

TERMS OF REFERENCE
FOR
NATIONAL WEATHER SERVICE COMMITTEE ON
ANALYSIS AND FORECAST TECHNIQUE IMPLEMENTATION (CAFTI)

Revised January 3, 1983

I. PURPOSE

The National Weather Service (NWS) Committee on Analysis and Forecast Technique Implementation (CAFTI) shall be the principal means for evaluating all new or improved forecast and analysis techniques and coordinating their operational implementation. Scientific product review by CAFTI will take place before being considered by the AFOS Data Review Group for implementation or deletion.

II. FUNCTIONS

The functions of the Committee shall be to:

1. Review and evaluate new or improved prognostic or diagnostic techniques developed or suggested by NMC, OSD, or other parts of the meteorological, hydrologic, and oceanographic communities on the basis of comparative skill, user requirements established by OM or OH, and operational feasibility. This evaluation shall be based on objective verification and on comparison with existing operational methods, wherever possible.

2. Coordinate and recommend the implementation of an accepted technique into the NWS operational system.

3. Recommend deletion of products from the NWS operational system, if, after coordination and review, they are found to be of poor quality or of little utility.

Recommendations of the Committee will be coordinated with the Director, National Meteorological Center, prior to submission to the Director, Office of Meteorology, for approval.

III. MEMBERSHIP

The Committee shall consist of ten members (alternates) from each of the following parts of the NWS with initial representation as follows:

1. Program Requirements and Planning Division, OM - D. S. Cooley,
Chairperson (E. M. Gross)
2. Operations Division, OM - E. M. Gross (D. A. Lowry)

3. Techniques Development Laboratory, OSD - H. R. Glahn
(G. M. Carter)
4. Integrated Systems Laboratory, OSD - H. M. O'Neil (R. T. Chu)
5. Hydrolic Services Division, OH - J. C. Schaake (J. O. Marrero)
6. AFOS Operations Division, OTS - W. E. Brockman () (Non-voting)
7. Communications Division, OTS - J. I. Elliott (L. W. Gervase)
(Non-voting)
8. Forecast Division, NMC - E. M. Carlstead (R. G. Derouin)
9. Development Division, NMC - J. A. Brown (J. D. Stackpole)
10. Automation Division, NMC - H. A. Bedient (J. G. Howcroft)

In addition there will be an Executive Secretary - R. T. Chu (OSD) (A.F. Sadowski, OM). The AFOS Data Review Group (DRG) Chairman (Alternate), L. J. Murphy (B. K. Tsugawa), will also usually attend as an ex-officio member of CAFTI. His duties will include the matter of providing CAFTI with information concerning the status of items which may have been requested of the DRG or concerning the status of items which may have been requested of the DRG or concerning problems which a request to CAFTI may encounter if its implementation on AFOS is attempted.

IV. RULES OF PROCEDURE

Meetings shall be called by the Chairperson or at the request of a member. Normally 2 weeks advance notification of meetings will be provided. Meetings will be held once every 2 months or as often as necessary to discharge Committee business.

Recommendations by the Committee shall be on the basis of agreement by a majority of members. Members may abstain from voting without prejudice to the recommendations of the Committee. Any member may reserve his or her position for a reasonable time pending instruction from his or her organization. Recommendations may be made in formal session, by telephone, or by approval on an individual basis of papers circulated among the members. The Committee may establish additional internal rules for conduct of its business.

The Committee will circulate to Regional and other offices a technical summary (CAFTI Highlights) of meeting sessions. Committee recommendations may be sent to the Regional Offices concerned for comment and presented to the NWS Offices involved for approval and coordination prior to implementation.