

***NATIONAL WEATHER SERVICE INSTRUCTION 40-101
MARCH 29, 2004***

***Planning
Annual Operating Plans, NWSPD 40-1***

PROCEDURES FOR DEVELOPING ANNUAL OPERATING PLANS

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

OPR: CFO1 (L. Mervilde)

Certified by: CFO/CAO (I.T. David)

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SUMMARY OF REVISIONS:

Signed by _____	<u>March 15, 2004</u>
Irwin T. David	Date
Chief Financial Officer/ Chief Administrative Officer	

Annual Operating Plan Procedures

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1. Introduction. National Weather Service (NWS) Policy Directive 40-1 establishes the policy for the development of Annual Operating Plans (AOPs). These plans identify the specific actions (i.e., performance measures and milestones) that will take place during the year to advance National Oceanic and Atmospheric Administration (NOAA), NWS, and individual organizational goals and objectives. In addition, these plans form the basis for managing and evaluating program performance throughout the year.

2. Purpose. The purpose of this instruction is to provide procedural guidance to Financial Management Centers (FMCs) on the development of AOPs.

3. Description and Responsibilities. Each FMC will prepare an AOP in accordance with the guidance provided by the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) Budget Formulation Division (CFO1).

3.1 NWS AOP Process Guidance. The AOP Process is an iterative process which requires collaboration between CFO1 and the FMCs. The process flowchart is provided in Appendix A. This flowchart depicts an approximate time line for completion of the NWS AOP Process. In addition, the following steps outline the overall NWS AOP development process and a NWS AOP Example is provided in Appendix B:

- a. CFO1 develops and distributes NWS guidance to all FMCs.
- b. CFO1 develops and distributes supplemental guidance to FMCs to specifically address special emphasis program areas which are established in the base guidance.
- c. CFO1 reviews the *Initial* AOPs and identifies milestones for inclusion in the NWS AOP. (Note: These are the macro-level or national NWS milestones.)
- d. CFO1 incorporates FMC special emphasis program area information into the overall NWS AOP.
- e. CFO1 develops *Draft* NWS AOP and makes distribution to FMCs for review and comment. (Issues, if any, are resolved at this time.)
- f. CFO1 finalizes the NWS AOP and sends it to the NWS Assistant Administrator (AA) for review and comment.
- g. NWS AA approves NWS AOP.
- h. CFO1 distributes copies of the final NWS AOP to all FMCs.

3.2 FMC AOP Process Guidance. The AOP guidance is provided in Appendix C for your reference. In addition, the process flowchart provided in Appendix D depicts an approximate time line for process completion. The following steps outline the FMC AOP development process:

- a. The FMCs receive guidance and begin formulating their AOPs by requesting information from their internal customers and program managers.
- b. The FMCs develop and submit their AOPs to CFO1. (Note: The initial FMC operating plans assume current fiscal year appropriation with added inflation resources only.)
- c. CFO1 reviews and returns AOPs to FMCs to discuss and incorporate comments and revisions. (Note: When fiscal year appropriation is final, FMCs will make any revisions required due to updated allocations.)
- d. The FMCs make changes, as necessary, and submit revised AOPs to CFO1.
- e. CFO1 develops and distributes briefing formats for FMC use in briefing NWS AA.
- f. The FMCs prepare/present AOP briefing to NWS AA.
- g. The FMCs make revisions based on NWS AA's comments and submit Final Version. The final plan must be signed by the FMC Director prior to submittal to

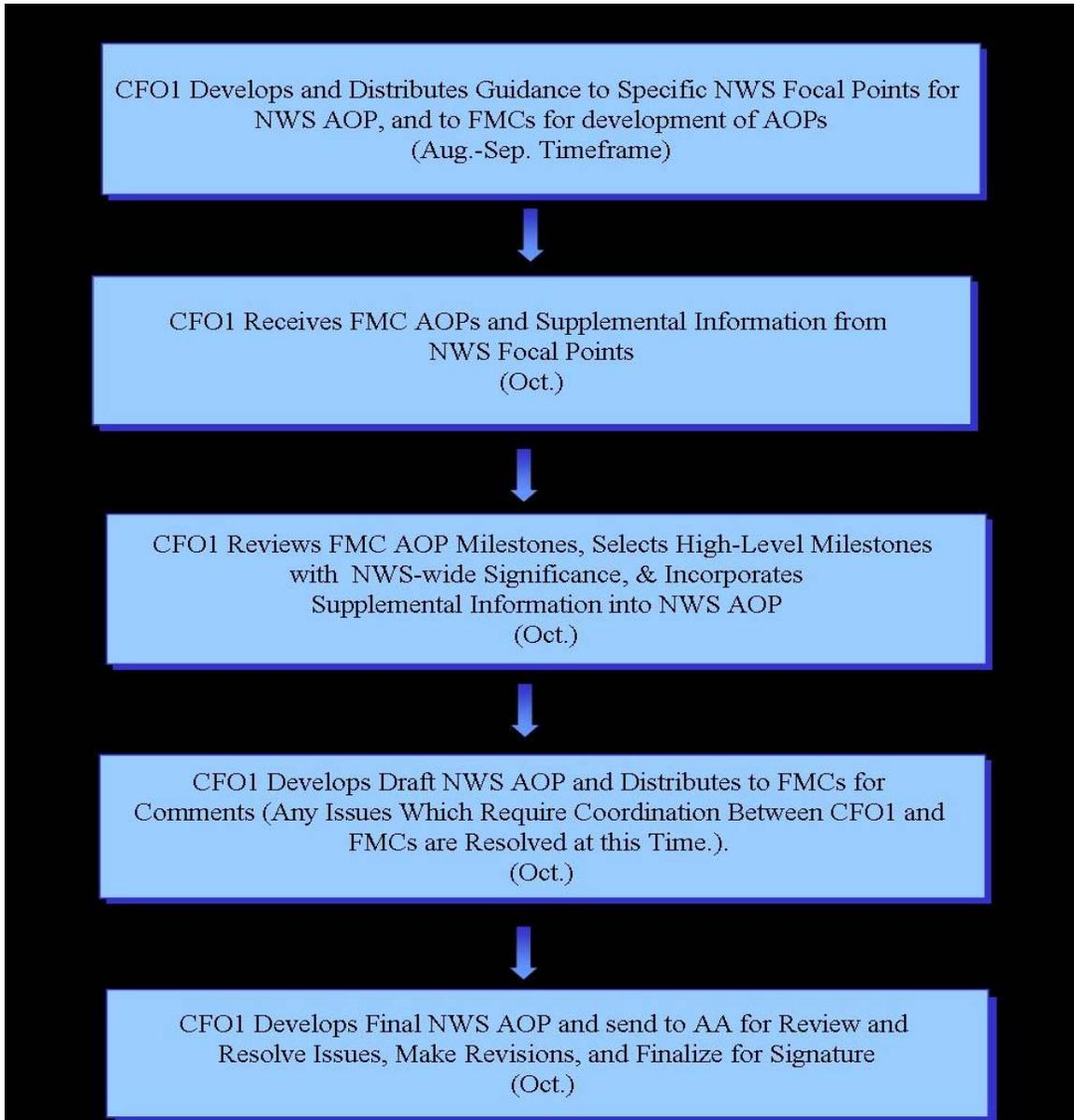
the NWS AA.

- h. The NWS AA reviews and signs the FMC Annual Operating Plans.
- i. CFO1 distributes copies to the FMCs.

(Note: An example of an FMC AOP and a list of FMC contacts are available in Appendices E and F, respectively.)

Appendix A

NWS Annual Operating Plan Process Flowchart



Appendix B

NWS Example

National Weather Service

FY XXXX

Annual Operating Plan

Date

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FYXXXX Annual Operating Plan

Mission:

The National Weather Service provides weather, water, and climate forecasts and warnings for the United States, its territories, adjacent waters and ocean areas, for the protection of life and property and the enhancement of the national economy. NWS data and products form a national information database and infrastructure, which can be used by other government agencies, the private sector, the public and the global community.

Vision:

America's "No Surprise" Weather Service:

- Produce and deliver quality information (forecasts and observations) you can trust when you need them most
- Rapidly incorporate proven advances in science and technology
- Measure our performance to describe our skill and improve the value of our services
- Strive to eliminate weather and water related fatalities and improve the economic value of weather information

Overall Planning Assumptions

The NWS FY XXXX Annual Operating Plan is based on a FY XXXX NWS President's Budget of \$X.X million. This is an increase of \$X.X million (5.8%) over the FY XXXX appropriation. This includes \$X.X million for the Operations, Research, & Facilities (ORF) account and \$X.X million in the Procurement, Acquisition, and Construction (PAC) account.

The amount requested in the President's Budget will enable the NWS to continue to improve climate, weather, and water services and achieve the goals of the NOAA and NWS Strategic Plans and the performance measure targets included in the FY XXXX DOC Annual Performance Plan. The plan also supports key programs and initiatives including Advanced Hydrologic Prediction Service (AHPS), Aviation Weather, Weather Supercomputer Backup, NWS Telecommunications Gateway System Replacement, All-Hazards (NOAA Weather Radio) capability, and the NWS Coastal Global Ocean Observing System. However, the milestones in this plan do not reflect the final appropriation. Once this information is received, the NWS operating plan will be amended to reflect the final appropriation.

1.0 Program Information/Planned Program Accomplishments

1.1 National Weather Service (NWS) Objectives

The milestones in this plan are presented in accordance with the four major goals in the new NOAA Strategic Plan: 1) Protect, restore and manage the use of coastal and ocean resources through ecosystem management approaches 2) Understand climate variability and change to

enhance society’s ability to plan and respond, 3) Serve society’s needs for weather and water information, and 4) Support the Nation’s commerce with information for safe and efficient transportation. The milestones are also organized in accordance with the 6 NOAA cross-cutting priorities. Within each goal and cross-cut, all NWS milestones are organized by the following objectives:

- *Monitor and Observe:* Invest in needed climate and weather observation systems that meet diverse and expanding societal needs for accurate weather forecasts and climate observations.
- *Understand and Describe:* Invest in new technologies, techniques, weather and water forecast modeling, and work with national and international partners to increase the understanding of the dynamics and impacts of observing systems.
- *Assess and Predict:* Improve weather, water and climate forecast and warning capabilities to reduce uncertainty, increase economic benefits, provide enhanced aviation and marine forecast capabilities, and enable regional and national managers to plan better for the impacts of weather and climate variability.
- *Engage, Advise, and Inform:* Work with users to promote appropriate responses to hazardous weather, water and climate related conditions to increase preparedness, and improve transportation system management and planning, through education, outreach, training and infrastructure improvements.

1.2 NWS Performance Measures

In FY 2004, NWS will continue our agency-wide focus to meet performance targets. All FY XXXX actuals are *preliminary*. The final FY XXXX actuals will be updated at the end of calendar year XXXX. The FY XXXX goals reflect operational use of science and technology advancements. In support of the new NOAA and NWS Strategic Plans, the NWS has set the following performance goals for FY XXXX:

	FYXX Preliminary <u>Actual</u>	FYXX <u>Goal</u>
Tornado Warning		
Lead Time (minutes)	14	12
Accuracy (%)	81	72
False Alarm Ratio (%)	76	70
Flash Flood Warning		
Lead Time (minutes)	44	50
Accuracy (%)	90	88
Winter Storm Warning		
Lead Time (hours)	14	14
Accuracy (%)	90	89

48 Hour Hurricane Track Forecasts	TBD	129
Aviation Forecasts		
Accuracy (Ceiling/Visibility Forecast of 3mi/1000ft) (%)	47	46
False Alarm Ratio (Ceiling/Visibility Forecast of 3mi/1000ft) (%)	64	70
Marine Forecasts		
Wind Speed Accuracy (%)	57	57
Wave Height Accuracy (%)	71	69
Precipitation Forecasts		
Day-1 Threat Score	29	25
U.S Seasonal Temperature Skill	17	21

1.3 NWS FY XXXX Milestones: Summary by NOAA Goal, Cross-Cutting Priority, and Quarter

	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
NOAA Goal 1: <i>Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management</i>	-	1	-	1	2
NOAA Goal 2: <i>Understand Climate Variability and Change to Enhance Society's Ability to Plan and Respond</i>	-	1	2	4	7
NOAA Goal 3: <i>Serve Society's Needs for Weather and Water Information</i>	5	5	6	11	27
NOAA Goal 4: <i>Support the Nation's Commerce with Information for Safe and Efficient Transportation</i>	2	4	3	1	10
NOAA Cross-Cutting Priority 1: <i>Integrated Global Environmental Observation and Data Management System</i>	-	1	-	1	2
NOAA Cross-Cutting Priority 2: <i>Environmental Literacy, Outreach and Education</i>	2	3	5	2	12
NOAA Cross-Cutting Priority 3: <i>Sound, State-of-the-Art Research</i>	-	-	2	2	4
NOAA Cross-Cutting Priority 4: <i>International Cooperation and Collaboration</i>	2	1	2	4	9
NOAA Cross-Cutting Priority 5: <i>Homeland Security</i>	1	-	-	6	7

NOAA Cross-Cutting Priority 6: <i>Organizational Excellence: Leadership, Human Capital, Facilities, Information Technology and Administrative Products and Services</i>	3	4	2	7	16
Total Milestones	15	20	22	39	96

NOAA Mission Goal 1: Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management

Monitor and Observe

- Provide consolidated NWS input on U.S. Commission on Ocean Policy Report to the NOAA Ocean Council (2nd)
- Deploy a new environmental data buoy in the Oregon/Washington offshore or coastal waters (4th)

NOAA Mission Goal 2: Understand Climate Variability and Change to Enhance Society’s Ability to Plan and Respond

Monitor and Observe

- Develop new training module on the importance of accurate, consistent surface climate observations and make it available on the Web (2nd)
- Evaluate experimental Eastern Pacific Hurricane Outlook Product for transition to operational status (3rd)
- Evaluate experimental drought indicator product for transition to operational status (3rd)

Assess and Predict

- Implement ensemble week-2 forecast system to improve 8-14 day forecasts (4th)
- Implement advanced coupled atmosphere-ocean forecast system for monthly S/I forecasts (4th)
- Upgrade Seasonal Forecast Model (4th)

Engage, Advise, and Inform

- Conduct climate prediction workshop at annual meeting of the American Association of State Climatologists (4th)

NOAA Mission Goal 3: Serve Society’s Needs for Weather and Water Information

Monitor and Observe

- Deploy ASOS Dewpoint Sensor to 300 NWS sites (3rd)
- Deploy 3 buoys in Alaska and 2 buoys in Southern California to expand the NWS Marine Observation Network (MON) (4th)
- Deploy ASOS All Weather Precipitation Gauge to 200 NWS sites (4th)
- Acquire 260 Cooperative Observer units and begin deployment in New York State (4th)
- Complete development and begin deployment of Weather Surveillance Radar – 1988 Doppler (WSR-88D) Remote Product Generator (RPG) software Build 6 (4th)

Understand and Describe

- Expand the Winter Weather Experiment from Eastern and Central Regions (31 WFOs) to involve parts of all CONUS NWS Regions (75 WFOs) (4th)

Assess and Predict

- Expand vessel icing product from Northern Hemisphere to global product (1st)
- Begin operational use of sea ice concentration and sea ice drift graphics products operational (1st)
- Implement a graphical Hurricane Local Statement (1st)
- Combine blowing snow and wind chill watches, warnings and advisories with other winter storm watches (1st)
- Extend NCEP global ensemble forecast system forecast period from 3.5 days to 7.5 days, and increase model runs from 2 to 4 times daily (1st)
- Publish NWS Science and Technology Infusion Plan (STIP) (2nd)
- Establish a national baseline for Red Flag fire weather warnings (2nd)
- Improve the Eta model with updates of physics and data assimilation (2nd)
- Deploy 550 new AWIPS LINUX workstations (2nd)
- Implement NWS unified Surface Analysis (3rd)
- Incorporate the NWS River Forecast System (NWSRFS) river stage forecast verification software into AWIPS (3rd)
- Implement the Flash Flood Monitoring and Prediction (FFMP) tool in Alaska and Hawaii (3rd)
- Begin operational use of National Digital Forecast Database grid elements official products: maximum temperature, minimum temperature, and probability of precipitation (3rd)
- Implement NEXRAD Archive Level II via NWS intranet (3rd)
- Develop experimental probabilistic storm surge capability (4th)
- Increase the airborne snow survey flight lines in Alaska from 192 to 272 (4th)
- Deploy AWIPS release Operational Build 3 (4th)
- Begin 1-day Air Quality Forecasts in the northeastern U.S. (4th)
- Increase Advanced Hydrologic Prediction Service (AHPS) forecast locations from 718 to 1,228 (4th)

Engage, Advise, and Inform

- Conduct a NWS Tsunami Coordination meeting (2nd)
- Increase the total number of StormReady/TsunamiReady Communities from 645 to 750 (4th)

NOAA Mission Goal 4: Support the Nation's Commerce with Information for Safe and Efficient Transportation

Monitor and Observe

- Procure 40 aircraft-borne water vapor data sensors (4th)

Assess and Predict

- Begin operational use of Aviation Digital Data Service, providing aviation products on the Internet (ADDS) (1st)
- Begin operational use of the Forecast Icing Product (2nd)
- Implement surf forecast product for Micronesia (2nd)

- Upgrade aviation forecast software (Aviation Forecast Preparation System (AvnFPS) versions 2.0 – 4.0) (3rd)
- Incorporate FAA Terminal Doppler Weather Radar data into AWIPS (3rd)
- Increase the number of airline pilot reports from an average of 30 per month to an average of over 100 per month (3rd)

Engage, Advise, and Inform

- Release results of Marine Customer Satisfaction Index (1st)
- Establish a volunteer marine observation program for recreational and small commercial mariners (2nd)
- Begin development of second Distance Learning Aviation Course (2nd)

NOAA Cross-Cutting Priorities

Cross-Cutting Priority 1: Integrated Global Environmental Observation and Data Management System

Monitor and Observe

- Implement modernized electronic collection system for siting and maintenance information for COOP, ASOS, and Upper Air observing equipment (2nd)

Assess and Predict

- Deploy ocean sensors on 14 weather data buoys and 6 coastal stations (Coastal Global Ocean Observing System (C-GOOS)) (4th)

Cross-Cutting Priority 2: Environmental Literacy, Outreach and Education

Engage, Advise, and Inform

- Conduct Winter Weather Awareness Outreach Campaign (1st)
- NWS Customer Service Plan delivered by the Center for Organizational Excellence (1st)
- Apply and adopt “Turn Around and Don’t Drown” campaign in Hawaii (2nd)
- Conduct a National Severe Thunderstorm Workshop entitled for emergency managers, meteorologists, and weathercasters (2nd)
- Conduct three “Introduction to Hurricane Preparedness” workshops for local emergency managers (2nd)
- Co-sponsor NOAA weather and climate data users’ workshop with National Climatic Data Center (NCDC) (3rd)
- Implement National Affirmative Employment Guidelines (3rd)
- Develop National Recruitment Plan (target women and minorities) (3rd)
- Work with NOAA Office of Civil Rights to finalize NOAA-wide High School/High Tech Program (3rd)
- Develop National EEO and Sexual Harassment Training Policy (3rd)
- Establish a Memorandum of Understanding with Haskell Indian Nations University (4th)
- Conduct a snowfall data workshop with the National Climatic Data Center for the media and customers (4th)

Cross-Cutting Priority 3: Sound, State of the Art Research

Understand and Describe

- Submit 8 CSTAR award packages to NOAA GMD or MASC (3rd)
- Conduct a collaborative Spring Forecast Experiment to evaluate the reliability and accuracy of the Weather Research and Forecast (WRF) model (3rd)
- Partner with U.S. Geological Survey to develop new methods to measure stream flows (4th)
- Approve 15 Cooperative Program for Operational Meteorology, Education and Training (COMET) Outreach Projects (4th)

Cross-Cutting Priority 4: International Cooperation and Collaboration

Monitor and Observe

- Install 4 new hydrogen generators to complete Caribbean Hurricane Upper Air System (CHUAS) 10-station network (1st)

Engage, Advise, and Inform

- Lead the U.S. delegation to the annual International Data Buoy Cooperation Panel meeting in Rio de Janeiro, Brazil (1st)
- Publish the NOAA El Nino/La Nina index and definitions in the WMO World Climate News (2nd)
- Initiate bilateral activities in Poland and Romania (3rd)
- Conduct a hurricane awareness tour to Caribbean countries and Mexico, and a tour along the U.S. east coast, with emphasis on outreach and public education (3rd)
- Begin hosting 2 Chinese meteorological administration personnel at the Radar Operations Center (ROC) (4th)
- Host five interns at the Pacific Desk (4th)
- Conduct bilateral activities with Viet Nam, Korea, China, Canada and Mexico (4th)
- Train 12 international experts on NWS Tropical, South American, African Climate, Aviation and Pacific Desks (4th)

Cross-Cutting Priority 5: Homeland Security

Assess and Predict

- Develop methodology to improve real time dam failure flood forecasting using hydraulic modeling tools and GIS (4th)
- Install and establish backup operations on the NCEP backup computer (4th)
- Implement All-Hazards National Warning Network (NOAA Weather Radio) components: civil emergency message automation, authentication, and standard message interface (4th)

Engage, Advise, and Inform

- Begin construction on the NWSTG backup system site (1st)
- Acquire and install message processing matrix switch for the NWS Telecommunications Gateway Legacy Replacement (4th)
- Acquire and begin integration of message switching system hardware for the NWS Telecommunications Gateway Legacy Replacement (4th)
- Design, procure, install and test communications network for the backup NWSTG (4th)

Cross-Cutting Priority 6: Organizational Excellence: Leadership, Human Capital, Facilities, Information Technology and Administrative Products and Services

Support all NWS Objectives

- Complete the Administrative Review of NWS Offices and Regions (1st)
- Implement NWS On-line Analytical Processing tool (OLAP) upgrade (1st)
- Correct electrical system deficiencies in the NWS Telecommunications Gateway Legacy Replacement (1st)
- Implement NWS Telework Program (2nd)
- Award construction contract for WFO Key West (2nd)
- Award construction contract for St. Paul Island (Alaska) Weather Service Office (WSO), Phase I (2nd)
- Implement Customer Relationship Management (CRM) for the NWS Webmaster (2nd)
- Implement Requirements-based Management Process (3rd)
- Prepare FY 2004 FAIR Act Inventory (3rd)
- Update NWS web-farm infrastructure (4th)
- Complete heating, ventilation and air-conditioning (HVAC) upgrades at 6 sites (4th)
- Complete installation of safety wire modification at 75 NEXRAD sites (4th)
- Complete construction at the Hilo WSO (4th)
- Implement NWS Enterprise Architecture (4th)
- Conduct IT Security Compliance Reviews on 20% of NWS sensitive systems (4th)
- Contribute agency input into NOAA Capital Acquisition Plan (4th)

1.4 Due Dates/Reports

Reporting requirements from FY XXXX House and Senate Commerce, State, Justice appropriation subcommittee report language; final reporting requirements subject to conference action.

- **Phased Array Radar (PAR) Engineering/Manufacturing**
 - The recommendation includes funds for an assessment of the practicality of commercializing the Navy's SPU-1 radar or successor for weather forecasting. NWS should coordinate with the Navy and the National Severe Storm Lab (NSSL) to get the full understanding of the costs and benefits for converting a radar from military to civilian weather forecasting.
 - NWS must submit a feasibility study to the Committee on Appropriations no later than XXXX.
- **NOAA Profiler Network (NPN)**
 - NWS is directed to undertake a Cost and Operational Effectiveness Analysis (COEA) comparing the \$10,000,000 cost to upgrade the NPN over the next decade versus the short, medium, and long-term costs of ending the NPN program.
 - The COEA must be delivered to the Committee on Appropriations no later than XXXX.

2.0 Budget/Resource Information

Line Budget Structure	Item	FY XXXX Appropriation		FY XXXX Pres. Budget		FY XXXX Appropriation*		Appn. To PB Change*	
		(\$M)	(FTE)	(\$M)	(FTE)	(\$M)	(FTE)	(\$M)	(FTE)
Local Warnings and Forecasts		X	X	X	X				
Central Forecast Guidance		X	X	X	X				
Systems Acquisition (OR&F)		X	X	X	X				
OR&F Subtotal *		X	X	X	X				
Systems Acquisitions (PAC)		X	X	X	X				
Construction		X	X	X	X				
Total, NWS		X	X	X	X				

*Columns will be updated after NWS receives final appropriation

2.1 Proposed Transfer/Reprogrammings:

- **National Tsunami Hazard Mitigation Program: \$X.XM**
 - NWS will assume operational responsibility for this program. The goal of this program is to ensure adequate advance warning of tsunamis along the U.S. West Coast and appropriate community emergency response to a tsunami event. It consists of buoy and seismic detection stations, inundation modeling and mapping efforts, hazard mitigation programs, state/local tsunami response coordination efforts, and community education and outreach.

2.2 Add-ons/New Starts/Terminations:

Add-ons

- N/A

New Starts

- *Pacific Islands Compact (NWS base funding):* \$X.XM to transfer the responsibility from the Department of the Interior to NOAA, in order to preserve critical weather observation services in the Pacific.
- *Facilities-Physical Security:* \$X.XM to improve overall physical security at 149 NWS facilities in order to preclude unauthorized individuals from entering and/or tampering with NWS property.

- *All Hazards National Warning Network - NOAA Weather Radio*: \$X.XM to automate the collection and dissemination of civil-emergency messages over NOAA Weather Radio (NWR).
- *NWS Telecommunications Gateway Legacy Systems Replacement*: \$X.XM to begin a two year effort to replace the National Weather Service Telecommunications Gateway (NWSTG) switching system and repair and upgrade NWSTG facilities.
- *NWS Coastal Global Ocean Observing System (C-GOOS)*: \$X.XM to establish the U.S. coastal component of the international GOOS effort addressing the mandate of the President's Commission on Ocean Policy and the National Oceanographic Partnership Program to bring together government, industry and academia.

Terminations

- *NOAA Weather Radio Earmarks (WY)*: -\$X.XM to reflect the completion of the FY 2003 NOAA Weather Radio earmark for transmitters in Wyoming.
- *Mt. Washington Observatory*: -\$X.XM to reflect the termination of the earmark for the Mt. Washington Observatory.
- *North Dakota Agricultural Weather Network*: -\$X.XM to reflect the termination of the earmark for the agriculture mesonet in North Dakota.
- *Southern California Buoys*: -\$X.XM to reflect the completion of the FY XXXX earmark requiring the deployment of two buoys in Southern California
- *New England Weather Technologies Initiative*: -\$X.XM to reflect the termination of the FY XXXX earmark providing funding for new meteorology equipment for Plymouth State College's new building in New Hampshire.

2.3 Extramural Research Budget

The Collaborative Science, Technology, and Applied Research (CSTAR) program is an effort to better manage NWS-supported collaborative activities with the academic community and affect a cost-effective transition of applied research into operations and services. The CSTAR Program issues requests for proposals through which colleges and universities compete for 1 to 3 years of research funding, including Cooperative Program for Operational Meteorology, Education, and Training (COMET) Outreach grants. The NWS also funds specific applied research grants and cooperative agreements in support of hydrology and meteorology research needs. In FY XXXX, the NWS will:

- Award 15 new COMET grants
- Submit 8 CSTAR award packages

**FY XXXX
Estimate**

COMET existing and new projects	\$	X.XK
CSTAR existing and new projects	\$	X.XK
Hydrologic Research	\$	X.XK
Total	\$	X.XK

This figure is a 13.3% increase from the \$X.X estimate for FY XXXX.

2.4 Financial Audit Actions

NWS will continue to work with the NOAA Office of Finance to ensure all necessary information is provided in a timely and accurate manner to support an “Unqualified Opinion” on NOAA’s Financial Statement Audit as well as any subsequent supplementary information reports. The NWS will perform necessary actions and provide the pertinent information to NOAA Finance and other related administrative NOAA Offices in support of the financial data contained in NWS’ accounting system of record.

NWS will conduct training sessions for the financial staff to ensure the accuracy and completeness of the NWS’ response to all audit-related requests. In addition, the NWS will conduct training sessions to ensure all NWS agreements comply with applicable statutes, regulations and guidance. The NWS will conduct a comprehensive review of user fees, including their basis and documentation, to ensure all financial requirements are met. NWS will meet NOAA requirements for quarterly financial statements.

Concur with plan:

 John E. Jones, Jr.
 Deputy Assistant Administrator
 for Weather Services

 Date

 John J. Kelly, Jr.
 Deputy Under Secretary of Commerce
 for Oceans and Atmospheres

 Date

Appendix C

MEMORANDUM FOR: Directors, NWS Headquarters Offices
Directors, NWS Regions

FROM: Irwin T. David
Chief Financial Officer/
Chief Administrative Officer

SUBJECT: FY XXXX Annual Operating Plans

It is time to begin preparation of the FY XXXX Annual Operating Plans (AOP). As in prior years, we are requesting submission of AOPs from each of the NWS Financial Management Centers (FMCs). As you know, the AOP serves as a contract between each FMC and the NWS Director. The plans form the basis for managing and evaluating program performance throughout the year. Plans should lay out, in a realistic manner, the specific milestones and performance measures to advance the goals set forth in the new NOAA and NWS Strategic Plans.

The following specific guidance is provided:

Formats and Briefings

The format of the FY XXXX operating plans is similar to last year. Consistent with prior years' AOPs, milestones and objectives should be organized by quarter. In addition, this year milestones and objectives should be organized by the new NOAA Mission Goals and Cross-Cutting Priorities outlined in the new NWS Strategic Plan. Milestones pertaining to Affirmative Action, Diversity, and Environmental Compliance (previously included in a separate section) should be organized under the appropriate mission goal or cross-cutting priority. IT expenditures exceeding \$100K should still be listed in an additional section. The AOP format is outlined in Attachment 1.

Each FMC Director will be required to brief the NWS Deputy Director on their plans. These briefings will take place in November. The CFO's Office will take the lead for scheduling and arranging the briefings. The briefings should provide a summary overview of your AOP, highlighting key milestones and objectives for the year. The briefings will also include a section to explain missed milestones from the FY XXXX AOPs, and a summary of the FY XXXX FMC performance measures. The CFO's office will distribute a standard briefing format for these reviews.

Each FMC will be required to report on FY XXXX actuals, as well as the FY XXXX goals for all performance measures (See Attachment 1 for the format). Where applicable, please link the performance measures to the performance measures included in the new NWS Strategic Plan, available at: <http://weather.gov/sp/newnwssp9-23->

[03.pdf](#). FMCs should provide an explanation for adding or removing performance measures.

Budget Guidance

The NOAA guidance requires that we use the FY XXXX President's Budget as budget guidance. For planning purposes, assume FY XXXX spending levels adjusted for inflation (i.e., federal pay raise), and add any initiatives and program changes requested in the FY XXXX President's Budget specific to your FMC. The CFO's office will coordinate with each FMC on proper budget assumptions for FY XXXX. As in previous years, FMCs will be required to revise their plans after receipt of the final FY XXXX budget from Congress.

Schedule

The schedule for the FY XXXX AOP submission is outlined in Attachment 2. In summary, FMC submissions are due October X, and FMC briefings with the Deputy AA will take place in November-December.

Coordination

The CFO's Office will work with your respective focal points to coordinate activities for these tasks. Your focal point will be responsible for coordinating guidance, packaging final inputs, and obtaining the necessary coordination and clearances.

If you have any questions regarding this guidance or the schedule, please contact Laura Mervilde at 301-713-0720.

Attachments

Cc: Wx1 - J. Jones
W/CFO - T. David
W/CFO1 - John Potts
W/SP - E. Johnson
Administrative and Budget Officers
W/CIO - B. Brenkworth
W/NP - D. Staley
W/OST - J. Valdez
W/OOS - A. Rolph
W/OHD - P. Rust
W/ER - M. Brown
W/SR - M. McLaughlin
W/CR - G. Foltz
W/WR - J. Campbell
W/AR - L. Furgione
W/PR - E. Young
W/IA - C. Barrett

Attachment 1

Note: Recommended page limit not to exceed 15 pages

**National Weather Service
Line Office
FY XXXX Annual Operating Plan**

1.0 Budget/Resource Information

	(\$K)	FTE
OR&F	<i>CFO's Office will populate</i>	
PAC	<i>based on final allocations</i>	

2.0 Performance Measures

	<u>FY XX</u> <u>Actual</u>	<u>FY XX</u> <u>Goal</u>
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3.0 Milestones (Organized by 4 NOAA Mission Goals and 6 Cross-Cutting Priorities)

NOAA Mission Goals

- 3.1 Protect, Restore and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management
- 3.2 Understand Climate Variability and Change to Enhance Society's Ability to Plan and Respond
- 3.3 Serve Society's Needs for Weather and Water Information
- 3.4 Support the Nation's Commerce with Information for Safe, Efficient and Environmentally Sound Transportation

NOAA Cross-Cutting Priorities

- 3.5 Integrated Global Environmental Observation and Data Management System
- 3.6 Environmental Literacy, Outreach, and Education
- 3.7 Sound, Reliable, State-of-the-Art Research
- 3.8 International Cooperation and Collaboration
- 3.9 Homeland Security
- 3.10 Organizational Excellence: Leadership, Human Capital, Facilities, Information Technology and Administrative Products and Services

4.0 Information Technology Expenditures

4.1 IT Expenditures: Provide a list of planned individual expenditures equal to or over \$100K. The list should include a title, short description, and the planned expenditure for each item.

Concur with plan:

Region/Office Director

Date

John Jones
Deputy Assistant Administrator
for Weather Services

Date

Attachment 2: Schedule

Guidance Issued: October 3rd

FMC AOPs due to the CFO's Office: October 20th

CFO Office Review of FMC Operating Plans: October 20th - October 23rd

Finalize FMC AOPs: TBD

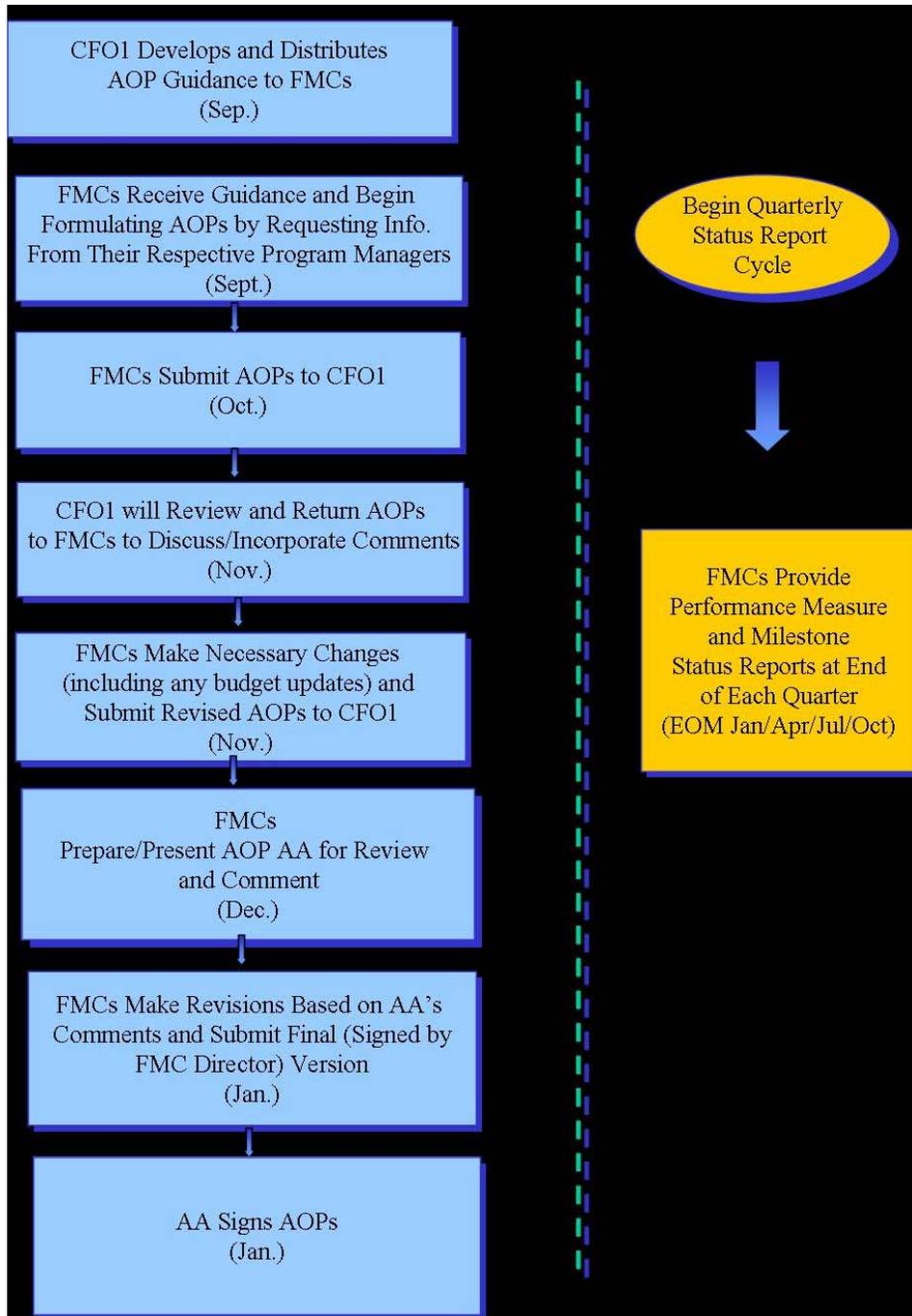
NWS AOP Due to Deputy AA Jones: October 24th

NWS AOP due to NOAA: October 31st

FMC briefings to Deputy AA Jones: November - December

Appendix D

FMC Annual Operating Plan Process Flowchart



Appendix E

FMC Example

**National Weather Service
FMC
FY XXXX Annual Operating Plan**

1.0 Budget/Resource Information

	(\$K)	FTE
OR&F	X	X
PAC	X	X

2.0 Performance Measures: Active Customer Involvement

<u>Performance Measure</u>	FYXX Actual	FYXX Goal
Percentage of instructions evaluated as Current at any given time, measured quarterly	X	X
NWS Partner meetings	X	X
Customer Satisfaction Index (CSI) Surveys	X	X
Training Evaluation (Scale 1-5)	X	X
Percentage of required training developed	X	X

3.0 Milestones (Organized by 4 NOAA Mission Goals and 6 Cross-Cutting Priorities)

NOAA Mission Goals

3.1 Protect, Restore and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

None

3.2 Understand Climate Variability and Change to Enhance Society's Ability to Plan and Respond

1st Quarter

None

2nd Quarter

Develop new training module on the importance of accurate, consistent surface climate observations and

make it available on the Web (Climate Services)

3rd Quarter

Develop a common template for climate data throughout
NWS Web sites (Climate Services)

4th Quarter

None

3.3 Serve Society's Needs for Weather and Water Information

1st Quarter

Develop Advanced Hydrologic Prediction Service (AHPS)
requirements documentation for enhancing Flash Flood
Services (Hydrologic Services)

Implement Web-based Advanced Hydrologic Prediction
Service (AHPS) information tool box (Hydrologic
Services)

Release Web training for marine wave forecasting
(Marine Services)

Implement a graphical Hurricane Local Statement
(Marine Services)

Issue Blowing Snow and Wind Chill products
(Watch/Warning/Advisory) under product category: WSW
(Public Weather Services)

Put Ozone product on "experimental products" Web site
(Public Weather Services)

2nd Quarter

Several National Digital Forecast Database (NDFD) grid
elements become official products (Digital Services)

Collect fire season 2003 national statistics for Red
Flag Warnings and establish a national baseline (Fire
Weather Services)

Complete annual flood loss summary (Hydrologic
Services)

Develop Flood Warning (FLW) verification concept of
operations plan (Hydrologic Services)

Provide operational, Web-based National Operational

Hydrologic Remote Sensing Center (NOHRSC) National Snow Analysis (NSA) products and data sets in map, alphanumeric, and time-series formats for the eastern U.S. during the winter of XXXX (Hydrologic Services)

Release plan for populating National Digital Forecast Database (NDFD) with Tropical Cyclone force winds (Marine Services)

Develop Directive for Air Quality forecast system (Public Weather Services)

3rd Quarter

Prepare/update National Hydrologic Assessment in support of NOAA spring press briefing (Hydrologic Services)

Implement national river forecast location data base (Hydrologic Services)

Coordinate development of quantitative precipitation forecast (QPF) requirements document to ensure the Weather Forecast Office's (WFO), River Forecast Center's (RFC), and Hydrometeorological Prediction Center's (HPC) needs are addressed (Hydrologic Services)

Develop Advanced Hydrologic Prediction Service (AHPS) requirements documentation to support the implementation of flood inundation mapping (Hydrologic Services)

Develop Advanced Hydrologic Prediction Service (AHPS) requirements documentation to support the implementation of enhanced probabilistic streamflow forecasts (Hydrologic Services)

Collect airborne gamma radiation snow water equivalent data over Alaska calibrated flight line network. Provide near real-time airborne snow water equivalent data to Alaska Pacific River Forecast Center (RFC) (Hydrologic Services)

Develop user documentation for the Advanced Weather Interactive Processing System (AWIPS) Operational Build 3 (OB3) hydrologic capabilities (Hydrologic Services)

Coordinate development and delivery of small basin datasets necessary to utilize the Flash Flood Monitoring and Prediction (FFMP) tool operationally in Alaska and Hawaii (Hydrologic Services)

Develop Severe Weather Gridded Forecast Plan for Weather Forecast Offices (WFOs) and Storm Prediction Center (SPC) (Public Weather Services)

4th Quarter

Based on customer and partner feedback, additional grid elements are expected to become official products (Digital Services)

Develop prototype Graphical User Interface (GUI) for national river forecast location database (Hydrologic Services)

Collect background airborne gamma radiation data on and calibrate approximately 80 new flight lines in Alaska (Hydrologic Services)

Expand number of forecast point locations in the RFC river forecast verification database (Hydrologic Services)

Air Quality Real-Time Testing and Evaluation (RTTE) (Public Weather Services)

Decision for Air Quality operational readiness for Fiscal Year 2005 (FY05) (Public Weather Services)

3.4 Support the Nation's Commerce with Information for Safe, Efficient and Environmentally Sound Transportation

1st Quarter

Aviation Digital Database System (ADDS) becomes operational (Aviation Services)

Implement and deploy Aviation Forecast Preparation System (AvnFPS) version 2.0 (Aviation Services)

Release MakeTAF with National Climatic Data Center (NCDC) data to all field sites (Aviation Services)

Complete Federal Aviation Administration (FAA)/NWS Interagency Agreement on Center Weather Service Units (CWSUs) (Aviation Services)

2nd Quarter

Implement Aviation Forecast Preparation System (AvnFPS) 3.0 (Aviation Services)

Establish a volunteer marine observation program for

recreational and small commercial mariners (Marine Services)

3rd Quarter

Implement Aviation Forecast Preparation System (AvnFPS) 4.0 (Aviation Services)

Improve MakeTAF interface based on field input (Aviation Services)

Incorporate Federal Aviation Administration's (FAA) Terminal Doppler Weather Radar data into Advanced Weather Interactive Processing System (AWIPS) (Aviation Services)

4th Quarter

Procure water vapor data (40 sensors) (Aviation Services)

Transition to the final phase of the World Area Forecast System (WAFS) (Aviation Services)

Joint Planning Office (JPO) strategic vision for aviation weather (Aviation Services)

Conduct an assessment of NOAA/NWS ice products and services (Marine Services)

NOAA Cross-Cutting Priorities

3.5 Integrated Global Environmental Observation and Data Management System

1st Quarter

Publish final Operations Training Guide for commissioning of Radiosonde Replacement System (RRS) (Observing Services)

Finalize Design for metadata system (Observing Services)

Validate Radiosonde Work Station (RWS) Software algorithms and provide support to problem resolution for Build 2 activities (Observing Services)

Implement use of Federal Aviation Administration (FAA) Order 7900.5b, Surface Weather Observing at NWS observing locations (Observing Services)

Ensure requirements solutions in place at New England

modernized Cooperative Observing Program (COOP) beta sites (Observing Services)

2nd Quarter

Provide and validate Radiosonde Work Station (RWS) thermodynamic and wind processing software algorithms, data quality assessment procedures, data coding issues, and provide support to problem resolution for system integration testing (Observing Services)

Implement modernized metadata system (Observing Services)

Provide input to 10 year plan supporting the Integrated Earth Observing System (Observing Services)

3rd Quarter

None

4th Quarter

None

3.6 Environmental Literacy, Outreach, and Education

1st Quarter

Customer Service Plan delivered by the Center for Organizational Excellence (COE) (Customer Services)

Results of Marine Customer Satisfaction Index (CSI) Survey released (Customer Services)

2nd Quarter

Communicate any changes in 6-to 10-day product suite to customers (Climate Services)

3rd Quarter

Cosponsor NOAA weather and climate data users' workshop with National Climatic Data Center (NCDC) (Climate Services)

Solicit customer feedback on experimental Eastern Pacific Hurricane Outlook product (Climate Services)

Solicit customer feedback on experimental Objective Blends of Drought Indicators - Contiguous U.S. (Climate Services)

Solicit customer feedback on experimental Puerto Rico

& U.S. Virgin Islands Rainfall Outlook product
(Climate Services)

Evaluate partner/customer requirements for XML-
formatted products and information (Hydrologic
Services)

Increase NWS Tropical Cyclone Program Outreach to
Spanish Speaking Community (Marine Services)

Launch a National Rip Current Outreach Program (Marine
Services)

4th Quarter

Solicit customer feedback on experimental Eastern
Pacific Hurricane Outlook product (Climate Services)

Conduct climate prediction workshop at annual meeting
of the American Association of State Climatologists
(Climate Services)

Conduct a second climate prediction terminology
workshop (Climate Services)

Conduct a snowfall data workshop with the National
Climatic Data Center (NCDC) for the media and
customers (Climate Services)

3.7 Sound, Reliable, State-of-the-Art Research

1st Quarter

Complete Review of 2003 limited test with Air Quality
Focus Group (Public Weather Services)

2nd Quarter

None

3rd Quarter

None

4th Quarter

None

3.8 International Cooperation and Collaboration

1st Quarter

None

2nd Quarter

Publish the NOAA El Nino/La Nina index and definitions in the World Meteorological Organization (WMO) World Climate News (Climate Services)

Coordinate Upper Air BUFR Code Tables uniformity issues with World Meteorological Organization (WMO) Open Area Program Group (OPAG) on Upper Air and with WMO Commission on Basic Services (CBS) codes group on FM32 and FM35 (Observing Services)

3rd Quarter

None

4th Quarter

Investigate holding workshops on the use of climate forecasts for USAID, USDA, and other USG agencies with interests abroad. If the response is positive, work with users and partners to develop targeted presentations and ongoing dialogue (Climate Services)

Conduct activities aimed at obtaining universal acceptance of a continuous scale for El Nino and La Nina and widespread recognition that definitions adopted by NOAA are appropriate for monitoring and prediction of ENSO impacts in North America (Climate Services)

3.9 Homeland Security

None

3.10 Organizational Excellence: Leadership, Human Capital, Facilities, Information Technology and Administrative Products and Services

1st Quarter

Begin development of Distance Learning Aviation Course (DLAC)/2 Convection (Aviation Services)

2nd Quarter

Implement Statistics on Demand with individual forecaster verification (Aviation Services)

3rd Quarter

None

4th Quarter

Test Distance Learning Aviation Course (DLAC)/2
Convection (Aviation Services)

Host participants Partnership Program (Climate
Services)

4.0 Information Technology Expenditures

4.1 IT Expenditures:

Management Information Retrieval System (MIRS). MIRS (at NIH or in-house) to host and support RCM, RTM, COOP, and CSSA databases and related systems, Public and Marine zones, web-based GIS, and aviation database. \$XK

NWS COOP Modernization PDAs. The Observing Services Division plans to acquire 250 modified PDAs for field offices in support of the COOP Modernization effort. \$XK

AWOC Workstation Replacement. LINUX workstations that have a triple headed display (three LCD monitors) to support AWOC training. \$XK

Concur with plan:

Office Director

Date

John Jones
Deputy Assistant Administrator
for Weather Services

Date

Appendix F

NWS AOP AND FMC AOP FOCAL POINTS

NWS AOP Focal Points

<u>CFO</u>	<u>OST</u>
<u>EEO</u>	<u>OCWWS</u>
<u>Diversity Office</u>	<u>OOS</u>

FMC AOP Focal Points

<u>CFO</u>	<u>CIO</u>
<u>NCEP</u>	<u>OCWWS</u>
<u>OST</u>	<u>OOS</u>
<u>OHD</u>	<u>ER</u>
<u>SR</u>	<u>CR</u>
<u>WR</u>	<u>AR</u>
<u>PR</u>	<u>IA</u>