

<i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 30-101 SEPTEMBER 3, 2004</i>	
<i>Administration and Management</i>	
<i>POLICY FORMULATION</i>	
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<i>SUMMARY OF REVISIONS:</i>	

1. Introduction. Determining policy is one of the National Oceanic and Atmospheric Administration's (NOAA) National Marine Fisheries Service (NMFS) leadership's most important functions. Policy provides a focus for NMFS action and a guide for the behavior of the organization and its members. This directive establishes the framework for formulating NMFS policy.

2. Objective. The NMFS Policy Directives System (PDS) communicates and serves as the repository for NMFS policies, procedures, and supplements.

NMFS states its mission-related policies in the NMFS PDS. Procedural directives and supplements support policy directives.

2.1 Procedural directives provide specific guidance to comply with legal or higher level guidance, to achieve NMFS-wide standardization, or to ensure the safety of personnel or property. Procedural directives are written as instructions or manuals.

2.2 Supplements adapt procedural directives to field requirements. Supplements are consistent with procedural directives.

3. Authorities and Responsibilities. This policy establishes the following authorities and responsibilities:

3.1 The Office of Policy is responsible for:

- a. Maintaining and operating the PDS.
- b. Acting as the liaison between the Department/NOAA and the NMFS to manage the Department/NOAA directive systems in NMFS.

- c. Establishing the internal management procedures necessary to implement Departmental and NOAA policies.
- d. Implementing internal policies and procedures as described in NMFS Instruction 30-101-01.
- e. Maintaining the electronic and hard copy PDS files.

3.2 NMFS Headquarters (HQ) offices are responsible for:

- a. Writing and certifying policy directives for signature by the Assistant Administrator (AA) commensurate with their areas of responsibility.
- b. Writing and certifying NMFS procedural directives, with approval and authentication by the HQ Office Director.
- c. Ensuring Regional Offices, Science Centers, Laboratories, and other field elements support the development, execution, and maintenance of policy and procedural directives.

3.3 NMFS employees are responsible for complying with the PDS.

4. Measuring Effectiveness. NMFS directives will be reviewed annually and updated as necessary.

5. References. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

Signed _____/s/_____ **(add date)**_____

William T. Hogarth, Ph.D.

Date

Assistant Administrator

National Marine Fisheries Service

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NMFS Instruction 30-101-01, *NMFS Directives System - Structure and Management*.

Terms

NMFS Headquarters (HQ) - An integrated staff consisting of the Assistant Administrator for Fisheries (AA); Deputy Assistant Administrators for Operations and Regulatory Programs; Director Scientific Programs and Chief Science Advisor; Office of Management and Budget; Office of Science and Technology; Office of Protected Resources; Office of Habitat Conservation; Office of Sustainable Fisheries; Office of International Affairs; Office of Seafood Inspection; Office of Law Enforcement; Office of Policy; and Office of the Chief Information Officer.

Policy - A statement of important, high-level direction guiding decisions and actions throughout NMFS. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into action-related directives. An agency “policy” specifically defines NMFS duties and responsibilities that must be followed without deviation. The AA may at any time institute, revise, or rescind a policy directive.

Procedural Directive - Implements policy directives and provides instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

- a. Instructions - Instructions direct action, ensure compliance, and provide detailed procedures. Other unique types of documents fall under this classification:
 - i. Product specifications assign responsibilities and define format, content, and schedules for issuance of operational NMFS products (e.g., NEPA documents; Rulemakings; Biological Opinions; Recurring Reports (Business Reports, Program Reviews, Congressional Reports)).
 - ii. Memoranda of agreement (MOA) and memoranda of understanding (MOU) are special types of instructions.
 - iii. Operating agreements are written terms of reference detailing the relationships and division of labor among two or more organizational entities within NMFS.
- b. Manuals - Manuals provide procedures used for performing standard tasks or supporting training and education programs.

Supplement - Provides guidelines needed to adapt procedural directives to specific issues addressed by NMFS Regional Offices, Science Centers, and other field offices. Supplements will not detract from or conflict with procedural directives.