



February 5, 2018

MEMORANDUM: NESDIS Senior Management

FROM: Kelly Turner
Chief of Staff 

SUBJECT: Revised Weekly Report Guidelines

NOAA headquarters recently revised timelines for weekly report submissions. As a reminder, each NOAA Line Office submits a report on a weekly basis as baseline information for reports to the NOAA Administrator, the Secretary of Commerce, and the White House. This memo details the new timelines for submission and provides guidance on content.

Due Date

Effective immediately, NESDIS Weekly Report submissions are now due to NESDIS Headquarters by 3:00 P.M. ***Late submissions will not be accepted.*** This represents a change from the previous due date, which was Tuesday.

Reporting Period

Weekly reports should be forward-looking as much as possible. Ideally, you will report on items that will occur 1-2 weeks in advance. You may supply entries that occurred in the past if they are significant or relevant to NOAA's mission.

Content

Please use plain language and know your audience. These reports are synthesized for an audience with various backgrounds and should be concise, free of technical jargon and acronyms, and accessible. Submissions should include dates and location of the event, a list of principals involved (AA level and above), and explain how or why each submission advances the DOC/NOAA mission, goals and/or strategic plan.

Other Considerations

The Secretary has become more focused on collecting commercial outreach information from the Bureaus. To that end, NOAA Headquarters would like us to think about the ways that our operational work creates an economic impact (**creation of jobs, promotes small business, etc.**), or interacts with stakeholders. When submitting weekly report information, please include any information on how or when your offices are involved in work that intersects with the business world or creates a positive economic impact at the local, regional, or national level.

