

	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 0102	VERSION 1.0
		EFFECTIVE DATE August 25, 2009	
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		RESPONSIBLE POSITION FSO Chief	

CATEGORY 0100 – ADMINISTRATION

1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations (OMAO) requirement that all administrative documents are to be maintained within 'Category 0100 – Administration' of the Document Management System (DMS).
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2. Scope

- 2.1 This policy applies to all administration policies, procedures, instructions, and other relevant information required for the effective operation of OMAO.
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3. Definitions

Policy	Overarching direction or principle of action to be followed by departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)
Procedure	Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)
Instructions	Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

4. Policy

- 4.1 All administrative policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0100 – Administration' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.
- 4.2 All information/documents regarding any administrative information not having a separate category within the Document Management System (DMS) shall be included in this category. This may include, but is not limited to, information/documents such as the policy and procedures for the DMS, policy on the OMAO Lines of Authority, procedures on how to handle correspondence, procedures for event requests for the Under Secretary's Office, etc.
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5. Guidance

Associated documents will provide guidance.

6. Responsibilities

Associated documents will provide responsibilities.

7. References

No references are associated with this policy.

8. Authority

OMAO Policy 0101 – Document Management System

9. Effect on Other Documents

None.