	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 1001	VERSION 2.0
		EFFECTIVE DATE January 3, 2012	
	AUTHORIZED BY: RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW BY January 3, 2015	
		RESPONSIBLE POSITION Chief, Fleet Standardization Office	

CATEGORY 1000 – MEDICAL

1. PURPOSE

1.1 This policy provides the Office of Marine and Aviation Operations requirement that all documents regarding medical issues are to be maintained within 'Category 1000 – Medical' of the Document Management System (DMS).

2. SCOPE

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

3. POLICY

3.1 All medical documents regarding policies, procedures, instructions, and other relevant information shall be maintained within 'Category 1000 – Medical' 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. GUIDANCE

Associated procedures will provide guidance.

5. RESPONSIBILITIES

No responsibilities associated with this policy.

6. 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.)

7. REFERENCES

No references associated with this policy.

8. AUTHORITY

OMAO Policy 0101 – Document Management System

9. NOTES

Effect on Other Documents: Supersedes OMAO 1001, Category 1000 – Medical, dated July 27, 2009.

Distribution: OMAO

Document History:

Version	Effective Date	Brief Description of Changes
2.0	1/3/12	Scheduled review date; no changes.
1.0	7/27/09	Initial document