

NATIONAL WEATHER SERVICE INSTRUCTION 1-1002

MARCH 12, 2018

Administration and Management

Managing the Provision of Environmental Information, NWSPD 1-10

TERMINATION OF NWS INFORMATION SERVICES

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

OPR: W/COO (W. Levine)

Certified by: W/COO (J. Murphy)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes NWSI 1-1002, “*Termination of NWS Information Services*,” dated June 26, 2006. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Changes made are:

- (1) Changes made to reflect the office names changes with NWS Headquarters reorganization effective April 1, 2015 - Section 3, page 3; Section 4.1, page 3; Section 4.3, page 3; Section 7.3, page 4; Section 10.2, page 5;
- (2) Removes reference to NWSI 1-1001 which is being proposed for rescission - Section 1, page 3; Section 6, page 4; Section 7.1, page 4; Section 8, page 4; References, page A-1;
- (3) Updates termination process to reflect existing process being used after NWSHQ reorganization - Section 3.1, page 3; Section 4, page 3; Sections 4.2, 5, 5.1, page 3-4; Sections 6.1-2, 7.1.3 page 4; Section 8, page 4; Section 10.2, page 5;

Signed

02/26/2018

John D. Murphy

Date

Director, NWS Chief Operating Officer

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1 Introduction. This instruction establishes a process for termination of significant National Oceanic and Atmospheric Administration's (NOAA's) National Weather Service (NWS) information services. [NWS Policy Directive 1-10](#), *Managing the Provision of Environmental Information* describes requirements for pre-decisional public notification, seeking public comment, and due consideration of comments prior to terminating a significant information service. This Instruction provides more detailed procedures on how these requirements will be met for termination of NWS environmental information services. Additional procedural directives and/or supplements may be required to fully implement this process.

2 Objective. This process serves to institute an open environment, both internal and external to NWS, for carrying out termination of an NWS information service, from initial proposal to final implementation.

3 Nomination. Any individual/entity (within or outside NWS) may identify a particular information service for possible termination. Nominations will be addressed to the Office of the Chief Operation Officer (OCOO), Strategic Policy Staff, who will establish an open process for accepting such nominations.

3.1 The nomination will include the following:

- a. Name of product/service(s) proposed to be terminated (and brief description, as appropriate)
- b. Reason for proposal to terminate
- c. Any alternative source of information (if appropriate) once the product (s) is terminated
- d. Link to example of current product (if appropriate)
- e. Originator/contact point name. If not a NOAA employee, include email, phone
- f. Recommendation of who the Deciding Official should be (typically at the level of regional, center, or NWSHQ office/portfolio director).
- g. For particularly controversial terminations, NOAA officials should be notified of the potentially controversial product/service termination actions and any input provided as part of the nomination package.

Items a-c, above, may be provided in the format of a draft Public Information Statement (see section 5, below).

4 Review and Approval to Proceed - Nominations will be reviewed/approved (and final agreement on Deciding Official) by OCOO through the Mission Delivery Council (MDC).

- 4.1 The OCOO Strategic Policy Staff will provide suitable notification to the nominating party about whether or not their nominated information service will be proposed for termination.
- 4.2 OCOO Strategic Policy Staff, in coordination with Analyze Forecast and Support Office (AFSO), will enter information about the proposed termination in the National Catalog of New or Enhanced Products/Services (<http://products.weather.gov>).
- 4.3 The Deciding Official (or his/her designated point of contact) will oversee the remaining steps in this directive.

5 Document Proposal for Product/Service Termination – Documentation will be prepared for termination proposal, to be provided publicly for comment/review.

5.1 Documentation will include:

- Public Information Statement (PNS) including the information in section 3.1 a-c, above; dates for the comment period (30 days minimum); and where to send comments.
- If more detailed information is needed to describe the termination, a brief paper may be prepared and linked to from the PNS.

6 Comment Period. As required by [NWSPD 1-10](#), any information service proposed for termination will undergo a public notification and comment period. The Deciding Official (or his/her designee) will establish an appropriate comment period to allow affected parties to express their views, but in no case less than 30 days.

6.1 After review of the PNS by OCOO Strategic Policy Staff, the PNS will be sent to nws.hq.afs.notify@noaa.gov for dissemination.

6.2 For particularly controversial nominations, the originator will not initiate dissemination of the PNS until NOAA officials have been notified of and have approved the action.

7 Comment Evaluation and Formal Decision.

7.1 After conclusion of the public comment period, all comments will be reviewed and a final decision made by the Deciding Official (in consultation with the MDC, if requested). This decision will be made in accordance with NWS responsibilities as an agency of the U.S. Government, to serve the public interest and advance the nation's environmental information enterprise as a whole (See [NWSPD 1-10](#), sections 2, 4.3) Any disputes regarding the decision will be handled using existing governance procedures.

7.2 The Deciding Official (or designee) will prepare a decision document summarizing comments received, how any major concerns are to be addressed, and identifying the final decision made.

7.3 The Deciding Official (or designee) will inform OCOO Strategic Policy Staff of the decision regarding termination and documentation of the decision and the analysis it is based upon will be forwarded to OCOO Strategic Policy Staff. OCOO Strategic Policy Staff will inform MDC of the Deciding Official's decision and provide for additional MDC review, if requested.

7.4 If the decision is to terminate the information service, the Deciding Official (or designee) will provide a plan for orderly termination.

8 Notification. NWS will provide public notification of its decision regarding termination of an information service per [NWSI 10-1805](#), *National Service and Technical Change Messages*, or other appropriate directives. The Deciding Official (or designee) will prepare a notification

message (e.g., Service Change Notice) for dissemination to the public.

9 Scope. This directive will apply to terminating any significant NWS information service (see Appendix for definitions). This includes:

- a. NWS products (data, forecast, and model guidance)
- b. NWS services
- c. Dissemination systems
- d. Web sites

This Instruction does not apply to termination of NWS **experimental** products and services; see [NWSI 10-102](#), *New or Enhanced Products and Services*.

10 Authorities and Responsibilities. This directive establishes the following authorities and responsibilities:

10.1 Any party (inside and outside NWS) may nominate an NWS information service for termination.

10.2 Office of the Chief Operating Officer – Will establish and maintain an open process for accepting nominations to terminate an information service, review nominations in consultation with the MDC, confer with appropriate officials to identify proposed information services for termination, provide suitable notification to the nominating party, and establish the deciding official for each proposed termination. COO Strategic Policy Staff will also coordinate with AFSSO to enter information about the proposed termination and resulting decision in the National Catalog of New or Enhanced Products/Services (<http://products.weather.gov>)

10.3 Deciding Officials – The deciding official (or his/her designee) for any information service proposed for termination will initiate the public comment process, review comments, make a decision, and conduct the required notification process before termination.

Appendix

References

[NWSPD 1-10](#) – *Managing the Provision of Environmental Information*

[NWSI 10-1805](#) – *National Service and Technical Change Messages*

Definitions (as applied in this instruction)

Information - The term "information" means any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Environmental Information – Any information that changes as environmental condition changes (e.g. weather, water, climate).

Provision – Refers to both the means (e.g., dissemination system) and content

Information Service - Any product, dissemination system, or other service that provides environmental information to NWS users.

Significant Information Service - An information service that meets any of the following conditions:

- is required by law;
- involves substantial expenditure of funds;
- by reason of the nature of the service, is a matter of continuing public interest; or
- by reason of the time value of the service, commands public interest.