

Submitting a new proposal: Mission Need or Requirement Request

Brief Submission Process Overview: Any NWS employee may fill out the Request form. Once completed, it is presented to their local manager for initial vetting. If management concurs, the request form is emailed to the Designated Submitter. If approved, the document is uploaded by the Designated Submitter to the CaRDS site.

0 Step ZERO: The originator (any NWS employee) downloads the “*New Mission Need or Requirement Request*” template (MS Word Document) from the CaRDS site at: <http://nws.weather.gov/products/CARDS/>

The document is available under the “Templates” tab on the site. Note that the originator may use the template on behalf of themselves, their office, or on behalf of an external request.

Note: Site access requires signing in using the NOAA email account credentials (email user name - without @noaa.gov and the email password).

1 Step ONE: Originator completes the template and sends it as an email attachment to their immediate manager.

2 Step TWO: The manager reviews the document with consideration for its applicability, appropriateness for the NWS mission, adherence to policy, and benefit to the organization or weather enterprise. The manager should address questions or potential issues with the originator, and may update or make changes to the document as needed. The manager may either Approve or Not Approve the request. If Not Approved, the manager provides feedback to the originator with an explanation of why the request was not approved. If approved, the manager emails the document to their respective FMC’s Designated Submitter.

3 Step THREE: Designated Submitter reviews request to ensure appropriateness and concurrence with policy and make the request ‘visible’ to the FMC director (In the manner specified by the FMC director). If needed the submitter engages the FMC director or others to address issues. If approved, the Designated Submitter uploads the Request document in CaRDS site. If Not Approved, the Designated Submitter informs the Originator and provides rationale. Details for uploading the Request to the CaRDS site:

1. Sign onto the [CaRDS](#) site and hover over the **Submit New Request** Tab then click on the **SUBMIT REQUEST** option from the drop-down menu.

Note: Site access requires signing in using the NOAA email account credentials, and only those persons assigned the role of Designated Submitter will have access to SUBMIT REQUEST.

2. A simple form is presented. The Designated Submitter clicks on the “Choose File” button to select the Request document to be uploaded. Once the document is selected, click the **Submit Request** button to upload the request along with any optional information entered in the form.

4 Step FOUR (+): An email will be sent to the Designated Submitter confirming receipt of the Request. The CaRDS Team lead assigns analyst who initiates Tier 2 review. For details on subsequent processing see Process Description under the CaRDS INFO tab.