



# NOAA/NESDIS



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**Prepared by:**

**U.S. Department of Commerce**

**National Oceanic and Atmospheric Administration (NOAA)**

**National Environmental Satellite, Data, and Information Service (NESDIS)**



**NESDIS  
Policy  
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## Contents

1. PURPOSE .....	6
2. SCOPE .....	6
3. GENERAL POLICY AND GUIDANCE .....	6
4. AUTHORITY .....	6
5. APPLICABLE DOCUMENTS.....	6
6. RESPONSIBILITY .....	6
APPENDIX A.....	7
APPENDIX B.....	8
APPENDIX C.....	9

**(NB: Linkable Table of Contents)**



## **1. PURPOSE**

Paragraph (If there are multiple paragraphs, follow guidelines in Section 2).

## **2. SCOPE**

- a. Paragraph 1
  - (1) Sub-paragraph 1
  - (2) Sub-paragraph 2
- b. Paragraph 2

## **3. GENERAL POLICY AND GUIDANCE**

- a. Paragraph 1
- b. Paragraph 2

## **4. AUTHORITY**

- a. Paragraph 1
  - (1) Sub-paragraph 1
    - (a) Sub-sub-paragraph 1
    - (b) Sub-sub-paragraph 2
  - (2) Sub-paragraph 2
- b. Paragraph 2

## **5. APPLICABLE DOCUMENTS**

- a. Paragraph 1
- b. Paragraph 2

## **6. RESPONSIBILITY**

- a. Paragraph 1
- b. Paragraph 2



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## **APPENDIX A**

### **Definitions**

**NESDIS Enterprise**: Satellite Systems Acquisition, Operations and Maintenance, Science, Data Stewardship and Preservation required to execute NOAA's mission in support of NOAA's Primary Mission Essential Functions. (Derived from NESDIS-PD-1000.1, NESDIS Governance and Strategic Management.)

**NESDIS Office(s)**: A term used in the widest sense to include NESDIS Headquarters elements, NESDIS Operations and Acquisitions offices, the Center for Satellite Applications and Research (STAR), and the National Centers for Environmental Information (NCEI).

**NB**: An "appendix" contains additional information about a subject contained in the main document that would clutter the main text if included. An "attachment" is a separate document with unique information relevant to the main document's subject.

**NB**: Always include these two standard definitions in any enterprise document.



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**APPENDIX B**





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**APPENDIX C**