of distribution lists; (Reviews will be conducted to assure that the proposed lists are in accordance with the criteria established for the NOAA Distribution System.)
- c. eliminating duplicate distribution lists and addresses;
- d. notifying NOAA Distribution Manager (OA333) of changes in organization, addresses, or number of employees within their area of responsibility;
- e. providing special instruction when, under unusual conditions, a nonstandard distribution list is required; and
- f. providing updated distribution lists to NOAA Distribution Manager in accordance with prescribed schedules.

5.2 Send changes to W/CFO3List as they occur. Forward returned mail containing NOAA Distribution System labels to Betty Dodds (see References) for correction. Include the old and new address. Do not write over or cross out previous address label information.

APPENDIX A - References

NOAA Personnel Locator: NOAA Circular 76-67, filed as NOAA Directives Manual 46-13, dated September 9, 1976, Subject: NOAA Personnel Locator.

NAO 200-2, NOAA Distribution System:
<http://www.rdc.noaa.gov/~nao/200-4.html>

NAO 214-100, Review of NOAA Mailing Lists

For NOAA Distribution changes, send returned mail (including complete envelope and mailing label containing mailing list number and link number) to the W/CFO focal point at:

National Weather Service, NOAA
1325 East West Highway, W/CFO3
Attn: Betty Dodds, Rm. 18313, SSMC2
Silver Spring, MD 20910

NWS Headquarters personnel send NOAA Locator changes to:

W-CFO3.Lists@noaa.gov

NWS Headquarters and Regional Headquarters contacts, send NOAA Organization Directory changes to

W-CFO3.Lists@noaa.gov

NWS personnel, send NOAA Distribution Changes to:

W-CFO3.Lists@noaa.gov

NWS Regional Headquarters, send Blue Pages changes to:

W-CFO3.BluePages@noaa.gov