

NATIONAL WEATHER SERVICE INSTRUCTION 10-1805

August 17, 2007

**Operations and Services
SERVICE OUTREACH**

National Service Change and Technical Implementation Notices

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

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SUMMARY OF REVISIONS: This directive supersedes NWSI 10-1805, National Service and Technical Change Notices, dated January 7, 2004.

The following changes were made in this issuance:

1. The name of this directive was changed from National Service and Technical Change Messages to National Service Change and Technical Implementation Notices.
2. A procedure for obtaining a waiver of minimum advance lead time from the OCWWS director was added (see section 5.1).
3. The requirement for submission of a Request to Submit Service Change or Technical Implementation Notice form was added (see section 8 and Appendix M).
4. The requirement that all requests for transmission of a service change or technical implementation notices be emailed to nws.hq.ocwws.notify@noaa.gov was added (see section 8).
5. Table 1 was modified to add several categories and change the minimum advance lead times for several categories.
6. An operational requirements precedence with respect to advance lead time was added. (see section 5 and Table 1).
7. Appendices E through L were changed to be more helpful and user-friendly.
8. Other minor language changes not itemized here.

Signed

8/3/07

James Hoke

Date

Acting Director, Office of Climate, Water,
and Weather Services

National Service Change and Technical Implementation Notices

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1. Purpose. This instruction provides standardized procedures for notifying National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) employees, partners and other users of new, enhanced, or discontinued products and services through use of national service change or technical implementation notices. Additional procedures for implementing new products or changes to existing products are described in NWS Instruction (NWSI) 10-102, "New or Enhanced Products and Services."

This instruction complements a variety of other NWS notification processes, such as those used by the Data Review Group (DRG) (see NWSI 10-101, "Change Management Process"); the Data Management team in the Office of the Chief Information Officer (OCIO) Telecommunication Operations Center (see <http://www.nws.noaa.gov/datamgmt/notices.shtml>); the Office of Science and Technology's (OST) science review and approval process; the Strategic Planning and Policy Office (SP) (see NWSI 1-1001, "Tracking and Public Notification of Proposed Changes to NWS Information Services"); and Public Information Statements (PNS) issued by local Weather Forecast Offices (WFO) (see NWSI 10-501, "WFO Statements, Summaries, Tables Products Specifications").

This instruction does not apply to web-based products or those on file transfer protocol (ftp) servers; service change or technical implementation notices are not required for these types of products. However, if transmission of a notice is requested for a web-based product or one on an ftp server, the provisions of this instruction must be complied with.

See Appendix A for definitions of terms used in this instruction.

1.1 Mission Connection. Service change and technical implementation notification is a vital link between the NWS and our partners and other users and serves as a method for maintaining open communication. It also reflects the NWS commitment to service. Timely notification of new, revised, or discontinued products and services supports one of the NWS's guiding principles (see NWSI 10-102): "No surprises - all users, including those in the private sector, must be provided adequate notice and opportunity for input into decisions regarding the development and dissemination of products and services." Every NWS entity should continually work with our partners and other users to improve services, give affected parties an opportunity to express their views when NWS proposes a substantial change to these services (see NWSPD1-10, "Managing the Provision of Environmental Information"), and provide adequate advance lead time (see section 5 and Table 1) before the change is implemented.

2. Service Changes and Technical Implementations. There are two levels of service changes and technical implementations: (1) local/regional, and (2) national.

2.1 Regional or Local Service Changes and Technical Implementations. Changes to regional and local products, as defined in NWSI 10-102 and in Appendix A of this instruction, are coordinated with regional and local partners and other users. Regional Headquarters (RH) or the local field office, as appropriate, can authorize the following changes, respectively:

- a. Change(s) to regional or local operational products and data, as defined in NWSI 10-102.
- b. Introduction of a regional or local experimental product(s) or service(s), as defined in NWSI 10-102.
- c. Changes to regional or local operational products and data in order to reflect regional or local flexibility allowed by appropriate NWS policy directives or instructions. Refer to specific NWS policy directives or instructions for individual service areas for more information.
- d. Change(s) to regional or local products and data whose distribution is confined to local partners, such as emergency managers, through local systems like the Local Data Acquisition and Dissemination capability in the Advanced Weather Interactive Processing System (AWIPS).
- e. Discontinuation of a regional or local operational product or service (see NWSI 1-1002, "Termination of NWS Information Services").

Procedures for changing regional or local products are determined by the appropriate RH. The changes are announced via a local PNS transmitted by the appropriate office(s), as specified in the following instructions:

- NWSI 10-501, "WFO Statements, Summaries, Tables Products Specification," and
- NWSI 10-1701, "Text Product Formats and Codes"

The format and style of the local PNS should be similar to those of the national service change or technical implementation notices described in this instruction. Regional or local changes will be coordinated through the appropriate NWS Headquarters (NWSH) program manager(s), so they can be aware of the activities.

2.2 National Service Changes and Technical Implementations. National service changes and technical implementations include adding or discontinuing national products (as defined in NWSI 10-102 and Appendix A); changes to national official, operational products which are distributed nationwide; changes in service area responsibility; changes in organizational names or structures; introduction of a national new or experimental product(s) or service(s); or changes to the NOAA Weather Wire Service (NWS) or Emergency Managers Weather Information Network (EMWIN) service or system itself.

Types of service changes and technical implementations requiring national notification include, but are not limited to:

- a. Any new national products, deletion of national products, or changes to existing national product formats.
- b. Changes in product content that exceed the flexibility permitted by current NWS policy directives or instructions.
- c. Changes to frequency of issuance and schedules of national products.
- d. Zone or County Universal Geographic Code (UGC) changes; renumbering of zone or county UGCs; renaming of zone(s) or county(s); reconfiguration of zone or county boundaries; implementation of a new county or independent city; etc.
- e. Revisions to other official data code formats or codes.
- f. Implementation of new codes, such as Valid Time Event Code (VTEC).
- g. Changes to National Centers for Environmental Prediction (NCEP) models and/or their output which are distributed via official NWS dissemination systems.
- h. Changes to Meteorological Development Laboratory (MDL) statistical guidance products which are distributed via official NWS dissemination systems.
- i. Changes to hourly or more frequently transmitted in-situ and remote weather observation data and products.
- j. Changes to dissemination system (such as NWS or EMWIN) configuration.

3. Authority for National Service Change and Technical Implementation Notices. The appropriate NWSH branch or division chief is responsible for ensuring that the coordination of all implementation support activities associated with the national service change or technical implementation has been completed. Appendix B lists the NWSH branches and divisions that may initiate and coordinate a national service change or technical implementation notice and provides a web page which lists the name and contact information for the associated branch or division chief and the notification focal point. Activities related to service change or technical implementation notices may be delegated to the branch or division's notification focal point or to someone at RH or NCEP, or others.

The NWSH notification focal points should develop procedures to back each other up when one or more of them is out of the office.

3.1 Implementation Support Activities. The appropriate NWSH branch or division chief, or his/her designee, is responsible for:

- a. Ensuring that the coordination of the necessary actions leading to implementation of the change has been completed, such as DRG approval; public comment and review supporting the NOAA Partnership Policy; OST science review and approval; and any associated AWIPS or other software changes (see section 4).
- b. Writing, or coordinating and reviewing, the national service change or technical implementation notice using the appropriate national notice type, following the guidelines in appendices C and D (see section 6).
- c. Quality controlling the national service change or technical implementation notice to ensure it conforms to this instruction (see section 7).
- d. Approving the national service change or technical implementation notice as the signatory (see section 8).
- e. Emailing the approved national service change or technical implementation notice to the Office of Climate, Water, and Weather Services (OCWWS) Notification Coordinators at nws.hq.ocwws.notify@noaa.gov (see section 8).

The OCWWS Notification Coordinators (see section 9 and Appendix B) are responsible for transmitting the approved national service change or technical implementation notice via AWIPS, which further routes the notice to appropriate NWS text dissemination systems; posting the transmitted national service change or technical implementation notice to the OCWWS notification web page; and emailing the transmitted notice to a standard, national list of interested NWS staff, partners and other users. Refer to sections 9 through 9.4 for more details.

The responsible NWSH branch or division chief should complete their coordination and email the approved national service change or technical implementation notice to the OCWWS Notification Coordinators at nws.hq.ocwws.notify@noaa.gov at least *two business days* before the notice is intended to be transmitted (see section 8).

4. Actions Prior to Implementation of National Service Change or Technical Implementation. All activities associated with implementing the national service change or technical implementation will be completed in a time frame which allows for the minimum advance lead

time for the type of change or implementation being made (see section 5). *Before the national service change or technical implementation notice is finalized and transmitted:*

- a. Any proposed substantial changes to NWS information services should be open to a public comment and review process, as described in NWSPD 1-10 and its instructions.
- b. Any proposed changes to scientific and technical support procedures and output, including numerical modeling and statistical output, must be cleared through OST's science review and approval process.
- c. Any associated AWIPS or other software changes must be coordinated with OST's Systems Engineering Center (SEC, which is OST3). The NWSH branch or division chief coordinating the national service change or technical implementation will inform the SEC of any new products or product format changes which impact AWIPS formatters or other software, and coordinate to ensure such changes to AWIPS are scheduled before determining the effective date of the service change or technical implementation. Coordination with the SEC will be done through the appropriate AWIPS liaison(s) in NWSH offices.
- d. The appropriate Data Product Request for Change (RC) should be approved by the Data Review Group (DRG) (see NWSI 10-101). DRG RCs must be approved to add, delete, or revise World Meteorological Organization (WMO) headings and AWIPS identifiers, and for changes to distribution of products on the Family of Services (FOS), NOAAPORT, AWIPS, NWS, EMWIN, the NWS Telecommunication Gateway and other NWS systems under configuration management. The approved DRG RC and the DRG Change Notices provide NWS data managers authority to add and delete WMO headings and AWIPS identifiers associated with service changes and technical implementations.

After DRG approval, AWIPS/NOAAPORT change notices, NWS Change Notices, and/or EMWIN Change Notices are issued regarding product heading and identifier additions, deletions, or changes. These notices are for internal and external data managers and do not describe in detail the service aspects of the change required by NWS partners and other users. The DRG Change Notices are not a substitute for the national service change or technical implementation notice.

- e. Any press releases and/or press conferences should be coordinated with the NWS Office of Public Affairs, as required. NOTE: If a press release related to the service change or technical implementation is to be issued, the press release will precede the transmission of the national service change or technical implementation notice (see also section 8).

The source of the proposed national service change or technical implementation will determine which NWSH branch or division chief is responsible for coordinating the national service change or technical implementation notice, as described in section 6 and Appendix B.

Coordination will also address NWS field office or National Center workload; any required training; consultation of the NWS General Counsel and the NWS Employees Organization, as needed, in accordance with established negotiating procedures; and consultation with NWS partners and other users, as appropriate.

5. Advance Lead Time of National Service Changes and Technical Implementations. The NWSH branch or division chief coordinating the service change or technical implementation is responsible for ensuring adequate time between issuance of the service change or technical implementation notice and the effective date of the change or implementation, known as advance lead time. The advance lead time should ensure NWS partners and other users enough time to complete all required technical actions, such as modifying, testing, and fielding modifications to software and systems to *their* customers, before the change or implementation becomes effective. Table 1 shows the *minimum* advance lead time for different types of service changes and technical implementations. These lead times are based on communications at the NWSH level with our partners and other users.

In cases where implementation of a change is driven by critical operational requirements for field forecasters, as much advance notice as possible will be given; however, the critical operational requirements will take precedence over the provisions of this directive with respect to any required advance lead time. This critical operational requirements precedence will be particularly applicable to guidance products. In cases where schedule uncertainty exists, a planned effective date may be indicated by stating that the change will occur "on or after (date)". This is primarily applicable to the implementation of computer based products or guidance.

In cases where a service change or technical implementation previously included in a notice will not occur on or after 7 calendar days of the stated effective date, another notice must be transmitted advising of the new effective date. This is primarily applicable to the implementation of computer based products or guidance. If a new date has not yet been determined, a notice must still be transmitted in order to update users.

Any variation from the announced format, sample product, shapefile, or documentation *after* the national service change or technical implementation notice has been issued will require the issuance of an updated service change or technical implementation notice. Any such variation will be reviewed for its significance and impact, and the effective date of the updated notice will be determined to correspond to the amount of time users need to adjust to the variation.

In addition to the national service change or technical implementation notice, all associated material needed by partners and other users to implement the change must also be available

within the minimum advance lead time frames shown in Table 1. Examples of associated material are:

- a. explicit list of affected product headings
- b. sample product format showing the changes or complete examples of new products¹
- c. shapefiles (for geographic changes)
- d. other documentation (description of how to interpret, etc., as needed)
- e. associated signed NWS Policy Directive(s) or Instruction(s)

With the exception of the sample product (see Appendix C, #6, Required Content), some of this information may be included in the service change or technical implementation notice itself, if feasible, or may be posted to a web page, with a link to that page included in the service change or technical implementation notice.

For types of changes not listed in Table 1, NWS program managers should consult with a broad cross section of appropriate partner and other user groups to determine the impacts of the change and set an advance lead time which accommodates these impacts as best he/she can. After determining the advance lead time, the NWSH branch or division chief responsible for coordinating such a change should notify the Office of Primary Responsibility (OPR) of this instruction so appropriate changes can be made to Table 1 in future updates.

The implementation date should be a normal business day and should not occur immediately before or after a weekend or holiday. This increases the likelihood the relevant NWS program manager(s) and affected users will be available to resolve any implementation problems that may arise on the implementation date.

¹ Examples of new or revised products will be *identical* to those that will be implemented on the effective date. See appendix C, #6, Required Content, for more information on how to reference sample products in national service or technical implementation notices.

5.1 Waiver of Advance Lead Time. If the minimum advance lead time set forth in Table 1 for a particular service change or technical implementation cannot be provided and/or an earlier implementation is deemed necessary, the responsible NWSH branch or division chief must obtain a waiver. The request for a waiver will be sent to the OCWWS Notification Coordinators, who will review the request and forward it to the OCWWS director for approval.

To obtain a waiver of advance lead time, the responsible NWSH branch or division chief, or someone acting in that capacity, will send an email to the OCWWS Notification Coordinators at nws.hq.ocwws.notify@noaa.gov, setting forth the circumstances for the request and the justification for approval of a waiver. The following information will be included in the email:

- a. The number of days of advance lead time required by NWSI 10-1805, Table 1.
- b. The number of days of advance lead time given (calculate based on notice being transmitted within 2 business days after the OCWWS Notification Coordination team receives approval of waiver from OCWWS Director and assumption that OCWWS Director's approval will take 2 business days).
- c. The reason why a waiver is being requested and why such a waiver is justified.
- d. The anticipated impact upon the user (e.g., necessity for system adjustments).
- e. The proposed language to be included in the national service change or technical implementation notice explaining why minimum advance lead time is not being given. The OCWWS Notification Coordinators will decide if inclusion of such language in the notice is appropriate and/or necessary.

Examples of language:

The effective date of this change is sooner than specified by NWS Policy (NWS Instruction 10-1805). The reduction of the normal advance lead time was approved because this change was recently requested by local users, and minimal changes to software will be necessary.

The effective date of this change is sooner than specified by NWS Policy (NWS Instruction 10-1805). The shorter advance lead time was necessitated by [software/hardware/??? problems] and was approved because current users will not have to make any significant adjustments to accommodate the change.

Attach the following documents to the email:

- a. A copy of the proposed service change or technical implementation notice.

- b. A copy of the required Request to Transmit Service Change or Technical Implementation Notice (see Appendix M).

The service change or technical implementation notice will be transmitted when the OCWWS Notification Coordination team receives approval of a waiver from the OCWWS Director.

Table 1. Target Lead Times for Various Types of National Service Changes and Technical Implementations *

	Type of Change	Advance Lead Time
1.	Introduction of national experimental product(s) or service(s) This category of change does not fall under the purview of NWSI 10-1805.	Refer to NWSI 10-102, "New or Enhanced Products and Services"
2.	Discontinuation of an experimental product or conversion of an experimental product to operational status. Refer to NWSI 10-102, "New or Enhanced Products and Services."	minimum 30 days
3.	Conversion of an experimental VTEC code (in an operational or experimental product) to operational status.	minimum 30 days
4.	Change to product issuance time, frequency of issuance, or issuance schedule.	minimum 30 days
5.	** New or changed tropical cyclone product agreed to at user conferences and mandated to be effective by beginning of tropical season.	minimum 30 days, or as much lead time as possible, but to be effective by May 15
6.	*** New or changed fire weather products agreed to at user conferences and mandated to be effective by beginning of applicable regional fire weather season.	minimum 30 days, or as much lead time as possible, but to be effective by the beginning date of applicable fire weather season
7.	Minor change to zone or county boundary which does not affect text products and only requires digital users to download required shapefile (e.g., change involving modifications to limited number of grid points).	minimum 30 days
8.	Removal, discontinuance or deletion of a product when a replacement product becomes available and, when the replacement product is announced, the old product is referenced.	minimum 30 days
9.	Notification of planned site, communication or computer system outages that would impact NCEP's ability to invoke a full backup operations.	minimum 30 days
10.	Implementation of a new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance which does not affect output format or content, issuance time, frequency of issuance, or issuance schedule.	minimum 30 days

11.	Change of Terminal Aerodrome Forecast (TAF) service from part time to full time, if no changes to communications systems or TAF collectives are needed to receive the TAF.	minimum 30 days
12.	Change to NCEP model or MDL centrally produced guidance which affects output product format or content. (Note: #19 or #21 may also apply to NCEP/MDL produced guidance.)	minimum 75 days
13.	Adding a new, or changing or deleting an existing aviation product, such as a Terminal Aerodrome Forecast (TAF).	minimum 75 days
14.	Product realignment under existing communication identifiers (e.g., transferring a zone from one issuing office to another without changing the boundaries or name of the zone).	minimum 75 days
15.	Minor dissemination system configuration change requiring partners/users to update system settings, or dissemination service provider change (e.g., NWS vendor).	minimum 75 days
16.	Adding or deleting one, or a few, communication identifiers within an existing class of communication identifiers (e.g., Daily Climate Report [CLI], WMO heading CDUSii CCCC) for issuing offices or locations with documented location identifiers (CCCC).	minimum 75 days
17.	Changing existing communication identifier(s) to conform to WMO and/or NWS standards (e.g., changing the four-letter issuing office identifier in the WMO heading from KNEW to KLIX for New Orleans, LA, to reflect the correct issuing office, or for a similar change in the AWIPS identifier).	minimum 75 days
18.	Minor change to product format or content, which does not affect the automated parsing of one or more products, such as: <ul style="list-style-type: none"> · addition of a new station to an existing bulletin · addition of new Standard Hydrometeorological Exchange Format (SHEF) code element (refer to NWSM 10-944). 	minimum 75 days
19.	Adding a new or discontinuing a product type (existing class of communication identifier(s)) at all or most offices (e.g., Hazardous Weather Outlooks [HWOs] or FLUS4i CCCC, where CCCC is the four-letter issuing office identifier). NOTE: This applies only if the new product is not being introduced under the new and experimental product or service process - for that, see #1.	minimum 120 days

20.	Adding a communication identifier which includes a new four-letter issuing office identifier (not previously documented).	minimum 120 days
21.	<p>Significant change to product format or content, which affects the automated parsing of one or more products, such as:</p> <ul style="list-style-type: none"> · any change to or deletion of operational code types (e.g., county or zone UGC code, marine zone UGC code, VTEC) · certain change(s) to the SHEF code (refer to NWSM 10-944) · change to zone or county boundaries; change to marine zone boundaries · change in zone or county name; change in marine zone name · any change in the use of special codes which facilitate automated parsing (\$\$, &&, etc.), as described in NWSI 10-1701 and other instructions · change with regard to segmentation or use of headlines. 	minimum 120 days
22.	New or radically revised format (for example, implementation of VTEC).	minimum 6 months
23.	<p>Fundamental changes, such as:</p> <ul style="list-style-type: none"> · change to well-established code form such as METAR or TAF · replacement of one centrally-produced guidance product or suite with another based on a different atmospheric model · significant dissemination system configuration change requiring user/subscriber to update or replace system software or hardware. 	6 to 12 months or longer, based on partner and other user feedback

* **NOTE:** In cases where implementation of a change is driven by critical operational requirements for field forecasters, as much advance notice as possible will be given; however, the operational requirements will take precedence over the provisions of this directive with respect to any required advance lead time. This operational requirements precedence will be particularly applicable to guidance products.

** Tropical cyclone user groups customarily request programmatic changes at annual conferences. When those changes are agreed to at the conferences, every effort will be made to issue a service change or technical implementation notice with as much lead time as possible. However, all such changes will be effective by May 15 in order to deliver critical weather information to users by the start of the tropical season. Waivers of the minimum advance lead time will not be required.

*** Fire weather users groups, primarily land management agencies, customarily request programmatic changes at annual regional conferences held at different times of the year, dependent upon the fire weather season in a particular region. When those changes are agreed to at the conferences, every effort will be made to issue a service change or technical implementation notice with as much lead time as possible. However, all such changes will be effective by the start of the fire weather season in the requesting users' specific region in order to deliver critical weather information to users. Waivers of the minimum advance lead time will not be required.

6. Writing the National Service Change or Technical Implementation Notice. The NWSH branch or division chief coordinating the service change or technical implementation will decide who will write the first draft of the national service change or technical implementation notice. This is frequently determined by where in the NWS the service change or technical implementation will be implemented, as described in subsections a through g below. The responsible NWSH branch or division chief will determine the appropriate notice type for the national service change or technical implementation notice by following the guidelines in Appendix C.

- a. If the service change or technical implementation will be made at a single WFO, Center Weather Service Unit (CWSU), or River Forecast Center (RFC): The field office management should prepare the first draft of the national service change or technical implementation notice (see Appendix C, #2, Types of National Service Change and Technical Implementation Notices) and coordinate it with the appropriate RH staff. The region should forward the draft national service change or technical implementation notice to the appropriate OCWWS branch or division chief(s), as shown in Appendix B. The OCWWS branch or division chief will coordinate the notice with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.
- b. If the service change or technical implementation will be made at several or all WFOs, CWSUs, or RFCs in a particular region: The appropriate RH program manager should prepare the first draft of the national service change or technical implementation notice (see Appendix C, #2). The region should forward the draft notice to the appropriate OCWWS branch or division chief(s), as shown in Appendix B. The OCWWS branch or division chief will coordinate the notice with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.
- c. If the service change or technical implementation will be made at many or all WFOs, CWSUs, or RFCs in the NWS: The appropriate OCWWS branch or division chief, or his/her designee, should prepare the first draft of the national service change or technical implementation notice (see Appendix C, #2). The OCWWS branch or division chief will coordinate the notice with other appropriate NWSH offices, as well as with other regions and/or NCEP, as needed.
- d. If the service change or technical implementation will be made at NCEP's Aviation Weather Center (AWC), Storm Prediction Center (SPC), Tropical Prediction Center (TPC), Ocean Prediction Center (OPC), Hydrometeorological Prediction Center (HPC), Climate Prediction Center (CPC), or NCEP Central Operations (NCO): The Center's management or his/her designee should prepare the first draft of the national service change or technical implementation notice (see Appendix C, #2) and coordinate it with the relevant OCWWS branch or division chief(s), as shown in

- Appendix B. The OCWWS branch or division chief will coordinate the notice with other appropriate NWSH offices, as well as with the regions and/or NCEP, as needed.
- e. If the service change or technical implementation will be made at NCEP's Environmental Modeling Center (EMC) or MDL: The EMC or MDL branch or division chief should coordinate the draft national service change or technical implementation notice with the chief of OST's Science Plans Branch (OST12). The OST12 branch chief will coordinate with appropriate NWSH offices as well as the RHs, as needed.
 - f. If the service change or technical implementation notice is for NWS subscribers specifically: The Data Dissemination Branch chief (OPS17) will coordinate the draft National Administrative Notice for NWS with the Awareness Branch chief (OS51) to ensure both service and technical aspects of the change are addressed. The OPS17 branch chief will coordinate with other NWSH offices as well as the RHs, as needed.
 - g. If the service change or technical implementation notice is for EMWIN subscribers specifically: The chief of the Operations Support and Performance Monitoring Branch (OCIO11) will coordinate the draft National Administrative Notice for EMWIN with the Awareness Branch chief (OS51) and counterpoints in NOAA's National Environmental Satellite, Data, and Information Service (NESDIS). This ensures both service and technical aspects of the change are addressed. The OCIO11 branch chief will coordinate with other NWSH offices as well as the RHs, as needed.

The drafts of the national service change or technical implementation notice should be composed using standard NWS word processing software. Just before transmitting the notice, the OCWWS Notification Coordinator will convert the notice to ASCII format (see section 9.1.3).

7. Quality Controlling the National Service or Technical Change Notice. The appropriate NWSH branch or division chief is responsible for ensuring:
 - a. the national service change or technical implementation notice is in compliance with this instruction, particularly with regard to style, terminology, format, content and wording;
 - b. all the information contained in the notice is accurate, including communication identifiers of affected products, contact information, and web addresses; and
 - c. the notice is properly formatted, as described in Appendix C, including the appropriate communication identifier (WMO heading and AWIPS identifier) and notice type.
8. Authorizing the National Service Change or Technical Implementation Notice. After thorough review and coordination, the responsible NWSH branch or division chief, or someone acting in that capacity, will authorize the transmission of the national service change or technical

implementation notice by emailing the approved notice as an attachment to the OCWWS Notification Coordinators at nws.hq.ocwws.notify@noaa.gov (see Appendix B). The email notice should indicate the service change or technical implementation notice has been approved by the appropriate branch or division chief and is ready to be transmitted. In addition to attaching the approved notice, the responsible NWSH branch or division chief will attach a completed Request to Transmit Service Change or Technical Implementation Notice (see appendix M).

As stated in section 3.1, the responsible NWSH branch or division chief should complete their coordination and email the approved national service change or technical implementation notice to the OCWWS Notification Coordinators *two business days* before the notice is intended to be transmitted. This allows the OCWWS Notification Coordinator some flexibility in factoring the transmission of the notice into his/her tasks.

If a press release related to the service change is to be issued, the press release will precede the transmission of the national service change or technical implementation notice. The responsible NWSH branch or division chief will coordinate any such actions with the NWS Office of Public Affairs.

9. OCWWS Notification Coordinator Responsibilities. As soon as possible after receiving the final draft national service change or technical implementation notice and the completed Request for Transmission of Service Change or Technical Implementation Notice via email from the responsible NWSH branch or division chief, the OCWWS Notification Coordinator shall complete the steps outlined in section 9, and associated subsections, to transmit, email, and post the national service change or technical implementation notice. In many cases, the OCWWS Notification Coordinator may start to work on the notice shortly after receiving it. The goal is for the OCWWS Notification Coordinator to process each individual notice within *two business days* from the time he/she receives it from the responsible NWSH branch or division chief.

There is no established limit to the number of notices sent by the OCWWS Notification Coordinator on a particular day. Notices will be processed as quickly as staffing permits, but there are practical limitations based on the number of notices received from various sources and other workload priorities of the OCWWS Notification Coordinators. During periods of heavy workload and/or limited resources, the OCWWS Notification Coordinators will work with the responsible NWSH branch and division chiefs to prioritize the notice transmission order.

The vast majority of national service change or technical implementation notices will be transmitted Monday through Friday, between 8 a.m. and 5 p.m. local time in the Eastern time zone.

The primary and backup OCWWS notification coordinators will track the assigned reference numbers (see section 9.1.1), the subject of the notice, the appropriate NWSH branch or division

coordinating the notice, the date the notice was received from the responsible NWSH branch or division chief, and the date the notice was transmitted.

9.1 Final Processing of the National Service Change Or Technical Implementation Notice for Transmission. Before transmitting the notice on AWIPS, the OCWWS Notification Coordinator will assign and insert the notice reference number for a Service Change Notice (SCN) or Technical Implementation Notice (TIN) (see section 9.1.1); complete the issuance date/time line in the Mass News Disseminator (MND) Header Block (see section 9.1.2); and convert the notice to ASCII (see section 9.1.3). The OCWWS Notification Coordinator will then electronically transmit the national service change or technical implementation notice (see section 9.2).

The OCWWS Notification Coordinator will not edit the content of the service or technical change notice, other than those few items described in Appendix D. If changes need to be made, the responsible notification focal point will edit the notice, coordinate it with his/her branch or division chief, and email the revised notice to the OCWWS notification coordinator.

9.1.1 Notice Reference Numbers for SCNs and TINs. SCNs and TINs include notice reference numbers. These notice reference numbers indicate the sequence in which the notices are issued for each calendar year. SCNs and TINs are numbered independently. An example of a notice reference number is SCN03-12, which is the 12th SCN transmitted in calendar year 2003.

Just before transmitting a SCN or TIN, the OCWWS Notification Coordinator will assign the next available notice reference number to the SCN and/or TIN to be transmitted and edit the approved notice to insert the notice reference number following the notice type on the notice type line of the MND Header Block.

9.1.2 Adding the Issuance Date and Time to the Mass News Disseminator (MND) Header Block. Just before transmitting a national service change or technical implementation notice, the OCWWS Notification Coordinator will edit the approved notice to insert the issuance time and date (in local time) on the issuance date/time line in the MND Header Block. This is an estimated time of when the notice will be transmitted via AWIPS, generally rounded to the nearest 5 minutes.

9.1.3 Converting the Approved Notice to an ASCII File. After editing the MND Header Block as described in sections 9.1.1 and 9.1.2, the OCWWS Notification Coordinator will save the edited approved notice as an ASCII file. This is the file that will be transmitted via AWIPS.

9.2 Transmitting the National Service Change Or Technical Implementation Notice. National service change or technical implementation notices are transmitted electronically via the OCWWS AWIPS system or other approved backup method, and are routed via the NWS Telecommunications Gateway on NWS dissemination systems such as AWIPS, NOAAPORT, NWS, FOS, EMWIN and other systems. The OCWWS Notification Coordinator will use the necessary software, permissions, and procedures for accessing the OCWWS AWIPS system to

transmit the notice. These arrangements are coordinated in advance with the OCWWS Information Technology staff.

After transmitting the notice via AWIPS, the OCWWS Notification Coordinator will retrieve the notice from the AWIPS database and make note of the AWIPS-generated product issuance date/time in the WMO Abbreviated Heading line (see NWSI 10-1701). The OCWWS Notification Coordinator will edit the ASCII file used to transmit the national service change or technical implementation notice to add that date/time to the WMO Abbreviated Heading line. This step should be completed *before* posting the transmitted file to the OCWWS Notification web page (see section 9.3) or emailing the national service change or technical implementation notice to interested NWS staff, partners and other users (see section 9.4).

9.3. Posting the Transmitted National Service Change Or Technical Implementation Notice on the OCWWS Notification Web Page. As soon as possible after transmitting the national service change or technical implementation notice (see section 9.2), the OCWWS Notification Coordinator will post the transmitted notice to the OCWWS notification web page (www.nws.noaa.gov/om/notif.htm), with the most recent notice in each notice type shown at the top of the appropriate list of notices.

The web posting is a courtesy, and may not be achieved the same day as the national service change or technical implementation notice is transmitted operationally. This method of notification is considered unofficial.

The affected NWS office(s) may choose to add a link to the appropriate national service or technical service change notice posted on the OCWWS notification web page to their office's web page.

9.4. Emailing the Transmitted National Service Change Or Technical Implementation Notice. As soon as possible after posting the transmitted national service change or technical implementation notice on the OCWWS notification web page (see section 9.3), the OCWWS Notification Coordinator will email it to the responsible NWSH branch or division chief and the appropriate branch or division notification focal point (see Appendix B). The same email notice should also be sent to the appropriate centrally-maintained email distribution list of interested NWS staff, partners and other users who have requested receiving all national service change and/or technical implementation notices of that type. These email distribution lists are maintained by the NWSH Mail Administrators and coordinated by the OCWWS Notification Coordinators. Each of the notice types listed in Appendix C have an associated centrally-maintained email distribution list. Individuals who would like to be added to, or deleted from, one or more of these centrally maintained email distribution lists should contact the OCWWS Notification Coordinators at nws.hq.ocwws.notify@noaa.gov.

Once the appropriate NWSH branch or division notification focal point has received confirmation that the notice has been transmitted, he/she should consider forwarding the national

service change or technical implementation notice to: any individuals whose names are included in the notice as points of contact; appropriate regional or NWSH program managers; managers of the WFOs, CWSUs, RFCs, and/or NCEP centers affected by the change; NWS dissemination system managers; and program-specific list(s) they maintain of partners and other users (such as marine focal points, emergency managers, associations, etc.). Email recipients may further redistribute the notice, as they deem appropriate.

The email distribution is a courtesy, and may not be achieved the same day as the national service change or technical implementation notice is transmitted operationally. This method of notification is considered unofficial.

**APPENDIX A
DEFINITIONS**

DRG	Data Review Group
EMWIN	Emergency Managers Weather Information Network
Experimental Products	Products available for testing and evaluation for a specified, limited time period for the explicit purpose of obtaining user feedback. See NWSI 10-102, "New or Enhanced Products and Services."
Local Product	A locally-generated product produced at a particular NWS site(s) intended for local use only and only distributed locally.
MDL	Meteorological Development Laboratory
National Product	A locally- or nationally-generated product produced at all sites of the same type (e.g., WFOs) for users nationwide and distributed via official NWS dissemination systems.
NCEP	National Centers for Environmental Prediction
NWWS	NOAA Weather Wire Service
OCIO	Office of the Chief Information Officer
OCWWS	Office of Climate, Water, and Weather Services
Official Product	Operational products defined in NWS policy. See NWSI 10-102.
Operational Products	Products produced on a reliable and continuous basis. See NWSI 10-102.
OPS	Office of Operational Systems
OST	Office of Science and Technology
Partners	Companies, corporations, vendors, agencies, universities, etc., that associate with the NWS in the distribution of weather information and services.
PNS	Public Information Statement
Product	Any collection of NWS information in a defined format. See NWSI 10-102.
RH	Regional Headquarters

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SCN	Service Change Notice
Service	Any method for providing NWS information. See NWSI 10-102.
TIN	Technical Implementation Notice

APPENDIX B

NWSH Branches and Divisions Coordinating National Service Change and Technical Implementation Notices and Associated Notification Focal Points

Office of Climate, Water, and Weather Services (OCWWS) Notification Coordinators for National Service Change Or Technical Implementation Notices:

Responsibilities: Prepare approved national service change and technical implementation notices for transmission, assign SCN and TIN reference numbers, transmit, post to the OCWWS notification web page, and email the national service change or technical implementation notice to centrally maintained distribution lists of NWS employees, partners and other users (see sections 9 through 9.4).

The names and contact information of the primary and backup OCWWS Notification Coordinators are available online at:

http://www.nws.noaa.gov/om/notif_focalpoints.shtml

NWS Headquarters Branch or Division Chiefs and Notification Focal Points for National Service Change or Technical Implementation Notices:

Responsibilities: Ensure that the coordination of all implementation support activities has been completed (see section 3.1); determine advance lead time (see section 5); write or review, quality control, and authorize the national service change or technical implementation notice and email it along with a completed Request for Transmission of Service Change or Technical Implementation Notice to the OCWWS Notification Coordinators (see above) for types of changes below.

The names and contact information of the responsible Notification Focal Points for their branch or division are available online at:

http://www.nws.noaa.gov/om/notif_focalpoints.shtml

Branch or Division	Coordinates Changes to
Marine and Coastal Weather Services Branch (OS21)	WFO marine, coastal, hurricane and tsunami products Marine zone changes TPC products OPC products
Fire and Public Weather Services Branch (OS22)	WFO public, fire weather and earthquake products Fire and/or public zone changes WFO climate products HPC public products SPC products NCO public text products National Digital Forecast Database (changes to the database itself)
Aviation Weather Services Branch (OS23)	WFO aviation products CWSU products AWC and Alaska Aviation Weather Unit (AAWU) products International Civil Aviation Organization (ICAO) Meteorological Watch Office products Volcanic Ash Advisory Center (VAAC) products
Hydrologic Services Branch (OS31)	WFO hydrologic products RFC products HPC hydrologic products SHEF code changes
Climate Services Division (OS4)	CPC products
Awareness Branch (OS51)	Changes to standardized text formats and codes (documented in NWSI 10-1701, 10-1702, etc.) New code formats (e.g., VTEC) Dissemination service information

Branch or Division	Coordinates Changes to
Observing Services Division (OS7)	ASOS services (e.g., implementation of new sensors) Surface or upper air code or equipment changes
Science Plans Branch (OST12)	NCEP models NCEP model output (with communication identifiers) NCEP supercomputer information, such as planned backup tests MDL statistical guidance products
WSR-88D Radar Operations Center (OPS4)	WSR-88D system configuration or service
Data Dissemination Branch (OPS17)	NWWS system configuration or service
Observing Systems Branch (OPS22)	Transfer of an ASOS from NWS to FAA oversight or vice versa
Operations Support and Performance Monitoring Branch (OCIO11)	EMWIN system configuration or service National reconfiguration of communication identifiers

APPENDIX C
Format and Style of National Service Change and Technical Implementation Notices

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2. Types of National Service Change and Technical Implementation Notices	C-1
3. Style	C-3
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5. Format.....	C-4
6. Required Content	C-5

1. **Introduction:** A draft national service change or technical implementation notice will be prepared by the cognizant local, regional, or NWSH notification focal point and be coordinated and approved by the appropriate NWSH branch or division chief or his/her designee. The draft notice may be provided in any standard word processing format, but the OCWWS Notification Coordinator will ultimately convert the file to ASCII before transmitting it on AWIPS and other NWS dissemination systems.

2. **Types of National Service Change and Technical Implementation Notices:** There are several types of national service change and technical implementation notices. All of these notice types have a similar style and format, described below. The differences are in the Mass News Disseminator header block (see NWSI 10-1701, “Text Product Formats and Codes”), the WMO heading, and the AWIPS identifier. See Appendix D for the generic national service change or technical implementation change notice format and appendices E through M for specific format guidance for each notice type.

- a. **Service Change Notice (SCN):** describes new or enhanced non-scientific, plain language text or graphical products intended for the general public and/or entire NWS user communities, such as marine, fire weather, public, etc. See appendices E and F for guidance on the format for SCNs.

WMO Heading: NOUS41 KWBC

AWIPS ID: PNSWSH

Product Type Line in Mass News Disseminator header block:

SERVICE CHANGE NOTICE YY-##

(NOTE: YY is the last two digits of the calendar year, and ## is the number of SCNs which have been transmitted in the current calendar year. The OCWWS notification coordinator (see Appendix B) will assign ## just before transmitting the notice.)

- b. **Technical Implementation Notice (TIN):** describes new or enhanced scientific or coded text, graphics, or gridded products, including numerical weather prediction and statistical models; centrally-produced numerical guidance; observational data (surface, upper air, radar, satellite, etc); the National Digital Forecast Database (NDFD); or aviation products and services. See Appendices G and H for guidance on the format for TINs.

WMO Heading: NOUS41 KWBC

AWIPS ID: PNSWSH

Product Type Line in Mass News Disseminator header block:

TECHNICAL IMPLEMENTATION NOTICE YY-##

(NOTE: YY is the last two digits of the calendar year, and ## is the number of TINs which have been transmitted in the current calendar year. The OCWWS notification coordinator (see Appendix B) will assign ## just before transmitting the notice.)

- c. **General National Public Information Statement (PNS):** conveys general information from NWSH which does not fit into one of the other notice types, such as information about national awareness weeks (such as safe boating or lightning), a request for comments from users, or a notice from the NWS director. See Appendix I for guidance on the format for a general national PNS.

WMO Heading: NOUS41 KWBC

AWIPS ID: PNSWSH

Product Type Line in Mass News Disseminator header block:

PUBLIC INFORMATION STATEMENT

- d. **National Administrative Notice for NWS** (NOAA Weather Wire Service): notifies NWS subscribers of changes to the NWS service or system, or information for NWS subscribers specifically. See Appendix K for guidance on the format of a National Administrative Notice for NWS.

WMO Heading: NOUS29 KWBC

AWIPS ID: ADWMSG

Product Type Line in Mass News Disseminator header block:

NATIONAL ADMINISTRATIVE NOTICE FOR NWS

- e. **National Administrative Notice for EMWIN** (Emergency Managers Weather Information Network): notifies EMWIN subscribers of changes to the EMWIN service or system, or information for EMWIN subscribers specifically. See Appendix L for guidance on the format of a National Administrative Notice for EMWIN.

WMO Heading: NOXX20 KWBC

AWIPS ID: ADMEMW

Product Type Line in Mass News Disseminator header block:

NATIONAL ADMINISTRATIVE NOTICE FOR EMWIN

3. **Style.** National service change or technical implementation notices describe the change or implementation in short, easy to understand sentences and are user-oriented. Specifically, national service change or technical implementation notices will:

- a. Explain the reason for the change or implementation and emphasize the service improvement, rather than what it is replacing.
- b. Conform to the guidelines for acceptable characters, case, punctuation, line length, and format in NWSI 10-1701, "Text Product Formats and Codes"; if and when NWSI 10-1701 permits the use of lowercase letters in URLs, such permission shall also apply to the provisions of this directive. Please note that examples of notices in Appendices D through L are based on current requirements of NWSI 10-1701 with respect to case.
- c. Have the proper product type line in the Mass News Dissemination header block (see #2 above, and Appendices E through L).
- d. Be in Courier font, 12 point.
- e. Not include font features, such as bold, italics, etc. Such features will be lost when the OCWS Notification Coordinator converts the notice to ASCII just before transmission on AWIPS.
- f. Have 1-inch top/bottom and left/right margins.
- g. Use indents as appropriate (using space bar rather than tabs), to make the notice easily scanned.
- h. Spell out all acronyms the first time they are used in the notice.
- i. Not have any extraneous spaces (e.g., two spaces in the middle of a sentence).

- j. Not include any hard page breaks.
- k. Include the double dollar sign code (\$\$) followed by “NNNN” on a separate line at the end of the notice.
- l. May, as an option, be split into multiple parts if the notice significantly exceeds four 8 ½ x 11 inch pages. This makes the notice more readable. Another option for long notices is to post portions of the information, such as the list of affected products on a web page, and include a link to that page in the notification notice.
- m. For amended notices, include AAx (where x = A through X) in the abbreviated WMO heading and “...AMENDED” at the end of the product type line in the Mass News Disseminator header block. Also, provide a brief reason for the amendment, just below the SUBJECT, typically on one line, and left justified. Do not begin or end this line with ellipses. See Appendices F and H and NWSI 10-1701 for more information.
- n. For corrected notices, include CCx (where x = A through X) in the abbreviated WMO heading and “...CORRECTED” at the end of the product type line in the Mass News Disseminator header block. Also, provide a brief reason for the correction, just below the SUBJECT, typically on one line, and left justified. Do not begin or end this line with ellipses. See Appendices F and H and NWSI 10-1701 for more information.

4. **Proper Terminology:**

<u>CORRECT</u>	<u>INCORRECT</u>
WMO HEADING	WMO HEADER or FOS IDENTIFIER
AWIPS IDENTIFIER	AFOS PIL or NWS ID
COORDINATED UNIVERSAL TIME	UNIVERSAL COORDINATED TIME

NOTE: AWIPS identifiers are 4 to 6 characters (e.g., SFPMQT)

5. **Format**

- a. **NWS Communication Identifier:** Determine which national level notice (see #2 above) is appropriate and include the appropriate WMO heading and AWIPS identifier for that notice in the NWS Communication Identifier block. See NWSI 10-1701 for more information.
- b. **Notice type:** Include the appropriate notice type (see #2 above) in the Mass News Disseminator header block. See NWSI 10-1701 for more information.

- c. **TO:** The standard “TO” list is:

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY
MANAGERS WEATHER INFORMATION NETWORK /EMWIN/
SUBSCRIBERS...NOAAPORT SUBSCRIBERS...OTHER NATIONAL
WEATHER SERVICE /NWS/ PARTNERS AND USERS...NWS
EMPLOYEES

Most notices will use the standard “TO” list. However, the following example is also acceptable, and may be modified for other applications, if appropriate:

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS
FEDERAL AVIATION ADMINISTRATION /FAA/ USERS
OTHER NATIONAL WEATHER SERVICE /NWS/ USERS OF
AVIATION FORECASTS
NWS EMPLOYEES

- d. **FROM:** The signatory ("FROM" line) for the notice is the authorizing NWSH branch or division chief (see section 3 in the body of this instruction). The name of the signatory shall be followed on a second line by their title (e.g., CHIEF...FIRE AND PUBLIC WEATHER SERVICES BRANCH). The name of the NWSH office may also be included on a third line, as an option, especially for offices other than OCWWS.
- e. **SUBJECT:** The subject line briefly describes the what, where, and when of the change being made. The effective date of the change *must be included* in the subject line. The subject should be no more than 3 or 4 lines, indented, as shown in the sample notices in Appendices D through L.

6. **Required Content:**

- a. The notice should contain enough details, in plain language with minimal or no jargon, so partners and other users understand the change.
- b. All changes should be summarized in the first paragraph (or first few paragraphs) of the notice, and then described in more detail in following paragraphs, as needed. This “newspaper” style allows readers to quickly determine if they want to read the complete notice or not.
- c. For most changes, the notice should include the specific time the change will be made on the effective date. The time can be in Coordinated Universal Time (UTC), local time, or both.

- d. An *explicit list* of *all* WMO headings and AWIPS IDs of *all* products affected by the change will either be included in the notice itself, or posted to a web page, with the Uniform Resource Locator (URL) of that page included in the notice. For each product, the WMO heading should be listed first, followed by the AWIPS identifier.

NOTE: Nine-character AFOS IDs are not used by external partners and users, and therefore should not be included in national service change or technical implementation notices. AWIPS identifiers are 4 to 6 characters (e.g., RERBDL).

- e. *Sample products are not to be embedded in national service change or technical implementation notices.* Instead, sample products, in their entirety and exactly as the product will be implemented, will be posted to a web page, with the URL of that page included in the service change or technical implementation notice. This ensures a sample product is not misinterpreted as a real product, which may trigger automated processing, such as generating a scroll for television, etc.
- f. Include web page links for more detailed information, such as sample products, the location of shapefiles, long lists of explicit communication identifiers of affected products, information regarding any public comment and review process that was performed, associated NWS directives or instructions, or other documentation, etc., as appropriate.
- g. Notices which describe changes to zone, county, or other boundaries will include a URL where updated shapefiles are available. NOTE: The new or revised shapefiles must be posted on the AWIPS Map Database web page (<http://www.nws.noaa.gov/geodata/>), with the appropriate minimum advance lead time as shown in Table 1, before the Service Change Notice is emailed to the OCWWS Notification Coordinators for transmission.
- h. At least one NWS contact, including the person's name, email address, telephone number, and mailing address, will be provided near the end of the notice in case partners or other users have questions or problems. If a mailing address is not included, include the city and state where the contact person is located, so partners and other users will know where they are calling if they choose to phone the contact person (it may be a long distance call).

The NWS contact should be the person(s) who is in the best position to explain the reasoning and impact of the change. For changes in policy affecting WFOs, CWSUs or RFCs on a regional or nationwide basis, the contact should be the appropriate NWSH or RH program manager. Changes at NCEP centers should include an NCEP contact. Changes affecting a single WFO, CWSU or RFC or just a few such offices should include a contact from that office(s).

- i. Include the following standard statement at the end of the notice for service change and technical implementation notices:

THIS AND OTHER NWS [notice type, such as Service Change Notices] ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/*:

[HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM](http://www.nws.noaa.gov/om/notif.htm)

For public information statements, include the following statement at the end of the notice:

THIS NOTICE AND OTHER CURRENT NATIONAL PUBLIC INFORMATION STATEMENTS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/*:

[HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM](http://www.nws.noaa.gov/om/notif.htm)

THIS PARTICULAR MESSAGE IS LISTED AT THE TOP OF THE PAGE...ABOVE THE SERVICE CHANGE NOTICE AND TECHNICAL IMPLEMENTATION NOTICE BOX.

- j. Include the double dollar sign code (see NWSI 10-1701) at the end of the notice, as the end of notice indicator. Avoid including “\$\$” in the body of the notice (other than at the very end). If reference to the double dollar sign code is necessary in the notice, use “DOUBLE DOLLAR SIGN CODE” instead of “\$”.
- k. Include “NNNN” after the double dollar sign code (\$\$), on a separate line. This indicates the end of the notice for the script the OCWWS Notification Coordinator uses to transmit the notice via AWIPS.

* If and when NWSI 10-1701 permits the use of lowercase letters in URLs, such permission shall also apply to the provisions of this directive.

APPENDIX D

Format of Generic National Service Change or Technical Implementation Notice

A generic example of the format of a national service change or technical implementation notice is shown below. The final notice provided to the OCWWS Notification Coordinator will follow this format. Specific examples of the format for national service change and technical implementation notices, public information statements and national administrative notices are included in Appendices E through L. For examples of language used in the text of a notice, see previously transmitted service change, technical implementation or public information statements available online at <http://www.nws.noaa.gov/om/notif.htm>.

In the generic example below, the notice originator or the responsible NWS branch or division notification focal point (see Appendix B) will complete the appropriate information shown in **bold**. The OCWWS notification coordinator (see Appendix B) will complete the information shown in *italics*, including the notice reference number (YY-##) in the product type line and the date/time in the Mass News Disseminator header block, *just before* the notice is transmitted, and the DDHHMM, which is the AWIPS time stamp, *after* the notice has been transmitted but before posting it to the OCWWS notification web page.

NOUS**ii** KWBC *DDHHMM* [NOTE: DDHHMM is added after
NNNXXX transmitting the notice]

NOTICE TYPE [YY-##, for SCN and TIN only]
 NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON D.C.
xxxx xM xDT [or xST] DAY MON DD YEAR

TO: **FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
 WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
 WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
 NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
 /NWS/ PARTNERS AND OTHER USERS...NWS EMPLOYEES**

FROM: **(NAME OF AUTHORIZING NWSH BRANCH OR DIVISION CHIEF)
 (TITLE)
 (OPTIONAL: NAME OF NWS HEADQUARTERS OFFICE, ESPECIALLY
 IF NOT IN OCWWS)**

SUBJECT: **(BRIEF DESCRIPTION OF CHANGE AND EFFECTIVE DATE)
 (TEXT) (See previously submitted notices for guidance/examples.)**

THIS AND OTHER NWS [NOTICE TYPE, SUCH AS SERVICE CHANGE NOTICES]
 ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

\$\$
 NNNN

APPENDIX E
Sample Format for Service Change Notice

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style.]

NOUS41 KWBC DDHHMM
PNSWSH

SERVICE CHANGE NOTICE 07-XX
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(OR EST) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: [BRIEF DESCRIPTION OF CHANGE]...EFFECTIVE [MONTH DAY
YEAR]

[All changes should be summarized in the first paragraph (or first few paragraphs) of the notice, and then described in more detail in following paragraphs. The notice should contain enough details, in plain language with minimal or no jargon, so partners and other users understand the change. For examples of language used in the text of the notice itself, see previously transmitted service change notices available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER SERVICE CHANGE NOTICES ARE AVAILABLE ONLINE
AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

\$\$
NNNN

APPENDIX F
Sample Format for Corrected or Amended Service Change Notice

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style and format.]

NOUS41 KWBC DDHHMM CCA [*or* AAA]
PNSWSH

SERVICE CHANGE NOTICE 07-XX...CORRECTED [*or* AMENDED]
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(*OR EST*) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: CORRECTED [*or* AMENDED]: [BRIEF DESCRIPTION OF CHANGE]
...EFFECTIVE [MONTH DAY YEAR]

[Provide a brief reason for the correction or amendment as the first sentence and paragraph of the text of the notice. The remainder of the text should be the same as the original message, except for the correction or amendment. Examples of language used in previously transmitted service change notices are available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER SERVICE CHANGE NOTICES ARE AVAILABLE ONLINE
AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

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APPENDIX G
Sample Format for Technical Implementation Notice

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style.]

NOUS41 KWBC DDHHMM
PNSWSH

TECHNICAL IMPLEMENTATION NOTICE 07-XX
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(OR EST) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: [BRIEF DESCRIPTION OF CHANGE]...EFFECTIVE [MONTH DAY
YEAR]

[All changes should be summarized in the first paragraph (or first few paragraphs) of the notice, and then described in more detail in following paragraphs. The notice should contain enough details, in plain language with minimal or no jargon, so partners and other users understand the change. For examples of language used in the text of the notice itself, see previously transmitted service change notices available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER TECHNICAL IMPLEMENTATION NOTICES ARE
AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

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APPENDIX H
Sample Format for Corrected or Amended Technical Implementation Notice

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style and format.]

NOUS41 KWBC DDHHMM CCA [*or* AAA]
PNSWSH

TECHNICAL IMPLEMENTATION NOTICE 07-XX...CORRECTED [*or* AMENDED]
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(*OR EST*) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: CORRECTED [*or* AMENDED]: [BRIEF DESCRIPTION OF CHANGE
...EFFECTIVE [MONTH DAY YEAR]

[Provide a brief reason for the correction or amendment as the first sentence and paragraph of the text of the notice. The remainder of the text should be the same as the original message, except for the correction or amendment. Examples of language used in previously transmitted service change notices are available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER TECHNICAL IMPLEMENTATION NOTICES ARE
AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

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APPENDIX I

Sample Format for Public Information Statement - Seeking Public Comments

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style and format.]

NOUS41 KWBC DDHHMM
PNSWSH

PUBLIC INFORMATION STATEMENT...COMMENT REQUEST
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(OR EST) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...AND NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: CURRENTLY SOLICITING PUBLIC COMMENTS BY [MONTH DAY
YEAR] ON [DESCRIPTION OF PROPOSED CHANGE]

NWS IS SOLICITING YOUR COMMENTS BY [MONTH DAY YEAR] ON
[DESCRIPTION OF PROPOSED CHANGE].

[Include whatever background information you deem necessary to fully inform the reader of the proposed change.]

PLEASE SUBMIT COMMENTS ON THE FOLLOWING PROPOSAL BY [include all necessary information on how reader can submit comments, e.g., accessing web page, contacting specific person.]

THIS NOTICE AND OTHER CURRENT NATIONAL PUBLIC INFORMATION STATEMENTS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

[HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM](http://www.nws.noaa.gov/om/notif.htm)

THIS PARTICULAR NOTICE IS LISTED AT THE TOP OF THE PAGE...ABOVE THE SERVICE CHANGE NOTICE AND TECHNICAL IMPLEMENTATION NOTICE BOX.

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APPENDIX J
Sample Format for Generic Public Information Statement

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style/format.]

NOUS41 KWBC DDHHMM
PNSWSH

PUBLIC INFORMATION STATEMENT
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(OR EST) XXX XXX XX 2007

TO: FAMILY OF SERVICES /FOS/ SUBSCRIBERS...NOAA WEATHER
WIRE SERVICE /NWS/ SUBSCRIBERS...EMERGENCY MANAGERS
WEATHER INFORMATION NETWORK /EMWIN/ SUBSCRIBERS...
NOAAPORT SUBSCRIBERS...OTHER NATIONAL WEATHER SERVICE
/NWS/ PARTNERS AND OTHER USERS...AND NWS EMPLOYEES

FROM: NAME OF AUTHORIZING BRANCH OR DIVISION CHIEF
TITLE...NAME OF OFFICE

SUBJECT: DESCRIPTION OF INFORMATION [e.g., national awareness
week, message from NWS Director, request for comment]

[The statement should contain enough details so partners and other users understand the information. For examples of language used in the text of the statement itself, see previously transmitted public information statements online at <http://www.nws.noaa.gov/om/notif/htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER CURRENT NATIONAL PUBLIC INFORMATION
STATEMENTS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

THIS PARTICULAR NOTICE IS LISTED AT THE TOP OF THE PAGE...ABOVE
THE SERVICE CHANGE NOTICE AND TECHNICAL IMPLEMENTATION NOTICE
BOX.

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APPENDIX K
Sample Format for National Administrative Notice for NWS

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style/format.]

NOUS29 KWBC DDHHMM
ADWMSG

NATIONAL ADMINISTRATIVE NOTICE FOR NWS
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(*OR EST*) XXX XXX XX 2007

TO: NOAA WEATHER WIRE SERVICE /NWS/ SUBSCRIBERS

FROM: NAME OF AUTHORIZING OFFICIAL
NATIONAL WEATHER SERVICE NWS PROGRAM MANAGER

SUBJECT: [BRIEF DESCRIPTION OF CHANGE OR INFORMATION FOR NWS
SUBSCRIBERS...EFFECTIVE [MONTH DAY YEAR]

[All changes to the NWS service or system or information for NWS subscribers specifically should be summarized in the first paragraph (or first few paragraphs) of the notice, and then described in more detail in following paragraphs. The notice should contain enough details, in plain language with minimal or no jargon, so partners and other users understand the change. For examples of language used in the text of the notice itself, see previously transmitted national administrative notices for NWS available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER CURRENT NATIONAL ADMINISTRATIVE NOTICES FOR
NWS ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

[HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM](http://www.nws.noaa.gov/om/notif.htm)

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APPENDIX L
Sample Format for National Administrative Notice for EMWIN

[All margins are 1 inch; font is Courier, size 12; no font features (e.g., italics, bold) are used; use space bar for all indents, not Tab key; see Appendix C for additional guidance on style/format.]

NOXX20 KWBC DDHHMM
ADMEMW

NATIONAL ADMINISTRATIVE NOTICE FOR EMWIN
NATIONAL WEATHER SERVICE HEADQUARTERS WASHINGTON DC
XXXX XM EDT(OR EST) XXX XXX XX 2007

TO: EMERGENCY MANAGERS WEATHER INFORMATION NETWORK
/EMWIN/ USERS

FROM: NAME OF AUTHORIZING OFFICIAL
TITLE...NAME OF OFFICE

SUBJECT: [BRIEF DESCRIPTION OF CHANGE OR INFORMATION FOR EMWIN
SUBSCRIBERS...EFFECTIVE [MONTH DAY YEAR]

[All changes to the EMWIN service or system or information for EMWIN subscribers specifically should be summarized in the first paragraph (or first few paragraphs) of the notice, and then described in more detail in following paragraphs. The notice should contain enough details, in plain language with minimal or no jargon, so partners and other users understand the change. For examples of language used in the text of the notice itself, see previously transmitted national administrative notices for EMWIN available online at <http://www.nws.noaa.gov/om/notif.htm>.]

IF YOU HAVE ANY QUESTIONS...PLEASE CONTACT:

NAME
TITLE
MAILING ADDRESS
PHONE NUMBER
EMAIL ADDRESS

THIS NOTICE AND OTHER CURRENT NATIONAL ADMINISTRATIVE NOTICES FOR EMWIN ARE AVAILABLE ONLINE AT /USE LOWER CASE LETTERS/:

HTTP://WWW.NWS.NOAA.GOV/OM/NOTIF.HTM

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**APPENDIX M
Request to Transmit Service Change or Technical Implementation Notice**

Attach a completed copy of this form with your request to transmit Service Change or Technical Implementation Notices. Send notice and form to nws.hq.ocwws.notify@noaa.gov. This form is available online at <http://weather.gov/os/notification/RequestForm.doc>

Date This Form Submitted	
Subject Line of Notice	
Division/Branch and Responsible Division/Branch Chief	
Name, Phone Number, Email of Notification Focal Point	
Has Data Review Group approval been obtained (if necessary)?	
Is a public comment and review process necessary prior to the transmission of this notice per NWSPD1-10 and its instructions? If so and this process has not been carried out, please coordinate with W/SP before submitting this notice for transmission.	
Have all online links been checked?	
Have necessary updated shapefiles been uploaded and their online location referenced by URL in notice?	
Does notice amend or correct a previously posted notice? If so, which notice?	
Type of Service Change Notice (include category number from Table 1 of NWSI 10-1805 and basis for using that category)	
Minimum Required Lead Time from Table 1	
Proposed Lead Time (allow two working days for review and transmission)	
If waiver necessary, date obtained and name of person authorizing (attach copy of email waiver)	
If waiver necessary, justification language to be inserted into SCN or TIN	