

NATIONAL WEATHER SERVICE INSTRUCTION 10-802

December 25, 2007

Operations and Services

Aviation Weather Services, NWSPD 10-8

AVIATION OUTREACH

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SUMMARY OF REVISIONS: Supersedes NWSI 10-802, Aviation Outreach, dated August 2, 2005. Changes are:

Section 2.1 and 3.1: Removed language that referred to aviation forecast services. This ensures that services are not mixed with outreach activities. This also resulted in removal of the mention of TWEBS. Old sections 2.2 and 3.2 renumbered.

Section 4: Added a sentence to recommend that outreach activities include a display of current NWS products at the outreach booth.

Minor grammar corrections were made throughout.

//Signed//

December 11, 2007

Dr. James E. Hoke

Date

Acting Director, Office of Climate, Water, and Weather Services

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1. Purpose. This instruction outlines aviation outreach activity procedures for National Weather Service (NWS) field offices. Field offices include the Aviation Weather Center (AWC), Weather Forecast Offices (WFO), Center Weather Service Units (CWSU), Alaska Aviation Weather Unit, and Alaska Region Weather Service Offices.

2. Background. Aviation outreach activities usually encompass two areas: Aviation Events, such as airshows, aviation conventions, or association meetings, and Aviation Weather Seminars (AWS). Other outreach events should include activities such as visits by Aviation Focal Points (AFPs) to airline dispatch offices and Federal Aviation Administration (FAA) Flight Service Stations.

2.1 AWS. AWSs fall into one of three categories: 1) pure aviation weather seminar or discussions of items like procedures for obtaining briefings; 2) aviation weather broadcasts; or 3) aviation safety clinics.

Depending on funding, the NWS attends as many outreach opportunities as possible. The NWS should take full advantage of aviation industry and user functions which present one of the outreach opportunities listed above. Regularly scheduled meetings of pilot groups, ground schools, and other aviation related activities offer excellent outreach opportunities. Often, user groups initiate the request for the NWS to participate; however, NWS offices should also take the initiative in offering its services.

Any NWS field office can offer the use of NWS facilities for specific items like AWSs, as long as such action would not interfere with normal operational duties. For small groups, this can be the most effective method of presentation because the audience can observe the functions of a field office and its equipment.

Some outreach opportunities require the audience to pay an attendance fee. NWS personnel may make presentations at such occasions, but preference should be given to those seminars and clinics which are free to the public.

3. **Duties.** Outreach duties are documented below.

3.1 **AWS.** AWSs provide an opportunity for members of the aviation community to improve their awareness of meteorological conditions related to aviation as well as a review of current NWS aviation weather programs. They also give the aviation community a chance to discuss weather problems and suggest new ideas to NWS personnel. Any NWS employee whose duties include an aviation weather function may participate in an AWS.

Normally, the Meteorologist-in-Charge (MIC) or the WFO's designated AFP will arrange for NWS participation in AWSs. Any NWS employee may make preliminary arrangements for AWSs if an opportunity presents itself. Arrangements can then be finalized after coordination with the MIC and AFP. This includes seminars an employee might voluntarily conduct on his/her time off. Whenever possible, employees participating in an AWS should be on duty status. Normally, AWSs are scheduled sufficiently in advance to allow NWS participation. NWS personnel cannot accept compensation for their participation in either aviation weather seminars or safety clinics.

4. **Logistics and Materials.** The following sections detail coordinating logistics and materials support for aviation outreach activities.

4.1 **Aviation Events.** The Office of Climate, Water, and Weather Services (OCWWS), National Weather Service Headquarters (NWSH) will provide a portable display for aviation events. In order to facilitate display availability scheduling, field offices should submit requests for displays to their Regional Aviation Meteorologist (RAM), or equivalent eight to ten weeks in advance of the event. RAMs then should submit display use requests to the Aviation Services Branch of OCWWS, NWSH, who will resolve scheduling conflicts.

Literature should be tailored to the event with respect to subject matter and quantity. Aviation events should have not only aviation-related literature (NOAA/NWS and FAA), but also other NOAA/NWS literature, e.g., disaster preparedness, and NOAA Weather Radio. The NWS booth should, if practical, include an internet based display of routine NWS products and services.

Each Regional Headquarters (RH) will be responsible for travel and per diem for local and regional events per NWS regional travel policy. NWSH will be responsible for supporting travel, per diem, communications costs, and equipment rentals for national and international events.

4.1.1 **Levels of Aviation Events.** There are four levels of aviation events the NWS usually provides support for:

a. Local events that occur near a NWS office and usually have only local participants. Personnel from field offices (usually WFOs) should support these events when possible as long as support does not hinder operational duties. WFOs may obtain support from their RH.

b. Regional events that occur at the same or various locations within a NWS region.

Participants are usually from the same or adjoining states but may also be of limited national extent. Generally, WFOs should provide support with the assistance of RH.

c. National events that occur at the same or various locations in the U.S. Participants are from across the country and the event's activities can extend beyond one NWS region. Personnel from NWS field offices, RH, and NWSH will provide as much support as possible.

d. International events that can occur either in the U.S. or in foreign countries. NWS personnel support will be handled in the same manner as described for national events.

4.2 AWS Materials. Many field offices have materials which can be used in AWSs. Additionally, outreach materials are often available from the appropriate RH. WFOs can obtain any NWS print media from the Kansas City National Logistics Support Center. Coordinate requests for handout material through the RAM at the appropriate RH. Be sure to obtain materials well in advance to ensure availability.

Preparation is easiest when the choice of topic is left to the person making the presentation. This allows the speaker to choose a familiar topic. For those occasions when a topic is requested and the topic is not familiar, the station library and RH can all be good sources of information. Discussions at an AWS will normally cover existing NWS services, procedures or established meteorological theory. Avoid controversial or sensitive subjects such as the establishment of stations, installation of radar equipment, unapproved budget requests, etc.

Examples of additional AWS outreach activities are:

- a. Send a letter to all local aviation enthusiast organizations, such as Experimental Aircraft Association (EAA) chapters, in your County Warning Area (CWA), offering to provide an aviation weather presentation.
- b. Contact the state department of transportation's aviation office and offer to do a presentation at their state meeting.
- c. Contact the dispatch office of a regional, national or international airline in your CWA and do a presentation geared towards dispatchers.
- d. Set up an aviation weather display at a local airport.
- e. Send the AFP or an aviation forecaster to a national event such as the EAA Airventure or Sun n Fun.

5. Conduct. NWS personnel who participate in any aviation outreach activity must remember they are professional representatives of the NWS and should conduct themselves accordingly. They should also be aware that an occasional disgruntled user can ask hostile questions and they should be prepared to handle such situations with tact and discretion. In the event a controversial topic arises at an outreach activity, the person making the presentation will

record any complaints received including contact data for the individual(s). They must also let any individuals raising such issues know their complaints will be relayed to the appropriate level in the NWS who can address the issue. Finally, they should let the individual know they will follow-up with them once they receive an answer from the appropriate NWS office.

6. Documentation. Summary reports of NWS participation in aviation outreach events should be sent by each field office to the RH as a part of the office outreach activities report. Duplicate reports will not be generated. Negative reports (i.e., “nothing to report”) are required.

7. State Newsletters. All AFPs should make an effort to see that state aviation literature, if available, is being sent to the following office:

Office of Climate, Water, and Weather Services
Aviation Services Branch, W/OS23
National Weather Service Headquarters
1325 East-West Highway, SSMC2
Silver Spring, Maryland 20910