

NATIONAL WEATHER SERVICE INSTRUCTION 10-1304

January 25, 2008

Operations and Services

Surface Observing Program (Land), NWSPD 10-13

CERTIFICATON OF OBSERVERS

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

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SUMMARY OF REVISIONS: This directive supersedes NWSI 10-1304, "Certification of Observers," dated November 18, 2005. Changes are: (1) removal of the requirement to submit SSN with the request for certifications when the FAA Computer-Based Instruction is used and (2) deleted the requirement to send the aviation examination answer sheets to W/OS7 and included the retention period at Regional Headquarters.

Signed

January 11, 2008

James E. Hoke

Date

Director, Office of Climate,

Water, and Weather Services (Acting)

Certification of Observers

<u>Table of Contents:</u>	<u>Page</u>
1. General.....	2
2. Applicability	2
3. Exemptions	2
4. Program Responsibilities	3
5. Qualifications.....	3
5.1 Vision.....	3
5.2 Demonstrated Skills Proficiency	4
5.3 Certification Examinations	4
6. Certification	4
7. Recency of Experience	4
8. Recency of Experience Exceptions.....	4

Appendix:

A. Procedures and Guidance to Implement Certification Policies A-1

1. General. This instruction prescribes the methods, assigns the responsibilities, and delegates the authority for the National Weather Service’s (NWS) observer certification program. Certification is the means employed by the NWS to officially sanction the aviation, visibility only, and upper air weather observations used in the preparation of forecasts and warnings, and the support of aviation operations.

2. Applicability. All individuals who take or validate officially sanctioned aviation, visibility only, or upper air observations must possess a valid Certificate of Authority. In the context of this program, validate means a certified observer, supervising an observer trainee, assumes full responsibility for the validity of the observation taken by the trainee.

3. Exemptions. Certificates of Authority are not required for the following classes of weather observations although the NWS also considers the observations official.

- a. Weather observations taken by military or their civilian contract personnel.
- b. Cooperative program observations, including supplementary data, river, rainfall, snowfall, snow depth, climatological observations, and severe storm reporting

- networks.
- c. Coastal marine and cooperative merchant ships.
 - d. Pilot reports of in-flight weather conditions.
4. Program Responsibilities.
- a. Office of Climate, Water, and Weather Services. The Office of Climate, Water, and Weather Services establishes certification standards and develops certification examinations. Exception: the NWS Office at the Federal Aviation Administration (FAA) Academy writes the Tower Visibility Certification examination.
 - b. NWS Regions. The Regional Directors or designate will administer the certification program in their area, issue Certificates of Authority to take official weather observations, and maintain accountability for each certificate issued.
 - c. The Meteorologist-in-Charge (MIC) of the NWS Office at the FAA Academy. The individual assigned to this position will administer the tower visibility observation certification program for all FAA and FAA contract Tower Controllers, and maintain accountability for each certificate issued.
 - d. Field Supervisors. Supervisors in charge of weather observation stations or facilities taking weather observations determine individual observer training needs, determine observer proficiency and recency of experience, and ensure only certified observers possessing a valid Certificate of Authority take or validate official aviation, visibility only, and upper air weather observations.
5. Qualifications. An individual must meet the vision standards, demonstrate skills proficiency, and attain a passing score on a certification examination for each type of weather observation program. An upper air observer who also takes aviation weather observations must be certified for both the upper air and the aviation observation programs.
- 5.1 Vision. All certified observers and all candidates for certification must have medical proof or be tested to ensure they have distant vision, corrected if necessary, of not less than 20/30 (Snellen) in the better eye. Individuals not meeting this standard will furnish a statement from a physician, oculist, or optometrist that their visual acuity has been corrected to meet the standard before they are assigned official weather observation duties. If an observer must wear corrective lenses to meet the minimum eyesight standard, the observer must also wear corrective lenses while taking official observations.
- 5.2 Demonstrated Skills Proficiency. Before certification, individuals will demonstrate to the satisfaction of their supervisor or other designated certificated observer, the ability to take, record, encode, and disseminate timely and accurate weather observations in accordance with the practices and procedures established in the appropriate observing Handbooks.

5.3 Certification Examinations. Unless an individual demonstrates skills proficiency, no attempt will be made to administer the certification examination until adequate training is accomplished. A passing grade of at least 80 percent is required for each examination. If an observer fails to make a passing grade, another certification examination may not be administered for at least two weeks, to allow sufficient time for additional training and instruction. If an observer holding a valid certificate is reexamined and fails, the validity of the observer's certificate will be suspended until the observer has made a passing grade on a subsequent certificate examination.

6. Certification. NWS Regional Directors or a designated representative, or the MIC, NWS Office at the FAA Academy, will certify all observers who meet the qualifications.

7. Recency of Experience. Certified observers must demonstrate recency of experience in their assigned observing duties. If this standard is not met, the observer's certificate will lapse. An observer with a lapsed certificate cannot take official weather observations. Further, a certificate lapsed for 90 days is automatically canceled and will be returned to the issuing authority.

8. Recency of Experience Exceptions. Whenever the following individuals' duties require the taking or daily use of weather observations or the immediate supervision or training of personnel to take official weather observations, they are exempt from the recency of experience requirements as long as they continue in any of the duties for which they are certified:

- a. NWS personnel who are directly involved in the training of observers, the creating of observing handbooks and training material, administering and managing upper air and surface programs including Automated Surface Observing System (ASOS); Automated Weather Sensor System, (AWSS); and Automated Weather Observing System, and development of the certification examinations.
- b. FAA Academy instructors in surface observing.
- c. FAA field supervisors and training personnel.

Appendix A - Procedures and Guidance to Implement Certification Policies

<u>Table of Contents:</u>	<u>Page</u>
1. Purpose.....	A-3
2. General Provisions.....	A-3
2.1 Federal Aviation Administration (FAA) Computer Based Instruction (CBI).....	A-3
2.2 Training.....	A-3
2.3 Examination Series	A-4
2.3.1 Aviation	A-4
2.3.2 Upper-Air.....	A-4
2.4 Administrative Restrictions	A-4
2.5 Administering Examinations to Personnel Outside the Region’s Area of Responsibility	A-4
3. Eyesight Test.....	A-4
4. Demonstration of Practical Ability and Assessment to Take Observations	A-4
4.1 Demonstration of Practical Ability to Take Observations.....	A-4
4.2 Assessment of Ability to Take Observations.....	A-5
4.2.1 Aviation	A-5
4.2.2 Upper-Air	A-5
4.3 Supplementary Observations (NWS Only).....	A-5
4.4 Synoptic Observations	A-5
5. Examination Procedures	A-5
5.1 General.....	A-5
5.2 Certification Examinations	A-5
6. Examination and Certification Locations	A-6
7. Requesting the Examination	A-6
8. Examination Administration.....	A-7
8.1 Proctor Instructions.....	A-7
8.2 NWS Examinations.....	A-8
8.2.1 Certificate Qualification Statement	A-8
8.2.2 Assure Proper Security	A-9
8.2.3 Closed Book.....	A-9
8.2.4 Examinations Sent to an FAA Facility	A-10
8.2.5 FAA Returning Examination Material to the NWS.....	A-11
8.2.6 Securing the Examination Material at an FAA Facility	A-11
8.2.7 Examination Custodian Statement.....	A-11
8.2.8 FAA Facilities.....	A-12

<u>Table of Contents:</u>	<u>Page</u>
9. Examination Grading and Results	A-13
10. Re-examination Frequency	A-13
11. Disposition of Aviation Examination Answer Sheets	A-13
12. WS Form 10-13-1 or WS Form 10-13-2.....	A-13
13. Certification Endorsements.....	A-14
14. Proficiency Quality Control.....	A-17
15. Maintaining Proficiency	A-17
16. Federal Aviation Administration (FAA) Computer-Based Instruction (CBI).....	A-18
17. Certification Terms	A-20
17.1 Lapsed Certificate	A-20
17.2 Canceled Certificates	A-20
17.3 Validation	A-20
18. Certificate Accountability.....	A-21
18.1 Contents.....	A-21
18.2 Certificate Numbers	A-21
18.3 Transfers	A-21
18.3.1 FAA Transfers of Certified Observers to Tower Visibility Stations	A-22
18.3.2 Validating WS Form 10-13-2.....	A-22
18.3.3 FAA Transfers of Non-Certified Observers to Tower Visibility Stations ...	A-22
18.4 Retirements, Resignations, and Dismissals	A-23
18.5 Record of Canceled Certificates	A-23
19. Station Assignment Certification.....	A-23
20. FAA Approval	A-24

Exhibits:

A-1 Who May Request and Who May Proctor an Aviation or Upper Air Examination	A-7
A-2 Proctor Instructions for Aviation Examinations.....	A-8
A-3 Certification Qualification Statement.....	A-9
A-4 Draft Memorandum to FAA Facility Manager.....	A-10

<u>Exhibits:</u>	<u>Page</u>
A-5 Examination Custodian Statement.....	A-12
A-6 Certificate of Authority to Take Weather Observations, WS Form 10-13-1 (Front)	A-15
A-7 Certificate of Authority to Take Weather Observations, WS Form 10-13-1 (Back).....	A-15
A-8 Certificate of Authority to Take Tower Visibility Observations, WS Form 10-13-2.....	A-16
A-9 CBI Hard Copy Record of Training and Testing (1 of 2)	A-19
A-10 CBI Hard Copy Record of Training and Testing (2 of 2)	A-19

1. Purpose. This attachment to National Weather Service (NWS) Instruction 10-1304, Certification of Observers, provides guidance to Regional Headquarters and field offices as necessary to implement the policies of the NWS for observing certification. Also covered are procedures for requesting and administering the aviation certification examination, endorsing the Weather Service (WS) Form 10-13-1, WS Form 10-13-2 (Tower Visibility), and requirements in certification currency including upper air.

2. General Provisions. The supervising office may be either the Regional Headquarters or the NWS office having the responsibility of the County Warning Area (CWA) where the observer will be taking observations. The regional headquarters has the overall responsibility for the certification program within its region. The Meteorologist-in-Charge (MIC) may be delegated the responsibility for the observer certification program within his/her CWA.

2.1 Federal Aviation Administration (FAA) Computer Based Instruction (CBI). The FAA developed CBI software which integrates training and testing for its personnel and for FAA contractor personnel. The CBI has been approved by the NWS as a substitute for the traditional paper examinations.

2.2 Training. Training may be given in classes, on the job with a certified observer, or by self-study. The "Training Guide in Surface Weather Observations" is the only training material available within the NWS. The training guide can be ordered from the National Logistics Supply Center and it is also available for sale to the public from the National Climatic Data Center. The NWS has no responsibility or obligation to provide aviation weather observer training outside the NWS. Private industry, such as the Supplementary Aviation Weather Reporting Stations (SAWRS) program, should provide training for its own personnel. Training schools in aviation weather observing are available through the private sector.

2.3 Examination Series.

2.3.1 Aviation. There is one series of paper examinations for aviation certification. There is

no specific examination for a particular surface aviation observing program. The examinations are generic and are to be used for all surface aviation programs, e.g., Supplementary Aviation Weather Reporting Stations (SAWRS), Limited Aviation Weather Reporting Stations (LAWRS), Non-Federal Observers (NF-Obs), etc.

2.3.2 Upper-Air. There are two series of paper examinations for upper-air certification. The examinations include generic questions along with questions pertaining to the radiosonde type used at a given location.

2.4 Administrative Restrictions. The examinations are administratively restricted. The Data Acquisition Program Manager (DAPM) or Observing Program Leader (OPL) of the forecast office or the FAA facility manager or training official will normally be assigned the examination custodian duties. Custodians are responsible for ensuring the documents or CBI software are stored in a secure place and protected at all times. Custodians will not give the answer keys to anyone other than NWS personnel grading the examinations at the forecast office or Regional Headquarters. Custodians will never give examinations or answer keys to any contract personnel for them to administer. Examinations administered to contract personnel must be administered by either NWS or FAA personnel. Examination questions, answer sheets, and keys will be controlled by the designated NWS/FAA custodian.

2.5 Administering Examinations to Personnel Outside the Region's Area of Responsibility. Normally, only individuals within the Region's area of responsibility may be given the examination and/or issued a certificate. Exceptions may be granted to allow administering the examination to individuals outside a region's area of responsibility if it benefits the Government.

3. Eyesight Test. Visual acuity will be determined using the Snellen test. The Snellen test will be made using the appropriate section of a 24" by 11" Snellen Test Chart and following correct procedures. The chart should be adequately illuminated and 20 feet from the person being tested. Each eye should be examined separately while the other is covered with an opaque shield. The row of smallest letters read by the person determines the denominator of the fraction used to grade visual acuity. The numerator is always 20; e.g., 20/20, 20/30, 20/40. If no more than two letters are missed in a line, the visual acuity will be graded as of that line.

4. Demonstration of Practical Ability and Assessment to Take Observations.

4.1 Demonstration of Practical Ability to Take Observations. Demonstration of the individual's practical ability to take an aviation observation should be accomplished by the individual prior to the administration of the written examination. The evaluation of the practical demonstration will only be conducted by a person who holds a valid weather certificate. If the individual fails to demonstrate his/her ability to take, observe, determine, and report weather observations, including reading instruments and identifying distant objects for visibility, the written examination will not be administered until such time as additional training is accomplished and another practical demonstration is passed.

4.2 Assessment of Ability to Take Observations.

4.2.1 Aviation. The assessment of a candidate's ability to take and record an observation

should be accomplished on an individual basis with the evaluator. The candidate will be taken outside to evaluate real-time weather elements and is expected to properly encode the observed elements on the MF1M-10C form, Surface Weather Observations (METAR/SPECI). Drawing pictures or illustrations of cloud layers and/or giving the candidate different weather scenarios to encode is acceptable only during clear weather days. However, these aids are to supplement the practical demonstration not replace it. All candidates are expected to evaluate and encode real-time weather elements. Offices lacking a full complement of weather instrumentation (hygrothermometer, sling psychrometer, wind sensor, and altimeter) may present simulated data to the candidate for those elements.

4.2.2 Upper-Air. The assessment of a candidate's ability to take and record an upper-air observation should be accomplished on an individual basis with the evaluator. The candidate should demonstrate the ability to follow proper balloon inflation procedures, safety requirements, radiosonde preparation and pre-release procedures, along with editing and archiving of flight data. Candidates should know how to do comparisons and complete routine upper-air forms and documentation required for each site to complete.

4.3 Supplementary Observations (NWS Only). Certification testing is not required for taking, encoding, or disseminating supplementary climatological data (SCD) observations or supplementary data observations (SDO). Observers should have an assessment and demonstrate their practical ability to take supplementary observations. The regional headquarters may issue a Certificate of Authority to Take Weather Observations, but the certificate will be annotated on the back for SCD/SDO observations.

4.4 Synoptic Observations. Certification testing is not required for taking, encoding, or disseminating synoptic observations. Observers designated to generate manual synoptic observations should have an assessment and demonstrate their practical ability to take synoptic observations. The regional headquarters may issue a Certificate of Authority to Take Weather Observations, but the certificate will be annotated on the back for Synoptic observations.

5. Examination Procedures.

5.1 General. Field supervisors should request the appropriate examination from the NWS regional headquarters or the designated NWS Forecast Office. In the case of visibility-only examinations, the request should be made to the Meteorologist-in-Charge (MIC) of the NWS Office at the FAA Academy.

5.2 Certification Examinations. Precautions will be taken to ensure the security of the certification examination. No portion of the examination will be copied without prior approval of HQ or the MIC of the NWS Office at the FAA Academy. All examinations are to be taken closed book and field supervisors will designate responsible persons as proctors. The time limit for all examinations is 2 hours and the examination will be completed at one sitting. Question and answer sheets, when mailed, are to be sent in two envelopes. The inner envelope is to be marked "FOR OFFICIAL USE ONLY." The appropriate NWS region, WFO or the MIC of the NWS Office at the FAA Academy, in case of tower visibility examinations will grade the exams.

6. Examination and Certification Locations. Certification testing for observer candidates

should be administered at the supervising WFO. However, if more convenient and agreeable to the office manager, candidates may be administered the examination outside the supervising WFO provided the candidate's employer has requested the examination. FAA personnel (contract or Government employees) may be tested at an FAA facility.

7. Requesting the Examination. Certification examinations will only be given to individuals whose duties include taking weather observations except for certain NWS and FAA personnel as listed in NWSI 10-1304, Paragraph 8. The person who requests an examination for an applicant should notify the WFO or Regional Headquarters by letter, fax, e-mail, or phone, requesting the named individual be tested and where the individual will be working as an observer. A certificate will be issued and the examination will be given only to those who will be working as observers. The individual will be given 60 days after the examination to begin taking observations. After 60 days, no certificate will be issued without re-examination. If the observation location is outside the region, the region will record the date the individual took and passed the examination. Any contractor or individual requesting a certificate based on the fact they took and passed an examination outside the region will be told a certificate will be issued within 60 days from the examination date. Requests outside the 60-day period will not be honored. All requests for examinations and certification changes should allow at least two weeks from the date of request to the desired examination date for the request to be processed and the examination delivered. All requests must include the following:

- a. Name, location, and title of requester.
- b. Name (complete name including middle initial as it should appear on the certificate) of the candidate.
- c. The date the candidate is scheduled to take the examination.
- d. The location identifier or station name where the candidate will take the examination.
- e. The four-letter site identifier (SID) where the candidate is scheduled to take observations.
- f. The location the certificate is to be mailed to if different from the requester.
- g. An e-mail address for Tower Visibility Certificates to be sent as an e-mail attachment.

The following exhibit lists the persons who may request an aviation examination and who may proctor the examination:

OBSERVATION STATION	REQUESTED BY	PROCTORED BY
WFO*	WFO*	WFO* (as directed by MIC)
NWS Contract*	Contractor or Site Supervisor*	WFO* (as directed by MIC)
FAA Staffed Tower/FSS (no CBI)	FAA Facility Manager	FAA Facility (as directed by Facility Manager)
FAA Staffed Tower/FSS (with CBI)	N/A	FAA Facility (as directed by Facility Manager)
FAA Contract or Contract Tower (no CBI)	Site Supervisor, Contractor, or FAA Facility Manager	WFO or FAA Facility
FAA Contract or Contract Tower (with CBI)	N/A	FAA Facility or Contract Tower Manager
NF-OBS/SAWRS/Paid A	Station Manager	WFO
* Aviation and/or Upper-air		

Exhibit A-1. Who May Request and Who May Proctor an Aviation or Upper-Air Examination.

8. Examination Administration.

8.1 Proctor Instructions. An examination may be administered at the Regional Headquarters by any member of the staff, including administrative or technical support staff. Examinations at all other NWS facilities may be proctored by any member of the WFO staff designated by the MIC including administrative or technical support staff. In most cases, the proctor will be the DAPM, OPL, or Hydrometeorological Technician (HMT). Examinations given at FAA facilities and/or by FAA personnel must be proctored by the FAA Facility Manager requesting the examination or by his/her designee. Individuals who are not Federal employees are not authorized to proctor examinations except for FAA contract or FAA contract tower facilities using the computer-based instruction (CBI). Examinations proctored by unauthorized personnel will be invalid, and no certificate will be issued. The individual proctoring an NWS certification examination need not be a certified observer. Proctor instructions are included with all aviation examinations (Exhibit A-2).

PROCTOR INSTRUCTIONS

- Unless an individual has demonstrated proficiency, the examination will not be administered. A “Certificate Qualification Statement” from the employer is sufficient for this purpose. A certified observer may also sign the examinee answer sheet to indicate that the demonstrated proficiency of the examinee is satisfactory. Demonstrated proficiency may also be made to the proctor if the proctor is certified (the proctors certificate number is required only in this case. No other signature is required).
- Collect any “Certificate Qualification Statements” (observer proficiency).
- All examinations are to be taken closed book.
- Blank observation form and scratch paper are permissible. Form and scratch paper will be turned over to the proctor.
- 2 hour time limit.
- Examinations will be completed in one sitting.
- Each person taking an examination must show a picture identification unless the proctor knows the individual, i.e., make sure the person taking the examination “is who they say they are.”
- Ask each examinee if they have ever taken this examination or another NWS aviation test before. If an examination has been taken during the past two weeks, do NOT administer the examination.
- Make sure each answer sheet is properly completed. The name of the examinee will be printed as it will appear on the observing certificate. Test Series is either 2000(1), 2000(2), 2000(3), etc. Station name is to be complete. Four-letter station identifier is not sufficient, include the type (SAWRS, LAWRS, etc.), name, city, and state. If multiple locations or company wide, make sure this information is included. Make sure the “date” of the examination is complete. This is necessary as a record to determine when another examination may be administered.
- Persons taking the examinations will not be allowed assistance during the examination except to possibly clarify a question’s intent. The clarification must be accurate and not mislead the examinee. The discussion will be in such a manner not to divulge the answer. Discussion of the questions after the examination is not permitted. Remember, keep in mind the purpose of the examination is certification rather than training.
- Use multiple examinations when more than one person is being tested.
- Instruct the examinee to place a circle around the selected answer.
- The proctor will sign the answer sheet whether the examinee passed or failed.

Exhibit A-2. Proctor Instructions for Aviation Examinations.

8.2 NWS Examinations.

8.2.1 Certificate Qualification Statement. Unless an individual has demonstrated proficiency,

the examination will not be administered. A "Certificate Qualification Statement" (Exhibit A-3) from the employer is sufficient for this purpose. A certified observer may also sign the examinee answer sheet to indicate the demonstrated proficiency of the examinee is satisfactory. Demonstrated proficiency may also be made to the proctor if the proctor is certified. A copy of the "Certificate Qualification Statement" is included with each paper examination. Also see Section 8.2.8.

NATIONAL WEATHER SERVICE

Certificate Qualification Statement

The **CERTIFICATE QUALIFICATION STATEMENT** is completed when an applicant has satisfactorily demonstrated ability (to a certified observer) to properly take weather observations. The Certificate should be used by those individuals who will be taking the written examination at a location other than their own facility. The Certificate should be given to the proctor of the written certification examination. A certified observer's name and Weather Certificate Number is required if the supervisor is not the certified observer to whom the trainee demonstrated observer proficiency. The Certificate should be attached to the answer sheet by the proctor of the examination.

CERTIFICATE QUALIFICATION STATEMENT

_____ is under my supervision and is assigned to
(Print test applicant's name)
 take aviation weather observations at _____.
(Print test applicant's duty station)

He/she has demonstrated the ability to take and record accurate and timely weather observations. I consider him/her fully qualified to perform these duties.

(Supervisor's Signature and Date)

(Weather Certificate Number)

(Certified Observer's Name)

(Weather Certificate Number)

Failure to include the required name/signature and certificate number on this form will delay or may suspend issuing the applicant's "Certificate of Authority to take Weather Observations".

Exhibit A-3. Certification Qualification Statement.

8.2.2 Assure Proper Security. Administer the examination under close supervision to assure proper security. Do not allow copying or discussion of examination questions. A question may be discussed to clarify its intent. However, it is not appropriate to discuss questions in such a

manner to divulge answers. No person has the authority to say to the candidate that a particular question is inappropriate or that a question does not have to be answered. All examinations will be equally administered and persons retaking an examination must be given a different examination.

8.2.3 Closed Book. All examinations are to be taken closed book. Examinations will be completed in one sitting with a 2-hour time limit. Each answer sheet must be completed, including the date. The proctor will sign the answer sheet whether the examination is passed or failed. Scrap paper and a blank copy of MF1M-10 may be used during the examination.

8.2.4 Examinations Sent to an FAA Facility. Examinations sent to an FAA facility will be sent in two envelopes, one inside the other. The examination along with the blank answer sheet will be sealed in the inner envelope and marked "Facility Manager's Eyes Only." A cover memorandum (Exhibit A-4) will be included on the outside of the sealed envelope, detailing the duties and responsibilities of securing and administering the examination. The material must be administered within ten days of receipt.

MEMORANDUM FOR: Federal Aviation Administration

Facility Manager

FROM: {Insert Your Name and Title}

SUBJECT: Certification Examination Request

Attached is the requested weather certification examination to be administered under your personal supervision or under the personal supervision of your training officer. This material is administratively restricted. All examination material must be maintained in a secure location until it is mailed back to this office. The completed answer sheet may be copied but must be destroyed upon notification the original was received at this office.

The individual being tested is required to demonstrate an ability to take and record an accurate and timely observation prior to taking the examination. If the individual fails to demonstrate this ability, a written examination will not be administered until such time as additional training is given and another practical demonstration is administered and successfully completed.

Assistance of any type, other than clarifying the intent of a question, is not permitted during the examination. Discussion of questions after the examination is also not permitted. No reference to the agency's handbook (FAA Order 7900.5) is permitted. However, a blank observation form along with scratch paper is permissible. Instruct the applicant to circle the selected answers on the provided answer sheet. A set of proctor instructions is also included with each examination.

Once the examinations are complete, all examination material including scratch paper and scratch MF1M-10 forms will be returned to this office for grading. A certificate will be issued if the score is 80 percent or higher and the Examination Answer Sheet is properly completed. The examination date must be included on the answer sheet or a certificate will not be issued. If the examination cannot be administered within 10 days of receipt, you must return all the material or call this office to request an extension.

An enclosed "NWS Examination Custodian Statement" form is provided and must be signed and dated by you, the FAA Facility Manager. If the proctor of the examination does not hold a current weather certificate and there is not a weather certified Government employee available for the applicant to demonstrate observing ability, the contract weather supervisor or another contract observer may verify the applicant's ability to take a weather observation provided that person holds a valid weather certificate. The contract weather supervisor/observer will need to complete the "Certificate Qualification Statement" located at the bottom of the NWS Answer Sheet. The individual also needs to include his/her certificate number in the space provided below the "Title" block. Failure to provide the required signatures on the completed answer sheet and any other required form will delay or may suspend the certification process.

Exhibit A-4. Draft Memorandum to FAA Facility Manager.

8.2.5 FAA Returning Examination Material to the NWS. The manager or training officer at FAA facilities using NWS examination material must mail all material immediately after its administration, including the scratch paper and MF1M-10 form used during the examination along with the original answer sheet to the NWS office that issued the examination.

8.2.6 Securing the Examination Material at an FAA Facility. All examination material must be maintained in a secure location until it is mailed back to the issuing NWS office. The inner

envelope will remain sealed until immediately before the examination is administered. The completed answer sheet may be copied by the Facility Manager but must be maintained in a secure location and destroyed upon notification that the original answer sheet was received by the NWS. If testing is delayed beyond ten working days, all examination material must be returned in the original sealed inner envelope to the issuing NWS office. An extension beyond the ten working day period may be granted upon request.

8.2.7 Examination Custodian Statement. All examination material mailed to an FAA facility must include an "Examination Custodian Statement" (Exhibit A-5). The completed statement must be signed and returned with the completed examination material. The completed "Examination Custodian Statement" should be retained for at least one year. A copy of the "Examination Custodian Statement" is included with each paper examination.

NATIONAL WEATHER SERVICE

Examination Custodian Statement

The **EXAMINATION CUSTODIAN STATEMENT** is completed whenever weather certification examination material is mailed to a Federal Aviation Administration (FAA) facility.

EXAMINATION CUSTODIAN STATEMENT

I, _____, certify that the enclosed weather
(FAA Facility Manager's Name)
examination material was administratively restricted and controlled while in my
possession. At no time was the examination material ever compromised.

(FAA Facility Manager's Signature)

(Date)

Failure to include the required signature on this statement will delay or may suspend issuing the applicant's "Certificate of Authority to take Weather Observations".

Exhibit A-5. Examination Custodian Statement

8.2.8 FAA Facilities. Persons tested at FAA facilities must furnish proof they meet the vision requirements. If the FAA official proctoring the examination is also a current certified observer, then that person will also evaluate the candidate's ability to accurately take the requested type of observation. If the FAA official proctoring the examination is not a certified observer and there is not a weather certified Government employee available for the candidate to demonstrate his/her observing abilities, then the Contract Weather Supervisor or his/her designate may verify the candidate's ability to take a weather observation provided that person holds a valid weather certificate. The Contract Weather Supervisor or his/her designate will need to complete a "Certificate Qualification Statement" (Exhibit A-3).

The individual also needs to include his/her weather certificate number in the space provided.

9. Examination Grading and Results. Depending on regional requirements, an examination may be graded either at the regional headquarters or the WFO. If the grading is done at the WFO, then the DAPM, OPL or a HMT should be delegated this responsibility.
- a. No office employee has the authority to change answers on any examination for any reason. Questions and/or answers not consistent with Federal Meteorological Handbooks (FMH) or agencies' handbooks will be brought to the attention of NWS Headquarters, Offices of Climate, Water, and Weather Services, Observing Services Division (W/OS7) through or by the Regional office.
 - b. Examinations will be graded in a restricted area away from the candidate. Mark all incorrect answers in RED, double checking to ensure accuracy.
 - c. An 80 percent or higher score is a passing grade on all examinations. The candidate may be provided the results of the examination in terms of the number of missed questions and general area of needed improvement, but not the specific questions missed. Notify the candidate's supervisor or other designated official as soon as possible of the results (pass or fail only) of the written examination and status of the certification.
 - d. Once the candidate has completed and passed all certification requirements, the candidate may begin taking observations. The candidate does not have to wait for the actual certificate to arrive at the station.
10. Re-examination Frequency. Individuals who fail an examination must wait two weeks from the day they took the previous examination before another examination may be administered. After the second failure, it may be necessary to extend the time until administering the next examination beyond the minimum two-week period. Longer waiting periods will allow for additional training and study time. Discretion in determining the waiting period after a second failure will be left up to the office administering the examination, but must not be less than two weeks.
11. Disposition of Aviation Examination Answer Sheets. All original answer sheets will be retained by the Regional Headquarters for five years, in accordance with the National Oceanic and Atmospheric Administration (NOAA) Records Disposition Handbook, chapter 100-12. Tower Visibility answer sheets will be returned to the MIC NWS, W/SR64 at the FAA Academy.
12. WS Form 10-13-1 or WS Form 10-13-2. WS Form 10-13-1, "Certificate of Authority to Take Weather Observations," (Exhibit A-6) or WS Form 10-13-2, "Certificate of Authority to Take Tower Visibility Observations," (Exhibit A-8) for visibility observations will be issued to those persons authorized to take weather observations. The field supervisor will keep all certificates readily available for inspection.

	U.S. DEPARTMENT OF COMMERCE National Oceanic and Atmospheric Administration National Weather Service	Certificate No. _____ Date _____
	<h1>Certificate of Authority</h1> <p>to take</p> <h1>Weather Observations</h1>	
<p><i>This is to certify that</i> <i>is qualified and authorized to take weather</i> <i>observations subject to the conditions stated in</i> <i>the National Weather Service Policy Directives.</i></p>		
_____ Regional Director	 _____ Assistant Administrator for Weather Services	

Exhibit A-6. Certificate of Authority to Take Weather Observations, WS Form 10-13-1 (Front)

13. Certification Endorsements. The endorsement for the locations and type(s) of observations the observer is qualified to take (e.g., Aviation, Upper Air, and Synoptic) will be annotated on the back of WS Form 10-13-1 (Exhibit A-7). Initial issuance of the WS Form 10-13-1 will be endorsed by the Regional Headquarters. Additional endorsements required to document the individual's certificate during an inspection may be accomplished by the supervising WFO at the discretion of the Regional office and provided the Regional Headquarters is notified of the changes. The supervisor at the local observing site is responsible for notifying the supervising WFO or Regional Headquarters when there is a change in location of certified weather personnel. The local supervisor or contractor has 45 calendar days from an employee's arrival or departure date to notify the NWS; otherwise the certificate becomes lapsed. An observer with a lapsed certificate cannot take official weather observations until the certificate is reinstated. Failure to notify the NWS within 90 calendar days from an employee's arrival or departure will result in the cancellation of the observer's certificate. Canceled certificates should be returned to Regional Headquarters. Canceled certificates due to termination of employment may be reinstated provided the time period between employment is less than 90 days, and the observer has demonstrated observation proficiency at the new location. If the observer meets these two requirements, the supervisor will validate the information in a letter to the supervising NWS Office and request a certificate.

IMPORTANT:

1. A certificate shall remain valid provided:
 - a. The observer maintains proficiency.
 - b. The observer takes, encodes, and records on the official station log the type of observation for which the certificate is valid and with the frequency stated in NWSI 10-1304.
 - c. The observer possesses the visual acuity required by NWSI 10-1304.
 - d. The field supervisor requests revalidation or recertification within 45 days of change of station.
2. Failure to comply with the above automatically causes the certificate to lapse. An individual cannot take an official weather observation with a lapsed certificate.
3. A certificate is cancelled if lapsed for 90 consecutive days.

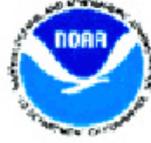
CERTIFICATES MUST BE READILY ACCESSIBLE FOR INSPECTION AT ALL TIMES.

DATE	LOCATIONS	TYPE OF OBSERVATIONS	INITIALS	DATE	LOCATIONS	TYPE OF OBSERVATIONS	INITIALS

WS FORM 10-13-1

Exhibit A-7. Certificate of Authority to Take Weather Observations, WS Form 10-13-1 (Back)

UNITED STATES OF AMERICA -- DEPARTMENT OF COMMERCE



CERTIFICATE OF AUTHORITY TO TAKE TOWER VISIBILITY OBSERVATIONS

Name: Grade:
ATCT Facility: Completion Date:
Certificate Number:

This document certifies that

is qualified and authorized to take tower visibility observations subject to the conditions stated in the National Weather Service Operations and Services Manual.

Date of Issuance: MIC NWS FAA Academy

CERTIFICATE OF AUTHORITY

IMPORTANT:

- 1. A certificate shall remain valid provided:
a. The observer maintains proficiency as outlined in NWSI 10-1304.
b. The field supervisor requests revalidation or recertification within 45 days of change of station.
2. Failure to comply with the above automatically causes the certificate to lapse. An individual cannot take an official tower visibility observation with a lapsed certificate.
3. A certificate is cancelled if lapsed for 90 consecutive days.
4. Local training shall be conducted in accordance with NOAA/FAA Agreement.

Facility Manager

Date

By signing this form, the Facility Manager certifies that the above named person has demonstrated knowledge and techniques that are sufficient to warrant being certified to take tower visibility observations as prescribed by National Weather Service Instruction 10-1304.

WS Form 10-13-2 supersedes version 6/99 (version 07/05)

14. Proficiency Quality Control. Any person holding an observing certificate issued by the NWS to take official weather observations may be asked at any time to demonstrate proficiency in taking the type of observations for which certified.

- a. Any NWS or FAA inspector or facility manager/supervisor is authorized to make such a request.
- b. An NWS inspector may perform proficiency checks of any observer at any location.
- c. Contract supervisors may perform proficiency checks at their respective facilities only.
- d. Authority to temporarily suspend an observer's certificate due to poor performance and/or threat to aviation safety may be granted to non-NWS inspectors provided they first discuss the situation with the supervising WFO. If the supervising WFO concurs with the recommendation, then the non-NWS inspector may temporarily suspend the observer's certificate, placing the certificate in a lapsed state. An observer with a lapsed certificate may not take official weather observations.

15. Maintaining Proficiency. Certified observers must maintain proficiency and demonstrate recency of experience in their assigned duties as listed below.

- a. Aviation (NWS and FAA) and LAWRS. An observer will take at least one complete weather observation every 60 days. Observers signed-on to an automated observing system satisfy this requirement. LAWRS observers unable to sign-on to an automated observing system must take and record at least five practice observations each month on NWS Form MF1M-10C. Practice observations are not mailed to the National Climatic Data Center (NCDC).
- b. Non-Federal Observations (NF-Obs). Observers performing air traffic controller responsibilities will take at least one complete weather observation every 60 days. Observers signed-on to an automated observing system satisfy this requirement. NF-Obs observers not performing air traffic controller responsibilities will follow the same requirements for SAWRS.
- c. Supplementary Aviation Weather Observations (SAWRS, BSAWRS, SAWRS-II). Each certified observer must take and record at least five complete weather observations (official or practice) each month on NWS Form MF1M-10C. Practice observations will be on a separate MF1M-10C from official observations. Practice observations are not mailed to the NCDC.
- d. Upper Air Observations. An observer will take at least one complete upper air observation every 120 days.
- e. Tower Visibility Observations. All FAA personnel certified for visibility observations must receive at least annual refresher training in visibility reporting

procedures.

16. FAA Computer-Based Instruction (CBI). The CBI platform may be used by FAA employees, FAA Contract employees and resources permitting by other non-government employees, e.g., SAWRS cooperator employees. The use of the CBI platform by an individual is dependent on FAA policy. The candidate will complete the CBI program in accordance with FAA directives. Contract managers who have the CBI at their facility are to proctor the CBI examination and follow the same procedures as if the CBI examination was administered at an FAA facility. Once completed, the Facility Manager will send a letter to regional headquarters or the supervising NWS office depending on regional requirements requesting an observing certificate. The request must have the following information:

- a. Facility name and the four-letter identifier.
- b. Student's name as it should appear on the certificate.
- c. The score from the examination that is included in the CBI printout.
- d. The total number of training hours spent before the examination was taken.
- e. The computerized hard copy record of the training and testing of each individual (separate printout for each individual - refer to Exhibits A-9 and A-10). Options: A paper printout of the information or an ASCII text file with the above information on disk. (Note: No certificate will be issued without the above information.)
- f. A "Certificate Qualification Statement" (Exhibit A-3) should be completed and signed by the facility manager. If the facility manager is a certified observer, he/she must include his/her weather certificate number in the space provided. If the facility manager is not a certified observer, the statement must include the signature and weather certificate number of a current certified observer. (Note: A copy of the "Certificate Qualification Statement" is provided with each manual examination. Although it was designed to be used for manual examinations, it may be used and revised locally to be used for CBI testing. No certificate will be issued without the required documentation, signature/s, and weather certificate number.) If the "Certificate Qualification Statement" (Exhibit A-3) is not available at an FAA facility using the CBI, a written statement from the facility manager containing the same "Certificate Qualification Statement" information is acceptable.

57511M: [OBSERVER'S NAME]

3/24/98, 6:15 pm

	Status	Score	Date Completed	Time Completed	Last Date of Access
<input type="checkbox"/> LAWRS	<input type="checkbox"/>				3/24/98
<input type="checkbox"/> LAWRS	<input checked="" type="checkbox"/>	41 of 100	3/24/98	5:33 pm	3/24/98
<input checked="" type="checkbox"/> Course Overview	<input checked="" type="checkbox"/>		3/19/98	2:34 pm	3/19/98
<input checked="" type="checkbox"/> Know the proper proce	<input checked="" type="checkbox"/>		3/21/98	12:03 pm	
<input checked="" type="checkbox"/> Introduction to the MF	<input checked="" type="checkbox"/>		3/19/98	3:07 pm	3/19/98
<input checked="" type="checkbox"/> Encode wind on the M	<input checked="" type="checkbox"/>		3/19/98	3:39 pm	
<input checked="" type="checkbox"/> Wind	<input checked="" type="checkbox"/>		3/19/98	3:39 pm	3/19/98
<input checked="" type="checkbox"/> Encode Visibility on th	<input checked="" type="checkbox"/>		3/20/98	11:51 am	
<input checked="" type="checkbox"/> Visibility	<input checked="" type="checkbox"/>		3/20/98	11:51 am	3/20/98
<input checked="" type="checkbox"/> Encode present weath	<input checked="" type="checkbox"/>		3/20/98	1:41 pm	
<input checked="" type="checkbox"/> Present Weather	<input checked="" type="checkbox"/>		3/20/98	1:41 pm	3/20/98
<input checked="" type="checkbox"/> Enter Sky Condition on	<input checked="" type="checkbox"/>		3/20/98	2:38 pm	
<input type="checkbox"/> Sky Condition	<input checked="" type="checkbox"/>		3/20/98	2:38 pm	3/20/98
<input checked="" type="checkbox"/> Determining Sky Co	<input checked="" type="checkbox"/>		3/20/98	2:09 pm	3/20/98
<input checked="" type="checkbox"/> Encoding Sky Condi	<input checked="" type="checkbox"/>		3/20/98	2:38 pm	3/20/98
<input checked="" type="checkbox"/> Encode temperature a	<input checked="" type="checkbox"/>		3/20/98	2:53 pm	
<input checked="" type="checkbox"/> Temperature / Dew Po	<input checked="" type="checkbox"/>		3/20/98	2:53 pm	3/20/98
<input checked="" type="checkbox"/> Encode pressure on th	<input checked="" type="checkbox"/>		3/20/98	3:00 pm	
<input checked="" type="checkbox"/> Pressure	<input checked="" type="checkbox"/>		3/20/98	3:00 pm	3/20/98
<input checked="" type="checkbox"/> Encode remarks on th	<input checked="" type="checkbox"/>		3/21/98	12:03 pm	
<input checked="" type="checkbox"/> Remarks	<input checked="" type="checkbox"/>		3/21/98	12:03 pm	3/21/98
<input checked="" type="checkbox"/> Practice Exercise	<input checked="" type="checkbox"/>		3/24/98	1:15 pm	3/24/98
<input type="checkbox"/> Review Test	<input checked="" type="checkbox"/>		3/24/98	2:06 pm	3/24/98
<input checked="" type="checkbox"/> Review Test Part 1	<input checked="" type="checkbox"/>		3/24/98	1:33 pm	3/24/98
<input checked="" type="checkbox"/> Review Test Part 2	<input checked="" type="checkbox"/>		3/24/98	1:57 pm	3/24/98
<input checked="" type="checkbox"/> NWS LAWRS Certifica	<input checked="" type="checkbox"/>	82 of 100	3/24/98	5:33 pm	3/24/98

Exhibit A-9. CBI Hard Copy Record of Training and Testing (1 of 2).

57511M: [OBSERVER'S NAME]

3/24/98, 6:15 pm

	Last Time of Access	Number of Accesses	Total Time [min]	Pass
<input type="checkbox"/> LAWRS	6:10 pm	1	0	
<input type="checkbox"/> LAWRS	5:33 pm	23	733	
<input checked="" type="checkbox"/> Course Overview	2:34 pm	1	3	
<input type="radio"/> Know the proper proce			0	
<input checked="" type="checkbox"/> Introduction to the MF	3:07 pm	1	33	
<input type="radio"/> Encode wind on the M			0	
<input checked="" type="checkbox"/> Wind	3:39 pm	1	31	
<input type="radio"/> Encode Visibility on th			0	
<input checked="" type="checkbox"/> Visibility	11:51 am	4	102	
<input type="radio"/> Encode present weath			0	
<input checked="" type="checkbox"/> Present Weather	1:41 pm	2	66	
<input type="radio"/> Enter Sky Condition on			0	
<input type="checkbox"/> Sky Condition	2:38 pm	2	57	
<input checked="" type="checkbox"/> Determining Sky Co	2:09 pm	1	27	
<input checked="" type="checkbox"/> Encoding Sky Condi	2:38 pm	1	29	
<input type="radio"/> Encode temperature a			0	
<input checked="" type="checkbox"/> Temperature / Dew Po	2:53 pm	1	6	
<input type="radio"/> Encode pressure on th			0	
<input checked="" type="checkbox"/> Pressure	3:00 pm	1	7	
<input type="radio"/> Encode remarks on th			0	
<input checked="" type="checkbox"/> Remarks	12:03 pm	1	18	
<input checked="" type="checkbox"/> Practice Exercise	1:15 pm	2	105	
<input type="checkbox"/> Review Test	2:06 pm	6	50	
<input checked="" type="checkbox"/> Review Test Part 1	1:48 pm	4	32	
<input checked="" type="checkbox"/> Review Test Part 2	2:06 pm	2	17	
<input checked="" type="checkbox"/> NWS LAWRS Certifica	6:10 pm	1	205	

Exhibit A-10. CBI Hard Copy Record of Training and Testing (2 of 2).

17. Certification Terms.

17.1 Lapsed Certificate. A lapsed certificate is a temporary suspension of the certificate's validity caused by failure to revalidate the certificate upon transfer, failure to maintain recency of experience, or poor observer performance. A lapsed certificate may be reinstated by the local supervising WFO whenever the conditions causing the temporary suspension have been corrected. The determination that the observer has corrected the deficiencies causing the certificate to lapse may be based on a personal evaluation of the observer's abilities to take an observation by a certified NWS employee or a signed written recommendation from the observer's immediate supervisor stating actions taken to clear the deficiencies (i.e., number of additional training hours, number of observations taken with a certified trainer including the

trainer's certificate number, etc.) The immediate supervisor may document the reinstatement on the back of the certificate or in the FAA training record for tower visibility. An observer with a lapsed certificate may not take official weather observations.

17.2 Canceled Certificates. Canceling certificates revokes their validity. Certificates are canceled when:

- a. Observers transfer from the jurisdiction of the issuing authority.
- b. Observers terminate employment and are not re-employed as observers within 90 consecutive days.
- c. A certificate has lapsed for 90 consecutive days.
- d. An observer fails to maintain the certification qualifications stated in this instruction.

17.3 Validation. These are administrative actions designed for use by the issuing authorities to ensure only qualified individuals are assigned official observing duties. Types of validation actions are:

- a. Validation upon transfer provides the field supervisor the means to evaluate the job proficiency of newly assigned observers and provides the issuing authority the means to account for certificates. Validation must be completed within 45 consecutive days from an employee's arrival date at the new duty station, otherwise the certificate lapses.
- b. Special validation ensures that observers maintain recency of experience. Whenever issuing authorities determine that a special review of new weather reporting procedures or refresher training is needed, they may institute a special validation action for personnel in their area. This validation will be documented as directed by the issuing authority.
- c. Validation for multiple locations certifies relief observers, mobile observers, and special project observers for a group of stations or for all company locations. The certificate may be validated for several types of observations provided the observer is so qualified.
- d. Annual validation applies to FAA personnel certified to take tower visibility observations. FAA field supervisors will provide at least annual refresher training in visibility procedures to all certified observers. Records of annual validations will be documented in the individual's training record.

18. Certificate Accountability. NWS Regions and the NWS office at the FAA Academy will establish a system to account for each certificate issued.

18.1 Contents. Minimally, the accountability system will include:

- a. Name of holder,
- b. Type(s) of observation(s) for which certified,
- c. Location(s) for which certified,
- d. Assigned certificate number and,
- e. Date of issue.

18.2 Certificate Numbers. Whenever possible, number the certificates consecutively using the block of numbers listed below. The NWS office at the FAA Academy may establish its own numbering system for Visibility-Only certificates if so desired. Once a number has been used, do not repeat it on any subsequent certificates. If additional numbers are needed, prefix a "1" before the block assignment. Example: Eastern Region 110,000, 110,001....

Eastern Region	Numbers 10,000 through 19,999
Southern Region	Numbers 20,000 through 29,999
Central Region	Numbers 30,000 through 39,999
Western Region	Numbers 40,000 through 49,999
Alaska Region	Numbers 50,000 through 59,999
Pacific Region	Numbers 60,000 through 69,999

18.3 Transfers. Upon transfer to a new duty station, an observer's certificate lapses after 45 days from arrival unless the certificate is validated by the issuing authority to include the new station. To avoid any delays in validation, transferee's certificates should either be hand carried or promptly mailed to the field supervisor of the new duty station. The field supervisor at the new duty station should ensure that the transferee meets the qualifications in Section 4 of this attachment before requesting validation from the issuing authority serving his/her station. A memorandum or e-mail may be used for this purpose. The field supervisor should retain a duplicate copy on station to serve as temporary certification authority until the action is completed. If the transfer involves different issuing authorities, i.e., transfer between NWS regions, then a new certificate will be issued and the old certificate will be returned to the originator for cancellation.

18.3.1 FAA Transfers of Certified Observers to Tower Visibility Stations. If the transferee holds a tower, LAWRS, or aviation weather observer's certificate, it must be reissued or validated to include the new station within 45 days of arrival.

- a. Validation of observer certificates to take Tower Visibility observations is the responsibility of the transferee's new supervisor. The new supervisor will ensure that the transferee meets the qualifications in paragraph 4 of this appendix to NWSI 10-1304 before certifying the transferee is proficient to take tower visibility observations at the new station.
- b. As transfers occur, certificates will be reissued on WS Form 10-13-2 (Tower

Visibility Observations).

- c. If the transferee's certificate is on a WS Form B-19, WS Form B-61-1, WS Form B-61-2, WS Form 10-13-1, WS Form 10-13-2, or AC 3000-36, then the new supervisor will forward the certificate to the MIC of the NWS Office at the FAA Academy. The NWS office at the FAA Academy will issue a Tower Visibility Observation Certificate for the new station on WS Form 10-13-2, return the WS Form 10-13-1, WS Form B-61-1, or WS Form B-19 to the NWS issuing office for cancellation, and update the Tower Visibility Observation Certification database.

18.3.2 Validating WS Form 10-13-2. After the transferee has demonstrated Tower Visibility Observation proficiency at the new station, the new supervisor will certify this fact by:

- a. signing and dating the lower half of WS Form 10-13-2 which validates the Tower Visibility Observing certificate,
- b. entering this proficiency certification information in the appropriate section of the transferee's training file,
- c. filing the validated Tower Visibility Observing Certificate in the employee's training file, and
- d. annually validating the Tower Visibility Observation Certificate in accordance with section 20.3d. of this attachment.

18.3.3 FAA Transfers of Non-Certified Observers to Tower Visibility Stations. There are two groups of non-certified employees: (1) trainees from the FAA Academy who passed the tower visibility certification examination in residence, and (2) employees who need to pass the certification examination as part of the qualifications.

- a. For trainees who passed the Tower Visibility Certification examination administered by the NWS at the FAA Academy, WS Form 10-13-2 will be sent to the field facility from the NWS Office at the FAA Academy. The WS Form 10-13-2 will be validated in accordance with the procedures described in section 21.3.2 of this attachment.
- b. For trainees who need to pass the Tower Visibility Certification examination, the trainee's supervisor will request a certification examination from the MIC of the NWS Office at the FAA Academy. When the individual attains a passing score, WS Form 10-13-2 will be sent to the field facility from the NWS Office at the FAA Academy. The WS Form 10-13-2 will be validated in accordance with the procedures described in section 18.3.2 of this NWSI attachment.

Note: If the trainee did not pass the examination administered by the NWS Office at the FAA Academy as part of a resident course, the procedures are the same as any other non-certified employee who needs to pass the Tower Visibility Certification examination.

18.4 Retirements, Resignations, and Dismissals. When a certified weather observer terminates his/her employment as an observer, the field supervisor will annotate the observer certificate with the reason employment was terminated and the effective date of termination. The annotated certificate will be returned to the issuing authority for cancellation.

18.5 Record of Canceled Certificates. Unless litigation is pending for which an observer's certificate may be required, the issuing authority will retain a record of canceled certificates for two years before destroying the record. In the event of litigation, the certificate or record will be retained for an additional two years after the completion of the litigation before it is destroyed.

19. Station Assignment Certification. In general, the observer's certificate is only valid within the region that issued the certificate. However, to meet the flexibility requirements of weather cooperators and/or contractors who have relief or mobile (i.e., Rover) observers, each region will honor and accept, as valid certificates, observing certificates issued outside the region provided the certificate is current and proper notification is given. The company or contractor must submit through the supervising WFO a semi-annual notification letter to the Regional Headquarters in January and July identifying those observers whose duties include relief weather observing duties at other company location/s. The letter will include individual names, certificate numbers, and locations where the observers will be working. Interim additions and/or deletions to the company's "Rover" list will require follow-up notification, as necessary, to keep the regional headquarters up to date on the status of these observers. Proper written notification from a company or contractor will prevent unintended decertification of their "Rover" observers.

Properly documented "Rover" observers will be issued two certificates, each having the same certificate number. The certificate the "Rover" carries to the relief location will be clearly marked as "Rover Duplicate" below the certificate number on the front side of WS Form 10-13-1. The currency requirements for these observers remain unchanged.

20. FAA Approval. These procedures have been reviewed and approved by the FAA.