Control Cover Sheet

NWS Procedural Directive (NWSI/NWSM)

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| **NUMBER AND TITLE** | NWSI X-XX – Title of Directive | |
| **DESCRIPTION AND**  **RECOMMENDATION** | *(Type a brief description of the directive and/or update work done, plus any recommendations for the reviewers and approver)* | |
| **ACTION REQUIRED** | *(Describe the action(s) required; Ex.:* “Please review and provide concurrence or comments.”  (If proposing edits/adjustments, please work with the OPR) | |
| **Coordination/CONCURRENCE** | | |
| **Routing Code, Name, and Signature/Date** | | **Routing Code, Name, and Signature/Date** |
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| *(Add lines/reviewees above, if necessary)* | | |
| **REVIEW/CLEARANCE** | | |
| **GCWSR -** | | |
| **W/CFO2 -** | | |
| **NWSEO (Union) -** | | |
| **APPROVAL** | | |
| **W/XXX** - (Office and Name of Approving Official) - | | |
| **Drafted by (OPR):** Name of OPR or Preparer/POC **Telephone:** Number of OPR/POC | | |