

**NATIONAL WEATHER SERVICE INSTRUCTION 1-1001**

**JUNE 26, 2006**

**Administration and Management**

**Managing the Provision of Environmental Information, NWSPD 1-10**

**TRACKING AND PUBLIC NOTIFICATION OF PROPOSED CHANGES TO NWS  
INFORMATION SERVICES**

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** W/SP (W. Levine)

**Certified by:** W/SP (E. Johnson)

**Type of Issuance:** Routine

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**SUMMARY OF REVISIONS:** This directive supercedes NWSI 1-1001, "Tracking and Public Notification of Proposed Changes to NWS Information Services," dated June 15, 2005. Changes are: (1) adds decision analysis/documentation as an element in the NWS database of information service changes and requires this analysis/documentation to be forwarded to W/SP after a decision is made.

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Signed by Edward Johnson Date June 12, 2006  
Director, Strategic Planning and Policy Office

<u>Table of Contents:</u>	<u>Page</u>
1. Introduction .....	3
2. Database .....	3
3. Database Entry .....	3
4. Decision .....	4
5. Reporting .....	4
6. Scope .....	4
7. Timing .....	4
8. Authorities and Responsibilities .....	4
9. Implementation/Transition .....	5
10. Relationship to other NWS Directives .....	5
Appendix A – References and Definitions .....	A-1
Appendix B – Sample Report .....	B-1

1. Introduction. This instruction describes procedures for public notification of proposed changes to National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) information services and how NWS will maintain a record of these proposed changes. These proposed changes include:

- a. initiating,
- b. substantially modifying,
- c. altering the method of provision, or
- d. terminating

a significant NWS information service used for the provision of environmental information. [NWS Policy Directive \(NWSPD\) 1-10](#), *Managing the Provision of Environmental Information*, describes the requirement for public notification for the purpose of communication (gathering comments) prior to a decision to implement these types of changes. NWSPD 1-10 also identifies NWS officials responsible for such public notification. This directive should not be confused with [NWSI 10-1805](#), *National Service and Technical Change Messages*, which addresses public notification for actual implementation of operational changes after a decision has been made.

2. Database. A database will be created and maintained, populated with information on all proposed changes to significant NWS information services. The database will be publicly accessible, at <http://weather.gov/infoservicechanges/>. At a minimum, the following information will be tracked for all proposed changes:

- a. Name of information service for which a change is proposed
- b. Brief description
- c. File containing documentation as specified in [NWSPD 1-10](#)
- d. Soft copy example (if appropriate)
- e. Related URL (if appropriate)
- f. Point of contact (name, address, email address and phone number)
- g. Dates of comment period (open and close dates)
- h. Where to send comments
- i. Type of change (new, modification, termination)
- j. Deciding official
- k. Decision
- l. Documentation of decision analysis and decision

3. Database Entry. Prior to the initiation of a public comment period regarding a proposed change, the information described above will be sent to the Strategic Planning and Policy Office (SPP) via email to [nws.infoservice.changes@noaa.gov](mailto:nws.infoservice.changes@noaa.gov). Any information which has already been submitted to the Office of Climate, Water, and Weather Services (OCWWS) to fulfill the requirements of [NWSI 10-102](#) - *New or Enhanced Products and Services*, need not be submitted to SPP. OCWWS will provide this information to SPP for use in their database. SPP will enter the information into the database within one week of receipt.

4. Decision. Following the close of the comment period, the deciding official will inform

SPP of their decision regarding the proposed change and will forward documentation of this decision and the analysis it is based upon to SPP. SPP will add this information to the database (see section 2, above). SPP will notify the deciding official in the event no decision is provided to SPP within 90 days of the close of the comment period.

5. Reporting. A report will be generated listing all proposed changes to NWS information services and those changes where decisions have recently been made. This report will be published, at a minimum, on the NWS web site and updated at least monthly. The report will direct the public where to go for additional information. An example report is shown in [Appendix B](#).

6. Scope. This directive will apply to initiating, substantially modifying, altering the method of provision, or terminating any significant NWS information service (see definitions). This includes:

- a. NWS products (data, forecast, and model guidance),
- b. NWS services,
- c. Dissemination systems, and
- d. Web sites (including significant changes to URL/URI's on these sites).

See [NWSPD 1-10](#), Attachment 2 for guidance regarding what changes meet the threshold of “substantial modification.”

7. Timing. While the intent is to enter database information and notify the public before proposed changes to information services take place, when public safety or national security requires prompt action, provision of change information may occur after the fact.

8. Authorities and Responsibilities. This directive establishes the following authorities and responsibilities:

8.1 Strategic Planning and Policy Office – This office will be responsible for creating and maintaining the database of proposed changes. All change information sent to SPP will be entered into the database within one week of receipt. SPP will also be responsible for generating and publishing monthly reports and notifying NWS officials of past due decisions.

8.2 All NWS offices – All offices are responsible for providing change information to SPP at [nws.infoservice.changes@noaa.gov](mailto:nws.infoservice.changes@noaa.gov).

8.3 Chief Information Officer (W/CIO), Communications Office (W/COM) – These offices will assist SPP with publication of the monthly report of changes.

8.4 The Office of Climate, Water, and Weather Services (OCWWS) will forward to SPP, upon receipt, any change information sent to them to fulfill the requirements of [NWSI 10-102](#) - *New or Enhanced Products and Services*.

9. Implementation/Transition. Until the database described in Section 2, above, has been created and implemented, SPP will adopt alternative measures (e.g., spreadsheet) to record and

track changes to NWS information services. Over the course of bi-annual review of this directive, SPP and other NWS headquarter offices, will review and consider options for merging of similar existing databases (e.g., OCWWS database of experimental products, see 10-102).

10. Relationship to Other NWS Directives. This directive does not supercede any existing directives regarding changes to NWS information services, e.g., [NWSPD 10-1](#), *NWS Requirements* or [NWSI 10-102](#) - *New or Enhanced Products and Services*. Additional procedural directives and/or supplements may be required to fully implement responsibilities as designated in this directive and NWSPD 1-10. Notification of actual implementation of approved changes\* is addressed by [NWSI 10-1805](#).

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\* [NWSI 10-1805](#) does not apply to all information service changes (e.g., NWS web pages or file transfer protocol (ftp) servers).

## Appendix A

### **References**

[NWSPD 1-10](#) – *Managing the Provision of Environmental Information*

[NWSI 10-102](#) – *New or Enhanced Products and Services*

[NWSI 10-1805](#) – *National Service and Technical Change Messages*

### **Definitions** (as applied in this instruction)

**Information** - The term "information" means any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

**Environmental Information** – Any information that changes as environmental condition changes (e.g. weather, water, climate).

**Provision** – Refers to both the means (e.g., dissemination system) and content

**Information Service** - Any product, dissemination system, or other service that provides environmental information to NWS users.

**Significant Information Service** - An information service that meets any of the following conditions:

- is required by law;
- involves substantial expenditure of funds;
- by reason of the nature of the service, is a matter of continuing public interest; or
- by reason of the time value of the service, commands public interest.

## Appendix B – Example Report

### Notification of Proposed Changes to NWS Information Services

\*\*\* Sample Only – Does not represent actual intent to change any listed services \*\*\*

**Background:** Policies of the National Weather Service (NWS) require adequate notice when NWS is considering initiating, substantially modifying, or terminating significant information services. Pursuant to these policies, NWS is providing notice of intent to change the information services listed below.

#### I. Proposed Changes:

NWS seeks comments on the following changes:

##### A. Experimental Information Services Proposed for Operations

<u>Service Name</u>	<u>Comment Close Date</u>	<u>Point of Contact</u>
Graphical Marine Hazards	March 15, 2005	John Doe, <a href="mailto:john.doe@noaa.gov">john.doe@noaa.gov</a> , <i>phone no.</i>
Experimental Interactive Weather Planner	March 31, 2005	Jane Smith, <a href="mailto:jane.smith@noaa.gov">jane.smith@noaa.gov</a> , <i>phone no.</i>

##### B. Operational Information Services Proposed for Termination

<u>Service Name</u>	<u>Comment Close Date</u>	<u>Point of Contact</u>
Product <i>aaa</i>	March 31, 2005	John Doe, <a href="mailto:john.doe@noaa.gov">john.doe@noaa.gov</a> , <i>phone no.</i>
Product <i>bbb</i>	June 15, 2005	Jane Smith, <a href="mailto:jane.smith@noaa.gov">jane.smith@noaa.gov</a> , <i>phone no.</i>

#### II. Notice of Recent Decisions Made:

##### A. Experimental Information Services Transitioned to Operations

<u>Service Name</u>	<u>Effective Date</u>	<u>Point of Contact</u>
Mobile National Hurricane Center Products	November 30, 2004	John Doe, <a href="mailto:john.doe@noaa.gov">john.doe@noaa.gov</a> , <i>phone no.</i>
National Digital Forecast Database	December 15, 2004	Jane Smith, <a href="mailto:jane.smith@noaa.gov">jane.smith@noaa.gov</a> , <i>phone no.</i>

B. Experimental Information Services Terminated

<u>Service Name</u>	<u>Effective Date</u>	<u>Point of Contact</u>
Product <i>ccc</i>	October 1, 2004	John Doe, <a href="mailto:john.doe@noaa.gov">john.doe@noaa.gov</a> , <i>phone no.</i>

C. Operational Information Services Terminated

<u>Service Name</u>	<u>Effective Date</u>	<u>Point of Contact</u>
Service <i>ddd</i>	February 15, 2005	Jane Smith, <a href="mailto:jane.smith@noaa.gov">jane.smith@noaa.gov</a> , <i>phone no.</i>

For details on each change listed above, see [link \(link to our database\)](#) or contact the individuals listed above.