

NESDOCS TRAINING

✓ NESDOCS Training Module

The screenshot shows the NESDIS website interface. At the top, the NOAA logo is on the left, followed by the text "NESDIS NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". A navigation bar contains links for Home, About Us, Policy Documents, Reports, Links, and NESDIS. Below this is a large banner for "NESDOCS Library" with the subtitle "NESDIS Directives Online Collaboration System". The main content area features a "Home" button and a "Welcome to NESDOCS Library (NESDIS Directives Online Collaboration System)" message. A sidebar on the left lists navigation options: "What's New", "NESDOCS FAQs", "Toolkit", "Training" (circled in red), "Directives Tracking", and "Directives By Office". The main content area displays a "Complete List of Current Directives (Master List) (Real Time)" with a list of directive categories: "0000-1000 Governance & Strategic Management", "1000-1999 Administration", "2000-2999 Resource Management", "3000-3999 IT and Cyber-Security", "4000-4999 Space Assets & Data", "5000-5999 Ground Data and Integration Systems", "6000-6999 Applied Science and Stewardship", "7000-7999 Operations", "8000-8999 Commercial Space", and "9000-9999 Audits and Investigations". The footer includes the NOAA logo, the slogan "Science. Service. Stewardship.", and various links: "Protecting Your Privacy | FOIA | Information Quality | Disclaimer | USA.gov | Ready.gov | EEO | Employee Check-In | Contact us | Staff Directory | Need help?".

✓ Background

✓ Five Training Topics?

- Questions to be answered in the five topics:
 - What is policy and why is it important?
 - Why the change?
 - Who is making the change?
 - What is the change, and how do we make it happen
 - What are the steps in the transition to the NESDOCS Directives Online Collaboration System?
 - When is the change taking place?

- ✓ To promote Collaboration and greater Transparency, NESDIS has developed a online Directives link.
- ✓ The desired outcomes of this initiative are twofold:
 - NESDIS policy and procedure development is efficient and effective
 - NESDIS policies and procedures are easily understood and accessible
- ✓ The new NESDIS online policies and procedures system is called ***NESDOCS*** (***NESDIS Directives Online Collaboration System***)

- ✓ **Topic 1: Policy Defined**
- ✓ **Topic 2: Introduction to NESDOCS**
- ✓ **Topic 3: Characteristics of NESDOCS**
- ✓ **Topic 4: NESDOCS Process**
- ✓ **Topic 5: NESDOCS URL and QMS Crosswalk**

Topic 1: Policy Defined

✓ **Objective: At the end of this topic you will be able to:**

- Identify what policy is.
- Explain why policy is important to an organization
- Explain the difference between policy and procedures

✓ Policy:?

- A statement of important, high-level direction that guides decisions and actions throughout NESDIS.

✓ Why is policy important:?

- Policy translates the ideas, goals, or principles contained in the NESDIS mission, vision, and strategic plan into action-related directives.
- Achieves NESDIS-wide standardization, or ensures safety of personnel , data, or property

- ✓ **This is an important building block for the NESDIS Directives Online Collaboration System. **
 - NESDOCS separates the mission-critical, high-level policy from implementation details.

✓ **Objective: At the end of this topic you will be able to:**

- Identify Why NEDIS has created NESDOCS
- Identify the vision NEDOCS

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- Identify Why NEDIS has created NESDOCS
- Identify the vision NESDIS Directives Online Collaboration System (NESDOCS)

✓ NESDOCS Vision:☐

- NESDIS policy and procedure development is efficient and effective
- NESDIS policies and procedures are easily understood and accessible

✓ NESDOCS basic building blocks:☐

- Policy Directives (NPDs)
- Procedural Directives (NPRs)
- Interim Directives (NIDs)
- NESDIS Quality Procedures (NQPs)

✓ Policy Directives Characteristics:?

- Define the policy's purpose, scope, objectives, and authorities and responsibilities.
- References the Procedural Directive(s) that explain "how".
- Signed by the AA.

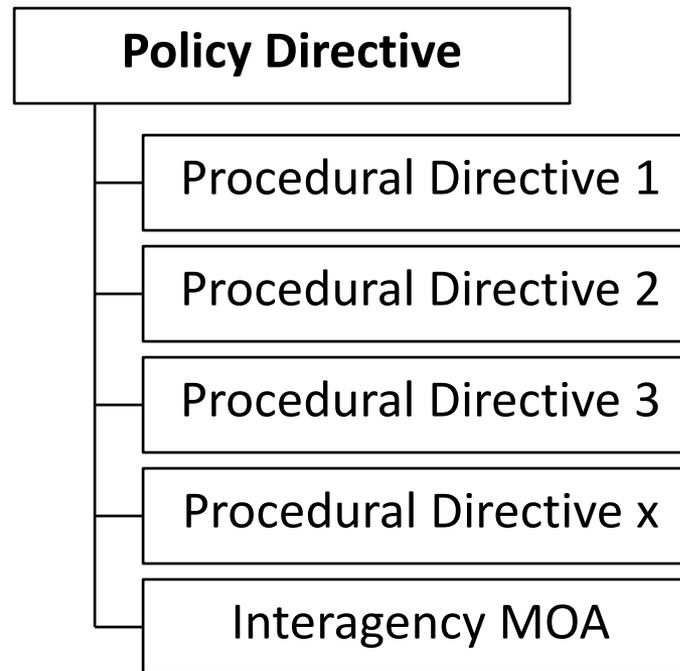
✓ Procedural Directives Characteristics:?

- Describes "how" Policy Directive is implemented.
 - Invoked by a policy directive
- Takes the format of Instructions and Manuals
- Signed by the Office of Systems Architecture and Advanced Planning (OSAAP) Director

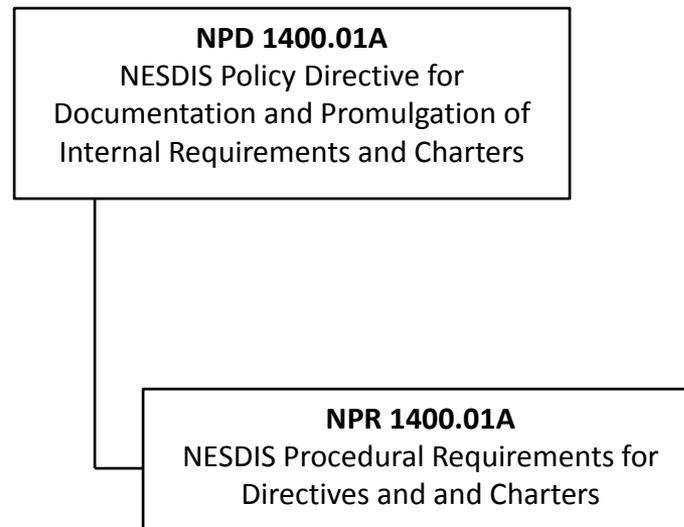
SERIES	FUNCTION
0000-0999	Governance & Strategic Management
1000-1999	Administration
2000-2999	Resource Management
3000-3999	IT and Cyber-Security
4000-4999	Space Assets & Data
5000-5999	Ground Data and Integration Systems
6000-6999	Applied Science and Stewardship
7000-7999	Operations
8000-8999	Commercial Space
9000-9999	Audits and Investigations

NESDOCS Policy Hierarchy

Topic 3: Policy - Procedural Hierarchy



NESDOCS Series Example



- ✓ **NPDs are orders of the AA.**
- ✓ **NPDs contain:** Policy, Applicability, Authority, Applicable References and Documents, Responsibility, Delegation of Authority, Measurement/Verification, Cancellation, Attachment A: Definitions, Attachment B: References, Attachment C: Other Internal NESDIS Documents, and Attachment D: Flow and Order of Precedence
- ✓ **As a goal, length is between 2-15 pages**

- ✓ **NPRs are Procedure(s) on “How” to accomplish the NPD**
- ✓ **Signed by the OSAAP Director and Program with Responsibility to fulfill the Procedure**
- ✓ **Contains:** Introduction, Responsibilities, Requirements, Process, Appendix A: Definitions, Appendix B: Acronyms, Appendix C: Verification Matrix, Appendix D: Relationship between NPD and other NPR and NPQs, Appendix E: Sample (if required), Appendix F: Process Flow Diagram (if required)

✓ **Objective: At the end of this topic you will be able to:**

- Describe the five year review and revision process
- Describe the conflict resolution process
- Describe the differences between using: shall, should, and will in NPD policy.

- ✓ **All policy documents have an effective date and an expiration date, duration \leq Five years.**
- ✓ **Schedule for updating a policy directive**
 - Ninety calendar days prior to a directive's expiration date, OSAAP send out a reminder notice to the OIC to complete the update process before the end of the five year cycle. The anniversary date is based on the effective date on the directive.
 - The OIC produces a final version of the directive by day 30 in the 90-day update cycle. Coordination with affected offices as well as dispute resolution are completed during the remaining 60 days.
 - The last 30 calendar days of the 90-day update cycle are reserved for OSAAP coordination and signature by the AA.

- ✓ **Goal: Policy should be coordinated at the lowest staff level possible.**
 - Managers should delegate responsibility.
 - Everyone must communicate.

- ✓ **NESDOCS governance will be managed by OSAAP; if conflict is NESDOCS related, OSAAP will propose baseline solution.**
- ✓ **If conflict stems for the Responsible Office (RO) whom authored the NDP or NPR, the RO will propose solution.**
- ✓ **If either resolves conflict, the issue will be escalated to the OSAAP Deputy Director for resolution.**

- ✓ Directives will be posted on the internet, via OSAAP, within two business days of signature.
- ✓ Announcement sent to all NESDIS management via email
- ✓ Paper copies are no longer distributed

✓ Will

- Use as necessary to order a definitive course of action
- Use with high-level policy closely related to NESDIS mission
- More conversational than shall

✓ Should

- Specifies a recommended course of action
- Remember, policy documents are orders of the AA
 - *If you don't follow a "should" you should have a good reason!*

✓ Shall

- Use is not recommended

✓ **Objective: At the end of this topic, you will be able to:**

- Access and navigate the NESDOCS Home Page
- Understand the Crosswalk and Cross-Reference between Organizations and Functions
- Explain the transition schedule to NESDOCS
- Understand the purpose of NESDOCS Cadre

✓ <http://www.nesdis.noaa.gov/NESDOCS/>

NESDIS NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

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NESDOCS Library
NESDIS Directives Online Collaboration System

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Directives By Office

Welcome to NESDOCS Library (NESDIS Directives Online Collaboration System)

Complete List of Current Directives (Master List) (Real Time)

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Topic 5: Organization-Function Crosswalk

QMS Organizational Construct

NESDOCS Functional Construct

SERIES	ORGANIZATION
0000	NESDIS Headquarters / (AA)
1000	Administration / (DAA)
2000	Financial, Oversight, and Accountability / (CFO/CAO)
3000	Information Systems / (DAA Systems)
4000	Satellite Acquisition and Development / (DAA)
5000	Ground System Development / (DAA)
6000	Research-Science / (STAR) Satellite Applications & Research
7000	Operations / (OSPO) Office of Satellites & Products Operations
8000	Data Centers, Archive & Stewardship / (NDCs) Nat Data Center
9000	Commercial / (CRSRA) - Commercial Remote Sensing and Regulatory Affairs
10000	OSAAP - Office of Systems Architecture and Planning
11000	OSC - Office of Space Commercialization
12000	OPPA - Office of Programs, Planning and Analysis
13000	JPSS - Joint Polar Satellite System
14000	IIA - International and Interagency Affairs
15000	GOES-R
16000	OSGS - Office of Satellite Ground System

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SERIES	FUNCTION
<u>0000-1000</u>	GOVERNANCE & STRATEGIC MANAGEMENT
<u>1000-1999</u>	ADMINISTRATION
<u>2000-2999</u>	RESOURCE MANAGEMENT
<u>3000-3999</u>	IT AND CYBER-SECURITY
<u>4000-4999</u>	SPACE ASSETS & DATA
<u>5000-5999</u>	GROUND DATA AND INTEGRATION SYSTEMS
<u>6000-6999</u>	APPLIED SCIENCE AND STEWARDSHIP
<u>7000-7999</u>	OPERATIONS
<u>8000-8999</u>	COMMERCIAL SPACE
<u>9000-9999</u>	AUDITS AND INVESTIGATIONS

- ✓ **Located on NESDOCS Home Page, left side menu bar**
- ✓ **Contains listing of NPDs, NPRs, and NPQ's and any NIDs with the following information is included:**
 - Responsible Office (Program)
 - Effective date
 - Expiration date
 - Mapping between NPD and NPRs
 - NESDOCS series number

Topic 5: Cross-Reference Guide (Example)

Focal Point	Responsible Office (RO)	Program Certifier	NPD/NPR/NQP/NID	Directive #	Directive Title	Expiration Date	Effective Date	Issuance Date	Posted Date	# of days to Expiration	Program Officials-in-Charge (OIC)	OSAAP Certifier	Recertification Date	90 day Expiration Reminder Sent	Final Approval Date	Final Approval by
J. Smith	OCIO	J. Doe	NPQ	3401	Risk Management Framework Assessment & Authorization Process Policy and Procedures	9/1/17	9/1/12	9/1/12	9/1/12	401	J. CIO	J. NESDOC	9/1/17	6/3/17	8/2/17	K. St Germain
J. Smith	OCIO	J. Doe	NPQ	3402	Continuous Monitoring Planning Policy and Procedures	9/28/17	9/28/12	9/28/12	9/28/12	428	J. CIO	J. NESDOC	9/28/17	6/30/17	8/29/17	K. St Germain
J. Smith	OCIO	J. Doe	NPQ	3403	Federal Information Processing Standards Publication 199 Security Categorization Policy and Procedures	9/1/17	9/1/12	9/1/12	9/1/12	401	J. CIO	J. NESDOC	9/1/17	6/3/17	8/2/17	K. St Germain
J. Smith	OCIO	J. Doe	NPQ	3404	Federal Information Processing Standard 200 Controls Selection and Tailoring Policy and Procedures	9/1/16	9/1/11	9/1/11	9/1/11	36	J. CIO	J. NESDOC	9/1/16	6/3/16	8/2/16	K. St Germain
J. Smith	OCIO	J. Doe	NPQ	3405	IT Security Training Policy and Procedures	9/28/17	9/28/12	9/28/12	9/28/12	428	J. CIO	J. NESDOC	9/28/17	6/30/17	8/29/17	K. St Germain

- ✓ **Beta Testing currently underway since 15 July 2016**
- ✓ **Press Release 1 day prior to Go Live**
- ✓ **Go Live is NLT 31 August 2016**

✓ Purpose

- Monitor progress of beta testing
- Provide expertise and advice to NESDIS Program Offices
- Evaluate System

✓ Led by OSAAP

✓ Every NESDIS Program Director

✓ Standing Monthly Meetings

- Continuing need for cadre to be addressed post transition

- ✓ Programs take opportunity to streamline your policy and procedures that are NPQs and determine which are appropriate for public-facing.
- ✓ Work with OSAAP to ensure PDF versions are 508 Compliant

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