

***NATIONAL WEATHER SERVICE INSTRUCTION 80-202***

***October 3, 2002***

***Science and Technology***

***System Commissioning and Decommissioning, NWSPD 80-2***

***SYSTEM DECOMMISSIONING PROCESS***

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Signed

10/03/02

John McNulty

Date

Director, Office of Operational  
Systems

**System Decommissioning Instruction**

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1. Introduction. This instruction supports the National Weather Service (NWS) system decommissioning policy established in NWS Policy Directive 80-2. This instruction establishes a process for removing legacy systems and equipment located at an operational site from its official capacity in the conduct of NWS service operations.

1.1 Scope. Legacy system decommissioning can occur under two circumstances: 1) as a replacement activity whereby the new technology is commissioned and replaces the legacy system, and 2) as a result of the implementation of a new technology causing the decommissioning before the replacement system is commissioned. Examples are: a) a new radar at a different site from where the legacy radar is located must itself be commissioned, before the legacy system is decommissioned, and b) the Microcomputer-based Automated Radio Theodolite (MicroART) system must be decommissioned before the Radiosonde Replacement System is commissioned, since both will reside at the same location.

1.2 Other Systems. Other NWS systems used for the collection, processing, dissemination, or distribution of Weather/Climate/Hydrologic data and service products may be decommissioned under this instruction as directed by the Director, Office of Operational Systems. It may also be applied to related systems procured and operated/maintained by NWS for other Federal agencies.

1.3 Systems Excluded. Specific systems to be excluded from this instruction are those observing, processing, and dissemination systems leased or owned by a commercial vendor under some lease arrangement, agreement or contract. For example, NOAA Weather Wire equipment at NWS field

offices will not be decommissioned by NWS, since it is owned, operated, and maintained by a commercial entity. Equipment used by a vendor for acquiring lightning information, and purchased by NWS, will never be decommissioned. The vendor will perform this function.

1.3.1 System Upgrades. Software or hardware upgrades to a portion of the system will not result in decommissioning activity for the components being replaced.

1.3.2 System Relocations. A major system moved from one site to another may require a decommissioning to take place at its current location before it can be relocated and commissioned at its new location.

1.4 Decommissioning Process. In most cases, one or more legacy systems will be decommissioned as a result of the system commissioning. In some cases, the legacy system must be removed before the new system can be deployed and commissioned. In these cases, the decommissioning event will occur prior to the system commissioning. In other cases, the legacy and new technology may reside side-by-side for a period of time before the legacy system is decommissioned after the new system is commissioned. The *System Commissioning Process* (NWSI 80-201) for each system will delineate the transition between the old and new technology.

2. Decommissioning Plan. For each system to be decommissioned, a decommissioning plan may be developed describing the system decommissioning activities, the process to be followed during the decommissioning phase, and the roles and responsibilities within NWS organizational components involved in the decommissioning activities. The Director, Office of Operational Systems, will be the authorizing official for this document.

3. Disposal. The decommissioning of a legacy system results in the commencement of disposal activities at NWS sites. The Maintenance, Logistics and Acquisition Division within the Office of Operational Systems has the responsibility for coordinating activities associated with the disposing of major systems.

4. Organization and Management. The Field Systems Operations Center within the Office of Operational Systems has the responsibility for coordinating activities associated with the decommissioning of major systems.

4.1 Decommissioning Manager. For each system being decommissioned a System Decommissioning Manager (SDM) will be designated by the Director, Office of Operational Systems. The SDM will have overall responsibility for the conduct of the decommissioning process as delineated under Section 2 of this instruction.

4.2 Regional/Center Decommissioning Focal Points. For each system being decommissioned, Regional Decommissioning Focal Points will be designated by the director of their respective organization. These individuals will support the SDM by conducting the decommissioning process as delineated under Section 2 of this instruction.