

NWS DIRECTIVES

Concurrence and Clearance Process

Important: The OPR will fully document the concurrence and clearance process by completing an appropriate Control Cover sheet (templates are available in the Toolkit).

The NWS Directives Concurrence and Clearance Process comprises three separate phases:

- 1. Coordination with Affected Offices: When a directive is created or revised/updated, the OPR starts the concurrence and clearance process by submitting the draft-directive (in Word format, with track-changes) to all offices deemed affected by the directive.**

List of NWS Offices:

- Office of the Chief of Staff (OCOS):
- International Affairs (IA)
- Assistant Chief Information Officer (ACIO)
- Chief Financial Officer/Chief Administrative Officer (CFO/CAO)
- Office of the Chief Operating Officer (OCOO)
- Analyze, Forecast & Support Office (AFSO)
- National Centers for Environmental Prediction (NCEPs)
- Office of Water Prediction (OWP)
- Deputy Regional Directors (DRDs): ER, CR, SR, WR, PR, AR
- Office of Planning and Programming for Service Delivery (OPPSD)
- Office of Facilities (OF)
- Office of Observations (OBS)
- Office of Central Processing (CP)
- Office of Dissemination (DIS)
- Office of Science and Technology Integration (OSTI)

To route a draft-directive to the above offices for review and concurrence, the OPR can use the following distribution lists:

- NWS XOs: nws.xos@noaa.gov (this includes all headquarters offices).
- Deputy Regional Directors: nws.regional.deputy.directors@noaa.gov (this includes the deputy regional directors for all six regions).

Note: OPRs from the Analyze, Forecast and Support Office can use the Service Program Team or Mission Support Team representatives for review and concurrence of programmatic directives.

- 2. Legal Review: Once coordination with all affected offices is completed, the OPR submits the draft-Directive to GCWSR (Glenn.E.Tallia@noaa.gov).**
- 3. Administrative Review and Submission to NWSEO: After OGC clearance, OPR sends the draft-Directive to CFO2 at nws.hq.aa.cfo2.directives@noaa.gov**

Note: Policy Directive (PD) requires additional clearances before approval. Please refer to “Policy Directive – Final Clearances and Approval” in the Toolkit for additional guidance.