

NATIONAL WEATHER SERVICE INSTRUCTION 10-1805
APRIL 22, 2020

Operations and Services

National and Regional Public Information Statements and Service Change Notices

NOTICE: This publication is available in Section 10 of [NWS Directives Systems website](#).

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SUMMARY OF REVISIONS: This instruction supersedes the previous version of NWSI 10-1805, National Public Information Statements and Service Change Notices, dated January 5, 2017.

The following significant changes were made in this issuance:

1. Reorganized and edited Sections 1 and 2 to more clearly detail the purposes for Public Information Statements and Service Change Notices.
2. Clarified the roles of NCEP Central Operations (NCO), Office of Science and Technology Integration (STI) and Office of Dissemination (DIS).
3. Added updated examples of Public and Fire and Marine Zone Service Change Notices and an EMWIN Data Management Message to Appendix B.

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National and Regional Public Information Statements and Service Change Notices

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1 Purpose

This instruction provides standardized procedures for notifying National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) employees, partners and other users of general information important for stakeholders; proposals for new, enhanced, changed, or terminated products and services (hereafter referred to as services) via Public Information Statements (PNSs); and implementations of new, changed or enhanced products and services or discontinued experimental products and services via Service Change Notices (SCNs). The SCN is a subcategory of PNS.

This instruction applies to all environmental information services (including web-based or file transfer protocol [FTP] products), if they constitute a substantial service change. Definitions of "environmental information services" and "substantial service changes" are provided in NWSPD 1-10.

1.1 Mission Connection

These official notices are a vital link between the NWS, our partners and other users. The notices also reflect the NWS' commitment to service because they provide a mechanism for users to suggest improvements to new services or to object to proposed service terminations. Timely notification of new, revised or terminated products and services supports one of the NWS' guiding principles from NOAA's Policy on Partnerships in the Provision of Environmental Information: NWS will provide "adequate notice and opportunity for input into decisions regarding the development, substantial modification, and termination of significant product, services and dissemination systems." (NWSPD 1-10)

1.2. Connections with other NWS policy

Before sending a PNS/SCN, ensure you are aware of the provisions of the following NWS Directives/Instructions explaining additional procedures for implementing new products or changing or terminating existing products:

- NWS Policy Directive (PD) 1-10: [Managing the Provision of Environmental Information](#)
- NWS Instruction (NWSI) 10-102: [New or Enhanced Products and Services](#)
- NWSI 10-1002: [Termination of NWS Information Services](#)

This instruction complements actions of the following NWS offices that also review or notify users of product changes as follows:

- Data Review Group (DRG) reviews, assesses, and adjudicates data product changes on NWS communication networks under configuration management control.
- National Centers for Environmental Prediction (NCEP) Central Operations (NCO):
 - NCO's Implementation and Data Services Branch is responsible for drafting and disseminating [Data Management Messages for the Emergency Managers Weather Information Network \(EMWIN\) and NOAA Weather Wire Service \(NWS\)](#).
 - For model upgrades, the developmental modeling agency or office (e.g., GSD, EMC, NOS) works with NCO to draft the notice. The NCEP Office of the Director reviews the notice for approval.

- For matters related to changes within the Integrated Dissemination Portfolio (IDP), e.g., web changes, NCO works with the application developers and the Office of Dissemination (DISS) to draft the notice.
- NCO issues PNSs for user feedback, well in advance of proposed changes to centrally-produced guidance or suites based on a different atmospheric model.
- Office of Science and Technology Integration (STI) analyzes requirements for service improvements from NWS field offices and National Centers through close coordination with the AFS Office; develops potential scientific and technological solutions through coordination with partners within NOAA and with the external research community; and sponsors applied research and development of programs/projects to address these requirements.
- Office of Dissemination (DIS) reviews drafts of Data Management Messages for the Emergency Managers Weather Information Network (EMWIN) and NOAA Weather Wire Service (NWWS) before they are disseminated by the NCO Production Management Branch.
- Office of Chief Operating Officer (OCOO) policy staff oversees requirements for public notification of proposed changes to NWS information services in [NWSPD 1-10, Managing the Provision of Environmental Information](#), and product/service terminations, [NWSI 1-1002, Termination of NWS Information Services](#).
- The Analyze, Forecast and Support Office (AFSO) transmits all national PNSs and SCNs.
- Weather Forecast Offices (WFOs) and Regional Headquarters (RHs) send local and regional PNSs: [NWSI 10-501, WFO Statements, Summaries, Tables Products Specifications](#).

2 Types of Notices

2.1 National Public Information Statements (PNSs)

National PNSs announce and explain proposals to make substantial changes (i.e., begin, modify, or terminate) NWS products and services and to request user comments on proposed changes. A national PNS will be issued before distributing any experimental product/service or proposing a new or enhanced product/service for the purpose of soliciting feedback. Comment periods should be at least 30 days to a maximum of one year. The proposed changes include the implementation of new, changed, enhanced or experimental products and services or the termination of products and services. PNSs may also be used to announce national awareness weeks and present significant documents that require no action from users. There is no lead time requirement for a PNS.

2.2 National Service Change Notices (SCNs)

National SCNs announce and explain the implementations of new, substantially changed or enhanced national products and services or the termination of national products and services. These SCNs should only be issued after appropriate comment/review periods and a decision-making process following the procedures in [NWSPD 1-10](#) and [NWSI 10-102](#). Examples of substantial changes include introduction of the Tropical Cyclone Storm Surge graphic (example of a web-based product) or removal of a National Center Model Analysis and Forecast webpage.

For guidance on what is considered a substantial change, see [NWSPD 1-10](#). National SCNs are issued in advance of the following:

- Operationally adding/substantially modifying ([NWSPD 1-10](#), [NWSI 10-102](#)) or terminating ([NWSI 1-1002](#)) an environmental information service
- Changing service area of responsibility or key attributes of this area, such as tsunami breakpoints
- Changing or moving operations locations (e.g., moving an upper air observing site)
- Changing frequency of issuance and schedules of national products
- Making changes to zone or county Universal Geographic Codes (UGC) such as renumbering, renaming, reconfiguring NWS zones and creating or deleting a county, parish or independent city zone; renaming of a county and associated changes in Federal Information Processing Series (FIPS) codes
- Revising or implementing other official data code formats or codes, such as the Valid Time Event Code (VTEC)
- Changing NCEP models or their output distributed via official NWS dissemination systems
- Changing Meteorological Development Laboratory (MDL) statistical guidance products distributed via official NWS dissemination systems
- Changing hourly, or more frequently transmitted, weather observation data and products
- Changing system configuration, such as the NOAA Weather Wire Service (NWWS)
- Substantial changes to web products
- Discontinuing experimental products

2.3 Regional or Local SCNs and PNSs

Regional and local SCNs announce and explain the implementations of new or enhanced regional or local products and services or the termination of regional or local products and services.

A Regional Headquarters (RH) or WFO may change regional or local products and services, as defined in [NWSI 10-102](#), or terminate regional or local products, as defined in [NWSI 10-1002](#). The RH determines procedures for these changes. Changes to regional and local products and services are coordinated with regional and local partners and other users. Dissemination is confined to local partners, such as emergency managers, through systems such as the Local Data Acquisition and Dissemination (LDAD) capability in the Advanced Weather Interactive Processing System (AWIPS).

Regional and local PNSs explain proposals to substantially change regional or local products and services and request comments from users on proposed changes. The proposed changes include implementing or terminating products and services. PNSs may also be used to announce state and local awareness weeks and to present significant documents that require no action from users.

Regional and local PNSs will follow policy detailed in [NWSI 10-501](#), WFO Statements, Summaries, Tables Products Specification and [NWSI 10-1701](#), Text Product Formats and Codes.

The format and style of a regional or local PNS/SCN should be consistent with those of the national notices. Regional or local changes are coordinated with the appropriate NWS Headquarters (WSH) Service Program Team lead.

2.4 National Data Management Messages for NOAA Weather Wire Service (NWWS) and the Emergency Managers Weather Information Network (EMWIN)

These notices alert NWWS or EMWIN subscribers of changes to these services or systems or provide information specific to these subscribers.

3 Authority for Issuing a National PNS/SCN

[Appendix A](#) lists the WSH branches and divisions with authority to coordinate a national notice and provides a webpage listing notification [focal points](#). Activities related to a PNS/SCN may be delegated to a focal point or to a RH, NCEP, or National Water Center (NWC) designee. All focal points should designate a backup.

3.1 Actions Before Drafting SCNs

WSH branch or division chiefs are responsible for ensuring the following actions are completed properly. Individual actions may be accomplished by his/her designee:

- Clear proposed changes to scientific and technical support procedures and output, including numerical modeling and statistical output through STI's science review and approval process.
- Coordinate associated AWIPS or other software changes with the Office of Central Processing (OCP). Inform OCP of any new products or product format changes that impact AWIPS formatters or other software and set a date for AWIPS changes before determining the effective date of the SCN. Coordination with OCP is done through the AWIPS liaison(s) in WSH offices.
- If necessary, complete the Data Product Request for Change (RC) process with the DRG. Submit DRG RCs to add, delete, or revise World Meteorological Organization (WMO) headers and AWIPS identifiers, and for changes to distribution of products on the Satellite Broadcast Network (SBN)/NOAAPort, AWIPS, NWWS, EMWIN, the NWS Telecommunications Gateway and other NWS systems under configuration management. The approved DRG RC and Change Notices allow NWS data managers to add and delete WMO headers and AWIPS identifiers associated with service changes.
- After DRG approval, NWS issues AWIPS, SBN/NOAAPort, NWWS, and EMWIN Change Notices regarding product header and identifier additions, deletions or changes. These notices are for data managers and do not detail the service aspects of the change. DRG Change Notices are not a substitute for SCNs.
- Send a PNS announcing a public comment and review period for proposed substantial change to NWS environmental information services. This review period also covers changes to products produced on AWIPS or changes to NWS dissemination systems. See [NWSPD 1-10](#) and its instructions.
- If appropriate, coordinate a press release or conference with the NWS Office of Public Affairs before sending the [Analyze, Forecast and Support \(AFS\) National Coordinator](#) an SCN (see Section 6). As appropriate, account for NWS field office or National Center workload, training requirements, and consult with the Office of General Counsel,

Weather, Satellites and Research Section (GCWSR) and the NWS Employees Organization (NWSEO).

4 Advance Lead Time for National SCN

The WSH branch or division chief coordinating the notice is responsible for ensuring adequate lead time between issuing the national SCN and the effective date of the change per [Table 1: Required Minimum Lead Times for Various Types of National SCNs](#). Meeting lead time requirements helps ensure users of NWS products and services have enough time to modify, test, and field changes to software and systems for their users before the change takes effect. [Table 1](#) provides the *minimum* advance lead time for different types of SCNs, as agreed to with NWS partners. You are encouraged to give more than the minimum lead time.

In addition to the SCN, users should be given access to all materials required to implement the change within the lead time in [Table 1](#). Examples include:

- Explicit list of affected product headers
- Sample product format showing the changes or complete examples of new products. Product examples should be identical to those to be implemented on the effective date.
- Map shape files for geographic changes, provided [online](#).
- Other documentation such as a description of how to interpret data

With the exception of the sample product, this information may be included in the notice or posted to a web page with a link in the notice.

Because of the service change, it may be necessary to update official NWS Policy Directive(s) or Procedural Directive(s). The Directive(s) change should be effective on a date as close as possible to the service change implementation date.

The implementation date should not be a weekend, holiday, or the day immediately before or after a weekend or holiday. This restriction increases the likelihood that the relevant NWS service program manager(s) and affected users will be available to resolve problems that may arise on the implementation date.

When implementation of a change is driven by critical operational requirements such as actions that would immediately affect life or property, issuers are encouraged to provide as much advance notice as possible; however, no specific amount of time is required. Critical operational requirements take precedence over the provisions of this Instruction. This precedence particularly applies to guidance products.

The effective date should be established by using the wording, “on or about (date).” This wording eliminates the need to send updates for critical weather days and other minor delays. When a change included in a notice does not occur on or after 7 calendar days of the stated effective date, send an updated notice with a new effective date. If a new date has not yet been determined, send a notice to update users of that fact ([Appendix C](#) provides sample).

If format, sample product, shape file, or documentation changes *after* NWS has issued the SCN,

send an Updated SCN.

4.1 Waiver of Advance Lead Time

If the NWS office generating the SCN cannot meet the minimum advance lead time required in [Table 1](#) and the change is not a critical operational requirement, the responsible WSH branch, division chief, or focal point must request a waiver ([Appendix E](#) provides a sample waiver request). The waiver request must be approved by the AFSSO Director. A waiver request includes the following:

1. The number of days of advance lead time required by [Table 1](#).
2. The number of days of advance lead time to be given (calculate based on notice assumption that AFSSO Director's approval takes two (2) business days).
3. The reason why a waiver is justified. State how the waiver benefits partners and users. A waiver should not be requested because an NWS office was short staffed, unaware of the deadline, etc. For internal issues such as those, the effective date should be moved back rather than requesting a waiver.
4. The proposed waiver language that appears in the SCN.

Example of waiver language to be inserted into the SCN:

The effective date of this change is sooner than specified by NWS Instruction 10-1805. The reduction of the normal advance lead time was approved because this change was recently requested by local users and minimal changes to software are necessary.

Table 1: Required Minimum Lead Times for Various Types of National SCNs

NWS provides as much advance notice as possible for changes driven by critical operational requirements; however, critical requirements take precedence over this instruction. This operational requirements precedence is particularly applicable to guidance products.

See [NWSI 10-102](#) for information about new and enhanced products and services. Before issuing a SCN to announce a new, substantial modification, or termination of an NWS information service, a comment/review period is required, per [NWSPD1-10](#) and [NWSI 10-102](#).

For changes not listed in [Table 1](#), NWS service program team leads should consult with a broad cross section of affected user groups to determine the impacts and set an advance lead time that accommodates these impacts. After determining the lead time, the WSH branch or division chief responsible should notify the [AFS Notification Coordinator](#) so changes can be made to [Table 1](#) in future updates.

| Type of Service Change |
|---|
| <p>Category 1: Change requiring no action by users; no lead time required, however, provide as much advance notice as possible. Non-substantial product/service changes, or URL that does not require any action from users but for which NWS want to provide special emphasis. Includes Data Management Messages for EMWIN and NWWS users.</p> |
| <p>Category 2: Minor change, minimum 30 days, or start of applicable weather season</p> <ul style="list-style-type: none"> • Change product issuance time, frequency of issuance, or schedule. • Introduce or change product agreed to at a user’s conference. Change to take effect beginning of specific weather season, such as for the tropical, fire and winter weather programs. • Minor change to weather forecast (e.g., fire, public, marine, etc.) zone or county boundary that does not affect text products and only requires users to download required shape file, (e.g., change involving modifications to limited number of grid points). • Implement new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance involving output format or content, issuance time, frequency of issuance, or issuance schedule. • Change Terminal Aerodrome Forecast (TAF) service from part time to full time with no changes to communications systems or TAF collectives. • Change Web-based products that do NOT affect parsing or automated downloading of observations, forecasts, or metadata (e.g., significant change to Web pages, including, but not limited to, adding a new Web page, moving or removing a Web page). • Propose a substantial change to an existing operational product/service or begin an experimental product/service with a public comment/review period. Refer to NWSI 10-102. • Discontinue experimental product or convert experimental product or proposed new/enhanced product to operational status. Refer to NWSI 10-102 • Terminate, discontinue or delete an operational product from one or more offices. The replacement product will be identified where applicable. NWSI 1-1002 should be followed, as appropriate. |

Category 3: Moderate Change, minimum 75 days lead time required

Significant change to product format or content for a text product having a highly-defined structure and information format, often involving section or paragraph headers in a fixed order, for which users parse for exact text strings. Significant addition, change or termination of:

- Terminal Aerodrome Forecast (TAF)
- Adding or deleting one or more communication identifiers such as WMO headers
- WMO or NWS standards, such as changing the 4-letter issuing office identifier in the WMO header
- Product type, existing class of communication identifier at all or most offices, e.g., FLUS4i, radar, CCCC, where CCCC is the 4-letter issuing office identifier or adding an NCEP / MDL product with new WMO header
- Communication identifier which includes a new four-letter issuing office (e.g., WFO) identifier not previously documented
- Product format or content that affects the automated parsing of one or more products
- Fire, Marine, and Public Weather Zone Changes (UGC-Z changes), e.g., change in zone (Z) number, change in zone names, change in zone boundaries. See Appendix C for examples.
- County Changes (UGC-C changes), e.g., change in county (C) number, change in county name or city name, change in county boundaries, jurisdictional change from/to county or independent city, change to Federal Information Processing Series (FIPS) code
- Standard Hydrometeorological Exchange Format (SHEF) code that affects information decoded by partners and other users, e.g., addition of a new SHEF element
- County, public or marine zone boundaries or name
- Special codes used in automated parsing, e.g., \$\$, &&, etc.
- Segmentation or use of headlines
- Web-based products that affect parsing or automated downloading of observations, forecasts or metadata
- Product realignment under existing communication identifiers, e.g., transferring a zone between WFOs without changing the boundaries or names of the zone
- Change to dissemination system configuration requiring users to update system settings or change dissemination service provider, e.g., NWWS vendor

Category 4: Major Change, minimum 6 months advance notice

Fundamental changes such as:

- New or radically revised format, e.g., VTEC implementation
- Change to well-established code format such as METAR or TAF
- Significant dissemination system configuration change requiring user/subscriber to update or replace system software or hardware
- Significant zone change

5 Writing a National PNS/SCN

The WSH branch or division chief coordinating the national PNS/SCN (Appendix A) determines who will draft the notice following the guidelines in [Appendix B](#). In many cases, the WSH branch or division chief drafts National SCNs or PNSs. Below is list of other NWS staff members responsible for drafting notices.

- Single WFO, Center Weather Service Unit (CWSU), or River Forecast Center (RFC): Field office management should draft the notice and send for regional review. After review, regional staff should forward the draft notice to the appropriate national focal point shown on the [Focal Point contact page](#). The focal point coordinates with other WSH offices, RHs and NCEP as needed.
- Several or all WFOs, CWSUs, or RFCs in a particular region: The regional program manager drafts the notice and sends it to the appropriate AFS focal point. The focal point coordinates with other WSH offices, RHs and NCEP as needed.
- Many or all WFOs, CWSUs, or RFCs in the NWS: The designee of the appropriate WSH branch or division chief drafts the notice. The focal point coordinates with other WSH offices, RHs and NCEP as needed.
- NCEP Center and NWC: The designee of the Center's management drafts the notice and coordinates it with the relevant AFS focal point. The focal point coordinates with other WSH offices, RHs, NCEP, and NWC as needed.
- MDL: Lab designee works with STI to draft the notice. STI coordinates with appropriate WSH offices and RHs as needed.
- NCEP Central Operations (NCO):
 - For model upgrades, the developmental modeling agency or office (e.g., GSD, Environmental Modeling Center, NOS) works with NCO to draft the notice. The NCEP Office of the Director reviews the notice for approval. Once approved, NCO submits it to AFS for dissemination.
 - For matters related to changes within the Integrated Dissemination Portfolio (IDP), NCO works with the application developers and DISS to draft the notice and coordinates with appropriate WSH offices, RHs and other users as needed. NCO submits to AFS for dissemination.
- Change only for NWS subscribers: The Office of the Assistant Chief Information Officer (OCIO) coordinates the draft National Data Management Messages for NWS with the Office of Dissemination (DIS) to ensure both service and technical aspects of the change are addressed. DIS coordinates with other WSH offices and RHs, as needed.
- Change only for EMWIN subscribers: The Office of the Assistant Chief Information Officer (OCIO) coordinates the draft National Data Management Messages for EMWIN with DIS and staff in the National Environmental Satellite, Data, and Information Service (NESDIS). DIS coordinates with other WSH and RHs, as needed.

6 Branch/Division Chief or Focal Point Responsibilities

The branch/division chief or focal point is responsible for the following:

- Writing, or coordinating and reviewing, the national PNS/SCN following the guidelines in [Appendix B](#) and the samples in [Appendix C](#).
- Coordinating a public comment/review period for substantial changes to NWS

information services (see [NWSPD 1-10](#), [NWSI 10-102](#)).

- Ensuring accuracy of content, including communication identifiers of affected products, contact information, and Web addresses.
- Approving the notice as the signatory. e.g., “from” section in notice.
- When appropriate, coordinating media releases with the NWS Office of Public Affairs. Media releases should be sent before the notice is transmitted.
- Emailing the notice as a Word attachment to the notification coordinator at nws.hq.afs.notify@noaa.gov *two (2) business days* before the notice is to be transmitted.
- Coordinating required implementation support activities, e.g., ensure [weather.gov](#), [NWS Management Information Retrieval System \(MIRS\)](#) are updated, etc.

7 AFS National Notification Coordinator Responsibilities

The coordinator is responsible for the following within two business days of receiving a notice:

Make final additions to and review of PNS/SCN:

- Assign and insert the notice reference number. For example, SCN 20-02 is the second SCN transmitted in 2020; PNS 20-12 is the twelfth PNS transmitted in 2020.
- Update the issuance time/date line with appropriate time and date information.
- Ensure minimum lead time is met and that the notice conforms to this and related NWS Instructions and Directives.
- Proofread the notice and double check Web links.
- Convert the notice to plain text to comply with AWIPS requirements.
- Proof the notice. If the coordinator makes other than grammatical changes or required formatting to comply with this instruction, such as correcting the AWIPS header and footer, the coordinator will request approval of changes from the focal point before sending the notice.
- **Transmit PNS/SCN:** National PNSs/SCNs are transmitted via AWIPS and routed via the NWS Telecommunications Gateway on NWS dissemination systems such as AWIPS, SBN/NOAAPort, NWS, and EMWIN. This transmission requires specific permissions from AFS Information Technology staff.
- **Post the transmitted notice on the AFS Notification Web page:** As soon as possible after transmitting the notice, the coordinator posts the transmitted notice to <https://www.weather.gov/notification/>. The Web posting is a courtesy and not official.
- **Send notification email to PNS/SCN mailing list:** As soon as possible after posting the transmitted notice on the notification Web page, the coordinator emails subscribers to the notification mailing list via a standard form and copies:
 - a. The WSH branch, division chief or project lead referred to in the “From” section
 - b. The notification focal point or person submitting the PNS/SCN
 - c. All contacts listed in the notice

To be added or removed from the PNS/SCN list, go to <https://nws.weather.gov/products/Mail/list.php?id=2388>

**Appendix A WSH Branches and Divisions Product Changes
Areas of Responsibility**

Contact information for [NWS notification focal points and the AFS Notification Coordinators](#).

| Branch or Division | Product Changes Areas of Responsibility |
|--|---|
| Aviation and Space Weather Services Branch: (AFS24) | WFO aviation and CWSUs, Aviation Weather Centers, Space Weather Prediction Center, Alaska Aviation Weather Unit, International Civil Aviation Organization, Volcanic Ash Advisory Center |
| Climate Services Branch: (AFS23) | Climate Prediction Center, WFO Climate |
| Marine, Tropical and Tsunami Services Branch: (AFS26) | WFO marine, coastal, tropical cyclone and tsunami changes. Centers: Ocean Prediction, National Hurricane, Central Pacific Hurricane, Tsunami Warning, National Ice |
| Severe, Fire, Public and Winter Services Branch: (AFS21) | WFO public, fire weather and/or public zone changes. Storm Prediction Center, public text of National Digital Forecast Database |
| Water Resources Services Branch: (AFS25) | WFO hydrologic issues, RFC, NWC |
| Office of Chief Operating Officer (OCOO) | Operational changes not covered elsewhere, which apply to all field offices |
| Office of Dissemination (DIS) | Changes to standardized text formats and codes, dissemination service information, NWS and EMWIN system configuration or service, National reconfiguration of communication identifiers |
| Office of Observations (OBS) | Changes in observation policy and requirements for Automated Surface Observing System (ASOS), Co-op and Upper-Air programs |
| Office of Observations, Radar Operations Center (OBS/ROC) | Changes to system configuration, data, products or services for the WSR-88D, the Federal Aviation Administration Terminal Doppler Weather Radar (TDWR), and the NOAA Profiler Network (NPN) |
| Office of Observations - Surface and Upper Air Division (OBS/SUAD) | ASOS services, e.g., implementation of new sensors. Surface or upper air code or equipment changes |
| NCEP Office of the Director | NCEP model changes and NCEP supercomputer information |
| NCEP Central Operations (NCO) | EMWIN and NWS Data Management Messages and outage notifications and changes to applications run on IDP. |
| NCEP Weather Prediction Center (WPC) | National weather forecast and analysis products (e.g., Flash flood forecast products, Medium range guidance, winter weather guidance.) |
| Office of Science and Technology Integration (STI) | NDFD and MDL statistical guidance |

Appendix B Required Format and Style of PNS/SCN

Required Format: National notices are required to comply with the following rules:

- **Document Creation:** Microsoft Word, upper and lower case alphabetic characters rather than all uppercase
- **Special Characters:** Use only the special characters listed in [SCN10-28](#) Do not use a \$\$ anywhere in the notice; spell out “dollar sign” if necessary.
- **Font:** Courier or Courier New, 12 point
- **Margins:** 1 inch
- **Acronyms:** Spell out the first time they are used in the notice except NWS
- **Tabs:** Use spaces to indent, NOT tabs
- **Emphasis:** Do NOT use color, bold, underline, graphics, tables or hard page breaks.

Required Content: Notices are required to include the following content:

- WMO Header and AWIPS ID at the beginning of the notice (see next page)
- To, From and Subject
- Effective date of change in Subject line or date to be determined
- Effective date and time or date to be determined in first paragraph.
- Time of change is optional and can be in Coordinated Universal Time (UTC), local time or both
- Reason for the change or implementation: emphasize service improvement rather than what it is replacing
- Summary of key changes explained in one 1-3 pages; for more than 3 pages, link to a page providing more details
- Links to sample products, shape files, etc., if appropriate, post new or revised shape files on the [AWIPS Map Database web page](#) with the appropriate minimum advance lead time
- One or more contacts for more information and at least one way to reach contact, email or phone number.
- Link to <https://www.weather.gov/notification/> at end of notice
- AWIPS required end tag: NNNN

Updated Notices:

- Include AAx (where x = A through X for the number of the update. The first update would be AAA, second AAB, etc.) in the Abbreviated WMO Header:
Example: NOUS41 KWBC DDHHMM AAA
- Add “Updated” at the end of the product type line in the Mass News Disseminator header block:
Example: Service Change Notice 19-14 Updated
- Include the word Updated at the beginning of the Subject section:
Example: Subject: Updated: Change of Date for Product
- Explain the reason for the update in the first paragraph:
Example: This notice was updated because a critical weather day was declared, delaying the implementation of this notice. The new date...

The remainder of the notice should be identical to the original notice. Only make changes that you note in the first paragraph.

Proper Terminology:

Use WMO Header instead of Heading

Coordinated Universal Time *NOT* Universal Coordinated Time

Types of National Notices:

Service Change Notices

WMO Header: NOUS41 KWBC DDHHMM

AWIPS ID: PNSWSH

Service Change Notice YY-xx

YY=last two digits of the calendar year, 20 for 2020, and xx is the number of SCNs which have been transmitted in the calendar year. The Coordinator will assign xx.

Public Information Statements

WMO Header: NOUS41 KWBC DDHHMM

AWIPS ID: PNSWSH

Public Information Statement YY-xx

YY=last two digits of the calendar year, 21 for 2021, and xx is the number of PNSs which have been transmitted in a calendar year. The Coordinator will assign xx.

National Data Management Messages for NWS

WMO Header: NOXX10 KWBC DDHHMM

National Administrative Notice for EMWIN

WMO Heading: NOXX20 KWBC DDHHMM

Appendix C Sample Service Change Notices, Public Information Statements and Data Management Messages

- See the [notification website](#) for examples of actual notices.
- Items with “x” are completed by Notification Coordinator.
- Read [Appendix B](#) for REQUIRED format rules BEFORE proceeding.

Template/Example of Service Change Notice

NOUS41 KWBC DDHHMM
PNSWSH

Service Change Notice YY-xx [YY = year; 2020: 20-xx]
National Weather Service Headquarters Silver Spring MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
-NOAA Weather Wire Service
-Emergency Managers Weather Information Network
-Satellite Broadcast Network/NOAAPort
Other NWS partners and NWS employees

From: Joe Smith
Chief, NWS XYZ Awareness Branch

Subject: NWS is making a major change in the Awareness Program
Lightning Product effective May 12, 20YY.

Effective May 12, 20YY, at 0600 Coordinated Universal Time
(UTC), the NWS XYZ Branch will make a major change in its
Lightning Product.

[Include details here, links to sample products, etc.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Therese.Diaz@noaa.gov [can include phone number, title, etc.]

National Service Change Notices are online at:
<https://www.weather.gov/notification/>

NNNN

Template/Example of Updated Service Change Notice

NOUS41 KWBC DDHHMM AAA
PNSWSH

Service Change Notice 18-41 Updated
[Reuse original year and sequence number, e.g., 18-41]
National Weather Service Headquarters Silver Spring MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:

- NOAA Weather Wire Service
- Emergency Managers Weather Information Network
- Satellite Broadcast Network/NOAAPort

Other NWS partners and NWS employees

From: Joe Smith
Chief, NWS XYZ Branch

Subject: Updated: NWS is making a major Change in the
Awareness Program Lightning Product Effective May 12,
20YY.

Updated to change the AWIPS ID for Idaho to XXXY from XXXZ.
[Repeat original notice verbatim. Only change items identified
in paragraph above explaining revision].

Effective May 12, 20YY, at 0600 UTC, the NWS XYZ Branch is
soliciting comments on a new lightning product.

[Include details of the change here and links to sample
products, graphics and other helpful information.]

<http://www.lightningsafety.noaa.gov/changes.htm>

For more information, please contact:

Therese Diaz
Chief, XYZ Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Service Change Notices are online at:
<https://www.weather.gov/notification/>

NNNN

Template/Example of Public Information Statement

NOUS41 KWBC DDHHMM
PNSWSH

Public Information Statement YY-xx [YY = year; 2020: 20-xx]
National Weather Service Headquarters Silver Spring MD
xxxx xM ExT xxx xxx xx 20YY

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -Satellite Broadcast Network/NOAAPort
 Other NWS partners and NWS employees

From: Joe Smith
 Chief, NWS XYZ Branch

Subject: NWS Lightning Safety Awareness Campaign June 1 5, 2016

When Thunder Roars, Go Indoors.

NWS conducts lightning safety awareness week June 1-5, 2016.

[Include details here
For more information, please contact:

Therese Diaz
NWS XYZ Branch
Silver Spring, MD 20910
Therese.Diaz@noaa.gov

National Public Information Statements are online at:
<https://www.weather.gov/notification/>

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Sample Public and/or Fire Zone Service Change Notice

NOUS41 KWBC DDHHMM
PNSWSH

Service Change Notice 19-XX (Change year as appropriate)
National Weather Service Headquarters Silver Spring MD
HHMM XM EXT DOW Mon Day Year

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -Satellite Broadcast Network/NOAAPort
 Other NWS Partners, Users and Employees

From: Michelle Hawkins, Chief
 Severe, Fire, Public, and Winter Weather Services
 Branch

Subject: Changes to Public and Fire (whichever
 appropriate) Forecast Zones for WFO City, ST, (fill in
 city,state) effective Mon Day Year
 (e.g. November 5, 2019)

On or about Tuesday, April 2, 2019, at 800 AM Central Daylight Time (CDT), 1800 Coordinated Universal Time (UTC), (change date and time as appropriate) the NWS Weather Forecast Office in Gaylord, Michigan (APX) will change Public and Fire Weather Forecast Zones encompassing Chippewa and Mackinac Counties in eastern Upper Michigan and Charlevoix County in northwest Lower Michigan. After this change, all public and fire forecasts and related products will use the new zone numbers and names shown below.

If April 2, 2019 is declared a Critical Weather Day, this implementation will be postponed to April 4, 2019

These changes are intended to provide increased flexibility and improved accuracy of forecast, watch, warning, and advisory products in the public and fire weather programs.

XX current zones will be converted into XX separate zones. (change as appropriate). These new zones are being divided to optimize issuance of hazard products for conditions that vary significantly near the Rio Grande and higher elevations of west Texas and southeast New Mexico (change for your area). The new zones are as follows:

NMZ027: Guadalupe Mountains of Eddy County will include parts of Eddy County having elevations above 5000 feet.
 (change to reflect your area and repeat as needed or delete if not needed)

Table 1: Universal Geographic Codes (UGC): Current Public/Fire/Marine Zone Forecast Name

 NMZ027: Guadalupe Mountains of Eddy County
 NMZ028: Eddy County Plains
 TXZ057: Van Horn and Highway 54 Corridor
 TXZ058: Reeves County and Upper Trans Pecos
 TXZ074: Davis/Apache Mountains Area
 TXZ079: Presidio Valley
 TXZ080: Marfa Plateau
 TXZ081: Big Bend Area
 TXZ258: Guadalupe Mountains

Table 2: UGC: New Public Zone Forecast Name

 NMZ027: Guadalupe Mountains of Eddy County
 NMZ028: Eddy County Plains
 TXZ270: Guadalupe Mountains Above 7000 Feet
 TXZ271: Guadalupe and Delaware Mountains
 TXZ272: Van Horn and Highway 54 Corridor
 TXZ273: Eastern Culberson County
 TXZ274: Reeves County Plains
 TXZ275: Chinati Mountains
 TXZ276: Marfa Plateau
 TXZ277: Davis Mountains
 TXZ278: Davis Mountains Foothills

Table 3: NWS products affected by the WFO Midland/Odessa, TX, by these public/marine/fire (delete zone types as appropriate) zone changes are listed below.

(edit list below to add or subtract products as appropriate)

| AWIPS ID | WMO Heading | Product Name |
|-----------|-------------|--------------------------------------|
| HLSJAX: | WTUS82 | KJAX: Hurricane Local Statement |
| TCVAT1-5: | WTNT81 | KNHC: Tropical Cyclone Watch/Warning |
| CFWJAX: | WHUS42 | KJAX: Coastal Hazard Message |
| SRFJAX: | FZUS52 | KJAX: Surf Zone Forecast |
| FWFJAX: | FNUS52 | KJAX: Fire Weather Forecast |
| RFWJAX: | WWUS82 | KJAX: Fire Weather Message |
| RFDJAX: | FNUS62 | KJAX: Fire Danger Statement |
| ZFPJAX: | FPUS52 | KJAX: Zone Forecast |

PFMJAX: FOUS52 KJAX: Point Forecast Matrices
SFTJAX: FPUS62 KJAX: Tabular State Forecast
TSUAT1: WEXX20 PAAQ: Tsunami Message
PNSJAX: NOUS42 KJAX: Public Information Statement
NPWJAX: WWUS72 KJAX: Non-Precipitation Warnings
FFAJAX: WGUS62 KJAX: Flood Watch
SPSJAX: WWUS82 KJAX: Special Weather Statement
WSWJAX: WWUS42 KJAX: Winter Weather Message
AFDJAX: FXUS62 KJAX: Area Forecast Discussion

NWS partners and users should take the appropriate action to ensure systems recognize the new UGC (Z) and new zone alignments and names.

Updated public zone shape files are online at: (delete the ones you don't need. Links below must have a date showing they were updated as of the date this notices take effect.)

<https://www.weather.gov/gis/MarineZones>
<https://www.weather.gov/gis/PublicZones>
<https://www.weather.gov/gis/FireZones>
<https://www.weather.gov/gis/Counties>

A graphical depiction of this change is online at:

(link to local office graphical depiction goes here)

For more information, please contact:

First Name, Last Name
Title (optional)
NWS City, ST (replace as appropriate; do NOT include mailing address or zip)
firstname.lastname@noaa.gov (replace with contact name)
phone (optional)

or

(second contact is optional)

First Name, last Name
Title (optional)
NWS City, ST (replace as appropriate; do NOT include mailing address or zip)
firstname.lastname@noaa.gov (replace with contact name)
phone (optional)

National Service Change Notices are online at:

<https://www.weather.gov/notification/>

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Sample Marine Zone Service Change Notice

NOUS41 KWBC DDHHMM
PNSWSH

Service Change Notice 19-XX (Change year as appropriate)
National Weather Service Headquarters Silver Spring MD
HHMM XM EXT DOW Mon Day Year

To: Subscribers:
 -NOAA Weather Wire Service
 -Emergency Managers Weather Information Network
 -Satellite Broadcast Network/NOAAPort
 Other NWS Partners, Users and Employees

From: Allison Allen
 Chief, Marine, Tropical, and Tsunami Services
 Branch

Subject: Changes to Marine Zones for WFO City, ST,
 (fill in city, state) effective Mon Day Year
 (e.g., November 5, 2019)

On or about Tuesday, April 2, 2019, at 800 AM Central Daylight Time (CDT), 1800 Coordinated Universal Time (UTC), (change date and time as appropriate) the NWS Weather Forecast Office in Miami, FL will change marine zones to better align areas of responsibility for coastal waters encompassing x and y counties in eastern State. This change will better align with the National Hurricane Center (NHC) breakpoints. (or other reason for change)

If April 2, 2019 is declared a Critical Weather Day, this implementation will be postponed to April 4, 2019

These changes are intended to provide increased flexibility and improved accuracy of forecast, watch, warning, and advisory products in the marine programs.

The first change moves the westernmost edge of GMZ750 and GMZ770 from Destin to the Okaloosa and the Walton county line where the new NHC breakpoint is defined. (replace with correct zone numbers, etc. and repeat for additional zones changes).

Table 1

UGC: Current Marine Zone Name

GMZ655: Coastal waters from Destin to Pensacola, FL, out 20 NM

GMZ675: Waters from Destin to Pensacola, FL, from 20 to 60 NM
 GMZ650: Coastal waters from Pensacola, FL to Pascagoula, MS,
 out 20 NM
 GMZ670: Waters from Pensacola, FL to Pascagoula, MS, from 20 to
 60 NM
 GMZ630: North Mobile Bay
 GMZ631: South Mobile Bay
 GMZ632: Mississippi Sound
 GMZ633: Perdido Bay Area
 GMZ634: Pensacola Bay Area including Santa Rosa Sound
 GMZ635: Choctawhatchee Bay

Table 2

UGC: Current Marine Zone Name

 GMZ730: Apalachee Bay or Coastal Waters from Keaton Beach to
 Ochlockonee River, FL, out to 20 NM
 GMZ755: Coastal Waters from Ochlockonee River to Apalachicola,
 FL, out to 20 NM
 GMZ775: Waters from Suwannee River to Apalachicola, FL, from
 20 to 60 NM
 GMZ750: Coastal waters from Apalachicola to Destin, FL, out
 20 NM
 GMZ765: Coastal waters from Suwannee River to Keaton Beach, out
 20 NM
 GMZ770: Waters from Apalachicola to Destin, FL, from
 20 to 60 NM

Table 3: Marine zones and corresponding Universal Geographic Codes (UGC) for which WFO Mobile AL will issue forecasts and warnings effective December 5, 2017

Table 3: NWS products affected by the WFO Mobile, AL, marine zone changes effective December 5, 2017:

AWIPS ID: WMO HEADING: PRODUCT NAME

CWFMOB: FZUS54 KMOB: COASTAL WATERS FORECAST
 SMWMOB: WHUS54 KMOB: SPECIAL MARINE WARNING
 MWSMOB: FZUS74 KMOB: MARINE WEATHER STATEMENT
 MWWMOB: WHUS74 KMOB: MARINE WEATHER MESSAGE
 HLSMOB: WTUS84 KMOB: HURRICANE LOCAL STATEMENT
 WCNMOB: WWUS64 KMOB: WATCH COUNTY NOTIFICATION
 HWOMOB: FLUS44 KMOB: HAZARDOUS WEATHER OUTLOOK
 SPSMOB: WWUS84 KMOB: SPECIAL WEATHER STATEMENT
 WEXX20: PAAQ TSUAT1: TSUNAMI MESSAGE
 WOUS64: KWNS WOUUn (n=1-9): WATCH OUTLINE UPDATE

NWS partners and users should take the appropriate action to

ensure systems recognize the new UGC (Z) and new zone alignments and names.

Updated marine zone shape files are online at: (delete the ones you don't need. Links below must have a date showing they were updated as of the date this notices take effect.)

<https://www.weather.gov/gis/MarineZones>

<https://www.weather.gov/gis/Counties>

A graphical depiction of this change is online at:

(link to local office graphical depiction goes here)

For more information, please contact:

First Name, Last Name

Title (optional)

NWS City, ST (replace as appropriate; do NOT include mailing address or zip)

firstname.lastname@noaa.gov (replace with contact name)

phone (optional)

or

(second contact is optional)

First Name, last Name

Title (optional)

NWS City, ST (replace as appropriate; do NOT include mailing address or zip)

firstname.lastname@noaa.gov (replace with contact name)

phone (optional)

National Service Change Notices are online at:

<https://www.weather.gov/notification/>

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Sample Data Management Message for EMWIN

NOXX10 KWBC 231355

DM07-19.02 GOES-16 and GOES-17 Possible Maintenance Outages
Commencing 1400 UTC, July 23, 2019

Effective: 2019/07/23 14Z UTC
Data Management Message 07-19.02

To: Emergency Managers Weather Information Network (EMWIN)
Customers

From: GISC/RTH Washington Data Management

Subject: GOES-16 and GOES-17 Possible Maintenance Outages
Commencing 1400 UTC, July 23, 2019

Topic: GOES-16 and GOES-17 Possible Outages or Anomalies on July
23rd Due to GOES R Ground Troubleshooting

Date/Time Issued: Jul 22, 2019 20:34:00 UTC

Product or Data Impacted: All GOES 16 and 17 Data may be
susceptible to outages or anomalies on July 23rd during the
hours shown below due to ongoing intrusive troubleshooting
activities being perform by the GOES R teams.

If actual outages or anomalies are realized, official
Notifications will be sent providing the details.

Date/Time of Initial Impact: Jul 23, 2019 14:00:00 UTC

Date/Time of Expected End: Jul 23, 2019 22:00:00 UTC

Length of the Outage/Event: 8 Hrs 0 Mins

Details/Specifics of Change: No details can be provided at this
time other than the times of the possible intrusive activities.

Contact information for further information: ross.cox@noaa.gov

Questions or comments on this Bulletin may be addressed to:
nws.emwin.support@noaa.gov

This information is also posted on the NWS Data Management
change notices web page. The URL is listed below.

<http://www.nws.noaa.gov/datamgmt/notices.shtml>

Data Management
NCO Production Management Branch College Park
GIS/RTH Washington Sends

Appendix D Optional Quality Control Checklist

This checklist will help ensure your notice is correctly formatted and can be processed quickly. **This form is for your use only. Do not submit it.**

| | |
|---|--|
| Has Data Review Group (DRG) approval been obtained if necessary? | |
| Have changes, particularly the implementation effective dates for changes, involving AWIPS or other software changes been coordinated with the Office of Central Processing (OCP)? | |
| Is a public comment and review process necessary prior to the transmission of this notice per NWSPD1-10 and its instructions? If so, and this process has not been carried out, please coordinate with OCOO Policy Staff before submitting this notice. | |
| Have all links been checked? | |
| If necessary, have shape files been updated or scheduled for updates? If so, have you checked the shape file site and verified the valid date for change? | |
| Does notice update a previously posted notice? If so, it should use the original notice number from https://www.weather.gov/notification/ . (See Appendix C for an example). | |
| Have you ensured required lead time as detailed in Table 1 plus 2 working days for transmission? | |
| If you are not meeting the lead time requirement in Table 1 and require a waiver, have you submitted a waiver request memo for approval to the AFS Director? (Appendix D). | |
| Does this notice comply with all formatting rules in Appendix B ? | |

Appendix E Sample Waiver Letter and Form

If you do not meet the advance notice requirements in [Table 1](#), request a waiver from the AFS Director. The waiver request includes a letter in the format specified below and is submitted to the AFS Executive Officer in a file folder.

Sample Letter

Request to Waive the Normal 75-Day Notification Period for Upgrade to St. George, UT Terminal Aerodrome Forecast (TAF)

SUMMARY:

1. This is a request for a waiver of the required 75 days of lead time for an upgrade to the St. George, UT, TAF. St. George built a new airport to replace the existing facility. The new airport is using the FAA ID of KDXZ, instead of transferring the current ID, KSGU, for the new location. The plan is to revert the ID to KSGU after a year or two. The FAA informed Western Region on December 14, 2015, that it had approved opening the new St. George facility on January 13, 2016. The estimated leadtime for the SCN is 25 days.
2. The suggested text for language to be included in the SCN is:

“The effective date of this change is sooner than specified by NWS policy (NWS Instruction 10-1805). The reduction of the normal advance lead time was approved after coordination with local users.”

RECOMMENDATION:

The AFSSO Director approves / disapproves the waiver request of less than 75 days advance notice.

APPROVED: _____ DISAPPROVED: _____

DATE: _____