

**NATIONAL WEATHER SERVICE INSTRUCTION 10-1805
NOVEMBER 9, 2011**

**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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Type of Issuance: Routine.

SUMMARY OF REVISIONS: This instruction supersedes the previous version of NWSI 10-1805, National Service Change and Technical Implementation Notices, dated August 17, 2007.

The following significant changes were made in this issuance:

1. **Section 1:** Clarified web and ftp products that represent a substantial service change are covered by this instruction. Routine updates and postings are not covered. These products had been covered in previous versions of this instruction but are detailed specifically now.
2. **Section 5.1:** Changed person responsible for obtaining waiver approval from Notification Coordinator to the Division, Branch Chief or designee, such as the Focal Point.
3. Numerous changes to **Table 1**
 - **Category 1:** Moved current Category 1 above table as preface material. Created new content for this category for notifications sent as SCN/TIN with no advanced notice.
 - **Category 3:** Deleted. Already covered in 4.
 - **Categories 5 and 6:** Merged and edited to include all severe weather seasons. Deleted footnotes associated with Category 5 and 6. Move footnote 1 to this category.
 - **Category 8:** Minor edits.
 - **Category 10:** Deleted, already covered in 12.
 - **Category 12:** Changed time requirement to 30 days.
 - **Category 15:** Became significant product format/content change.
 - **Category 13, 16 and 17:** Combined; had similar content.
 - **Category 18:** Merged with category 12 and changed to 30 days
 - **Category 23:** New bullet added.
 - Reduced time requirements in all 120 day categories to 75 days.
 - Numerous minor rewrites within categories to clarify, update.
4. **Appendix M:** Made optional Request for Notice Submission Form (Now Appendix E). Focal points are encouraged to use the revised checklist but are not required to do so. There is no longer a requirement to submit the form with a notice.
5. **Appendix A:** Deleted Definitions Appendix. Acronyms are defined on first use throughout this instruction.
6. **Appendices D-L:** Combined into Appendix C with same content.
7. Other minor changes, including numerous grammatical changes.

signed

David B. Caldwell
Director, Office of Climate, Water,
and Weather Services

October 26, 2011
Date

National Service Change and Technical Implementation Notices

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1 Purpose

This instruction provides standardized procedures for notifying National Weather Service (NWS) employees, partners and other users of new, enhanced, or discontinued products and services through Public Information Statements (PNS). Additional procedures for implementing new products or changing or discontinuing existing products are described in [NWS Instruction \(NWSI\) 10-102, “New or Enhanced Products and Services”](#) and NWSPD 1-10 "[Managing the Provision of Environmental Information](#)" and its instructions.

This instruction complements the following NWS notification processes:

- The Data Review Group (DRG) action to review, assess, and adjudicate data product changes on NWS communication networks under configuration management control: see Appendix E in: see [NWSI 10-101, Change Management Process](#)
- [Data Management Notices](#) sent from the Office of Operational Systems Telecommunications Operations Center
- Science review and approval process specified by the Office of Science and Technology (OST) [NWSI 80-5 Science Review and Approval](#)
- Strategic Planning and Policy Office (SP) requirements for public notification of proposed changes to NWS information services: [NWSI 1-1001, Tracking and Public Notification of Proposed Changes to NWS Information Services](#)
- Local and regional PNS sent by Weather Forecast Offices (WFO) [NWSI 10-501, WFO Statements, Summaries, Tables Products Specifications](#)

This instruction applies to Web-based or file transfer protocol (ftp) products if they constitute a substantial service change. Routine web updates are not substantial service changes. The introduction, change or discontinuation of a major Web-based product or service constitutes a substantial service change and requires a notice. Examples follow:

- Introduction of the Tropical Cyclone Surge graphic, a web-based product.
- Removal of NCEP Model Analysis and Forecast Webpage

1.1 Mission Connection

These official notices are a vital link between the NWS, our partners and other users and serve as a method for maintaining communication. The notices also reflect the NWS commitment to service. Timely notification of new, revised or discontinued products and services supports one of the NWS’s guiding principles: [“No surprises: Unless public safety or national security concerns dictate otherwise, NWS will provide all users, including those in the private and academic sectors, adequate notice and opportunity for input into decisions regarding the development and dissemination of significant products and services, and their discontinuance.”](#)

To adhere to NOAA’s partnership policy, NWS should continually work with its 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](#)), and provide adequate advance lead time (see [Table 1](#)) before the change is implemented.

2. Types and Definitions of Notices

2.1 Service Change Notice (SCN) and Technical Implementation Notice (TIN)

SCNs explain new, enhanced or discontinued non-scientific, plain language text or graphical products intended for the general public or entire NWS user communities, such as marine, fire weather, public, etc.

TINs explain new, enhanced or discontinued 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; or aviation products and services.

National SCNs/TINs are issued for the following purposes:

- Adding ([NWSI 10-102](#)) or terminating ([NWSI 1-1002](#)) a national product
- Changing service area responsibility
- Changing or moving organizational names or structures
- Changing frequency of issuance and schedules of national products
- Changing Zone or County Universal Geographic Codes (UGC)
 - Renumbering or renaming zone or county UGCs
 - Reconfiguring zone or county boundaries
 - Creation or deletion of county or independent city
- Revising other official data code formats or codes
- Implementing new codes, such as Valid Time Event Code (VTEC)
- Changing National Centers for Environmental Prediction (NCEP) models and/or their output that are distributed via official NWS dissemination systems
- Changing Meteorological Development Laboratory (MDL) statistical guidance products distributed via official NWS dissemination systems
- Changing hourly or more frequently transmitted weather observation data and products
- Changing system configuration, such as the NOAA Weather Wire Service (NWS)
- Other substantial changes to products or services ([NWSI 10-102](#))

2.1.1 Regional or Local SCNs and TINs

Changes to regional and local products, as defined in [NWSI 10-102](#), are coordinated with regional and local partners and other users. Regional Headquarters (RH) or a WFO may introduce or change regional or local operational products and data. Dissemination is confined to local partners, such as emergency managers, through systems like the Local Data Acquisition and Dissemination capability in the Advanced Weather Interactive Processing System (AWIPS). Termination of regional or local products should follow the process defined in [NWSI 1-1002](#). The RH determines procedures for these changes. The changes are announced via a local PNS as specified in the following instructions:

- [NWSI 10-501, WFO Statements, Summaries, Tables Products Specification](#)
- [NWSI 10-1701, Text Product Formats and Codes](#)

The format and style of the local PNS should be consistent with those of the national notices except formatted in all upper case until the policy is changed to permit use of mixed case and other characters in the local PNS. Regional or local changes are coordinated with the appropriate NWS Headquarters (NWSH) program manager(s). Termination of regional or local products/services follows the process defined in [NWSI 1-1002](#). Procedures for changing regional or local products are determined by the RH.

2.2. Public Information Statements (PNS)

PNS convey general information from NWS Headquarters that does not require advance notification, such as information about national awareness weeks (safe boating, lightning, etc.), a request for comments from users, or a notice from the NWS director.

2.3 National Administrative Notice for NWWS

Notifies subscribers of changes to the NWWS service or system or provides information for NWWS subscribers specifically.

2.4 National Administrative Notice for EMWIN

These PNS notify EMWIN subscribers of changes to the EMWIN service or system, or information for EMWIN subscribers specifically.

3. Authority for Issuing an SCN or TIN

[Appendix A](#) lists the NWSH branches and divisions with authority to coordinate a national SCN or TIN and provides a web page listing Notification Focal Points. Activities related to SCNs/TINs may be delegated to a Focal Point or to a RH or NCEP designee. Focal points should have a trained backup.

4. Actions Prior to Writing SCN/TIN

An NWSH Branch or Division Chief or designee is responsible for the following actions:

- Provide a public comment and review process for any proposed substantial change to NWS information services, see [NWSPD 1-10](#) and its instructions.
- Clear proposed changes to scientific and technical support procedures and output, including numerical modeling and statistical output, through OST's science review and approval process as described in [NWPD 80-5](#).
- Coordinate associated AWIPS or other software changes with OST's Systems Engineering Center (SEC). Inform SEC of any new products or product format changes that impact AWIPS formatters or other software and set a date for AWIPS changes before determining the effective date of the SCN or TIN. Coordination with SEC is done through the AWIPS liaison(s) in NWSH offices.
- If appropriate, complete the Data Product Request for Change (RC) process with the DRG as described in [NWSI 10-101](#). Submit DRG RCs to add, delete, or revise World Meteorological Organization (WMO) headers and AWIPS identifiers, and for changes to distribution of products on the Family of Services (FOS), NOAAPORT, AWIPS, NWWS, Emergency Managers Weather Information Network (EMWIN), the NWS Telecommunication Gateway and other NWS systems under configuration management. The approved DRG RC and Change Notices provide NWS data managers with the

authority to add and delete WMO headers and AWIPS identifiers associated with service changes and technical implementations.

After DRG approval, AWIPS/NOAAPORT, NWS, and EMWIN Change Notices are issued regarding product header and identifier additions, deletions or changes. These notices are for data managers and do not describe in detail the service aspects of the change. DRG Change Notices are not a substitute for SCNs and TINs.

- If appropriate, coordinate press releases and conferences with the NWS Office of Public Affairs before sending the Coordinator an SCN or TIN.
- Account for NWS field office or National Center workload, training requirements, and consult with the NWS General Counsel and the NWS Employees Representative as appropriate.

5. Advance Lead Time for National SCN/TIN

The NWSH Branch or Division Chief coordinating the notice is responsible for ensuring adequate lead time between issuing the SCN or TIN and the effective date of the change per [Table 1](#): Required Lead Times for Various Types of National SCNS/TINs. The advance lead time is given to help ensure users of NWS products and services have enough time to complete technical actions, such as modifying, testing, and fielding modifications to software and systems to their users, before the change takes effect. Table 1 shows the *minimum* advance lead time for different types of SCNs and TINs, as agreed to with NWS partners and other users.

When implementation of a change is driven by critical operational requirements, give as much advance notice as possible; however, critical operational requirements take precedence over the provisions of this instruction. This precedence particularly applies to guidance products. In cases where schedule uncertainty exists, a planned effective date may be "on or after (date)."

When a change included in a notice will not occur on or after 7 calendar days of the stated effective date, send an amended notice with a new effective date. If a new date has not yet been determined, send a notice to update users stating that fact.

Any change in format, sample product, shapefile, or documentation *after* the SCN or TIN has been issued requires an amended SCN or TIN. Such changes will be reviewed for significance and impact to determine if the effective date of the updated notice needs to be adjusted.

In addition to the SCN or TIN, users need all materials required to implement the change within the minimum advance lead time frames shown in [Table 1](#). Examples include:

- Explicit list of affected product headers
- Sample product format showing the changes or complete examples of new products. Product examples are identical to those to be implemented on the effective date.
- Shapefiles for geographic changes

- Other documentation such as a description of how to interpret

Because of the service change, it may be necessary to update official NWS Policy Instruction(s) or Instruction(s). The instructions or instructions should be officially updated, effective on a date as close as possible to the change implementation date.

With the exception of the sample product, this information may be included in the notice or posted to a web page with a link in the notice.

For changes not listed in Table 1, NWS program managers should consult with a broad cross section of affected user groups to determine the impacts and set an advance lead time that accommodates these impacts. After determining the lead time, the NWSH Branch or Division Chief responsible should notify the [Notification Coordinator](#) so changes can be made to Table 1 in future updates.

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

5.1 Waiver of Advance Lead Time

If the minimum advance lead time set forth in [Table 1](#) cannot be provided, the responsible NWSH Branch or Division Chief or Focal Point requests a waiver. The waiver request is first sent to the Notification Coordinator, who will review and return to Focal Point. The waiver will then be approved or rejected by the OCWWS Director.

A waiver request include the following:

1. The number of days of advance lead time required by [Table 1](#).
2. The number of days of advance lead time to be given (calculate based on notice assumption that OCWWS Director's approval will take 2 business days).
3. The reason why a waiver is justified. State how the waiver benefits partners and users. Waiver should not be requested because an NWS office was short staffed, unaware of the deadline, etc. For such internal issues, the effective date should be moved back rather than requesting a waiver.
4. The proposed waiver language that will appear in the SCN or TIN.

Examples of language:

The effective date of this change is sooner than specified by 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.

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Table 1. Required Minimum Lead Times for Various Types of National SCNs/TINs

NWS will provide as much advance notice as possible for change driven by critical operational requirements; however, critical requirements take precedence over this instruction. This operational requirements precedence will be particularly applicable to guidance products.

Introduction of national experimental products or services, announcement of awareness weeks, and other informational notices that are not service changes do not fall under this instruction but may be sent to users as a PNS. [See NWSI 10-102](#) for information about PNS. Prior to issuing a SCN/TIN to announce a new, substantial modification, or termination of an NWS information service, a public comment/review period is required, per [NWSPD1-10](#) and [NWSI 10-102](#).

	Type of Change	Advance Lead Time
1.	Substantial service change, new product or URL that does not require any action from users but for which NWS want to provide special emphasis. This category may still be subject to requirement for public comment. See NWSPD 1-10 , NWSI 10-102 .	No minimum lead time, however 30 days suggested.
2.	Discontinuation of an experimental product or conversion of an experimental product to operational status. Refer to NWSI 10-102	minimum 30 days
3.	Change to product issuance time, frequency of issuance, or schedule.	minimum 30 days
4.	Introduction or change to product agreed to at users conference. Change to take effect beginning of specific weather season, such as tropical weather, fire, winter. New products or substantial changes will be issued on an experimental basis pending public comment/review, per NWSI 10-102 .	minimum 30 days, or beginning date of applicable weather season
5.	Minor change to zone or county boundary that does not affect text products and only requires users to download required shapefile, e.g., change involving modifications to limited number of grid points.	minimum 30 days
6.	Removal, discontinuance or deletion of a product from one or a limited number of offices. Replacement product identified where applicable.	minimum 30 days
7.	Notification of planned site, communication or computer system outages that would impact ability to invoke full backup operations.	minimum 30 days
8.	Implementation of a new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance involving output format or content, issuance time, frequency of issuance, or issuance schedule.	minimum 30 days
9.	Change of Terminal Aerodrome Forecast (TAF) service from part time to full time with no changes to communications systems or TAF collectives.	minimum 30 days
10.	Changes to web-based products that do NOT affect parsing or automated downloading of observations, forecasts, or metadata.	minimum 30 days

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11.	Product realignment under existing communication identifiers , e.g., transferring a zone without changing the boundaries or name of the zone.	minimum 75 days
12.	Minor change to dissemination system configuration requiring users to update system settings, or change dissemination service provider, e.g., NWS vendor.	minimum 75 days
13.	Addition, change or deletion of: <ul style="list-style-type: none"> • Terminal Aerodrome Forecast (TAF) • One or more communication identifiers: <ul style="list-style-type: none"> ▪ Within an existing class of communication identifiers such as WMO header CDUSii (CCCC) for issuing offices or locations with documented location identifiers, including radar products ▪ To conform to WMO or NWS standards, such as changing the 4-letter issuing office identifier in the WMO header from KNEW to KLIX for New Orleans, LA, or for a similar change in the AWIPS identifier. 	minimum 75 days
14.	Adding or discontinuing a product type, existing class of communication identifier, at all or most offices, e.g., FLUS4i, radar, CCCC, where CCCC is the 4-letter issuing office identifier or adding an NCEP/MDL product with new WMO header.	minimum 75 days
15.	Adding a communication identifier which includes a new four-letter issuing office (e.g., WFO) identifier not previously documented.	minimum 75 days
16.	Significant change to product format or content for a text product having a highly-defined structure and information format, often involving section or paragraph headers in a fixed order, for which users parse for exact text strings.	minimum 75 days
17.	Significant change to product format or content, which affects the automated parsing of one or more products, such as: <ul style="list-style-type: none"> • Change to or deletion of operational code types, e.g., county or zone UGC code, marine zone UGC code, VTEC • Change(s) to the Standard Hydrometeorological Exchange Format (SHEF) code that affects information decoded by partners and other users, e.g., addition of a new SHEF element. See NWSM 10-944, Summary of Revisions, for list of most recent changes to SHEF • Change to county, public or marine zone boundaries or name • Changed use of special codes used in automated parsing: \$\$, &&, etc. • Change related to segmentation or use of headlines • Changes to web-based products that affect parsing or automated downloading of observations, forecasts or metadata. 	minimum 75 days
18.	Fundamental changes such as: <ul style="list-style-type: none"> • New or radically revised format, e.g., VTEC implementation • Change to well-established code form such as METAR or TAF • Replacement of 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. • Significant zone change. 	minimum 6 months

6. Writing an SCN/TIN

The NWSH Branch or Division Chief coordinating the SCN/TIN determines who will draft the notice and if the notice is a SCN or TIN or PNS following the style and format guidelines in [Appendix B](#). NWS staff responsible for drafting notices is as follows:

1. Change at a single WFO, Center Weather Service Unit (CWSU), or River Forecast Center (RFC): Field office management should draft the notice and send for review by RH staff. After review, the region should forward the draft notice to the appropriate Focal Point shown in [Appendix A](#). The Focal Point coordinates with other NWSH offices, regions and NCEP as needed.
2. Change at several or all WFOs, CWSUs, or RFCs in a particular region: The RH program manager drafts the notice and sends it to the appropriate OCWWS Focal Point. The Focal Point coordinates with other NWSH offices, regions and NCEP as needed.
3. Change at many or all WFOs, CWSUs, or RFCs in the NWS: The designee of the appropriate NWSH Branch or Division Chief drafts the notice. The Focal Point coordinates with other NWSH offices, regions and NCEP as needed.
4. Change at NCEP Center other than Environmental Modeling Center (EMC) or MDL: The designee of the Center's management drafts the notice and coordinates it with the relevant OCWWS Focal Point. The Focal Point coordinates with other NWSH offices, regions, and NCEP as needed.
5. Change at EMC or MDL: Center or Lab designee works with OST's Science Plans Branch (OST12) to draft the notice. The OST12 Branch Chief will coordinate with appropriate NWSH offices and RH as needed.
6. Change for NWWS subscribers: The Data Dissemination Branch Chief (OPS17) will coordinate the draft National Administrative Notice for NWWS 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 and RHs as needed.
7. Change only for EMWIN subscribers: The Chief of the Operations Support and Performance Monitoring Branch (OPS31) will coordinate the draft National Administrative Notice for EMWIN with the Awareness Branch Chief (OS51) and counterpoints in the National Environmental Satellite, Data, and Information Service (NESDIS). The OCIO11 Chief will coordinate with other NWSH and RHs as needed.

7. Branch/Division Chief or Focal Point Responsibilities

The Branch/Division Chief or Focal Point is responsible for the following:

1. Writing, or coordinating and reviewing, the SCN/TIN following the guidelines in [Appendix B](#) and the samples in [Appendix C](#)
2. Ensuring substantial changes to NWS information services (see [NWSPD 1-10](#), NWSI [10-102](#)) have completed a public comment/review period.
3. Ensuring accuracy of content, including communication identifiers of affected products, contact information, and web addresses
4. Approving the notice as the signatory (“from” section in notice).
5. When appropriate, coordinating media releases with the NWS Office of Public Affairs. Media releases should be sent prior to notice transmission
6. Emailing the notice as an attachment to the Notification Coordinators at nws.hq.ocwws.notify@noaa.gov *two business days* before the notice is to be transmitted
7. Coordinating required implementation support activities, e.g., ensure [weather.gov](#) is updated by having a tracking ticket opened in MANTIS bug tracking system, ensure NWS Management Information Retrieval System is updated, etc.
8. Coordinating implementation support activities (e.g., ensure [weather.gov](#) is updated by opening a tracking ticket in the MANTIS bug tracking system, ensure NWS Management Information Retrieval System is updated, etc.)

8. OCWWS Notification Coordinator Responsibilities

The Coordinator will complete the steps in this section to transmit, email, and post the notice within *two business days* from the time he/she receives it. Notices will be processed as quickly as staffing permits.

1. Make Final Additions to and Review SCN/TIN. Before transmitting the notice on AWIPS, the Coordinator will complete the following steps:
 - a. Assign and insert the notice reference number. SCNs and TINs include notice reference numbers to indicate the sequence in which the notices are issued for each calendar year. SCNs and TINs are numbered independently. For example, SCN11-23 is the 23rd SCN transmitted in 2011.
 - b. Replace the x’s in the issuance time/date line with appropriate time/date
 - c. Check for conformance with this and related NWS Directives
 - d. Convert the notice to plain text to comply with AWIPS requirements

If the Coordinator makes other than minor grammatical changes or changes to comply with this instruction, such as correcting the AWIPS header and footer, he/she will request approval of changes from the Focal Point before sending the notice.

2. Transmit SCN/TIN. National SCNs/TINs are transmitted via AWIPS or approved backup method, and routed via the NWS Telecommunications Gateway on NWS

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dissemination systems such as AWIPS, NOAAPORT, NWWS, FOS, EMWIN and other systems. This transmission requires specific permissions from OCWWS Information Technology staff.

After transmitting the notice via AWIPS, the Coordinator will note the product issuance date/time in the WMO Abbreviated Header line and add that date/time to the WMO Abbreviated Header line. This step is completed before posting the transmitted file to the Web or emailing the notice to subscribers.

3. Post the Transmitted Notice on the OCWWS Notification Web Page. As soon as possible after transmitting the SCN/TIN, the Coordinator will post the transmitted notice to <http://www.weather.gov/os/notif.htm>. The Web posting is a courtesy and not official.
4. Email the Transmitted SCN/TIN. As soon as possible after posting the transmitted notice on the notification Webpage, the Coordinator will send the notice via email to the following:
 - a. Subscribers
 - b. The responsible NWSH Branch or Division Chief noted in the subject line
 - c. The Notification Focal Point
 - d. All Contacts listed in the notice.

There are separate subscriber lists for a PNS/SCN and for a TIN. To be added or removed from either of these lists, contact the Notification Coordinator at nws.hq.ocwws.notify@noaa.gov.

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APPENDIX A - NWSH Branches and Divisions Product Change
Areas of Responsibility

[NWS Focal Points list and the OCWWS Notification Coordinators Information is online](#)

Branch or Division	Product Changes Areas of Responsibility
Meteorological Services Division OS2	Space Weather Prediction Center
Marine and Coastal Weather Services Branch: OS21	WFO marine, coastal, tropical cyclone and tsunami Marine zone changes Hurricane Forecast Center Ocean Prediction Center National Hurricane Center Central Pacific Hurricane Center Tsunami Warning Centers
Fire and Public Weather Services Branch: OS22	WFO public, fire weather and earthquake Fire and/or public zone changes and WFO climate Hydrometeorological Prediction Center (HPC) Storm Prediction Center NCEP Central Operations public text National Digital Forecast Database
Aviation Weather Services Branch: OS23	WFO aviation and Center Weather Services Unit Aviation Weather Centers and Alaska Aviation Weather Unit International Civil Aviation Organization Meteorological Watch Office Volcanic Ash Advisory Center
Hydrologic Services Branch: OS31	WFO hydrologic River Forecast Center HPC hydrologic
Climate Services Division: OS4	Climate Prediction Center National Climatic Data Center WFO Climate
Awareness Branch: OS51	Changes to standardized text formats and codes Dissemination service information
Observing Services: Division: OS7	Changes in observation policy and requirements for ASOS, Cooperative Program, and Upper-Air programs.
Science Plans Branch: OST12	NCEP models and model output (with communication identifiers) NCEP supercomputer information, such as planned backup tests MDL statistical guidance
WSR-88D Radar Operations Center: OPS4	WSR-88D system configuration or service FAA TDWR Products Data Generated by the Supplemental Product Generator
Data Dissemination	NWWS system configuration or service

Branch or Division	Product Changes Areas of Responsibility
Branch: OPS17	
Observing Systems Branch: OPS22	ASOS services, e.g., implementation of new sensors Surface or upper air code or equipment changes
Operations Support and Performance Monitoring Branch: OPS	EMWIN system configuration or service National reconfiguration of communication identifiers

APPENDIX B - Required Format and Style of National Notices

Required Format. National notices comply with the following rules:

- Be written in Microsoft Word
- Use Courier font, 12 point, not Courier New font
- Have 1-inch margins
- Use upper and lower case alphabetic characters (does not yet apply to local and regional notices). Additional punctuation and other characters are permitted consistent with [SCN10-28](#) announcing product changes in support of the transition to use of mixed case and additional characters.
- Spell out acronyms the first time they are used in the notice except NWS
- Use spaces to indent, not tabs, which AWIPS cannot read
- Not include font features such as color, bold, italics, or underline
- Not include graphics
- Not include hard page breaks

Required Content: Notices have to include the following content:

- WMO Header and AWIPS ID at the beginning of the notice: see next page
- To, From and Subject
- Effective date of change in Subject line. Effective date and time in first paragraph. Time can be in Coordinated Universal Time (UTC), local time, or both.
- Reason for the change or implementation. Emphasize service improvement rather than what it is replacing.
- Summary of key changes explained in 1 to 3 pages. If you need more than 3 pages, link to a page providing more details.
- Links to sample products, shapefiles, etc., if appropriate. New or revised shapefiles are to be posted on the [AWIPS Map Database web page](#) with the appropriate minimum advance lead time as shown in Table 1
- One or more contacts for more information
- Link to <http://www.weather.gov/os/notif.htm> at end of notice
- AWIPS required end tags:
\$\$
NNNN (all caps)

Do not use \$\$ in the body of the notice. If referring to the double dollar sign code in the notice, use “double dollar sign code” instead of “\$\$.”

Amended or Corrected Notices:

- Include AAx or CCx (where x = A through X for the number of the amendment or correction. The first amendment would be AAA, second AAB, etc.) in the abbreviated WMO header:
Example: NOUS41 KWBC DDHHMM AAA
- Add “Amended” or “Corrected” at the end of the product type line in the Mass News Disseminator header block:
Example: Service Change Notice, Amended

- Include the word Amended or Corrected at the beginning of the subject:
Example: Subject: Amended: Change of Date for Product ...
- Explain the reason for the amendment or correction in the first paragraph after the subject if not explained adequately in subject
Example: This notice was amended because a critical weather day was declared, delaying the implementation of this notice. The new date...
- The remainder of the notice should be identical to the original notice. Only make changes that you note in the first paragraph.

Proper Terminology:

WMO Header *not* Heading

Coordinated Universal Time *not* Universal Coordinated Time

Types of National Notices: A draft notice is prepared by the local, regional, or NWSH notification Focal Point and approved by the appropriate NWSH Branch or Division Chief or Focal Point. Each notice type has a Mass News Disseminator header block, WMO heading, and the AWIPS identifier. See [Appendix C](#) for sample notices formats.

Service Change Notices and Technical Implementation Notices

WMO Header: NOUS41 KWBC DDHHMM
AWIPS ID: PNSWSH

Service Change Notice YY-xx *or* Technical Implementation Notice YY-xx
YY=last two digits of the calendar year, 11 for 2011, and xx is the number of SCNs which have been transmitted in the current calendar year. The Coordinator will assign xx.

Public Information Statements

WMO Header: NOUS41 KWBC DDHHMM
AWIPS ID: PNSWSH

Public Information Statement [no year or sequence number tag]

National Administrative Notice for NWS

WMO Header: NOUS29 KWBC DDHHMM
AWIPS ID: ADWMSG

National Administrative Notice for NWS [no year or sequence number]

National Administrative Notice for EMWIN

WMO Heading: NOXX20 KWBC DDHHMM
AWIPS ID: ADMEMW

National Administrative Notice for EMWIN [no year or sequence number]

APPENDIX C - Sample SCN/TIN/PNS/ADW Notices

- See the [notification website](#) for examples of actual notices.
- Items with “x” are completed by Notification Coordinator.
- Read [Appendix B](#) for REQUIRED format rules BEFORE proceeding.

Service Change Notice

NOUS41 KWBC DDHHMM
PNSWSH

Service Change Notice YY-xx
National Weather Service Headquarters Washington DC
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -Family of Services
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS Awareness Branch

Subject: NWS is making a major Change in the Awareness Program
 Lightning Product Effective May 12, 20YY.

Effective May 12, 20YY, at 0600 Coordinated Universal Time
(UTC), the NWS Awareness Branch will make a major change in its
Lightning Product.

[Include details here, links to sample products, etc.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Therese.Diaz@noaa.gov [can include phone number, title, etc.]

National Service Change Notices are online at:

<http://www.weather.gov/os/notif.htm>

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NNNN

Sample Technical Implementation Notice

NOUS41 KWBC DDHHMM
PNSWSH

Technical Implementation Notice YY-xx
National Weather Service Headquarters Washington DC
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -Family of Services
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS Aviation Branch

Subject: NWS is adding a new TAF in Utopia, NY, Effective May
 12, 20YY.

Effective May 12, 20YY, at 0600 Coordinated Universal Time
(UTC), the Terminal Aerodrome Forecast (TAF) for Utopia, NY,
will take effect.

[Include details of the change here and links to sample
products, graphics and other helpful information.]

For more information, please contact:

Therese Diaz
NWS Aviation Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Technical Implementation Notices are online at:

<http://www.weather.gov/os/notif.htm>

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NNNN

NWSI 10-1805 NOVEMBER 9, 2011
Sample Public Information Notice

NOUS41 KWBC DDHHMM
PNSWSH

Public Information Notice
National Weather Service Headquarters Washington DC
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -Family of Services
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS Awareness Branch

Subject: Soliciting Comments until December 31, 20YY, on the
 Experimental Lightning Analyses and Guidance Website

NWS is accepting comments until November 30, 20YY on an
experimental lightning product.

[Include details of the change here and links to experimental
products, graphics and other helpful information.]

Please submit comments to the following link.

<http://www.weather.gov/survey/nws-survey.php?code=??>

For more information, please contact:

Therese Diaz
NWS Awareness Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Public Information Notices are online at:

<http://www.weather.gov/os/notif.htm>

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Sample Corrected or Amended Notice

NOUS41 KWBC DDHHMM CCA [AAA for first amended notice]
PNSWSH

Technical Implementation Notice 11-41: Corrected [or Amended]
[reuse original year and sequence number, e.g., 11-41]
National Weather Service Headquarters Washington DC
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -Family of Services
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS Awareness Branch

Subject: Corrected [or Amended]: NWS is making a major Change
 in the Awareness Program Lightning Product Effective
 May 12, 20YY.

Corrected to change the AWIPS ID for Idaho to XXXY from XXXZ.
[Repeat original notice verbatim. Only change items identified
in paragraph above explaining correction/amendment]

Effective May 12, 20YY, at 0600 UTC, the NWS Awareness Branch is
soliciting comments on a new lightning product.

[Include details of the change here and links to sample
products, graphics and other helpful information.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Chief, Awareness Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Technical Implementation Notices are online at:

<http://www.weather.gov/os/notif.htm>

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NNNN

NWSI 10-1805 NOVEMBER 9, 2011
Sample Administrative Notice

NOUS41 KWBC DDHHMM
ADWMSG [ADWEMW FOR EMWIN]

National Administrative Notice for NWWS [or EMWIN]
National Weather Service Headquarters Washington DC
xxxx xM ExT xxx xxx xx 20YY

To: NOAA Weather Wire Service (NWWS) Subscribers
OR
To: Emergency Managers Weather Information Network
(EMWIN) Users

From: Joe Smith
NWS NWWS [OR EMWIN] Program Manager

Subject: Reminder: Discontinued Use of RIM Headers on NWWS
Products: Effective October 1 2012 At 1230 UTC

Effective October 1, 2012 at 1230 Universal Coordinated Time (UTC), the NWS will discontinue identifying NWWS products with Product Inventory List (RIM) headers.

[Details of change, links, etc.]

For more information, please contact:

Thomas Jones
NWWS Program Leader
Silver Spring, MD 20910
Thomas.Johnson@noaa.gov

National Administrative Notices are online at:

<http://www.weather.gov/os/notif.htm>

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APPENDIX D - Optional Quality Control Checklist

While not required, filling out this checklist will help ensure your notice is processed quickly and is ready to send. You may submit with your notice or use internally.

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 Strategic Planning before submitting this notice.	
Have all online links been checked?	
If necessary, have shapefiles been updated or scheduled for updates? If so, have you checked the shapefile site and verified the valid date for change?	
Does notice amend or correct a previously posted notice? If so, it should use the original notice number from notif.htm. (See Appendix C for an example).	
What category number under Table 1 does this notice reference?	
What is the minimum required lead time from Table 1 .	
How much lead time are you allowing? (allow 2 working days for review and transmission).	
If a waiver is necessary, attach signed approval from OCWWS Director with language to be used in notice.	
Does this notice comply with all formatting rules in Appendix B ?	

APPENDIX E - Sample Waiver Letter and Form

If you do not meet the advance notice requirements in [Table 1](#), request a waiver from the OCWWS Director. Submit form the waiver request includes form CD15 and a letter in the format specific below, printed on Department of Commerce stationary, and submitted to the OCWWS Executive Officer in a file folder. The form is clipped to the outside of the folder and the letter goes inside.

Sample Letter to be printed on DOC Stationary

Request to Waive the Normal 75-Day Notification Period for NCEP's Air Quality Forecast System Change Implementation

SUMMARY:

1. This is a request for a waiver of the required 75 days of lead time for an upgrade to the St George UT, TAF. St. George built a new airport to replace the existing facility. The new airport has the FAA ID of KDXZ, instead of transferring the current ID, KSGU, to the new location. The plan is to revert the ID to KSGU after a year or two. The FAA informed Western Region on Dec 14, 2010, that has approved opening the new St George facility January 13, 2011.
2. The suggested text for language to be included in the TIN is:

“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 after coordination with local users.”

RECOMMENDATION:

The OCWWS Director approves the waiver request of less than 75 days notice, and authorizes the Aviation Branch to implement the change to the TAF.

APPROVED: _____ DISAPPROVED: _____

DATE: _____ DATE: _____

Sample CD-15 Form

FORM CD-15 (12-6-73) PRESCR. BY TRANSMIT/ROUTE DAO 214-2		U.S. DEPARTMENT OF COMMERCE		DATE		
NAME	BUILDING, ROOM OR REFERENCE NO.	TAKE ACTION BELOW	INITIALS AND DATE			
David Caldwell	14348	1,2				
ACTION ITEMS						
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 1. APPROVAL/SIGNATURE 2. CLEARANCE/INITIALS 3. RECOMMENDATION OR COMMENT 4. RETURN WITH MORE DETAILS 5. INVESTIGATE AND REPORT 6. NOTE AND SEE ME 7. NOTE AND RETURN 8. NOTE AND FILE </td> <td style="width: 50%; vertical-align: top;"> 9. YOUR INFORMATION 10. PER OUR CONVERSATION 11. AS REQUESTED 12. NECESSARY ACTION 13. CIRCULATE AMONG STAFF 14. ANSWER DIRECTLY 15. PREPARE REPLY FOR SIGNATURE </td> </tr> </table> <p style="text-align: right;">OF: _____</p>					1. APPROVAL/SIGNATURE 2. CLEARANCE/INITIALS 3. RECOMMENDATION OR COMMENT 4. RETURN WITH MORE DETAILS 5. INVESTIGATE AND REPORT 6. NOTE AND SEE ME 7. NOTE AND RETURN 8. NOTE AND FILE	9. YOUR INFORMATION 10. PER OUR CONVERSATION 11. AS REQUESTED 12. NECESSARY ACTION 13. CIRCULATE AMONG STAFF 14. ANSWER DIRECTLY 15. PREPARE REPLY FOR SIGNATURE
1. APPROVAL/SIGNATURE 2. CLEARANCE/INITIALS 3. RECOMMENDATION OR COMMENT 4. RETURN WITH MORE DETAILS 5. INVESTIGATE AND REPORT 6. NOTE AND SEE ME 7. NOTE AND RETURN 8. NOTE AND FILE	9. YOUR INFORMATION 10. PER OUR CONVERSATION 11. AS REQUESTED 12. NECESSARY ACTION 13. CIRCULATE AMONG STAFF 14. ANSWER DIRECTLY 15. PREPARE REPLY FOR SIGNATURE					
COMMENTS						
<input type="checkbox"/> <i>Continued on reverse</i>						
FROM (Name)		BUILDING, ROOM OR REF. NO.	CODE AND EXTENSION			
Mike Graf		13314	301-713-1726 x 117			

*U.S. Government Printing Office: 1980-665-115/1024 Region No. 6