

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-12

March 3, 2017

Maintenance, Logistics & Facilities

CONFIGURATION MANAGEMENT

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

OPR: W/OBS32 (T. Day)

Certified by: W/OBS (J. Pica)

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SUMMARY OF REVISIONS: This directive supersedes National Weather Service (NWS) Policy Directive 30-12, *Configuration and Data Management* dated August 27, 2003. Changes made to reflect the NWS Headquarters reorganization effective April 1, 2015. Other changes include:

1. Adds Configuration Management (CM) for NWS owned facilities.

 / Signed /

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for Weather Services

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Date

1. Configuration Management (CM) establishes hardware, software, and documentation baselines for operational equipment and NWS owned facilities. CM also ensures changes occur to operational equipment in a controlled manner. Data Management (DM) administers the appropriate level of administrative review and technical tracking for documentation and data for operational equipment and NWS owned facilities. This policy directive defines the NWS CM and DM program and applies to all NWS personnel.
2. NWS CM provides a structure to record engineering life cycle information needed to design, build, and maintain CM controlled equipment and facilities in support of the NWS mission. DM provides a capability to manage and support the technical documentation, requirements specifications, and appropriate administrative data for CM controlled equipment and facilities. This policy directs the documenting of system configurations and facilities to ensure proper identification, correlation to associated requirements and engineering design information, and the management of technical data. Technical data includes, but is not limited to, engineering drawings, site identifiers, data schedules, associated lists, requirement specifications, manufacturing specifications and engineering standards. CM and DM control the configurations for equipment, and associated technical data, to ensure the equipment meets operational needs throughout its life cycle.
3. This directive establishes the following authorities and responsibilities:
 - 3.1 The Assistant Administrator for Weather Services is responsible for the overall implementation of the CM/DM policy.
 - 3.2 NWS Headquarters (NWSH) Office Directors, Regional Directors, and the Director of the National Centers for Environmental Prediction (NCEP) are responsible for administering CM/DM procedures within their organizations. In addition, they will ensure personnel report CM information to NWSH; recommend approval or disapproval of systems designated for CM control; assure compliance with CM/DM procedures for systems designated for CM control; and ensure personnel understand and carry out CM/DM responsibilities.
 - 3.3 The Director, Office of Observations (OBS), has overall approval/disapproval authority and may choose to delegate this authority. The Director is responsible for developing, implementing and maintaining CM/DM procedures and designating systems under CM control across the entire NWS enterprise. OBS will develop and manage CM/DM processes, and is responsible for the identification, control, status accounting, and audits of systems under CM control. OBS will ensure consistent and systematic methods for the identification of equipment and facilities, documents, engineering drawings, and data lists defining system baselines. OBS will also assign site identifiers to ensure uniform designation of NWS equipment locations; provide CM/DM guidance to ensure systems and components are documented to reflect performance, functional and physical requirements; and initiate periodic audits of system configurations to ensure compliance. OBS will operate and maintain the CM repositories and DM processes for equipment and facilities under configuration control.

3.4 Meteorologists-In-Charge, Hydrologists-In-Charge, and Officials-In-Charge are responsible for assuring their site processes comply with NWS and site-specific CM/DM procedures and local guidelines; CM/DM guidance plans are developed and implemented; employees with assigned CM/DM roles understand and carry out their responsibilities, and all site personnel are aware of CM/DM requirements.

3.5 NWS employees will comply with NWS CM/DM policy and procedures. Only authorized personnel will make changes to systems, equipment, or facilities under CM control.

4. To measure compliance with this policy directive, OBS CM departments will develop metrics for each system, equipment, or facility under CM control. The metrics will measure how responsible organizations have satisfied CM/DM requirements and maintained CM integrity. All operating units will review and monitor the full suite of CM reports, baseline documentation, site configuration data and authorizing document information available from OBS CM.