



**NOAA  
FISHERIES**

# NOAA Fisheries Policy Directive System Introduction and Purpose 2013 Annual Review

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# Presentation Outline

- I. Define policy
- II. Review purpose and content of Policy Directives System (PDS)
- III. Explain how policies and procedures are developed, maintained, and modified
- IV. Outline process and requirements for 2013 Annual Review
- V. Discuss timeline and calendar of monthly presentations



# Policy Defined

A statement of important, high-level direction guiding decisions and actions through the National Marine Fisheries Service. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into action-specific directives.

# Tenets of Good Policy Preparation

- Define/describe issue or problem
- Select evaluation criteria
- Specify alternatives
- Model outcomes and compare alternatives
- Present recommendations and make decision

More information is available on NOAA Fisheries' Intranet site:  
[http://home.nmfs.noaa.gov/op/policy\\_prep.htm](http://home.nmfs.noaa.gov/op/policy_prep.htm)

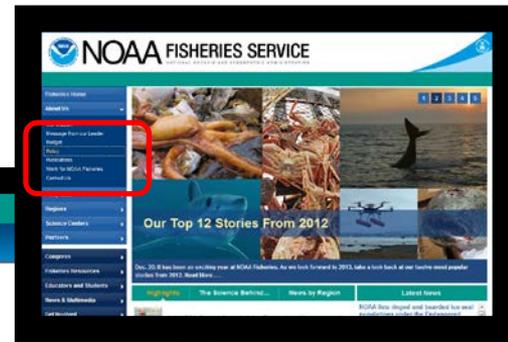


# Purpose and content of Policy Directive System (PDS)

- Formal, agency-wide process to develop policies
- Consistent policy format
- Easy, online access by staff and the public

# PDS

Open to public



Policy Directives Toolkit FAQ DOC Administrative Orders NOAA Administrative Orders

Fisheries Home » About Us » Policy » Policy Directives

## NOAA Fisheries Policy Directives

This Policy Directive System (PDS) website is the official repository of NOAA Fisheries Service's policies and procedures. Please browse Directives 30-101 and 30-101-01 (via the 30 - Administration and Operations link below) for a full description and user's guide to the PDS.

Categories  Search Directives:  Search

### Managing Marine Ecosystems

- 01 - Fisheries Management
- 02 - Protected Resources
- 03 - Habitat Conservation and Restoration
- 04 - Science and Technology
- 05 - Constituent Services
- 06 - Law Enforcement
- 07 - Seafood Inspection
- 08 - International Affairs

### Administration & Internal Operations

- 30 Administrative and Operations
- 31 Financial Management and Budget
- 32 Information Management
- 33 Planning
- 34 Facilities and Equipment
- 35 Workplace Safety
- 36 Human Resources
- 37 Staffing and Organization
- 38 Equal Employment Opportunity
- 39 External Communications and Affairs

### Recent Additions

- 04-108-04 OMB Peer Review Bulletin Guidance (12/12/11)
- 04-108-03 Section 515 Pre-Dissemination Review and Documentation Guidelines (7/27/2012)
- 04-108-02 Section 515 Pre-Dissemination Review and Documentation Form (6/4/2012)
- 04-108 Data Quality Act (7/27/2012)
- 33-102-02-04-fhc Program Performance Reporting Business Rules for HAB (10/30/2008)
- 33-102-02-03-fpr Program Performance Reporting Business Rules for PSP (11/07/2008)
- 33-102-02-02-fsi Program Performance Reporting Business Rules for PSP (11/07/2008)

~ 100 policies  
~ 200 procedures

Structured

Searchable

Only NMFS-specific

<http://www.nmfs.noaa.gov/op/pds/>

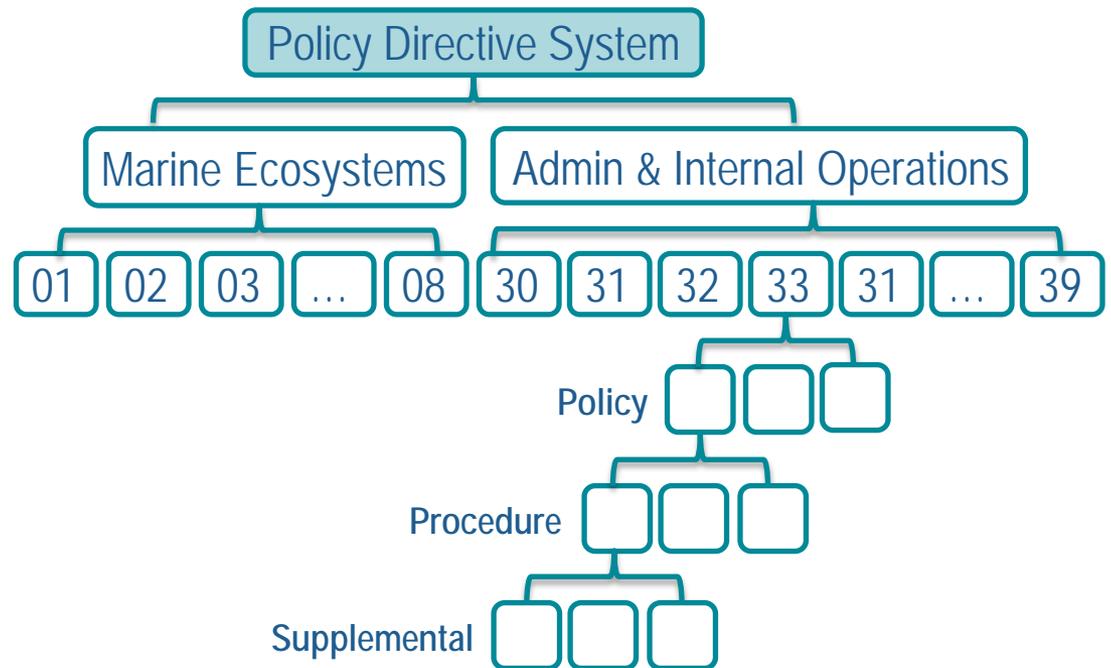
# Content, continued

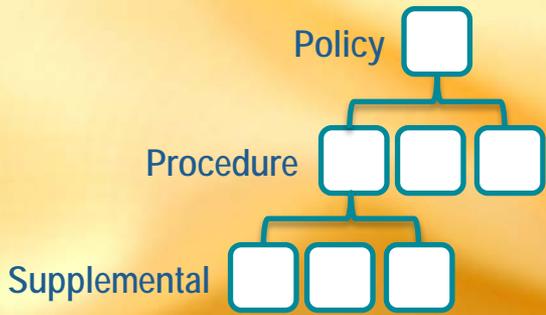
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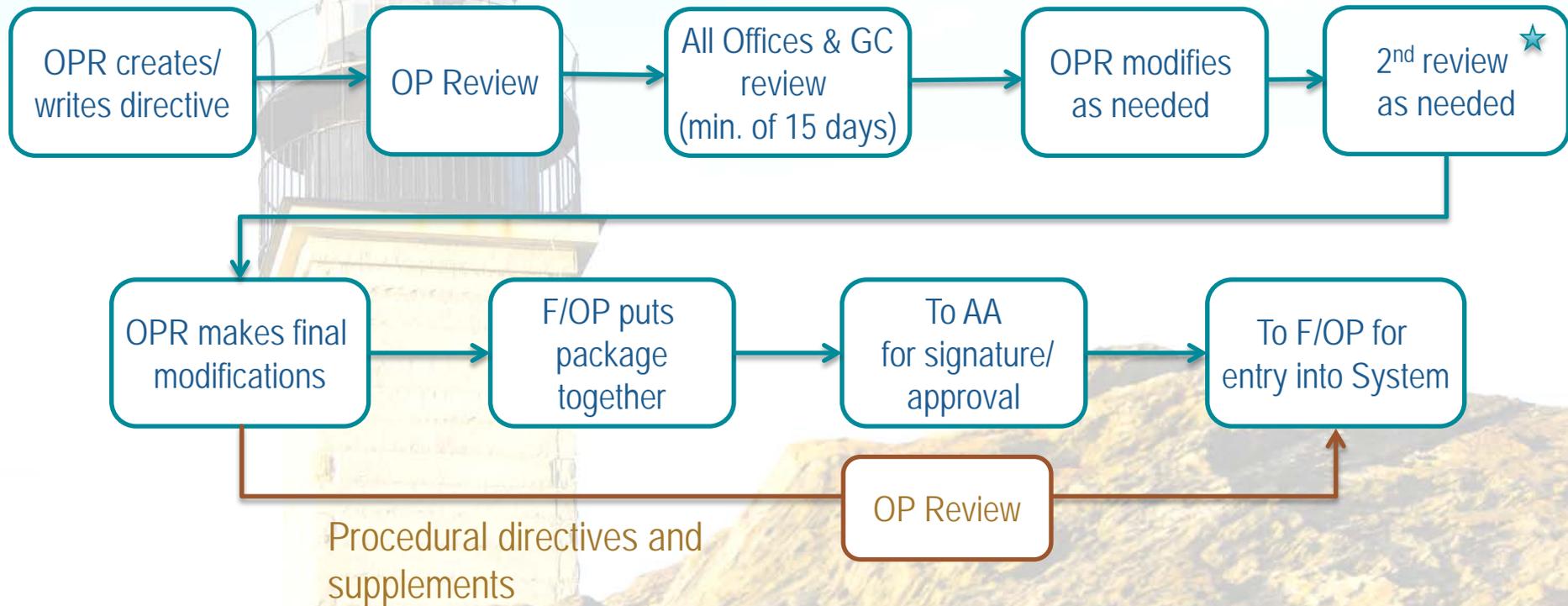




# Process for policy formulation

- Policy **30-101** establishes the policy for the PDS
- Directive **30-101-01** is the keystone document
  - <http://www.nmfs.noaa.gov/op/pds/documents/30/101/30-101-01.pdf>
    - Contents & process of policies, procedures and supplements
    - Annual review/update process
    - Format/style
- Online Toolkit
  - <http://www.nmfs.noaa.gov/op/pds/toolkit.html>

# Process for policy formulation



★ If public review is needed, this happens here, and the revised document goes back to all offices for second review

# Developing, maintaining, and modifying

	Policies	Procedures	Supplementals
Content	Orders of the AA. Initiate and define NMFS activities; regulate authorities and responsibilities. No more than 2 pages (+1 page references).	Implement policy directives. Issued by HQ Offices, Science Centers, Regional Offices; comprised of instructions/ manuals/guidelines/ MOAs/MOUs.	Apply procedural directives to address field requirements. Issued by Science Centers, Regional Offices, HQ Offices.
Approving authority	Assistant Administrator	Office Director/ Science Director/ Regional Administrator	Science Director/ Regional Administrator/ Office Director
Certifying official	Office Director/ Science Director/ Regional Administrator	Division / Branch Chief	Division/ Branch Chief
Effective date	2 weeks after signing	2 weeks after signing	2 weeks after signing
Review cycle	Annual	Annual	Annual
Rescission	When no longer needed/ only by approving authority	When no longer needed/ only by approving authority/ when superseded by new policy	When no longer needed/ when superseded by new policy/procedure

Overview

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Approving authority	Assistant Administrator	Office Director/ Science Director/ Reg/ Administrator	Science Director/ Reg/ Administrator/ Office Director
Certifying official	Office Director/ Science Director/ Reg/ Administrator	Division / Branch Chief	Division/ Branch Chief
Effective date	2 weeks after signing	2 weeks after signing	2 weeks after signing
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Rescission	When no longer needed only by approving authority	When no longer needed only by approving authority when superseded by new policy	When no longer needed when superseded by new policy/procedure

# Policy Directives

- **Content:** Orders of the AA. Initiate and define NMFS activities; regulate authorities and responsibilities. No more than 2 pages (+1 page references)
- **Approving authority:** Assistant Administrator
- **Certifying authority:** Office Director/Science Director/Regional Administrator
- **Effective date:** 2 weeks after signing
- **Review cycle:** Annual
- **Rescission :** When no longer needed and only by approving authority

Content	Orders of the AA, initiate or define NMFS activities; regulate activities and responsibilities. No more than 2 pages (+1 page references).	Implement policy directives issued by HQ Offices, Science Centers, Regional Offices; comprised of instructions/manuals/guidelines/ MOAs/MOUs.	Policy procedural directives to address field requirements. Issued by Science Centers, Regional Offices, HQ Offices.
Approving authority	Assistant Administrator	Office Director/ Science Director/ Regl Administrator	Science Director/ Regl Administrator/ Office Director
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# Procedural Directives

- **Content:** Implement policy directives. Issued by HQ Offices, Science Centers, Regional Offices; comprised of instructions/manuals/guidelines/ MOAs/MOUs
- **Approving authority:** Office Director/Science Director/ Regional Administrator
- **Certifying authority:** Division/Branch Chief
- **Effective date:** 2 weeks after signing
- **Review cycle:** Annual
- **Rescission:** When no longer needed/only by approving authority/when superseded by new policy

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# Supplemental documents

- **Content:** Apply procedural directives to address field requirements. Issued by Science Centers, Regional Offices, HQ Offices
- **Approving authority:** Science Director/Regional Administrator/Office Director
- **Certifying authority:** Division/ Branch Chief
- **Effective date:** 2 weeks after signing
- **Review cycle:** Annual
- **Rescission:** When no longer needed/ when superseded by new policy/procedure



# Annual Review (2013)

- **January 28** - Each Office of Primary Responsibility (OPR) will identify policies that require modification, rescission, or can be recertified with no or minor changes.
- Office of Primary Responsibility will create a schedule of milestones and completion dates for each policy that requires rescissions or revisions.
- Starting in **February** (and then each month following) each of the lead FMCs/offices will provide an overview of their existing policies via webinar to all interested parties across FMC/HQ Offices.

# Review criteria for existing content

- Was the policy/procedure certified in the last review cycle?
- Is the policy/procedure current?
- Is the subject matter salient?
- Is the policy/procedure in the correct format?

# Additional consideration

- Are there active policies or procedures that are not in the PDS?
- Is there need for any additional policies or procedures?

# Monthly Policy Webinars

- 2<sup>nd</sup> Wednesday of every month (one hour)
- To be conducted by Offices of Primary Responsibility
- Objective: Provide an overview of existing policies via webinar to all interested parties across FMC/HQ Offices
- Opportunity to solicit comments and feedback on the efficacy of a policy or policies, and any ideas for potential additions, changes or new policies needed in the future.
- Brief summary provided at F video following each presentation

# Calendar (2013)

Jan Kick-off	Feb NEPA & Energy	Mar EEO, CIO, Enforcement	Apr S&T
May Habitat	Jun Policy	July MB	Aug SF
Sep PR	Oct Misc	Nov	Dec

