

# NOAA/NESDIS



**June 2021**

**COMPLIANCE IS MANDATORY**



**Prepared by:**

**U.S. Department of Commerce**

**National Oceanic and Atmospheric Administration (NOAA)**

**National Environmental Satellite, Data, and Information Service (NESDIS)**



**NESDIS  
Policy  
Directive**

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**NESDIS-PD-7102.1**

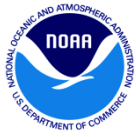
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## Approval Page

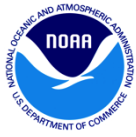
Document Number: <b>NESDIS-PD-NNNN.1</b>	
Document Title Block: <b>NESDIS OSPO OPERATIONAL DATA PRODUCTS CHANGE NOTIFICATION POLICY</b>	
<b>Process Owner:</b>	<b>Document Release Date:</b> June 1, 2021



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### Document Change Record

VERSION	DATE	CCR #	SECTIONS AFFECTED	DESCRIPTION
1.0	June 1, 2021		All	Initial version



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**Contents**



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## **1. PURPOSE**

## **2. BACKGROUND**

## **3. RESCISSIONS**

## **4. AUTHORITIES**

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## **5. APPLICABILITY AND SCOPE**

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## 6. GENERAL POLICY AND GUIDANCE

- *2 months or more*
  - o *Major changes in system protocols requiring user modification (new distribution methodologies, cadence, format, or systems)*
    - 
    - 
    -
  - o *Product retirement, divestiture, and termination*
    - 
    -
- *1 month*
  - o *Changes requiring user modification or changes affecting product quality*
    - 
    - 
    - 
    - 
    -
- *2 weeks*
  - o *Product upgrade or other change not requiring user modification or quality change*



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- *1 week or less*  
*Short Duration Change*

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- o *Emergency Change, Outage, or Instrument Problems*

## 7. APPLICABLE DOCUMENTS

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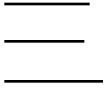
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## 8. RESPONSIBILITY



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**APPENDIX A  
Definitions**

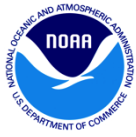


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**APPENDIX B**

**Common Format for Change Management Dissemination**

**Subject Line Format: *Satellite(s), Instrument(s), Short Description, Date of Implementation***



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**Important note:**

**Contact Information for Further Information:**

**Web Site(s) for applicable information**



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