

## **Procedures for Canceling WSOM Issuances**

National Weather Service Operations Manual (WSOM) Chapters and Operations Manual Letters (OMLs) were placed into authority by the Assistant Administrator (AA) for Weather Services. Therefore, only the AA for Weather Services can cancel a WSOM Chapter or OML.

1. Prepare a memorandum for signature by the AA for Weather Services canceling the WSOM Chapter or OML. (See sample language below.) Use the AA's letterhead. Include the full name of the document, issuance number, and date.
2. Coordinate the cancellation with appropriate NWS Headquarters and regional contacts.
3. Provide CFO3 with the final memorandum. It should be ready for AA signature. All coordination documentation should be included in the file.
4. Following signature, CFO3 will send a signed e-mail version to all NWS supervisors and managers using the \_NWS Supervisors list.
5. The original signed memorandum will remain in CFO3 for archiving.

### ***Sample WSOM Cancellation Memorandum***

MEMORANDUM TO: All Holders of Operations Manual

SUBJECT: Cancellation of WSOM Chapter or OML (insert part and number), Issuance (insert number), dated (insert issuance date)

National Weather Service (NWS) Operations Manual Chapter (insert part and number), Title, Issuance Number, dated (insert issuance date) is canceled.

Summary: (Brief description for this action.)

Effect on Other Instructions: (Reference each document or portion of document canceled. Example: OML xx, filed with Chapter xx, dated xx is canceled; OML xx, Section 1, remains in use. Appendix B to Chapter xx, dated xx, remains in effect, see NDS directive xx.)

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