

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 40-2
MAY 3, 2018

Planning

Quarterly Program Reviews

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SUMMARY OF REVISIONS: This directive supersedes the NWSPD 40-2, “*QUAD Charts*”, dated March 29, 2004. The changes reflect the National Weather Service (NWS) Headquarters reorganization effective April 1, 2015. Due to the amount of changes, the content and format of this document have been completely changed.

1. National Weather Service (NWS) leadership ensures proper and effective program execution, planning, and risk management. To provide for corporate engagement and maintain leadership programmatic situational awareness, NWS, led by the Office of the Chief Financial Officer (OCFO), has established a Quarterly Program Review process for Portfolio Directors and Program Managers.
2. This policy establishes the following authorities and responsibilities in accordance with NWS Governance Overview, Version 2.0, August, 2016:

At the request of the NWS Assistant Administrator (AA), NWS Portfolios and Offices are responsible for preparing quad charts and presentation materials for identified programs to track program progress.

In addition to the AA and Deputy Assistant Administrator, decisions on presentation content are driven by the Chief Financial Officer, Directors of the Office of Planning and Programming for Service Delivery (OPPSD) and Office of the Chief Operating Officer(OCOO), and Portfolio Directors.

The Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) organizes and conducts the QPRs using standard quad chart templates, guidance, and budget execution reporting requirements. Each quarter, OPPSD and OCOO are provided time to review the quad charts after they are updated by the designated Program Manager and prior to submission to CFO to ensure proper risk communication, and cross Portfolio/Office integration and coordination. During the QPR, management will identify programs requiring attention and follow-up meetings. Additional analyses or presentations may also be requested.

3. This policy directive is supported by the references listed.

Louis W. Uccellini,
Assistant Administrator
for National Weather Service

Date

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Procedural Directives

NWSI 40-201, *Procedures for Developing CFO Program Review Presentations and Materials*

References

National Weather Service Governance Overview, Version 2.0, August, 2016

CFO1 Guidance for Program Reviews, Version 2.2, November, 2017