

NATIONAL WEATHER SERVICE ALASKA REGION SUPPLEMENT 03-2003

APPLICABLE TO NWSI 10-1804

October 20, 2008

Operations and Services

Service Outreach, NWSPD 10-18

Service Outreach Reporting Requirements, NWSI 10-1804

ALASKA OUTREACH REPORTING REQUIREMENTS

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SUMMARY OF REVISIONS: This supplement supersedes Alaska Region Supplement 03-2003, Alaska Outreach Reporting Requirements, dated July 15, 2003, applicable to NWSI 10-1804.

The Annual Service Outreach Report (ASOR) in Appendix A was changed so to be more meaningful. The Alaska Pacific River Forecast Center (APRFC), Center Weather Service Unit (CWSU), the Alaska Aviation Weather Unit (AAWU), and the West Coast and Alaska Tsunami Center (WC/ATWC) were added as offices to submit the report. Reference to the Online Outreach Activity Report has been removed. Additions were made to the Observations in the Monthly Activity Report, Appendix B. The Spotter Expansion Report Template, Appendix C, was modified to be more meaningful.

Scott Denton for
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October 6, 2008
Date

Alaska Outreach Reporting Requirements

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1. Objective. This supplement provides policy and procedures for service outreach reporting that are unique to the Alaska Region.

2. Reporting Requirements. All National Weather Service (NWS) offices in Alaska will report service outreach activities to Alaska Region Headquarters (ARH). This requirement applies to the Weather Service Offices (WSO), Weather Forecast Offices (WFO), AAWU, CWSU, APRFC and the WC/ATWC.

2.1 Annual Service Outreach Report (ASOR). The Awareness Branch at the Office of Climate, Water, and Weather Services at NWS Headquarters requires Regional Headquarters to submit an Annual Service Outreach Report by October 15 of each year. (See NWSI 10-1804 for more information.)

By October 1 of each year, the following personnel will submit an Annual Service Outreach Report (Appendix A) to the AR Warning Coordination Meteorologist (WCM): WFO WCMs, the CWSU Meteorologist In Charge (MIC), the RFC Hydrologist In Charge, the AAWU MIC, and the WC/ATWC Director. Entities should complete applicable sections.

By September 15 of each year, WSO Officials In Charge will submit ASORs to the WCM of their associated WFO. WCMs will include WSO data in their WFO ASOR.

2.2 Monthly Activity Report. WSOs will submit a Monthly Activity Report (Appendix B) by the 10th of each month to the Data Acquisition Branch (DATAC) Secretary, DATAC's Port Meteorological Officer/Upper Air Program Manager, the APRFC's Hydrologic Technician, and the associated WFO MIC and WCM.

2.3 Semi-Annual Spotter Expansion Report (SASER). WCMs will report activities related to the development of spotter networks to the AR WCM twice per year in the Semi-Annual Spotter Expansion Report (Appendix C). These reports are due on March 20 and September 20 each year. The reports will include all spotter recruiting activities accomplished within the WFO AOR including those conducted by WSO personnel. Refer to Appendix C for the format of the report.

By March 1 and September 1 each fiscal year, OICs will submit SASERs to the WCMs of their associated WFO.

APPENDIX A

ANNUAL SERVICE OUTREACH REPORT

Please complete applicable sections.

Office _____ **Dated:** 9/30/ _____

1. Percentage of operations shifts worked by WCM/SCH/TWSO _____
2. Number of county/local emergency management officials contacted at least once during the past fiscal year concerning WCHA activities
 Total number of county/local emergency management officials _____
3. Number of boroughs & census areas with trained spotters (WFO/WSO only)
 Total number of boroughs & census areas (WFO/WSO only) _____
 Total number of trained spotters _____
 Number of spotters trained this year _____
 Number of new spotters this year _____
4. Number of public safety presentations
 Total number of attendees _____
5. Number of school visits _____
6. Number of local office tours (total participants) _____
7. Number of partner agency visits (e.g. DNR, EPA, USGS, FAA etc.) _____
 Number of private sector customer/partner visits _____
8. Number of customer workshops
 Conducted _____
 Attended _____
9. Number of offices in your AOR that conducted external drills on:
 Severe Wx _____ Flood/Flash Flood _____ Tsunami _____
 Winter _____ Dam Break _____ What type? _____
10. Number of offices in your AOR that conducted in-house drills on:
 Tornado/Severe Wx _____ Flood/Flash Flood _____
 Winter Storm _____ Tsunami _____
 Hazardous Materials _____ Civil Emergency _____
 Aircraft Accident _____ Service Backup _____
 Comms Failure _____ Power Failure _____
 Dam Break _____
11. Total Number of StormReady Communities _____
 New StormReady Communities _____
 Total Number of TsunamiReady Communities _____
 New TsunamiReady Communities _____
12. Number of incident response and safety courses conducted (e.g. S-290, Hazmat, aviation safety, etc): _____
13. Number of event-driven media interviews _____
14. Number of dedicated two-way communications links (HF, VHF, HAM radio, Satellite Phone, NAWAS/AKWAS, etc.) _____

APPENDIX B – MONTHLY ACTIVITY REPORT TEMPLATE

WSO Monthly Activity Report

(Due by the 10th of each month)

Station: _____

Month/Year: _____

Part 1. Monthly Service Count

Service Provided		Count		
Augmented ASOS (# of obs/ # of errors/ % correct)				
Upper Air (# of obs/ # of errors/ % correct)				
SCDs (# of obs/ # of errors/ % correct)				
BBXX, MAREPs (# of obs/ # of errors/ % correct)				
Sea Ice, Sea Water Temperature (# obs/ # errors/ % correct)				
Snowfall/snow on the ground observations				
Short Term Forecasts (# issued / #errors/ % correct)				
Public Information Statements issued (# issued/ #errors/ % correct)				
Special Weather Statements issued (# issued/ # errors/ % correct)				
Record Event Reports issued (# issued/ # errors/ % correct)				
Transmissions for Other Stations (METAR, UA, STF, et cetera)				
General Weather Briefings (Phone, radio, in person, interviews, visits, tours, speeches)				
Spotter Reports (LSRs)				
Spotter Training Events(s)				
New Spotters Trained				
Soil, Evap				
River Obs/Reports				
Aviation Contacts and PIREPs (e.g., Telephone, radio, in person)				
Mike-In-Hand Briefings				
Marine Briefings (e.g., HF, VHF, telephone, in person)				
Live Broadcasts (e.g., HF, VHF, AM/FM Radio Stations, Television)				
Other Broadcasts (e.g., NWR, AWL, Local Radio Station Recordings, FAX Contacts)				
Public Warning Verification Reports sent to WFO				
Public Watch Verification Reports sent to WFO				
Ship Visits				
FAM Floats/Survey Flights				
Required Station Visits (A-Paid, CO-OP, FCWOS, FSS, LAWRS, SAWRS, WSCMO, WSO)				

Details of Visit(s):

APPENDIX C – SEMI-ANNUAL SPOTTER EXPANSION REPORT TEMPLATE
Semi-Annual Spotter Expansion Report

WFO _____

Date _____.

Please describe any spotter program gaps, deficiencies and expansion opportunities in your AOR identified this reporting period:

Please describe any previously known spotter program gaps, deficiencies and expansion opportunities in your AOR:

For each in-person spotter course offered in your AOR this period, please provide:

Training date:

Instructor's name:

Training location (city):

Number of people trained:

Were any of the trainees from areas sparsely populated with spotters? If so, please describe:

Other comments:

Describe any additional efforts made this period to address existing spotter program gaps, deficiencies and expansion opportunities within your AOR:

How many people in your AOR completed online spotter training this period?

Were any of the online trainees from areas sparsely populated with spotters? If so, please describe:

How many new spotters in your AOR were trained during this period?

What is the total number of trained spotters in your AOR, including newly trained spotters?