

	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 1101	VERSION 1.0
		EFFECTIVE DATE October 26, 2009	
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		RESPONSIBLE POSITION FSO Chief	

CATEGORY 1100 – OPERATIONS

1. Purpose

- 1.1 This policy provides the Office of Marine and Aviation Operations (OMAO) requirement that documents regarding OMAO operations are to be maintained within 'Category 1100 – Operations' of the Document Management System (DMS).
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2. Scope

- 2.1 This policy applies for all documents regarding fleet operations policies, procedures, instructions, and other relevant information.
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3. Policy

- 3.1 All OMAO operations documents regarding policies, procedures, instructions, and other relevant information shall be maintained within 'Category 1100 – Operations' 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.
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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. Effect on Other Documents

None.