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OPR: W/ER1x3 (D.J. Miller III)  Certified by: W/ER1 (J. Guiney)
Type of Issuance: Initial

SUMMARY OF REVISIONS:

<signed> November 30, 2004

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1. **Purpose.** This supplement provides guidance and policy for Eastern Region (ER) forecasters in addition to the product specifications contained in NWSI 10-310 *Coastal Marine Forecast Services*, NWSI 10-312 *Great Lakes Marine Services* and NWSI 10-503 *WFO Public Weather Forecast Products Specification*. It refines the specifications contained in these Instructions to meet customer and operational requirements while maintaining national consistency. For specific product examples, please refer to NWSI 10-310, Appendix A, NWSI 10-312, Appendix B and NWSI 10-503, Appendix A.

2. **Product Preparation.** The public text products outlined in NWSI 10-310, NWSI 10-312 and NWSI 10-503 directives will be formatted using Gridded Forecast Editor (GFE) based text formatters that have been approved for Eastern Region WFO use by the Eastern Region IFPS Local Formatter Task Force.

3. **ER IFPS Text Formatter Task Force (TFTF).** The TFTF is responsible for the development, documentation and technical support of the regional GFE-based text formatters to Eastern Region WFOs for use in creating public text products that meet the requirements set forth in NWSI 10-310, NWSI 10-312, NWSI 10-503 and Eastern Region policies. Please refer to [http://www.werh.noaa.gov/sod/tftask_force/txtfrmttr_main.htm](http://www.werh.noaa.gov/sod/tftask_force/txtfrmttr_main.htm) for additional information on TFTF activities.

4. **Formatters.** The GFE-based text formatters are developed and maintained in a three-tiered hierarchical manner. At the top level are the national baseline GFE text formatters that are shipped with the IFPS software. At the next level are the standardized regional formatters. These text formatters are derived from the national baseline and supplement national formatters. Not all national formatters will have a corresponding regional formatter. A regional formatter will be developed only if there is a need to supplement the corresponding national formatter and/or there is a need to develop a standard formatter for a particular text product, to meet national and regional requirements. The third level is the local office or “site” formatters. These are the versions of the formatters run at the local WFO. These formatters are local implementations of the national or regional formatters. Note: A “site” formatter is **not** a locally developed or “homegrown” formatter. A “site” formatter must be derived from the national or regional baseline formatter and all changes coordinated with the TFTF (see section 4.2).

The TFTF website contains a listing of the text formatters approved for use by ER WFOs. The formatters may also be downloaded from this website.

4.1 **Installation.** Once a text formatter is made available on the TFTF webpage, it may be downloaded for use by WFOs in Eastern Region. Documentation and troubleshooting information are provided for each formatter.

4.2 **Configuration.** The formatters for each public text product are configured by default to meet the minimum requirements established for the product per NWSI 10-310, NWSI 10-312, NWSI 10-503 and regional policy. ER WFOs are allowed to make changes to the baseline configuration to suit local customer requirements so long as the overall...
conformity to national and regional policy guidelines is maintained. All changes to the baseline configuration of a national and/or regional text formatter(s) will be coordinated with the TFTF, via the ER text support mail list (nws.er.textsupport@noaa.gov).

4.3 **Support.** The TFTF is responsible for providing technical support to approved text formatters. Non-approved formatters (i.e. text formatters downloaded from a non-ER source or “homegrown” formatters) will not be supported. A non-approved formatter may be submitted by the WFO to the TFTF for consideration via the TFTF listserver. Non-approved formatters may not be used by a WFO without prior coordination with the TFTF.

4.4 **WFO Responsibility.** All ER WFOs are responsible for downloading, installing and maintaining their respective copy of the regional formatters. ER WFOs will install all required updates, revisions and/or patches to the regional formatters required for use at their respective WFO.

5. **Collaboration.** Forecast collaboration is essential in the forecast process to ensure consistency in both public grid and text based products. All ER WFOs are responsible for ensuring the IFPS grids used to produce the text products will be as uniform as possible between adjacent county warning and forecast areas (CWFA) and within a CWFA. Discontinuities due to valid meteorological, topographical or similar related conditions excepted.

6. **Product Specification.** The product specifications for each formatter are described on the TFTF homepage (http://www.werh.noaa.gov/sod/tftask_force/txtfrmttr_main.htm). The TFTF homepage is the official Eastern Region location for text formatter downloads, text formatter product specifications and text formatter related documentation.