NWS POLICY DIRECTIVE

Final Clearances and Approval Process

# Policy Directives are approved by the Assistant Administrator for Weather Services. Its development, coordination and clearance must follow the instructions set forth in Sections 3 and 4 of the [*NWSI 1-101*](https://www.nws.noaa.gov/directives/sym/pd00101001curr.pdf) *– NWS Directives System – Structure and Managemen*t.

**Important:**

# Use the template for Policy Directive (blue template in MS Word in the NDS Toolkit).

# Record all concurrences and clearances (names, dates, etc.) obtained in the Control Cover sheet for Policy Directive (blue template in the NDS Toolkit).

Additional Clearances

# After coordination with all affected offices is completed, and concurrences/clearances are obtained from OGC and NWSEO, the OPR takes the following actions:

# Finalizes the document in Word format.

# Obtains chain of command concurrences (heads of OCFO/CAO, OPPSD, and OCOO).

# *Note: The Directive package should be submitted via email to the official’s executive officer (XO) or office assistant.*

# Submits the final package to CFO2 ([nws.hq.aa.cfo2.directives@noaa.gov](mailto:nws.hq.aa.cfo2.directives@noaa.gov)). The package must include:

# Final Directive in Word format;

# Last track-change version of the Directive;

# Control Cover sheet.

# Approval and Posting:

# Once the package is received from the OPR, CFO2 conducts a final review, converts the document to PDF, and submits the full package to the Office of the Chief of Staff for final clearances (COS, DAA), and approval/signature by the AA.

# The package will include:

# Final Directive in Word and PDF formats;

# Control Cover sheet;

# Last track-change version of the Directive;

# Copy of the current, posted version.

# Once the Directive is signed and returned, CFO2 verifies its completeness and accuracy, and submits the final, signed version to the Webmaster for porting.