

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 10-1

August 28, 2002

Operations and Services

NWS REQUIREMENTS

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

OPR: OS1 (M. Tomlinson)

Certified by: OS (G. Mandt)

Type of Issuance: Initial.

1. Use of a formal, consistent, responsive, and user-focused requirements process is necessary to meet current demands for products and services and to ensure needed resources and technology are available for future demands. The process must enable National Weather Service (NWS) to identify, evaluate, and prioritize operational requirements that compete for limited budget dollars. It must foster innovation in modifying current or developing new products and services, ensure sound science, mission relevance, and equitable services, and be transparent to users.
2. This directive establishes the NWS Requirements Program and assigns the following authorities and responsibilities:
 - 2.1 The Office of Climate, Water, and Weather Services (OCWWS) will:
 - a. Be responsible for NWS operational requirements.
 - b. Establish and oversee the operational requirements management process.
 - c. Establish and oversee the process for implementing new/enhanced products and services.
 - 2.2 National Headquarters staff offices, Regional Headquarters, and the National Centers for Environmental Prediction will:
 - a. Submit appropriate requirements.
 - b. Ensure implementation and use of requirements processes.
 - c. Coordinate locally-developed requirements policies and/or procedures with OCWWS.

3. Performance measure: The time required from identification of a need to documentation (i.e., in an Operational Requirements Document [NWS Instruction 10-101], or Product/Service Description Document [NWS Instruction 10-102]).
4. This policy directive supports the NOAA Requirements process.
5. Specific NWS responsibilities, procedures and guidelines are contained in the procedural directives cited in Attachment 1.

Signed by _____ August 28, 2002
John J. Kelly, Jr. Date
Assistant Administrator
for Weather Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Procedural Directives

- Instruction 10-101, *Operational Requirements Management Process*
- Instruction 10-102, *New or Enhanced Products and Services*
- Instruction 10-103, *Change Management Process*

Glossary of Terms

NWS	National Weather Service
OCWWS	Office of Climate, Water, and Weather Services
Need	A deficiency in current capabilities or an opportunity to provide new or enhance existing capabilities
Operational Requirement	A capability required to accomplish the NWS mission