NWSPD 100-1 December 10, 2002

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

## NATIONAL WEATHER SERVICE POLICY DIRECTIVE 100-1

December 10, 2002

**External** Affairs

## **CLEARANCES FOR NWS EMPLOYEE PAPERS**

**NOTICE:** This publication is available at: <u>http://www.nws.noaa.gov/directives/</u>.

<b>OPR:</b> W/SP (P. Weiss)	Certified by:W/SP (E. Johnson)
Type of Issuance: Initial	

SUMMARY OF REVISIONS: Guidance on clearances and disclaimers for NWS Employee Papers.

1. NWS employees are encouraged to participate in academic, research, and other fora, and to maintain competence and expertise at the forefront of relevant disciplines. In order to distinguish NWS Employee Papers from official NWS publications, and to comply with applicable Federal employee ethics requirements, all NWS Employee Papers will be subject to minimal clearance procedures, and may be required to include a disclaimer.

2. NWS employees must receive permission from their line supervisor to author a paper. The cognizant Regional/Office director or designee will review and approve all such papers prior to their distribution or publication, and may confer, as appropriate, with other National Oceanic and Atmospheric Administration or Department officials. NWS Employee Papers may also be submitted, as appropriate to the subject matter, to established "peer review" processes.

**3.** Should the cognizant Regional/Office director or designee determine that the paper could reasonably be misconstrued as presenting a position of the NWS when it does not, the following disclaimer is required: "The views expressed are those of the author(s) and do not necessarily represent those of the National Weather Service."

See Attachment 1 for applicable definitions.

signed 11/26/02 John J. Kelly, Jr. Date Assistant Administrator for Weather Services

## **Attachment 1. Definitions**

"**NWS Employee Papers**" are 1) scientific, research, scholarly and other papers and/or presentations developed by NWS employees; 2) submitted for publication or presentation in journals, symposia, magazines, newspapers or other publications, in any medium; and 3) which identify one or more specific NWS employees as author(s) with reference to their NWS titles or NWS affiliation.

NWS Employee Papers are not:

- 1. Works created under the policies and authorities of other NWS Directives; e.g. products and services created under Part 10 of the NWS Directives System, web pages created under Part 60 of the NWS Directives System.
- 2. Papers authored by NWS employees outside the scope of their employment and on topics unrelated to the NWS mission, e.g. an article on woodworking; the great American novel. However, such papers should not identify the author as an NWS employee, and NWS employees should consult with an agency ethics counselor regarding the regulations governing outside work by government employees.