

NATIONAL COMMUNICATIONS SYSTEM
Washington, D.C. 20305-2010

NCS MANUAL 1-1-1

ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION

Procedures and Format for National Communications System (NCS) Issuances

1. Purpose. This manual assigns responsibilities and provides procedures and format for developing and issuing National Communications System (NCS) issuances.
2. Applicability. This manual is binding upon the Executive Agent, NCS; Manager, NCS; NCS Committee of Principals and member organizations; and other affected Executive entities.
3. Authority. This manual is issued under the authority of NCS Directive 1-1, "National Communications System (NCS) Issuance System," November 30, 1987.
4. Definitions.
 - a. Issuance Category: One of four subject areas (specified in paragraph 7f below) to which all issuances are assigned.
 - b. Issuance Reference: An alphanumeric indicator used to distinguish among issuances. For each issuance, it consists of the letters "NCS," followed by a (1) one-letter abbreviation (i.e., "D," "C," "M," "H," "N," or "O") corresponding to the type of issuance and (2) hyphenated number showing category and sequence of issuance (as explained in paragraph 7g below).
5. Responsibilities. The Manager, NCS, will provide a control point staff for the NCS Issuance System to:
 - a. Serve as a (1) central reference point for dissemination of issuances and (2) liaison with organizations outside the NCS regarding NCS issuances.
 - b. Review issuances and changes to preclude conflict or overlap with existing issuances or changes and ensure compliance with procedural and format guidance.
 - c. Prepare issuance indices.
 - d. Assign subject categories to individual issuances.

e. Provide for reproduction and distribution of NCS issuances, changes, and related documents.

f. Schedule issuances and changes for consideration by the NCS Council of Representatives and Committee of Principals.

g. Forward issuances and changes for consideration/approval by the Executive Office of the President and NCS Committee of Principals and Executive Agent, as required.

h. Establish and coordinate an annual issuance review and update schedule.

6. Procedures. Before submission of a proposed issuance or change to the NCS Council of Representatives, Committee of Principals, or Executive Agent for consideration, the issuance or change must be coordinated with the Manager, NCS, to ensure consistency with paragraph 7 and Appendices A and B of this manual.

7. Format.

a. NCS issuances will comport with the organization and format shown in Appendix A, omitting inapplicable chapters, paragraphs, and sections. Chapters, paragraphs, sections, tables of contents, figures, indices, and other editorial features commonly found in other federal issuances and required for clear presentation of subject matter may also be used in NCS issuances.

b. Paragraphs will be numbered. Subparagraphs will be indented and designated alphabetically. Successive subparagraphing may be accomplished by further indentation and alternate alphabetical and numerical designation in parentheses, as shown in Figure 1:

- 1. xxxxx
 - a. xxxxx
 - b. xxxxx
 - (1) xxxxx
 - (a) xxxxx
 - (i) xxxxx
 - (ii) xxxxx
 - (A) xxxxx
 - (B) xxxxx
 - (b) xxxxx
 - (2) xxxxx
2. xxxxx

Figure 1

c. Page numbers will be sequential and centered four lines from the bottom edge of the page.

d. Issuances of more than 10 pages in length should be divided into numbered chapters. In such cases:

(1) Paragraphs will be referenced by a decimal number indicating the chapter and paragraph sequence. For example, the third paragraph in the second chapter would be numbered "2.3." Subparagraphing will be accomplished as above.

(2) Pages will be designated by a hyphenated number, centered four lines from the bottom edge, indicating the chapter and page sequence. For example, the fifth page in the fourth chapter would be numbered "4-5."

e. Appendices will be designated alphabetically. Pages in appendices will be numbered by a hyphenated alphanumeric indicator, showing appendix and page sequence. For example, the seventh page in the second appendix would be numbered "B-7."

f. NCS issuances will be assigned to one of the following categories: (1) Organization, Membership, and Administration; (2) Plans, Programs, and Fiscal Management; (3) Telecommunications Operations; and (4) Technology and Standards.

g. NCS issuances will be indexed by type of issuance (i.e., NCS directive, circular, manual, handbook, and notice, and OMNCS office order) and referenced by a two or three part hyphenated number showing category and sequence of issuance.

(1) The first of the hyphenated numbers will always indicate the category; "1" if the issuance is categorized as "Organization, Membership, and Administration;" "2," if "Plans, Programs, and Fiscal Management;" "3," if "Telecommunication Operations;" and "4," if "Technology and Standards." The second number will indicate the sequence of issuance. Directives will only have a two-part hyphenated number. All other issuances, with one exception, will have three numbers. The exception is a type of handbook, a Technical Information Bulletin, which is issued under the Technology and Standards category. The first number of this special handbook will be the calendar year of issuance and the second number, the sequence of issuance. For example, the third Technical Information Bulletin issued during 1987 would be referenced as, "NCSH 87-3."

(2) NCS issuances implementing NCS directives will be referenced by a three-part hyphenated number. All manuals and handbooks must have higher level issuances that they implement. The first number will be the same as its authorizing directive's category; the second, the sequence of the authorizing directive; and the third, the sequence of the subject issuance. For example, the fifth manual implementing NCS Directive 3-4 would be referenced as NCSM 3-4-5.

c. Page numbers will be sequential and centered four lines from the bottom edge of the page.

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(1) Paragraphs will be referenced by a decimal number indicating the chapter and paragraph sequence. For example, the third paragraph in the second chapter would be numbered "2.3." Subparagraphing will be accomplished as above.

(2) Pages will be designated by a hyphenated number, centered four lines from the bottom edge, indicating the chapter and page sequence. For example, the fifth page in the fourth chapter would be numbered "4-5."

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(2) NCS issuances implementing NCS directives will be referenced by a three-part hyphenated number. All manuals and handbooks must have higher level issuances that they implement. The first number will be the same as its authorizing directive's category; the second, the sequence of the authorizing directive; and the third, the sequence of the subject issuance. For example, the fifth manual implementing NCS Directive 3-4 would be referenced as NCSM 3-4-5.

(3) For NCS notices and office orders which do not implement a previously approved NCS directive, the second hyphenated number will be "0." The third number will indicate the sequence of issuance beginning with "1" for each principal subject category. For example, a notice or office order not implementing a prior issuance, would be designated NCSN or NCS00 X-0-X to show there is no higher level issuance.

(h) When issuances are changed, notifications reflecting the changes may be issued, instead of reprintings of the entire issuance. Change notifications will be numbered sequentially for, and maintained at the end of, the issuance to which they apply. Upon receipt of a change notification, each organization maintaining NCS issuances will make pen-and-ink changes or replace pages according to instructions in the change notification. Replacement pages will be marked in the lower right corner with the number, and in the upper inside corner of the top margin with the date, of the corresponding change notification.

- 8. Effective Date. This manual is effective immediately.
- 9. Expiration. This manual is in effect until superseded or cancelled.

- 2 Appendices
 - A. Format and Content of NCS Issuances
 - B. Issuance Preparation Guide



 Manager, NCS
 Date: January 9, 1990

Summary of Changes: Initial publication

APPENDIX A: FORMAT AND CONTENT OF NCS ISSUANCES

XXXXX XX, 19XX (Indicate date of issuance or change notification in inside corner of top margin on each page)	NCSX X-X (Indicate issuance reference in outside corner of top margin on each page)
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NATIONAL COMMUNICATIONS SYSTEM
Washington, D.C. 20305-2010

NCS (type of issuance) X-X

ORGANIZATION, MEMBERSHIP, AND ADMINISTRATION (Indicate category)

Format and Content of National Communications System (NCS) Issuances
(Indicate title)

1. Purpose. This chapter or paragraph provides a clear, concise statement of what the issuance is intended to do. For example: "This directive establishes policies within the National Communications System pertaining to ..." or "This manual provides procedures to be used to manage"
2. Applicability. This chapter or paragraph describes how the issuance will be used (for example, with other documents, in support of specific systems, to implement specific programs, etc.); identifies the parties to which the issuance applies; and states whether the issuance is binding on the affected parties. For example: "This directive is binding upon the Executive Agent, NCS; Manager, NCS; NCS Committee of Principals and member organizations; and other affected Executive entities."
3. Authority. This chapter or paragraph states the authority under which the issuance is published. If other NCS issuances authorize the issuance, then list only those issuances. For example: "This manual is issued under the authority of"
4. References. List all references. If more than 1/2 page in length, use an appendix.
5. Cancellation/Supersession. This chapter or paragraph states which previous documents are cancelled or superseded by the issuance. For example: "NCS Memorandum 1-63, 'National Communications System Publications, ' December 10, 1963, is hereby cancelled."

-Office of Primary Responsibility: XXX-XX (Indicate the originator of the issuance.)

-Distribution: NCS (Indicate intended distribution for the published issuance.)

6. Definitions. Define terms which need explanation (e.g., terms that are unusual or used in an unusual way). If more than one page in length, an appendix should normally be used. However, if the defined terms embody concepts central to the subject matter of the issuance, then keep the definitions chapter or paragraph in the text of the issuance regardless length.
7. General. Although this chapter or paragraph should be omitted in most cases, it may be used for general information which is necessary to the issuance but unsuitable for inclusion in any other chapter, paragraph, or section.
8. Policy. This chapter or paragraph states the policy which is being established, implemented, or explained by the issuance. For example, "The NCS Issuance System governs the issuance of rules and guidance concerning the internal organization, policies, procedures, practices, management, and/or personnel of the NCS. Such rules and guidance will be issued in the form of NCS issuances or changes thereto."
9. Responsibilities. In this chapter or paragraph, assign responsibilities, as necessary, to any organizational element or party. Use brief, succinct statements. For example:
- "a. The NCS member organizations will:
 - (1)
 - (2)
 - b. The NCS Committee of Principals will"
10. Procedures. In this chapter or paragraph, specific procedures to be executed by organizational elements or parties assigned responsibilities will be explained. This chapter or paragraph should be as precise and succinct as possible, and should not be used to duplicate information contained in the "Responsibilities" chapter or paragraph.
11. Particularized Chapter or Paragraph Titles. If other chapters or paragraphs are needed, tailor chapter or paragraph titles and contents to suit the particular requirements of your subject. Do not use "Other" as a chapter or paragraph title.
12. Authorizing Provision. If a directive or circular, specify whether NCS manuals concerning the subject of the directive or circular are authorized. For example: "NCS manuals implementing this directive are authorized."
13. Effective Date. Specify the date upon which the issuance is to be put into effect. For example: "This (type of issuance) is effective (month, day, year)." or "This (type of issuance) is effective immediately."

14. Expiration. For circular and notices, state: "This (circular or notice) will expire after incorporation into a (directive, manual, or handbook), one year from effective date, or (a specified time period or date), whichever occurs first." For all other issuances, state: "This (directive, manual or handbook) is in effect until superseded or cancelled."

X Appendices (Indicate number
appendices in place of "X.")
A. XXXXX (Indicate alphabetical
designators, and subjects or
titles, of each appendix.)
B. XXXXX

Signature of Issuing Authority
Title of Issuing Authority
Date: XXXXX XX, 19XX

Summary of Changes: Use this section to summarize changes from earlier versions of an issuance. If no earlier versions exist, then enter "Initial publication." This section is mandatory.

APPENDIX B: ISSUANCE PREPARATION GUIDE

1. Planning and Need.

- a. Is the issuance really necessary? How many people need it? What would happen if it were not issued?
- b. Are there informal procedures and practices causing confusion or unnecessary procedural steps that should be formalized and/or clarified in an issuance?
- c. Are there multiple issuances in existence covering all or part of the subject matter? Can they be combined?
- d. Is the entire issuance current, or have parts of its contents been superseded or outdated?
- e. Does this issuance duplicate or overlap another pertaining to the same reader group? If so, is action being taken to revise or cancel the other issuance?
- f. Will policies, procedures, etc., in this issuance be consistent with those in other issuances? If not, is action being taken to cancel or change those other issuances or otherwise reconcile the differences?
- g. Have other types of issuances been published at other levels to implement or supplement this issuance? If so, is action being taken to incorporate appropriate portions of those issuances into this issuance?
- h. If this issuance relates to other issuances, have the originators of the others been asked whether they have plans to change the issuances in a way that will affect the need for or contents of your issuance?

2. Deadline Date.

- a. Have you allowed a minimum of 14 working days for coordination with and/or review by the Manager, NCS, of the draft issuance?
- b. Have you allowed 60-90 days for Council of Representatives (COR)/Committee of Principals (COP) coordination and review?
- c. Have you allowed a minimum of 30 days for any necessary review/approval by the Executive Agent, NCS?
- d. Have you allowed a minimum of 30 days for any necessary coordination within the Executive Office of the President?

3. Preparation for Writing.

- a. Have you selected the correct type of issuance (directive, circular, manual, handbook, notice, or office order) to use?
- b. Who will approve the issuance?
- c. What coordination of the draft is planned?

4. Writing.

- a. Do responsibilities addressed in this issuance match assigned functions?
- b. Are the contents consistent with policy on organizational relationships and responsibilities?
- c. Do communication lines follow the chains of command and coordination?
- d. Are all pertinent authorities included in NCS directives? If an NCS directive authorizes the issuance, then is only that directive cited in the chapter or paragraph entitled "Authority"?
- e. Does the issuance state that approval is required without stating who approves?
- f. Does the issuance state that a report is required without stating when it is due or where to send it?
- g. Are copies of forms, reports, memoranda, etc., required to be prepared without instructions on what to do with them?
- h. Is responsibility assigned to act without an indication of who has the authority to act?
- i. Is the organization of the issuance contents logical? Are the procedures in a "doing" sequence? Does each paragraph contain only one main idea? Are these ideas presented in the best sequence?
- j. Is writing free from fault in grammar, spelling, punctuation? Is it free from stilted or hackneyed phrases?
- k. Is the issuance complete? Does it answer all questions that may be raised by the reader - the person who has to act on it?
- l. Is it concise? Does it contain only what the reader needs to know? Does it include only necessary words and phrases?

m. Is it clear? Is it written in terms the reader can understand? Do the words exactly express the thought? Are the sentences short and the verbs active?

n. Will the tone bring the desired response? Is the writing free from words that are controversial or ambiguous?

5. Detailed Issuance Standards.

a. Does the issuance have an appropriate and concise title?

b. Are the chapters or paragraphs arranged in the correct order?

c. Are paragraphs numbered correctly?

d. Are major paragraph titles underlined? Has underlining of subparagraph titles been avoided as much as possible?

e. Is capitalization used sparingly? (Apart from their use to introduce sentences or enumerations, capitals serve only to indicate distinction. For example, do not say: "this Directive," "NCS Manual," "all Division Chiefs," or "Heads of Agencies." Follow the capitalization rules in the Government Printing Office Style Manual.)

f. Are phrases which are reduced to acronyms spelled out and followed by the acronym enclosed in parentheses the first time they appear?

g. Is the issuance typed on 8 1/2" X 11" plain bond paper with one-inch left-justified margins in letter gothic type, using 12 characters per horizontal inch and 6 lines per vertical inch?

h. Have format and content guidance provided in Appendix A above been followed?

6. Documentation, COR/COP Consideration/Approval, and Signature.

a. Have all required review, consideration, and approvals been completed and documented?

b. Has missing coordination been explained in your documentation?

c. Has the issuance been assigned a centralized administrative control number by the NCS Joint Secretariat?

d. Has action on comments received during review and coordination been taken and documented? Are reasons given for not adopting the comments?

e. Is the package sent forward for signature or COR/COP consideration/ approval complete? Is the review and coordination record completed? Coordination and review comments enclosed?

f. If an NCS directive, circular, or manual, have you included a proposed draft of the associated COR/COP agenda item?

g. If an NCS handbook or notice, have you included an original of the issuance, ready for signature? A completed Issuance Record? A completed Printing Request?

h. If the draft issuance originates from the Office of the Manager, NCS, have you enclosed a staff summary sheet requesting either authorization for release to the COR/COP or signature?

i. Are arrangements being made for sending out "hot copies" of issuances that prescribe short response times or cancel other issuances?