

**NATIONAL WEATHER SERVICE PACIFIC REGION SUPPLEMENT 01-2003
APPLICABLE TO NWSI 10-1304
MARCH 14, 2004**

*Operations and Services
Surface Observing Program (Land), NWSPD 10-13
Surface Observing Program (Land), NWSI 10-1304*

CERTIFICATION OF OBSERVERS

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SUMMARY OF REVISIONS: This supplement supersedes Pacific Region Supplement 01-2003, "Observer Certification," dated March 14, 2003, filed with NWSI 10-1304.

The following changes were made in this issuance:

1. Added additional requirement for upper air certification.
2. Ordering, administering and proctoring of examinations may now be delegated to the office DAPM, HMT supervisor or Supervising Weather Service Specialist.

____ Signed By _____ 2-24-04 _____
R.J. LaDouce Date
Director, Pacific Region

Table of Contents: _____ Page

1. General 2

2. Purpose 2

3. Program Management and Responsibilities 2

1. General: NWS Instruction 10-1304 is the authoritative source for procedures relating to certification of observers in both the surface and upper air programs.

2. Purpose: This supplement summarizes responsibilities of the Pacific Region Headquarters (PRH) and field offices in the surface and upper air observer certification program.

3. Program Management and Responsibilities:

a. Pacific Region Headquarters (PRH), Data Systems Branch (DSB), has sole responsibility for administering the observer certification program in accordance with NWS Instruction 10-1304. PRH/DSB responsibilities are:

- (1) Provide training as required and as resources permit.
- (2) Provide training materials and certification examinations as requested.
- (3) Grade certification examinations when completed.
- (4) Issue surface and upper air observer certifications upon successful completion of certification examinations and other certification requirements.
- (5) Maintain records of surface and upper air observer certification program.

b. Field offices responsibilities are:

- (1) Identify training needs for surface and upper air observer certification program and provide to PRH/DSB.
- (2) Provide assistance and training as requested by PRH/DSB as resources permit.
- (3). Request, handle, conduct, and administer examinations in accordance with NWSI 10-1304. Examinations may be ordered from PRH by using WS Form B-25 or by letter, fax, email, or phone. MICs and OICs have this responsibility but may delegate it to the DAPM, HMT Supervisor, or SWSS.

- (4) Retrieve canceled or invalid certificates from their areas of responsibility and forward them to DSB/PRH for appropriate action.