

***NATIONAL WEATHER SERVICE WESTERN REGION SUPPLEMENT 8-2004
APPLICABLE TO INSTRUCTION NWSI 10-1803
AUGUST 13, 2004***

***Operations and Services
Service Outreach 10-18
Service Education and Outreach NWSI 10-1803***

RESPONSIBILITIES AND AUTHORITY OF STATE LIAISON OFFICES (SLO)

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OPR: W/WR1x1 (C. Gorski)
Type of Issuance: Initial

Certified by: W/WR1 (R. Douglas)

SUMMARY OF REVISIONS: This supplement supersedes Regional Operations Manual Letter (ROML) W-12-97, dated June 15, 1997, filed with WSOM Chapter A-10.

Signed _____ 07/28/04
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1. Description: This Supplement identifies and defines the responsibilities of State Liaison Office MICs (SLO MICs), which are listed in Section 2. These MICs are responsible for state wide coordination of NWS products and services, as well as interaction with state officials to provide a single point of contact to address statewide concerns regarding NWS products and services. Additionally, SLO MICs will serve as the first point of contact for NWS concerns that involve inter- and intra-state issues and, as such, will coordinate with all affected MICs to develop a state-wide consensus. The SLO MIC will keep WFO MICs informed of all activities associated with their statewide responsibilities.

Although SLO MICs are granted final authority in a number of program areas as described below, they shall solicit input from all affected MICs. This “coordination of management functions” will follow the same philosophy as forecast coordination, that is input from all affected WFOs will be considered and “conflicts” resolved in an interest-based consensus fashion. Situations in which a consensus cannot be reached will be referred to WRH for resolution.

2. Format and Procedures.

2.1 Purpose: To provide consistent and coordinated services to governments at the state level or other groups organized in a similar manner, and the public, certain responsibilities, as described in this Supplement are assigned to the MICs of the State Liaison Offices (SLO) for their respective states or portions thereof.

<u>STATE/PORTION OF STATE</u>	<u>STATE LIAISON OFFICE</u>
Washington	MIC of WFO Seattle Tacoma
Oregon	MIC of WFO Portland
Idaho	MIC of WFO Boise
Montana	MIC of WFO Great Falls
Northern/Central California*	MIC of WFO Sacramento
Southern California**	MIC of WFO Los Angeles
Nevada	MIC of WFO Reno
Utah	MIC of WFO Salt Lake City
Arizona	MIC of WFO Phoenix

* Area is defined as the sum of the CWFAs for WFOs Eureka, Sacramento, San Francisco Bay Area, Hanford, and the California portions of the CWFA of Medford and Reno.

** Area is defined as the remainder of California from that defined above.

2.2 Responsibilities:

- A. Watch/Warning/Advisory Criteria: The MIC of the SLO, with input from affected MICs, shall be responsible for the establishment of criteria for issuance of non-convective watches, warnings, and advisories for their areas, including hydrologic products. Criteria need not be identical throughout a state or area(s), but should reflect climatic variability, impact on public safety, frequency of warnings (to avoid over warning), and possible constraint on travel, etc.
- B. Product Format: For NWS products without strictly defined formats, the MIC of the SLO is responsible for determining final format for products affecting his/her state (or portion thereof).
- C. State Level Coordination: Officials at the state level look to a single source of authority and information regarding hydro-meteorological information. The SLO is responsible for coordinating hydro meteorological watches and warnings during major storms with state level emergency management officials, e.g., law enforcement, state level flood control agencies, etc. Note: WFO Sacramento will assume this function for all of California. During major events, the MIC of the SLO should attempt to provide, as resources allow, an on-site meteorologist at the state emergency services center (or other appropriate location) to provide direct support to state officials in interpreting current NWS products. State officials will be encouraged, where appropriate, to contact “local” WFOs for additional forecast support since these offices are the best source of forecast information for their CWFA.

The designated hydrologic spokesperson/office state will be the Senior Service Hydrologist (SSH), located at the designated SLOs. The SSH will be the primary spokesperson for statewide hydrologic activities. Activities must be coordinated with other service hydrologists (SHs) and hydrology focal points (HFPs) in the state and with the RFCs as applicable for each situation. All statewide activities of the SSHs will be under the direction of the MIC of the SLO.

- D. Coordination with District Staffs of U.S. Senators: The SLO is responsible for coordination with, and briefing district staffs of U.S. Senators regarding state-oriented issues and major weather or weather-related events, as appropriate. The exception to this is when district staffs reside in locations which are closer to another WFO than the SLO. In such cases the closest office to district staffs will assume this responsibility. In the event there are offices in more than one location, the SLO will ensure that all information to be provided to these staffs will be well coordinated before hand.

Briefing district staffs of U.S. House of Representatives regarding major weather or weather-related events is the responsibility of each MIC in his/her own CWFA.

- E. Membership on State Advisory Committees: The MIC of the SLO is responsible for coordination of all activities conducted between the NWS and the state level of government. Activities may include providing advice to state committees on data acquisition functions, storm/flood special task forces, serving on state water committees/air pollution boards, drought task forces, etc.
- F. Statewide Preparedness Activities: The SLO is responsible for coordination of statewide preparedness activities. Although all WCMs/SSHs/SHs within a state have local CWFA/HSA responsibilities in such efforts, coordination of statewide efforts will remain with the MIC of the SLO. Likewise while individual SSHs/SHs are involved in hydrologic coordination and preparedness activities, the SSH for each state (located at the SLO) is responsible for statewide coordination activities under the direction of the MIC.
- G. Issuance of State-Wide Products: The above listed offices are responsible for issuance, or coordination of issuance of state wide products. Example: the State Weather Summary in which the SLO may coordinate product issuance from among all offices at different times during the day.

The Spring Flood Potential Outlook (ESF) issued for the national press conference (usually in March) will be issued for the state by the SLO WFO. WFOs may issue additional ESFs for local customers. Other products may include hydrologic data summaries, drought products for situations which cover more than one HSA within a state, and other products that may be necessary to describe or coordinate a statewide situation or activity. Statewide products must be coordinated with the other offices with hydrologic service (HSA) responsibility in the state. Note: information regarding the role of the SLO during drought conditions can be found in WR Supplement 9-2002.
- H. Supervision of CWSUs: CWSUs shall be supervised by the MIC of the WFO in whose CWFA they reside.
- I. Interstate Coordination: The MIC of the SLO will coordinate with his/her counterpart in adjacent states for resolution of programmatic problems (not forecast coordination which is a function of each WFO) arising from a WFO(s) having a CWFA in parts of two or more states. The MIC(s) of the WFO(s) whose CWFA crosses state boundaries shall be fully involved in the decision making process. Due to there unique nature, formats for hydrologic products should be coordinated with adjacent states to ensure uniformity in offices with HSAs that span multiple state boundaries.
- J. Fire Weather Coordination with Land Management Agencies: The MIC of the SLO, will coordinate with his/her counterpart in adjacent states/NWS Regions for

resolutions of programmatic problems arising in developing a consistent fire weather program serving a Land Management Geographical Area. *Note: for the purposes of fire weather the SLO is the WFO nearest the Geographical Area Coordination Center (GACC), unless otherwise assigned.* NWS offices shall develop an Annual Fire Weather Operating Plan which defines NWS products and services rendered to local land management agencies in each Geographic Area.

The following is a WFO breakdown of each Land Management Geographic Area with WR SLO for the purposes of coordination of fire weather services within the Land Management Geographic Area for the Western Region in parentheses:

1. PACIFIC NORTHWEST Geographic Area: WFOs Seattle
Spokane, (Portland), Pendleton, Medford, Boise
 2. NORTHERN ROCKIES Geographic Area: (Missoula), Great
Falls, Billings, Glasgow, Bismark, Grand Forks, Spokane
 3. GREAT BASIN Geographic Area: Eastern - Boise, Pocatello,
(Salt Lake City) Western -. (Reno), Las Vegas, Elko
 4. CALIFORNIA Geographical Area: North Zone - (Sacramento),
Eureka, San Francisco Medford, Reno. South Zone ... (Los
Angeles), Hanford, San Diego, Las Vegas, Phoenix
 5. SOUTHWEST Geographic Area: (Phoenix), Flagstaff, Tucson,
Albuquerque, El Paso, Midland, Lubbock, Amarillo
- K. The SLO MIC will ensure that proposed changes in working conditions affecting two or more field offices within their area of responsibility are coordinated with NWSEO stewards to ensure pre-decisional input is taken into account prior to any required bargaining at the regional level.