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APPLICABLE TO NWSI 10-102
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Operations and Services
NWS Requirements, NWSPD 10-1
New or Enhanced Products and Services, NWSI 10-102

EXPERIMENTAL PRODUCTS REGIONAL PROCEDURES

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SUMMARY OF REVISIONS:
This Supplement contains the following revisions from the version dated, June 15, 2006: This supplement removes the National Project Plan Requirement and adds a requirement for a draft EPP. In addition, an ER Experimental Product/Service Process Flow Diagram has been added.

<signed> December 21, 2006

Dean P. Gulezian Date
Director, NWS Eastern Region

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Purpose

1. Purpose. The purpose of this Supplement is to define the responsibilities and procedures associated with submitting a new requirement for an experimental product or service in Eastern Region (ER). All experimental products or services must be documented in a Product Description Document (PDD), Statement of Need (SON) and an Experimental Project Plan (EPP). If a national implementation is a consideration for the project, a formal Operations and Services Improvement Process (OSIP) Project Plan (PPL) will subsequently be required as well.

Procedures for submitting a PDD, SON, and EPP are outlined in this supplement. In addition, procedures for an evaluation process are included, as are the actions necessary to prepare the experimental project for submission to OSIP if appropriate (e.g., a national requirement is identified, or a nationwide implementation is proposed).

2. Background. NWS Policy Directive (NDS) 10-1 established the official NWS policy for NWS Requirements, specifically new or enhanced products and services. The NDS established an orderly process to document National Weather Service (NWS) experimental products and services and establishes steps to evaluate comments and decide if the product should be made operational and official.

PDD, SON, EPP and PPL submission procedures are described in the Appendix of this supplement. Please refer to NDS 10-102 (**http://www.nws.noaa.gov/directives/sym/pd01001002curr.pdf**) for additional information.

Appendix

Experimental Product/Service Description Document (PDD), Statement of Need (SON), and Experimental Project Plan (EPP) Development Procedures.

1. Composing the draft PDD, SON and EPP. In coordination with the MIC/HIC, the author will:

   a. Determine the need for an experimental product or service using Appendix B (Guidelines for proposing NWS Products/Services for National or Local/Regional Implementation) of NDS 10-102 – See **http://www.nws.noaa.gov/directives/010/pd01001002a.pdf**;

   b. Solicit input from NWS field offices or ERH, as appropriate.

   c. Using the latest approved word-processing software, submit three documents (below) to the appropriate ERH Division Chief for action:

    A draft PDD (using the format outlined in NDS 10-102).

    A draft SON. The SON will contain the proposed **Title, Contact, Description, Justification, Benefits and Performance Impact and Key Stakeholders of the new product.**

    A draft EPP. The EPP will contain a description of the experiment including an outline of the planned activities and an estimated project timeline, a proposed evaluation plan, and an assessment of resource requirements and risks associated with the experiment. See section 5 for more information about developing the evaluation plan.

    An example PDD, SON and EPP are located on the ER Experimental Products/Services Resource Page at **http://www.werh.noaa.gov/MSD/Resources/Experimental/resource.htm** *Note: all tables, appendices, figures, and graphics must be in electronic format.*

2. After Receiving the draft PDD, draft SON and draft EPP. The appropriate Division Chief will:

a. Coordinate with the appropriate Divisions to determine the ERH PM responsible for tracking the review process to completion.

b. Coordinate with the ER Supplement Webmaster to place the draft PDD, draft SON, and draft EPP on the Experimental Products Intranet site and include a due date for field input.

c. Once the draft PDD, draft SON and draft EPP are posted, the ER Supplement Webmaster will send an e-mail to the ER field office MICs/HICs, appropriate office management team members, appropriate NWSH Program Leader, the ERH Mail List, and the National Weather Service Employee Organization (NWSEO) Regional Chair, notifying them of the posting and request for comments along with the due date. Comments should be directed to the originating author. The NWSEO regional chair has three weeks to review and provide comments. If no comments are received by the end of the three-week review period, NWSEO approval is assumed.

3. Finalizing the PDD, SON and EPP

a. In coordination with the MIC/HIC and the ER PM, the author will submit the final draft PDD, SON, and EPP to the Scientific Services Division for final review. The SSD has three weeks to review and provide comments. If no comments are received by the end of the three-week review period, SSD approval is assumed.

b. The ER Supplement Webmaster will submit the PDD to the Regional Director for signature.

c. The ERH PM will submit the draft SON and EPP to the ER OSIP PM. The ER OSIP team will evaluate the experiment in the context of potential future regional or national implementation. The ER OSIP team will work with the author and ERH PM to update the EPP for regional implementation, or prepare a formal PPL for eventual submission to OSIP as a national requirement. This pre-OSIP review and project plan enhancement activity will occur in parallel with the experiment.

d. The ER Supplement Webmaster will submit the final PDD to the Office of Climate, Water, and Weather Services for processing.

e. When signed, the ER PM will acquire a product evaluation survey from the NWSH CIO's office and provide necessary URL's to the originating author.

f. The ER PM will notify and coordinate with the originating author to place the PDD and evaluation link on the WFO/RFC's local web page.

g. The ER Supplement Webmaster will provide the appropriate PDD notification per NWS Instruction 10-102.

4. Bookeeping, Retention/Archive Responsibility

a. A list of current PDDs will be posted on the ER Intranet web site and maintained by the ER Supplement Webmaster. The list will include the Type of Change, Name, Description, Documentation, local URL, POC Name, POC Address, POC Phone, POC e:mail, Comment Open Period, Comment Close Period, Deciding Official, and Decision.

b. The signed memorandum authorizing the PDDs will be filed at ERH and will remain on file for a period of five years after signature.

5. Evaluation Responsibility

a. The experimental product/service should remain in experimental status for a period of at least 6 months but no more than 1 year while collecting comments from the CIO-provided survey.

b. After the experiment period is completed, the author of the PDD will conduct an evaluation as described in the EPP. Per NWSI 10-102, the product evaluation will include the following:

1. A technical evaluation of the product including assessment of skill and the scientific basis of the product; and

2. An evaluation of comments received including assessment of public reaction, whether stated user needs have been met, or whether further development is required.

The evaluation should also address any resource issues or risks identified in the EPP. The evaluation should conclude with a recommendation of whether the product should transition to operational status or be terminated.

c. Resulting from the evaluation, the ER PM will coordinate with the ER OSIP PM to determine the appropriate subsequent actions to facilitate local, regional, or national operational implementation per the NWS Change Management Process (see NWSI 10-101).

d. The documentation associated with the evaluation will remain on file for a period of five years.

ER EXPERIMENTAL PRODUCT/SERVICE PROCESS