

***NATIONAL WEATHER SERVICE WESTERN REGION SUPPLEMENT 15-2003
APPLICABLE TO INSTRUCTIONS 10-803
SEPTEMBER 30, 2003***

***Operations and Services
Aviation Weather Services NWSI 10-803***

SUPPORT TO AIR TRAFFIC CONTROL FACILITIES

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Signed

09/12/03

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Date

Director, Western Region

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1. Description: This supplement describes Western Region policy for Center Weather Service Unit (CWSU) service back-up and staffing to maintain service hours. CWSU Service back-up occurs when one CWSU assumes product preparation and dissemination for another.

2. CWSU Back-up: Western Region Headquarters (WRH) requires CWSU service to the fullest extent possible, even during staffing shortages, equipment failure, or other event which requires CWSU back-up.

a. Philosophy: Station personnel will develop and maintain basic working knowledge of climatology, terrain and airspace structure of the site for which they provide back-up. This should include a briefing from each office's back-up site. The briefing should cover unique meteorological features and support provided to the FAA within the Air Route Traffic Control Center (ARTCC) area of responsibility, including CWAs and important air traffic route sensitivities. Station visits by one or more staff to the back-up office is highly recommended.

b. Products: Each backup CWSU should maintain an adequate database of products, scripts and product definitions necessary to retrieve weather data for the disabled CWSU. CWSU' back-up offices are listed in NWSI 10-803, appendix B.

c. Coordination: Operational support to the FAA will be closely coordinated with the ARTCC Air Traffic Facility Manager or his designee.

1. The ARTCC will be informed their local CWSU is being backed-up and provided with back-up contacts. Detailed ARTCC contact lists are listed in NWSI 10-803, Appendix B.

d. Utilizing the WFO: The back-up CWSU may request the WFO aviation forecaster talk directly with the FAA regarding weather at the terminal. The back-up CWSU is still the contact for products and aviation.

e. Testing backup: CWSUs should test backup procedures at least once per year.

3. Staffing: CWSU duty hours are established by agreement between the CWSU Meteorologist in Charge (MIC) and the ARTCC Air Traffic Manager or his focal point in

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accordance with the CWSU Memorandum of Agreement between NWS and FAA. Usually, two shifts per day service hours which range from 5:00 AM to 9:00 PM local time.

- a. Overtime authorization: FAA Operations Managers in Charge (OMICs) or the Air Traffic CWSU focal point manager have the authority to grant overtime or alternatively reduce CWSU hours for unplanned staffing shortfalls.
- b. Long term staffing shortages: The CWUS MIC is responsible for initial coordination of long term staffing shortages. These shortages may require negotiation on reduced duty hours and/or overtime between the CWSU MIC and ARTCC ATM. These negotiations ensure employees' right to annual leave. Additionally, CWSU MICs should request temporary duty assignments in excess of 90 days through their supervisor (WFO MIC).