Assembly of the NDS Policy Directives Package

Outside of Folder

 NWS cover sheet (see template)

Inside, Left Side of Folder

Background material, if any

> If the background material contains more than two separate documents, include a cover sheet with Tabs (e.g., A, B, C), using blank pages as spacers. The reader should be able to lift up a tab and view the first page of each document.

Inside, Right Side of Folder
(from top to bottom)

1. Directives for signature – Place only the first page under a plastic, "Executive Correspondence" document protector; use a signature tab at each place requiring a signature. Print the final signature-ready directive single-sided only.

2. If directives are returned to the OPR for revision, return the marked-up copy with the original version. Paper clip it under the directive to be signed.

3. Fax and e-mail coordination messages (e.g., GCW, LAW, Regions).

Staple the coordination documentation flush with the bottom of the folder. Identify the coordinators by either using tabs or by writing the coordinator's routing code at the lower right-hand corner of the first page of the e-mail or fax.

NOTE: Only the most recent version of the directive should be in included in the folder going to the Assistant Administrator. No file copy or prior revisions prepared by the OPR should be included. However, comments made on file copies by the Office Director or coordinators (e.g., regions, GCW, LAW) should be included. The author or all comments should be identified on the file copy.