

NATIONAL WEATHER SERVICE INSTRUCTION 10-407

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Operations and Services

Fire Weather Services, NWSPD 10-4

FIRE WEATHER SERVICES ZONE CHANGE PROCESS

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

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SUMMARY OF REVISIONS:

This directive supersedes NWSI 10-407, “Fire Weather Services Zone Change Process” dated October 4, 2006. The following revisions were made to this instruction:

- (1) Section 3.1 – Added WFO responsibility to document the Service Change notice process and proposed solution.
- (2) Section 3.2 – Added specific coordination duties for the Regional Program Managers and Regional MSD Chief to assure Service Changes are coordinated.
- (3) Section 3.2 – Added a Service Change Notice checklist to make sure the format of the Service Change Notices is correct.
- (4) Section 5.0 – Removed mention of Netscape or Internet Explorer viewing guidance, as this reference is obsolete with advances in web technology.

Signed _____

8/20/09

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Date

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Fire Weather Services Zone Change Process

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1. Introduction. This procedural instruction describes the process for requesting, coordinating and implementing changes to fire weather zone maps and zone listing files in the National Weather Service (NWS) Directives System (NDS). World Wide Web (WWW) links to fire weather zone maps and listing files are also provided (section 5).

2. Types of Fire Weather Zone Map and Zone Listing Changes. Three different types of fire weather zone map and zone listing changes are described below.

2.1 Corrections for Errors on Fire Weather Zone Maps and in Zone Listings. These changes are necessary to correct errors, or errors of omission, found on fire weather zone maps and in fire weather zone listings.

2.2 Changes to Fire Weather Zone Boundaries. Realignment and reconfiguration changes involve the movement, creation, or deletion of fire weather zone boundaries.

2.3 Changes to Fire Weather Zone Names/Codes/WFO IDs. These changes result from any justifiable need to modify a zone name, zone number, or associated Weather Forecast Office ID (WFO).

3. Change Request Procedures and Levels of Approval.

3.1 Weather Forecast Office (WFO) Responsibility. Each WFO is responsible for initiating change requests for fire weather zones in its area of responsibility. Submit the change request to the respective Regional Fire Weather Program Manager after coordinating with users/partners. Fire Weather zone change proposals are considered at the request of users or at the request of the WFO to improve fire weather services. If the request comes from users, the WFO must document how the WFO received the request for change and how the proposed change addresses the user request. If the change request originates at the WFO, the WFO must document that users have agreed to the proposal and how the change will improve fire weather services.

For errors on fire weather zone maps or listings, the change request will include the specific error and proposed correction. For changes to fire weather zone boundaries, zone names, zone numbers, or associated WFO name or ID, the change request will include a written justification for the change. If necessary for clarification, include a map depicting the change.

3.2 NWS Regional Headquarters Responsibility. NWS regional headquarters are the points of contact for all change requests from their respective WFOs. The Regional Fire Weather Program Manager and Regional Meteorological Service Division (MSD) Chief (or equivalents) are responsible for reviewing requests and verifying any errors.

Specifically, the Regional Fire Weather Program Manager and Regional MSD Chief are responsible for the following:

- a. Coordinating the details of all fire weather zone related changes with other affected NWS offices;

- b. Ensuring that a stand-alone and properly formatted PNS Service Change Notice (SCN) is submitted to the National Fire Weather Program Manager. Table 1 below indicates the steps that, when accomplished, help assure the SCN has the correct format;

<i>Service Change Notice/Technical Implementation Notice CHECKS.</i>	Check when step has been accomplished
Ensure font is Courier - 12 point.	
Ensure the margins are 1" all around /left...right...top...and...bottom/.	
Is the change CONUS/OCONUS specific? If so...ensure the SCN specifies which is applicable.	
Do NOT use product examples in the SCN. Instead...put product examples on a web page and include the url in the SCN.	
Ensure ALL url's are active.	
DO NOT use the TAB key...indent using the space bar instead.	
DO NOT use imbedded Tables.	
Ensure there are no extra blank lines.	
Permitted characters are limited to the colon /:/...the period /./...the ellipsis /.../...the plus sign /+/.and the forward slash /.	
Use the ellipsis /.../ instead of a comma. A space after the ellipsis is optional.	
Use forward slashes /e.g./ instead of parentheses (e.g.).	
Check spelling. *	

(Table 1 – SCN format checklist)

Upon his/her approval, the Regional MSD Chief will forward the change request to the National Fire Weather Program Manager in the Office of Climate, Water, and Weather Services (OCWWS).

If the zone change requires public notification, the Regional MSD will submit a draft Public Information Statement (PNS) Service Change Notice to the National Fire Weather Program Manager. Refer to NWSI 10-1805 National Service and Technical Change Messages for change notice requirements.

4. NWS Headquarters Roles and Responsibilities. The NWS Headquarters offices that are involved with the fire weather zone change process include: the Office of Climate, Water, and Weather Services (OCWWS), the Office of Science and Technology (OST), and the Office of Operational Systems (OOS).

4.1 Office of Climate, Water, and Weather Services (OCWWS). OCWWS has the responsibility to ensure fire weather zone maps and listings are updated as necessary, and is the final approving authority for all fire weather zone related changes and subsequent updates. OCWWS will respond to zone change requests from regional headquarters within two weeks of receipt.

The National Fire Weather Program Manager is the NWS Headquarters focal point for the overall zone change process. The program manager coordinates with several offices within NWS Headquarters, regional headquarters, and depending upon the required changes, may correspond with involved WFOs. Specifically, the program manager is responsible for the following:

- a. Coordinating the details of all fire weather zone related changes with other NWS Headquarters elements;
- b. Ensuring that any changes made by other NWS Headquarters elements are timely, accurate, and correctly formatted;
- c. Maintaining accurate records of all fire weather zone maps and listing changes;
- d. Processing the PNS Service Change Notice submitted by the appropriate regional headquarters, and making sure these issuances are distributed to NWS users within the specified time frame; and
- e. Ensuring that all updates to maps and listings are posted, and as up-to-date as feasible.

4.2 Office of Science and Technology (OST). OST has the responsibility to modify the Geographic Information System (GIS) map shapefile. The revised shapefile is posted to the AWIPS Map Database Catalog for public access, placed on the NOAA1 secure server, and converted to a border point file. OST transmits a notice via AWIPSINFO indicating that the revised fire weather zone map has been posted to the AWIPS Map Database Catalog, and transmits a “notification of change” e-mail to OOS and the National Fire Weather Program Manager in OCWWS.

4.3 Office of Operational Systems (OOS). OOS is responsible for tasking individuals with specific assignments to make the required fire weather zone map and/or zone listing changes.

4.3.1 OOS Zone Listing Change Procedure. OOS modifies the zone listing files using standard NWS word processing software. The revised files are attached to an e-mail and sent to the National Fire Weather Program Manager in OCWWS for review. Once approved, OOS posts the modified fire weather zone listing files to the appointed server in (.PDF) format.

4.3.2 OOS Zone Map Change Procedure. OOS uses GIS compatible software to make the fire weather zone map revisions. Once approved, OOS posts the updated maps to the appointed server in (.JPG) and (.PDF) formats for viewing and printing. All zone maps must be clearly labeled with the date of the most recent revision. A “notification of map posting” e-mail is then sent to the National Fire Weather Program Manager in OCWWS.

5. Links to Fire Weather Zone Maps and Listings. Maps and text listings of fire weather zones are available through the Management Information Retrieval System (MIRS) website.

5.1 Fire Weather Zone Maps. Fire weather zone maps are arranged alphabetically by state. Fire weather zone numbers are displayed and can be cross-referenced by the fire weather zone listings in section 5.2. Access the maps at:

http://weather.gov/mirs/public/prods/maps/firezones_list.htm

5.2 Fire Weather Zone Listings. Fire weather zone listing files are arranged alphabetically by state and provide zone-related information (i.e., associated state, fire weather zone number, fire weather zone name, and Weather Forecast Office (WFO) name and identification). Access the zone listings at:

<http://www.weather.gov/mirs/public/prods/reports/firezone.htm>