

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 10-22***

***December 3, 2003***

***Operations and Services***

***READINESS***

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

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**OPR:** W/OS1 (J. Lee)

**Certified by:** W/OS (G. Mandt)

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1. NWS readiness is defined as the ability of the NWS to deliver its products and services without unacceptable delay. Readiness is essential for the accomplishment of the NWS mission. This directive establishes policies to enable NWS units to achieve, maintain, and sustain readiness.
2. The NWS will establish an organizational and management framework which will support the Under Secretary for Oceans and Atmosphere. NWS will also establish a Continuity of Operations (COOP) plan for use by organization and management in the event of equipment or facility failure, natural disaster or hostile action.
3. The NWS will establish and maintain service backup operations to continue its products and services in the event of equipment or facility failure, natural disaster, or hostile action on or near field unit locations resulting in an unacceptable delay of product and service delivery.
4. The following authorities and responsibilities are established:
  - 4.1 COOP.
    - 4.1.1 The NWS Homeland Security Coordinator will establish national policies and procedures for NWS COOP to ensure organizational and management continuity.
    - 4.1.2 The NWS Headquarters Financial Management Centers, Regional Headquarters Offices, and the National Centers for Environmental Prediction will ensure their organizations have the capability to activate and execute NWS COOP policies and procedures.
  - 4.2 Service Backup.
    - 4.2.1 The Office of Climate, Water, and Weather Services (OCWWS) will establish national policies and procedures for service backup operations.
    - 4.2.2 The Office of Operational Systems, Office of the Chief Information Officer, and the

Office of Hydrologic Development will:

- a. Ensure the ability to invoke service backup of their operational systems in the event of equipment or facility failure, natural disaster, or hostile action.
- b. Assist in developing national service backup procedural directives.
- c. Ensure service backup exercises are performed routinely to demonstrate readiness.

4.2.3 The NWS Regional Headquarters Offices will:

- a. Ensure Weather Forecast Offices, Weather Service Offices, River Forecast Centers, Center Weather Service Units, and Tsunami Warning Centers are organized, trained, and equipped to activate and operate service backup.
- b. Develop service backup supplements to national procedural directives.
- c. Ensure service backup exercises are performed to demonstrate readiness.

4.2.4 The National Centers for Environmental Prediction (NCEP) will:

- a. Ensure NCEP Service Centers are organized, trained, and equipped to activate and operate service backup.
- b. Develop service backup supplements to national procedural directives.
- c. Ensure service backup exercises are performed to demonstrate readiness.

5. Procedural Directives will be issued to implement this policy as needed and determined by the Director, OCWWS.

Signed by John E. Jones, Jr.                      November 19, 2003

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John J. Kelly, Jr.  
Assistant Administrator  
for Weather Services

Date