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SUMMARY PRODUCTION GUIDELINES

File
Staff
Meeting

I. TOPIC DEVELOPMENT

- NIO develops with community
- NIO through C/NIC proposes & provides rationale for start, stop, major change to DCI/DDCI and requests approval
- NIO through C/NIC informs NFIB Principals

II. PRE-COORDINATION TOR

- NIO develops with drafter and community
- NIO through C/NIC seeks SRP comments
- NIO through C/NIC to DCI/DDCI indicates how SRP accommodated and requests approval
- NIO through C/NIC transmits draft TOR to NFIB Principals and requests reps for meeting

III. COORDINATED TOR

- NIO coordinates with community reps
- NIO through C/NIC indicates impact of coordination on TOR and seeks DCI/DDCI approval of any major changes
- NIO through C/NIC releases TOR to NFIB Principals

IV. PRE-COORDINATION DRAFT

- NIO develops with drafter and community
- NIO through C/NIC seeks SRP comments
- NIO through C/NIC for approval and DCI/DDCI for info/comment, indicates how SRP and TOR accommodated
- NIO through C/NIC transmits draft to NFIB Principals and indicates reps meeting

V. POST-COORDINATION DRAFT

- NIO coordinates with community reps
- NIO through C/NIC indicates impact of coordination on draft (and TOR) and seeks DCI/DDCI approval
- NIO through C/NIC releases draft to NFIB principals for review
- NIO accommodates routine changes with community prior to NFIB.

VI. NFIB

- NFIB reviews draft, discusses any major issues, and DCI approves or remands estimate
- Telephone coordination reserved in lieu of meeting for lesser, non-controversial papers, and after meetings for changes directed by NFIB

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- NIO develops with drafter and community
- NIO through C/NIC seeks SRP comments
- NIO through C/NIC for approval and DCI/DDCI info/comment, indicates how SRP accommodated
- NIO through C/NIC transmits draft TOR to NFIB Principals and indicates reps meeting

III. COORDINATED TOR

- NIO coordinates with community reps
- NIO through C/NIC indicates impact of coordination on TOR and seeks DCI/DDCI approval
- NIO through C/NIC releases TOR to NFIB Principals and indicates drafting schedule

IV. PRE-COORDINATION DRAFT

- NIO develops with drafter and community
- NIO through C/NIC seeks SRP comments
- NIO through C/NIC for approval and DCI/DDCI for info/comment, indicates how SRP and TOR accommodated
- NIO through C/NIC transmits draft to NFIB Principals and indicates reps meeting

V. POST-COORDINATION DRAFT

- NIO coordinates with community reps
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