**NWS DIRECTIVES**

**Procedures for Rescinding Directive or Supplement**

**Note:** A directive or supplement will be rescinded when it is no longer needed. The procedures on development, coordination, and approval should be followed for all rescissions. *Refer to* [*NWSI 1-101*](https://www.nws.noaa.gov/directives/sym/pd00101001curr.pdf)*, Section 4, for the official rescission instructions.*

**Sequence of steps:**

* The Office of Primary Responsibility (OPR) sends a policy or procedure, along with a draft-Rescission Memorandum (templates in the next pages), to counterparts in affected offices for input on whether the directive is still needed or can be rescinded.
	+ *Note: Please make sure to use the appropriate letterhe*ad.
* Counterparts have 15 calendar days to e-mail comments to the OPR with a copy to all other affected offices. No response implies acceptance of rescission, as proposed by the OPR.
* After coordination with counterparts is completed, the OPRs submits the rescission package to the General Counsel for review and clearance. OGC has 15 calendar days to provide clearance or comments.
* After OGC clearance, the OPR sends the rescission package to CFO2 (nws.hq.aa.cfo2.directives@noaa.gov) for review and to obtain NWSEO concurrence. NWSEO has 15 calendar days to provide concurrence or comments.
* Once NWSEO concurrence is obtained, the OPR finalizes the document for approval. The rescission memorandum is signed by the Office Director, Regional Director, or other appropriate approving official. Only the Assistant Administrator for Weather Services can rescind a policy directive.
* Once approved, the rescission memo is provided to CFO2 for posting to the NDS.

**Notes:**

* The original signed memorandum and coordination documentation for policy and procedural directives is maintained in CFO2 for archiving.
* The original signed memorandum and coordination documentation for supplements is maintained by the regional office.

**Sample Rescission Memorandum for a Policy Directive**

**(Use AA letterhead)**

(Date)

**MEMORANDUM FOR:** National Weather Service Directives System (NDS) Customers

**FROM:** (Enter AA Name)

 Assistant Administrator for Weather Services

**SUBJECT:** Rescission of (enter Directive Number and Title)

The following document is rescinded from the NDS:

NDS Number and Title:

Effective Date:

Signature Date:

Certified By:

Approving Authority:

**Summary:**  (Provide a brief explanation for this action – why the document is being rescinded, and any other applicable information).

 **Sample Rescission Memorandum for a Procedural Directive**

**(Use NWS general letterhead)**

(Date)

**MEMORANDUM FOR:** National Weather Service Directives System (NDS) Customers

**FROM:** Office Director Name (Use full name)

Title (Use full title)

**SUBJECT:** Rescission of (enter Directive Number and Title)

The following document is rescinded from the NDS.

NDS Title and Number:

Effective Date:

Signature Date:

Certified By:

Approving Authority:

**Summary:**  (Provide a brief explanation for this action – why the document is being rescinded, and any other applicable information).

**Sample Rescission Memorandum for a Supplement**

**(Use NWS general letterhead)**

(Date)

**MEMORANDUM FOR:** National Weather Service Directives System (NDS) Customers

**FROM:** Name of Regional Director or other appropriate Approving Official (Use full name)

 Title of Approving Official

**SUBJECT:** Rescission of (NDS Supplement Number and Title)

The following document is rescinded from the NDS.

NDS Title:

NDS Number:

Effective Date:

Signature Date:

Certified By:

Approving Authority:

**Summary:** (Provide a brief explanation for this action – why the document is being rescinded, and any other applicable information).