

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-22  
DECEMBER 2, 2002***

***Maintenance, Logistics, & Facilities***

***TECHNICAL ORDERS***

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

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**OPR:** OPS1 (M. Paese)

**Certified by:** OPS (J. McNulty, Jr.)

**Type of Issuance:** Initial

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***SUMMARY OF REVISIONS:*** This directive is the capstone in a series of documents covering National Weather Service (NWS) technical documentation. This series replaces policy portions of WSOM Chapter H-98, *Engineering Directives Subsystem*, WSOM issuance 87-3, May 13, 1987.

1. The National Weather Service (NWS) must install, configure, maintain, and modify systems and equipment to function in a safe and effective manner. Comprehensive instructions and information in Technical Orders (TO) help achieve this goal.
2. TOs are official orders issued in the name of the Director (or designee), Office of Operational Systems (OPS), and by order of the Assistant Administrator (AA) for Weather Services. Compliance with NWS TOs is mandatory, except as explained in TO documentation. This directive establishes the TO system.
3. The NWS will not field systems (hardware or software) to be operated and maintained without TOs procured and verified according to procedures in NWS Instruction 30-2204, *NWS Technical Manual Acquisition Procedures*. TOs for specific systems and commodities take precedence over general TOs.
4. Government staff not complying with TOs may face administrative action. Contractor's staff working under contracts containing valid tasking and responsibilities for implementing and maintaining systems and/or equipment under the TO system who do not comply may be found in violation of contract terms and requirements.
5. This directive establishes the following authorities and responsibilities:
  - 5.1 The AA is responsible for TO system operations (e.g., resources, planning, policy, implementation, maintenance).
  - 5.2 The Director, OPS, is responsible for routine TO policy management and TO operations management oversight.
  - 5.3 The Director, Maintenance, Logistics, and Acquisition Division (OPS1), is responsible for routine TO policy management and TO operations including approving and issuing all policy

for managing the TO system, in coordination with the NWS Committee for Centralized Technical Order Management (CTOM). The Chief, Maintenance Branch (OPS12) is responsible for day-to-day TO operations and TOs. OPS12 reports annually to OPS1 any equipment or software updates requiring depot-level support fielded without verified TOs.

5.4 Regional headquarters (RHQ), National Data Buoy Center (NDBC), and other National Weather Service Headquarters offices and centers, as appropriate, establish functional managers for TOs to ensure compliance with this policy. RHQs, NDBC, and other offices and centers will report to OPS1, any centrally procured system, commodity, equipment, or software update fielded without verified TOs.

6. This directive applies to all NWS staff who acquire, manage, or use TOs.
7. See Attachment 1 for measuring effectiveness with this policy.
8. See Attachment 2 for the *Glossary of References and Supporting Information*.

Signed by _____	11/18/2002
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

**Attachment 1**

**EFFECTIVENESS MEASURES**

1. OPS1 will measure the success of this policy by evaluating annual reports from the National Reconditioning Center (OPS16), the Field Systems Operations Center (OPS2), the Radar Operations Center (OPS4), the National Data Buoy Center (OPS5), and the six regional headquarters.
2. OPS1 reports numbers of TOs, TO change recommendations received and processed, and management actions not meeting expectations. OSP12 tracks information received from reporting organizations and sends an annual report to OPS through OPS1 summarizing how well these actions comply with policy. The goal is zero issuances not meeting expectations.
3. OPS1 monitors information on centrally procured systems and commodities from the Logistics Branch (OPS14) who reports on hardware and software fielded without verified TOs. The goal is zero exceptions.
4. OPS13, Configuration Branch, collects field performed maintenance reports through the Engineering Management Reporting System. The goal is convergence between work reported and verified Technical Orders.

**Attachment 2**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

NWSPD 30-12, *Configuration and Data Management*.

NWSPD 30-21, *Systems Maintenance*.

NWSI 30-2204, *NWS Technical Manual Acquisition Procedures*, new document partially replacing WSOM chapter H-98.

***Terms***

**CTOM.** The acronym for the Committee for Centralized Technical Order Management.

**Technical Order (TO).** Official orders issued in the name of the Director (or designee), Office of Operational Systems and by order of the Assistant Administrator for Weather Services (AA). These documents include systems and equipment manuals (handbooks), maintenance and modification notes, system administrative notes, software notes, contractor interface notes, system information notes, software patch instructions, and technical information packages.