

***NATIONAL WEATHER SERVICE PACIFIC REGION SUPPLEMENT 13-2003  
APPLICABLE TO NWS OBSERVING HANDBOOK NO. 10, RAWINSONDE  
OBSERVATIONS***

***JUNE 23,2003***

***Operations and Services  
Upper Air Program, NWSPD 10-14***

***STATION INSPECTION PROGRAM FOR UPPER AIR STATIONS***

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

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Signed June 9, 2003  
R. J. LaDouce Date  
Director, Pacific Region

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**Appendix**

A. List of Pacific Region Upper air Stations

1. **General.** An effective upper air observing program depends on each observation site conforming to national and agency standards and guidelines. One of the most effective ways and means to ensure that standards and guidelines are being met is through self-inspections and external, on-site evaluation of the observing program at each observing site.
  
2. **Policy.** National Weather Service Policy Directive 10-14 (Upper Air Program) establishes the authority and responsibility for the upper air program. National Weather Service Observing Handbook No.10 (Rawinsonde Observations) and applicable training guides provide detailed instructions and procedures for operation and management of upper air stations. This supplement describes the responsibility for station inspections of Pacific Region upper air stations.
  
3. **Pacific Region Upper Air Network.** Pacific Region maintains and operates a network of nine (9) first-order upper air stations located from Hawaii westward to Koror, Republic of Palau and southward to American Samoa (see appendix A).
  
4. **Responsibility for Upper Air Station Inspections.** Each individual upper air station and Pacific Region Headquarters (PRH) have responsibility to conduct inspections of the upper air program as follows:
  - a. **Upper Air Stations:** Each station manager shall perform a self-inspection of their program once every 12 months as set forth in appendix A. WS Form B-48 (Station Inspection Checklist) shall be used to conduct the self-inspection and any deficiencies should be corrected as quickly as possible.
  
  - b. **Pacific Region Headquarters (PRH):** Data System Program Managers (DSPMs) shall conduct a station inspection of each upper air station every 18 to 24 months to ensure established procedures and guidelines are followed. WS form B-48 (Station Inspection Checklist), shall be used to conduct the inspection.

WS Form B-33 (Station Inspection Report), shall be used to complete a post-inspection written report.

**c. Upper Air Program Management:**

1. The Pacific Regional Director has overall responsibility for the Pacific Region Upper Air Program and the associated inspection program.
2. The AM/MIC WFO Honolulu has responsibility for the Hawaii Upper Air Program and the associated inspection program.
3. The Pacific Region Headquarters Upper Air Program Manager is responsible for the day to day operations of the Pacific Region upper air inspection program.

**5. Disposition of WS Form B-48 and WS Form B-33.**

- a. **Upper Air Stations:** Station Managers shall send an electronic copy of completed WS Form B-48 to the PRH upper air program manager by the end of January each year.
- b. **Upper Air Program Manager:** Shall send an electronic copy of both WS Forms B-48 and B-33 to the NWS Upper air program office and [ua.forms@noaa.gov](mailto:ua.forms@noaa.gov) after each inspection has been completed.

**6. Retention of WS Form B-48 and WS Form B-33.**

- a. **Upper Air Stations:** Retain a copy of the WS Forms B-48 and B-33 on-station for 3 years or until 2 inspections have been completed by PRH.
- b. **Upper Air Program Manager:** Retain completed copies of all WS Forms B-48 and B-33 in station files for 3 years or until 2 or more additional inspections have been completed..

**7. Technical Guidance.** Field offices should contact the PRH upper air program manager and for Hawaiian DCO, WFO Honolulu, for guidance or assistance as required.

**Appendix A. List of Pacific Region Upper Air Stations**

| <u>Station:</u> | <u>Location:</u>               | <u>Annual Self-Inspection Date:</u> |
|-----------------|--------------------------------|-------------------------------------|
| DCO Lihue       | Hawaii (Island of Kauai)       | January                             |
| DCO Hilo        | Hawaii (Big Island)            | January                             |
| WFO Guam        | Territory of Guam              | January                             |
| WSO Pago Pago   | Territory of American Samoa    | January                             |
| WSO Majuro      | Republic of Marshall Islands   | January                             |
| WSO Pohnpei     | Federated States of Micronesia | January                             |
| WSO Chuuk       | Federated States of Micronesia | January                             |
| WSO Yap         | Federated States of Micronesia | January                             |
| WSO Koror       | Republic of Palau              | January                             |