

MEMORANDUM FOR: Directors, All NWS Headquarters Offices  
Directors, All NWS Regions

FROM: Irwin T. David  
Chief Financial Officer  
Chief Administrative Officer

Edward Johnson  
Director, Strategic Planning & Policy

SUBJECT: FY 2001 Region/Office Operating Plans

It is time to begin preparation of FY 2001 Operating Plans. As you know, Operating Plans serve as a contract between each region/office and the NWS Assistant Administrator and will form the basis for managing and evaluating program performance throughout the year. Plans should lay out, in a realistic manner, the specific actions (i.e. milestones) that will take place during the year to advance the goals and objectives set forth in the NWS Strategic Plan. All NWS Headquarters Office Operating Plans should be developed and organized in accordance with the approved NWS Headquarters Restructuring.

The following specific guidance is provided:

**Strategic Planning Implementation Guide**

For the FY 2001 process, Regions and Offices will use the NWS Strategic Plan Implementation Guide (SPIG) as the foundation for developing your plans. The SPIG is a document describing the implementation planning baseline for the NWS in the form of high level activities required each year to meet the objectives of the NWS Strategic Plan. The SPIG covers the period FY 2000 - 2005; attachment 1 contains the FY 2001 milestones extracted from the SPIG. A Corporate Board review of the SPIG is currently underway. Any changes (especially affecting FY 2001) will be forwarded to you immediately.

**Schedule**

The schedule for FY 2001 Operating Plans is contained in attachment 2. Office/region Operating Plans are due to the CFO s

Office by September 11. This will allow for CFO staff to review the plans and to develop the NWS Annual Operating Plan which is due to NOAA prior to October 1. As we did last year, each Director will brief their plans to the NWS Assistant Administrator prior to final approval.

### **Format**

The format (attachment 3) of FY 2001 Operating Plans is similar to last year. However, with the completion of the NWS modernization, sections on modernization activities have been removed. Milestones and performance measures should be laid out by quarter and directly support the goals of the NWS Strategic Plan.

### **Budget Guidance**

For the Operations Research and Facility (OR&F) Account, FMCs should assume FY 2000 budget levels plus necessary adjustments for inflation (i.e. pay raise). For the Procurement, Acquisition and Construction Account, you should assume the FY 2001 President's Budget (attachment 4). As we did last year, plans will need to be revised upon receipt of final Congressional action.

### **Focal Point**

Each NWS Director should nominate a focal point to serve as the point of contact for their respective office. The focal points will be responsible for coordinating guidance, packaging final inputs, and obtaining the necessary coordination and clearances from their office.

The CFO staff is responsible for coordinating the development of the plans. If there are any questions regarding the guidance or the schedule, please contact Dennis Staley at 301-713-0720.

Attachments

cc: W - J. Kelly  
Wx1 - J. Jones  
W/CFO - T. David  
W/CFO - M. Brown  
W/MB4 - S. Gallagher  
W/MB4 - S. Walla  
W/SP - E. Johnson

**National Weather Service  
FY 2001 Operating Plan**

***Schedule***

<i>July 27</i>	Preliminary Guidance Issued
<i>September 11</i>	Operating Plans Due to CFO Office
<i>September 12 - 22</i>	Assessment of Operating Plans by CFO Office
<i>October 1</i>	Operating Plans in Place
Date TBD	Operating Plan Meeting between AA and Region/Office
<i>Date TBD</i>	Plans Revised to Reflect Final Appropriation Level

\*\*\*Format Outline\*\*\*

\*\*\*Note: Recommended page limit not to exceed 15 pages\*\*\*

**National Weather Service  
Your Region/Office  
FY 2001 Operating Plan**

**1.0 Budget/Resource Information**

(\$K)

(FTE)

FY 2000 Allocation  
FY 2001 President's Budget  
Changes

**2.0 Milestones (by Quarter)/Performance Measures in Support of  
NWS Strategic Plan**

*2.1 Deliver Better Products and Services*

*2.2 Capitalize on Scientific and Technological Advances*

*2.3 Exercise Global Leadership*

*2.4 Change the NWS Organizational Culture*

*2.5 Manage NWS Resources*

(Using the SPIG as your baseline, identify milestones and performance measures to gauge progress toward meeting goals and objectives of the NWS Strategic Plan)

**3.0 Additional Management Information**

*3.1 Diversity:* Discuss plans to accomplish the diversity goals outlined in the NOAA and NWS Diversity Plan.

*3.2. Affirmative Action:* Discuss plans to ensure affirmative action within your organization (include plans for working with Minority Serving Institutions)

*3.3 Environmental Compliance:* Discuss your organization's plans to ensure that all hazardous materials and wastes

throughout your facilities and organizations are properly identified and handled (include a summary of environmental audit findings and steps that will be taken to correct findings).

*3.4 Other Organizational Issues*

**Concur with plan:**

\_\_\_\_\_  
(Region/Office Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
John J. Kelly, Jr.  
Assistant Administrator  
for Weather Services

\_\_\_\_\_  
Date