

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 10-1**  
**MAY 28, 2023**

**Operations and Services**

**NWS REQUIREMENTS, OPERATIONS AND SERVICES IMPROVEMENTS**

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

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**OPR:** AFS13 (C. Diaz)

**Certified by:** AFS (A. Allen)

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**SUMMARY OF REVISIONS:** This directive supersedes National Weather Service Policy Directive 10-1, *NWS Requirements, Operations and Services Improvements*, dated May 3, 2018.

The following changes were made to this directive:

1. Replaced Corporate Project Team (CPT) with Mission Support Team (MST).
2. Inclusion of a new Procedural Instruction 10-105, *National Weather Service Zone Change Process* in section 2(c), new section 5, and listed in Appendix A.

1. Formal, consistent, and responsive requirements-based management processes are necessary to effectively and efficiently meet current and future demands for National Weather Service (NWS) improved field operations and services, and to ensure that new or changed products and services are made available for public review and comment prior to being designated as operational.

2. This directive establishes:

(a) Capabilities and Requirements Decision Support (CaRDS) as the NWS Governance based process for validation, prioritization, and resource allocation decisions for new field requirements;

(b) The Products and Services Change Management (PSCM) process for implementing new products or services, substantial changes to operational products or services, and changes to environmental information services (i.e., additions, enhancements, and terminations). PSCM process ensures that public comment and review, scientific review, and cross agency review and coordination take place prior to making a decision to operationally implement any product or change; and

(c) The National Weather Service Zone Change Process for public, marine, and fire weather zones, and/or U.S. Census Bureau-codified county and city changes.

3. This directive establishes the following authorities and responsibilities for the CaRDS process:

3.1 The Analyze, Forecast and Support Office (AFSO) is responsible for management and oversight of the CaRDS process, ensures its implementation and use; and conducts AFSO review and approval decisions for NWS field requirements to be delivered to the Mission Delivery Council (MDC). The AFS Director may approve and validate requirements that are contained wholly within the AFS Portfolio. In these cases, an MDC meeting for resource decisions is not required.

3.2 The MDC reviews AFS approved requirements, conducts requirements validation and priority decisions, and promotes further discussion of any requirements not validated. The MDC also ensures linkage to NOAA Requirements Management Policy and the Transition from Research to Applications Policy, addresses appeals, priorities, and issues to the NWS Executive Council, and directs validated requirements to the Portfolio Integration Council (PIC).

3.3 The NWS Headquarters Office Directors, Regional Directors, Director of the National Centers for Environmental Prediction (NCEP), and the Director of the Office of Water Prediction (OWP):

- a. Ensure NWS needs, opportunities, and related operations and services improvement requests are submitted to CaRDS as appropriate;
- b. Designate CaRDS representatives who submit new requests; and
- c. Ensure adequate organizational representation and participation in AFS Service Program Team (SPT) and Mission Support Team (MST) meetings.

4. This directive establishes the following authorities and responsibilities for the PSCM process:

4.1 AFSO is responsible for management and oversight of the PSCM process.

4.2 Any NWS Offices responsible for developing and/or implementing proposed solutions for changes to NWS environmental information services (see NWSPD 1-10, [Managing the Provision of Environmental Information](#)) will ensure PSCM (NWSI 10-102, [New or Enhanced Products and Services](#)) review and public comment/review prior to a substantial development investment and/or prior to implementation.

4.3 The NWS Headquarters Office Directors, Regional Directors, NCEP Director, and OWP Director ensure that proposed changes to existing products or services are submitted to CaRDS for PSCM review, approval, and notification as appropriate.

4.4 The NWS Office of the Chief Operating Officer (OCCO) designates a Chief Operating Officer (COO) PSCM team member to assist in the review of policy impacts and adherence.

5. The authorities, roles, and responsibilities for the Zone Change process are detailed in NWSPD 10-105, [National Weather Service Zone Change Process](#). AFSO is the point of contact for all zone change requests and interacts with the Office of Planning and Programming for Service

Delivery (OPPSD), who then engages the portfolios necessary for coordination.

This policy directive is supported by the procedural directives listed in Appendix A.

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Date

**Appendix A**

**GLOSSARY OF REFERENCES**

**Procedural Directives:**

- NWSI 10-102, Products and Services Change Management
- NWSI 10-103, Capabilities and Requirements Decision Support Process
- NWSI 10-105, National Weather Service Zone Change Process