	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 1601	VERSION 1.0
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		RESPONSIBLE POSITION FSO Chief	

CATEGORY 1600 – PUBLIC AFFAIRS

1. Purpose

1.1 This policy provides the Office of Marine and Aviation Operations requirement that all documents regarding public affairs issues are to be maintained within 'Category 1600 – Public and Legislative Affairs' of the Document Management System (DMS).

2. Scope

2.1 This policy applies to all documents regarding public affairs policies, procedures, instructions, and other relevant information.

3. 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.)

4. Policy

4.1 All public affairs policies, procedures, instructions, and other relevant information shall be maintained within 'Category 1600 – Public and Legislative Affairs' 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.

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.