

**NATIONAL WEATHER SERVICE INSTRUCTION 10-1805
JANUARY 05, 2017**

Operations and Services

National Public Information Statements and Service Change Notices

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

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SUMMARY OF REVISIONS: This instruction supersedes the previous version of NWSI 10-1805, “*National Service Change and Technical Implementation Notices*”, dated November 9, 2011. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015.

The following significant changes were made in this issuance:

1. Combined Technical Implementation Notices (TIN) with Service Change Notices (SCNs) to reduce confusion; the difference between TINs and SCN was arbitrary and had more to do with tradition than logic. Page 5, Section 2.
2. Changed name of Instruction to reflect deleting TINs.
3. Added numbering to the Public Information Statement (PNS) category to help users find notices. Page 12, section 7.1.a.
4. Simplified Table 1 from 18 categories to 4 categories; the new categories are based on lead time rather than type of change; all items in the 18 categories are still included but as bullets related to lead time; no lead time changes to Table 1. Page 8-9, Table 1.
5. Combined Amendment and Correction notation into one category known as Updates. Appendix B, Page B-1, Section Updated Notices.

Signed _____

Andrew D. Stern

Director

Analyze, Forecast and Support Office

December 22, 2016 _____

Date

National Public Information Statements and Service Change Notices

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1 Purpose

This instruction provides standardized procedures for notifying National Oceanic and Atmospheric Administration's (NOAA's) National Weather Service (NWS) employees, partners and other users of new, enhanced, or discontinued products and services through national Public Information Statements (PNSs) and Service Change Notices (SCNs). Note: The SCN is one category of PNS.

Before sending a PNS / SCN, ensure you are aware of the provisions of the following NWS Directives explaining additional procedures for implementing new products or changing or discontinuing existing products:

- NWS Policy Directive (PD) 1-10: [Managing the Provision of Environmental Information](#)
- NWS Instruction (NWSI) 10-102: [New or Enhanced Products and Services](#)

This instruction complements actions of the following NWS offices that also review or notify users of product changes as follows:

- Data Review Group (DRG) reviews, assesses, and adjudicates data product changes on NWS communication networks under configuration management control (Appendix E: [NWSI 10-101, Change Management Process](#)).
- National Centers for Environmental Prediction (NCEP) Central Operations (NCO) sends [Data Management Notices](#).
- Office of Science and Technology Integration (STI) conducts the review and approval process specified in [NWSI 80-5 Science Review and Approval](#).
- Office of Chief Operating Officer (COO) Policy Staff oversees requirements for public notification of proposed changes to NWS information services: [NWSI 1-1001, Tracking and Public Notification of Proposed Changes to NWS Information Services](#) and product / service terminations: [NWSI 1-1002, Termination of NWS Information Services](#).
- Weather Forecast Offices (WFOs) and Regional Headquarters (RH) send local and regional PNSs: [NWSI 10-501, WFO Statements, Summaries, Tables Products Specifications](#).

This instruction applies to web-based or file transfer protocol (FTP) products if they constitute a substantial service change. Routine web updates are not substantial service changes. The introduction, change or discontinuation of a major web-based product or service constitutes a substantial service change and requires a notice. Examples of substantial changes include introduction of the Tropical Cyclone Storm Surge graphic and a web-based product or removal of National Center Model Analysis and Forecast Webpage. For guidance on what is considered a substantial change, see [NWSPD1-10](#).

1.1 Mission Connection

These official notices are a vital link between the NWS, our partners and other users. The notices also reflect the NWS commitment to service because they provide a mechanism for users to suggest improvements to new services or to object to proposed service termination. Timely notification of new, revised or discontinued products and services supports one of the NWS'

guiding principles from NOAA's Policy on Partnerships in the Provision of Environmental Information, and is reinforced in the NWS Strategic Plan: "We remain committed to open dialogue every time we propose specific changes in our products and services."

To adhere to NOAA's partnership policy, NWS continually works with its partners and other users to improve services, give affected parties an opportunity to express their views when NWS proposes a substantial change to these services (see [NWSPD 1-10](#)), and provide adequate, advance lead time (see [Table 1](#)) before the change is implemented.

2 Types of Notices

2.1 National Service Change Notices (SCNs)

National SCNs explain proposed, new, enhanced or discontinued products. National SCNs are issued for the following purposes:

- Adding ([NWSI 10-102](#)) or terminating ([NWSI 1-1002](#)) a national product.
- Changing service area responsibility.
- Changing or moving organizational names or structures.
- Changing frequency of issuance and schedules of national products.
- Making changes to zone or County Universal Geographic Codes (UGC) such as renumbering, renaming, reconfiguring NWS zones and creating or deleting a county, parish or independent city zone.
- Revising or implementing other official data code formats or codes such as the Valid Time Event Code (VTEC).
- Changing NCEP models or their output distributed via official NWS dissemination systems.
- Changing Meteorological Development Laboratory (MDL) statistical guidance products distributed via official NWS dissemination systems.
- Changing hourly or more frequently transmitted weather observation data and products.
- Changing system configuration, such as the NOAA Weather Wire Service (NWWS).
- Substantial changes to web products.
- Proposing experimental products.
- Discontinuing products.
- Making other substantial changes to products or services ([NWSI 10-102](#)).

2.2 Regional or Local SCNs and PNSs

Changes to regional and local products, as defined in [NWSI 10-102](#), are coordinated with regional and local partners and other users. A RH or WFO may introduce, or change, regional or local operational products and data. Dissemination is confined to local partners, such as emergency managers, through systems such as the Local Data Acquisition and Dissemination (LDAD) capability in the Advanced Weather Interactive Processing System (AWIPS). Termination of regional or local products should follow the process defined in [NWSI 1-1002](#). The RH determines procedures for these changes. The changes are announced via a local SCN or PNS as specified in the following instructions:

- [NWSI 10-501, WFO Statements, Summaries, Tables Products Specification.](#)
- [NWSI 10-1701, Text Product Formats and Codes.](#)

The format and style of a regional or local PNS / SCN should be consistent with those of the national notices. Regional or local changes are coordinated with the appropriate NWS Headquarters (NWSH) service program manager(s). Termination of regional or local products / services follows the process defined in [NWSI 1-1002](#). Procedures for changing regional or local products are defined in [NWSI 10-102](#).

2.3 National Public Information Statements (PNSs)

National PNSs introduce experimental products and request comments, or announce awareness weeks and present significant documents that require no action from users.

2.4 National Administrative Notice for NWWS and EMWIN

These notices alert NWWS or Emergency Managers Weather Information Network (EMWIN) subscribers of changes to these services or systems, or provide information specific to these subscribers.

3 Authority for Issuing a National PNS / SCN

[Appendix A](#) lists the NWSH branches and divisions with authority to coordinate a national notice and provides a webpage listing notification focal points. Activities related to a PNS / SCN may be delegated to a focal point or to a RH, NCEP, or National Water Center (NWC) designee. Focal points should have a backup.

3.1 Actions Before Drafting SCNs

An NWSH branch or division chief is responsible for ensuring the following actions are completed properly. Individual actions may be accomplished by his / her designee:

- Provide a public comment and review process for any proposed substantial change to NWS information services. This includes changes to products produced on AWIPS or changes to NWS dissemination systems. See [NWSPD 1-10](#) and its instructions.
- Clear proposed changes to scientific and technical support procedures and output, including numerical modeling and statistical output, through STI's science review and approval process as described in [NWPD 80-5](#).
- Coordinate associated AWIPS or other software changes with the Office of Central Processing (OCP). Inform OCP of any new products or product format changes that impact AWIPS formatters or other software and set a date for AWIPS changes before determining the effective date of the SCN. Coordination with OCP is done through the AWIPS liaison(s) in NWSH offices.
- If necessary, complete the Data Product Request for Change (RC) process with the DRG as described in [NWSI 10-101](#). Submit DRG RCs to add, delete, or revise World Meteorological Organization (WMO) headers and AWIPS identifiers, and for changes to distribution of products on NOAAPORT, AWIPS, NWWS, EMWIN, the NWS Telecommunications Gateway and other NWS systems under configuration management. The approved DRG RC and Change Notices allow NWS data managers to add and delete WMO headers and AWIPS identifiers associated with service changes.

- After DRG approval, NWS issues AWIPS / NOAAPORT, NWS, and EMWIN Change Notices regarding product header and identifier additions, deletions or changes. These notices are for data managers and do not detail the service aspects of the change. DRG Change Notices are not a substitute for SCNs.
- If appropriate, coordinate a press release or conference with the NWS Office of Public Affairs before sending the [Analyze, Forecast and Support \(AFS\) National Coordinator](#) an SCN (see Section 6). As appropriate, account for NWS field office or National Center workload, training requirements, and consult with the Office of General Counsel, Weather, Satellites and Research Section (GCWSR) and the NWS Employees Organization (NWSEO).

4 Advance Lead Time for National SCN

The NWSH branch or division chief coordinating the notice is responsible for ensuring adequate lead time between issuing the national SCN and the effective date of the change per [Table 1: Required Minimum Lead Times for Various Types of National SCNs](#). Meeting lead time requirements helps ensure users of NWS products and services have enough time to modify, test, and field changes to software and systems for their users before the change takes effect. [Table 1](#) shows the *minimum* advance lead time for different types of SCNs, as agreed to with NWS partners.

In addition to the SCN, users should be given access to all materials required to implement the change within the lead time in [Table 1](#). Examples include:

- Explicit list of affected product headers.
- Sample product format showing the changes or complete examples of new products. Product examples are identical to those to be implemented on the effective date.
- Shapefiles for geographic changes.
- Other documentation such as a description of how to interpret data.

With the exception of the sample product, this information may be included in the notice or posted to a web page with a link in the notice.

Because of the service change, it may be necessary to update official NWS Policy Directive(s) or Procedural Directive(s). The Directive(s) change should be effective on a date as close as possible to the service change implementation date.

For changes not listed in [Table 1](#), NWS service program managers should consult with a broad cross section of affected user groups to determine the impacts and set an advance lead time that accommodates these impacts. After determining the lead time, the NWSH branch or division chief responsible should notify the [AFS Notification Coordinator](#) so changes can be made to [Table 1](#) in future updates.

The implementation date should not be a weekend or holiday, nor should it occur the day immediately before or after a weekend or holiday. This restriction increases the likelihood that the relevant NWS service program manager(s) and affected users will be available to resolve problems that may arise on the implementation date.

When implementation of a change is driven by critical operational requirements, give as much advance notice as possible. Critical operational requirements take precedence over the provisions of this instruction. This precedence particularly applies to guidance products. In cases where schedule uncertainty exists, a planned effective date may be “on or after (date).”

When a change included in a notice does not occur on or after seven (7) calendar days of the stated effective date, send an updated notice with a new effective date. If a new date has not yet been determined, send a notice to update users of that fact ([Appendix C](#) provides sample).

If format, sample product, shapefile, or documentation changes *after* NWS has issued the SCN, send an updated SCN. The National Coordinator reviews the updated notice to determine if the effective date needs to be adjusted.

4.1 Waiver of Advance Lead Time

If the NWS office generating the SCN cannot meet the minimum advance lead time required in [Table 1](#) and the change is not a critical operational requirement, the responsible NWSH branch or division chief or focal point requests a waiver ([Appendix E](#) provides a sample waiver request). The waiver request is first sent to the Notification Coordinator, who provides it to the AFS Office Director for approval / disapproval. A waiver request includes the following:

1. The number of days of advance lead time required by [Table 1](#).
2. The number of days of advance lead time to be given (calculate based on notice assumption that AFS Director’s approval takes two (2) business days).
3. The reason why a waiver is justified. State how the waiver benefits partners and users. A waiver should not be requested because an NWS office was short staffed, unaware of the deadline, etc. For internal issues such as those, the effective date should be moved back rather than requesting a waiver.
4. The proposed waiver language that appears in the SCN.

Example of waiver language to be inserted into the SCN:

The effective date of this change is sooner than specified by NWS Instruction 10-1805. The reduction of the normal advance lead time was approved because this change was recently requested by local users and minimal changes to software are necessary.

Table 1: Required Minimum Lead Times for Various Types of National SCNs

NWS provides as much advance notice as possible for changes driven by critical operational requirements; however, critical requirements take precedence over this instruction. This operational requirements precedence is particularly applicable to guidance products.

Announcement of national awareness weeks, major NWS documents and related informational topics are not service changes but may be sent to users as a PNS. [See NWSI 10-102](#) for information about new and enhance products and services. Prior to issuing a SCN to announce a new, substantial modification, or termination of an NWS information service, a public comment / review period is required, per [NWSPD1-10](#) and [NWSI 10-102](#).

Type of Change
<p>Category 1: Proposed change requiring no action by users. No lead time required, however, provide as much advance notice as possible.</p> <p>Substantial service change, new product or URL that does not require any action from users but for which NWS want to provide special emphasis. This category may be subject to requirement for public comment. See NWSPD 1-10, NWSI 10-102.</p>
<p>Category 2: Minor change. Minimum 30 days, or start of applicable weather season.</p> <ul style="list-style-type: none"> • Discontinue experimental product or convert experimental product to operational status. Refer to NWSI 10-102. • Change product issuance time, frequency of issuance, or schedule. • Introduce or change product agreed to at a user’s conference. Change to take effect beginning of specific weather season, such as tropical weather, fire, winter. New products or substantial changes will be issued on an experimental basis pending public comment / review, per NWSI 10-102. • Minor change to weather forecast (e.g., fire, public, marine, etc.) zone or county boundary that does not affect text products and only requires users to download required shapefile: e.g., change involving modifications to limited number of grid points. • Remove, discontinue or delete a product from one or a limited number of offices. The replacement product will be identified where applicable. • Notify about planned site, communication or computer system outages that would impact ability to invoke full back-up operations. • Implement new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance involving output format or content, issuance time, frequency of issuance, or issuance schedule. • Change Terminal Aerodrome Forecast (TAF) service from part time to full time with no changes to communications systems or TAF collectives. • Change Web-based products that do NOT affect parsing or automated downloading of observations, forecasts, or metadata (e.g., significant change to Web pages, including, but not limited to, adding a new Web page, moving or removing a Web page, etc.).

Category 3: Moderate Change. Minimum 75 days lead time required.

Significant change to product format or content for a text product having a highly-defined structure and information format, often involving section or paragraph headers in a fixed order, for which users parse for exact text strings. Significant addition, change or deletion to:

- Terminal Aerodrome Forecast (TAF).
- One or more communication identifiers such as WMO headers.
- WMO or NWS standards, such as changing the 4-letter issuing office identifier in the WMO header.
- Product type, existing class of communication identifier, at all or most offices, e.g., FLUS4i, radar, CCCC, where CCCC is the 4-letter issuing office identifier or adding an NCEP / MDL product with new WMO header.
- Communication identifier which includes a new four-letter issuing office (e.g., WFO) identifier not previously documented.
- Product format or content, which affects the automated parsing of one or more products.
- Operational code types, e.g., county or zone UGC code, marine zone UGC code, VTEC.
- Standard Hydrometeorological Exchange Format (SHEF) code that affects information decoded by partners and other users, e.g., addition of a new SHEF element. See [NWSM 10-944](#), Summary of Revisions, for list of most recent changes to SHEF.
- County, public or marine zone boundaries or name.
- Special codes used in automated parsing: \$\$, &&, etc.
- Segmentation or use of headlines.
- Web-based products that affect parsing or automated downloading of observations, forecasts or metadata.
- Product realignment under existing communication identifiers, e.g., transferring a zone without changing the boundaries or names of the zone.
- Change to disseminating system configuration requiring users to update system settings or change dissemination service provider, e.g., NWWS vendor.

Category 4: Major Change. Minimum 6 months advance notice.

Fundamental changes such as:

- New or radically revised format, e.g., VTEC implementation.
- Change to well-established code form such as METAR or TAF.
- Replacement of centrally-produced guidance product or suite with another based on a different atmospheric model.
- Significant dissemination system configuration change requiring user / subscriber to update or replace system software or hardware.
- Significant zone change.

5 Writing a National PNS / SCN

The NWSH branch or division chief coordinating the national PNS / SCN determines who will draft the notice following the guidelines in [Appendix B](#). NWS staff responsible for drafting notices is as follows for a change at:

1. Single WFO, Center Weather Service Unit (CWSU), or River Forecast Center (RFC): Field office management should draft the notice and send for review by RH staff. After review, RH staff should forward the draft notice to the appropriate national focal point shown in [Appendix A](#). The focal point coordinates with other NWSH offices, regions and NCEP as needed.
2. Several or all WFOs, CWSUs, or RFCs in a particular region: The RH program manager drafts the notice and sends it to the appropriate AFS focal point. The focal point coordinates with other NWSH offices, regions and NCEP as needed.
3. Many or all WFOs, CWSUs, or RFCs in the NWS: The designee of the appropriate NWSH branch or division chief drafts the notice. The focal point coordinates with other NWSH offices, regions and NCEP as needed.
4. NCEP Center and NWC: The designee of the Center's management drafts the notice and coordinates it with the relevant AFS focal point. The focal point coordinates with other NWSH offices, regions, NCEP, and NWC as needed.
5. Environmental Modeling Center (EMC) or MDL: Center or Lab designee works with STI (STI12) to draft the notice. STI coordinates with appropriate NWSH offices and RH as needed.
6. NWWS subscribers: The Office of Dissemination (OD) reviews the draft National Administrative Notice for NWWS to ensure both service and technical aspects of the change are addressed. The OD coordinates with other NWSH offices and RHs as needed.
7. Change only for EMWIN subscribers: The Office of the Assistant Chief Information Officer (OCIO) coordinates the draft National Administrative Notice for EMWIN with the OD and counterparts in the National Environmental Satellite, Data, and Information Service (NESDIS). The OCIO coordinates with other NWSH and RHs as needed.

6 Branch / Division Chief or Focal Point Responsibilities

The branch / division chief or focal point is responsible for the following:

1. Writing, or coordinating and reviewing, the national PNS / SCN following the guidelines in [Appendix B](#) and the samples in [Appendix C](#).
2. Coordinating a public comment/review period for substantial changes to NWS information services (see [NWSPD 1-10](#), [NWSI 10-102](#)).
3. Ensuring accuracy of content, including communication identifiers of affected products, contact information, and Web addresses.
4. Approving the notice as the signatory ("from" section in notice).
5. When appropriate, coordinating media releases with the NWS Office of Public Affairs. Media releases should be sent prior to notice transmission.
6. Emailing the notice as an attachment to the notification coordinator at nws.hq.afs.notify@noaa.gov *two (2) business days* before the notice is to be transmitted.

7. Coordinating required implementation support activities, e.g., ensure weather.gov is updated, ensure [NWS Management Information Retrieval System \(MIRS\)](#) is updated, etc.

7 AFS National Notification Coordinator Responsibilities

The coordinator is responsible for the following steps within *two (2) business days*:

1. **Make final additions to and review PNS / SCN:**
 - a. Assign and insert the notice reference number. For example, SCN14-02 is the second SCN transmitted in 2014; PNS 16-12 is the twelfth PNS transmitted in 2016.
 - b. Replace the “x’s” in the issuance time / date line with appropriate time / date info.
 - c. Ensure minimum lead time is met and that the notice conforms to this and related NWS Directives.
 - d. Proofread the notice and double check Web links.
 - e. Convert the notice to plain text to comply with AWIPS requirements.

If the coordinator makes other than grammatical changes or required formatting to comply with this instruction, such as correcting the AWIPS header and footer, the coordinator will request approval of changes from the focal point before sending the notice.

2. **Transmit PNS / SCN:** National PNSs / SCNs are transmitted via AWIPS or approved backup method and routed via the NWS Telecommunications Gateway on NWS dissemination systems such as AWIPS, NOAAPORT, NWS, and EMWIN. This transmission requires specific permissions from AFS Information Technology staff.

After transmitting the notice via AWIPS, the coordinator notes the product issuance date / time in the WMO Abbreviated Header line and add that date / time to the WMO abbreviated header line. The coordinator completes this step before posting the transmitted file to the Web or emailing the notice to subscribers.

3. **Post the transmitted notice on the AFS Notification Web page:** As soon as possible after transmitting the notice, the coordinator posts the transmitted notice to <http://www.weather.gov/os/notif.htm>. The Web posting is a courtesy and not official.
4. **Email the Transmitted PNS / SCN:** As soon as possible after posting the transmitted notice on the notification Web page, the coordinator emails the notice to:
 - a. Subscribers.
 - b. The NWSH branch, division chief or project lead referred to in the “From” section.
 - c. The notification focal point or person submitting the PNS / SCN.
 - d. All contacts listed in the notice.

To be added or removed from the PNS / SCN list, email nws.hq.afs.notify@noaa.gov.

**Appendix A NWSH Branches and Divisions Product Changes
Areas of Responsibility**

NOTE: The NWS focal points list and the AFS Notification Coordinators Information is [online](#).

Branch or Division	Product Changes Areas of Responsibility
Aviation and Space Weather Services Branch: (AFS24)	WFO aviation and CWSUs, Aviation Weather Centers, Alaska Aviation Weather Unit, International Civil Aviation Organization Meteorological Watch Office, Volcanic Ash Advisory Center
Climate Services Branch: (AFS23)	Climate Prediction Center, National Centers for Environmental Information, WFO Climate
Marine, Tropical and Tsunami Services Branch: (AFS26)	WFO marine, coastal, tropical cyclone and tsunami changes. Ocean Prediction Center, National Hurricane Center, Central Pacific Hurricane Center, Tsunami Warning Centers, National Ice Center
Severe, Fire, Public and Winter Services Branch: (AFS21)	WFO public, fire weather and/or public zone changes. Storm Prediction Center, public text of National Digital Forecast Database
Water Resources Services Branch: (AFS25)	WFO hydrologic issues, RFC, NWC
Office of Chief Operating Officer (COO)	Operational changes not covered elsewhere, which apply to all field offices
Office of Dissemination (ODIS)	Changes to standardized text formats and codes, Dissemination service information, NWWS system configuration or service, EMWIN system configuration or service, National reconfiguration of communication identifiers, Hydrometeorological Prediction Center, NCO
Office of Observations (OBS)	Changes in observation policy and requirements for Automated Surface Observing System (ASOS), Co-op and Upper-Air programs
Office of Observations, Radar Operations Center (OBS/ROC)	Changes to system configuration, data, products or services for the WSR-88D, the Federal Aviation Administration Terminal Doppler Weather Radar (TDWR), and the NOAA Profiler Network (NPN)
Office of Observations - Surface and Upper Air Division (OBS/SUAD)	ASOS services, e.g., implementation of new sensors. Surface or upper air code or equipment changes
Office of Science and Technology Integration (STI)	NCEP models and NCEP supercomputer information, NDFD, MDL statistical guidance

Appendix B Required Format and Style of National Notices

Required Format: National notices are required to comply with the following rules:

- **Format:** Microsoft Word, upper and lower case alphabetic characters rather than all uppercase. Other punctuation and characters are allowed consistent with [SCN10-28](#) announcing the transition of national PNSs to use of mixed case text.
- **Font:** Courier, 12 point, NOT Courier New.
- **Margins:** 1-inch.
- **Acronyms:** Spell out the first time they are used in the notice except NWS.
- **Tabs:** Use spaces to indent, NOT tabs.
- **Emphasis:** Do NOT use color, bold, underline, graphics or hard page breaks.
- **Special Characters:** Do NOT use \$\$\$. Do NOT use & or >.

Required Content: Notices are required to include the following content:

- WMO Header and AWIPS ID at the beginning of the notice (see next page).
- To, From and Subject.
- Effective date of change in Subject line.
- Effective date and time in first paragraph. Time can be in Coordinated Universal Time (UTC), local time or both.
- Reason for the change or implementation. Emphasize service improvement rather than what it is replacing.
- Summary of key changes explained in one (1) to three (3) pages. If you need more than three (3) pages, link to a page providing more details.
- Links to sample products, shapefiles, etc., if appropriate. New or revised shapefiles are to be posted on the [AWIPS Map Database web page](#) with the appropriate minimum advance lead time.
- One or more contacts for more information and at least email contact information.
- Link to <http://www.weather.gov/os/notif.htm> at end of notice.
- AWIPS required end tag: NNNN.

Updated Notices:

- Include AAx (where x = A through X for the number of the update. The first update would be AAA, second AAB, etc.) in the Abbreviated WMO Header:
Example: NOUS41 KWBC DDHHMM AAA.
- Add “Updated” at the end of the product type line in the Mass News Disseminator header block:
Example: Service Change Notice, Updated
- Include the word Updated at the beginning of the Subject section:
Example: Subject: Updated: Change of Date for Product
- Explain the reason for the update in the first paragraph:
Example: This notice was updated because a critical weather day was declared, delaying the implementation of this notice. The new date...
- The remainder of the notice should be identical to the original notice. Only make changes that you note in the first paragraph.

Proper Terminology:

Use WMO Header instead of Heading
Coordinated Universal Time *NOT* Universal Coordinated Time

Types of National Notices:

Service Change Notices

WMO Header: NOUS41 KWBC DDHHMM
AWIPS ID: PNSWSH

Service Change Notice YY-xx
YY=last two digits of the calendar year, 17 for 2017, and xx is the number of SCNs which have been transmitted in the current calendar year. The Coordinator will assign xx.

Public Information Statements

WMO Header: NOUS41 KWBC DDHHMM
AWIPS ID: PNSWSH

Public Information Statement YY-xx
YY=last two digits of the calendar year, 17 for 2017, and xx is the number of PNSs which have been transmitted in the current calendar year. The Coordinator will assign xx.

National Administrative Notice (ADW) for NWWS

WMO Header: NOUS29 KWBC DDHHMM
AWIPS ID: ADWMSG

National Administrative Notice for NWWS [no year or sequence number]

National Administrative Notice for EMWIN

WMO Heading: NOXX20 KWBC DDHHMM
AWIPS ID: ADMEMW

National Administrative Notice for EMWIN [no year or sequence number]

Appendix C Sample PNS / SCN / ADW Notices

- See the [notification website](#) for examples of actual notices.
- Items with “x” are completed by Notification Coordinator.
- Read [Appendix B](#) for REQUIRED format rules BEFORE proceeding.

Sample Service Change Notice

NOUS41 KWBC DDHMM
PNSWSH

Service Change Notice YY-xx [YY = year; 2017: 17-xx]
National Weather Service Headquarters Silver Spring, MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS XYZ Awareness Branch

Subject: NWS is making a major change in the Awareness Program
 Lightning Product effective May 12, 20YY.

Effective May 12, 20YY, at 0600 Coordinated Universal Time
(UTC), the NWS XYZ Branch will make a major change in its
Lightning Product.

[Include details here, links to sample products, etc.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Therese.Diaz@noaa.gov [can include phone number, title, etc.]

National Service Change Notices are online at:

<http://www.weather.gov/os/notif.htm>

NNNN

Sample Public Information Statement

NOUS41 KWBC DDHMM
PNSWSH

Public Information Statement YY-xx [YY = year; 2016: 16-xx]
National Weather Service Headquarters Silver Spring, MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS XYZ Branch

Subject: NWS Lightning Safety Awareness Campaign June 1 5, 2016

When Thunder Roars, Go Indoors.

NWS conducts lightning safety awareness week June 1-5, 2016.

[Include details of the change here and links to experimental products, graphics and other helpful information.]

Please submit comments via the following link:
<http://www.weather.gov/survey/nws-survey.php?code=??>

For more information, please contact:

Therese Diaz
NWS XYZ Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Public Information Statements are online at:

<http://www.weather.gov/os/notif.htm>

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Sample Updated Notice

NOUS41 KWBC DDHHMM AAA
PNSWSH

Service Change Notice 14-41: Updated
[Reuse original year and sequence number, e.g., 14-41]
National Weather Service Headquarters Silver Spring, MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -NOAAPORT
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS XYZ Branch

Subject: Updated: NWS is making a major Change in the
 Awareness Program Lightning Product Effective May 12,
 20YY.

Updated to change the AWIPS ID for Idaho to XXXY from XXXZ.
[Repeat original notice verbatim. Only change items identified
in paragraph above explaining revision].

Effective May 12, 20YY, at 0600 UTC, the NWS XYZ Branch is
soliciting comments on a new lightning product.

[Include details of the change here and links to sample
products, graphics and other helpful information.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Chief, XYZ Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Service Change Notices are online at:

<http://www.weather.gov/os/notif.htm>

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Appendix D Optional Quality Control Checklist

This checklist will help ensure your notice is correctly formatted and can be processed quickly. **This form is for your use only. Do not submit it.**

Has Data Review Group (DRG) approval been obtained if necessary?	
Is a public comment and review process necessary prior to the transmission of this notice per NWSPD1-10 and its instructions? If so, and this process has not been carried out, please coordinate with COO Policy Staff before submitting this notice.	
Have all web links been checked?	
If necessary, have shapefiles been updated or scheduled for updates? If so, have you checked the shapefile site and verified the valid date for change?	
Does notice update a previously posted notice? If so, it should use the original notice number from http://www.nws.noaa.gov/os/notif.htm . (See Appendix C for an example).	
Have you ensured required lead time as detailed in Table 1 plus two (2) working days for transmission?	
If you are not meeting the lead time requirement in Table 1 and a waiver is necessary, have you attached a waiver request memo for approval by the AFS Director? (Appendix D).	
Does this notice comply with all formatting rules in Appendix B ?	

Appendix E Sample Waiver Letter and Form

If you do not meet the advance notice requirements in [Table 1](#), request a waiver from the AFS Director. The waiver request includes a letter in the format specified below and is submitted to the AFS Executive Officer in a file folder.

Sample Letter

Request to Waive the Normal 75-Day Notification Period for Upgrade to St. George, UT Terminal Aerodrome Forecast (TAF)

SUMMARY:

1. This is a request for a waiver of the required 75 days of lead time for an upgrade to the St. George, UT, TAF. St. George built a new airport to replace the existing facility. The new airport is using the FAA ID of KDXZ, instead of transferring the current ID, KSGU, for the new location. The plan is to revert the ID to KSGU after a year or two. The FAA informed Western Region on December 14, 2015, that it had approved opening the new St. George facility on January 13, 2016.

2. The suggested text for language to be included in the SCN is:

“The effective date of this change is sooner than specified by NWS policy (NWS Instruction 10-1805). The reduction of the normal advance lead time was approved after coordination with local users.”

RECOMMENDATION:

The AFS Director approves / disapproves the waiver request of less than 75 days advance notice.

APPROVED: _____ DISAPPROVED: _____

DATE: _____