

	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 0901	VERSION 1.0
		EFFECTIVE DATE 2/10/2010	
	AUTHORIZED BY: /s/ Rear Admiral Jonathan W. Bailey, NOAA <hr/> RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW BY 2/10/2013	
		RESPONSIBLE POSITION IMD Chief	

CATEGORY 0900 – INFORMATION TECHNOLOGY

1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations requirement that all documents regarding information technology are to be maintained within 'Category 0900 – Information Technology' of the Document Management System (DMS).

2. Scope

- 2.1 This policy applies for all documents regarding information technology policies, procedures, instructions, and other relevant information.

3. Policy

- 3.1 All information technology documents regarding policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0900 – Information Technology' 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. Definitions

Policy	Overarching direction or principle of action to be followed by all 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.)

5. Guidance

Associated documents will provide guidance.

6. Responsibilities

Associated documents will provide responsibilities.

7. References

No references associated with this policy.

8. Authority

OMAO Policy 0101 – Document Management System

9. Effect on Other Documents

None.