

NATIONAL WEATHER SERVICE INSTRUCTION 10-403

OCTOBER 19, 2023

Operations and Services

Products and Services to Support Fire and Other Incidents, NWSPD 10-4

FIRE WEATHER SERVICES COORDINATION AND OUTREACH

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

OPR: W/AFS21 (H. Hockenberry)

Certified by: W/AFS21 (S. Bieda)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes NWSI 10-403, “Fire Weather Services Coordination and Outreach,” dated April 13, 2018. Changes included:

1. Section 1.1: Modified to reflect Meteorologist-In-Charge, Fire Weather Program Leader, and Warning Coordination Meteorologist roles with coordination and outreach.
2. Section 1.1; Added links to available national training courses guidance on participating as an instructor.
3. Section 1.2: Improved the wording of accomplishing user requirements.
4. Section 1.2: Added mention of the Service Program Team and changed “suppression” to “management” for accuracy.
5. Removed Appendix A as these instructions are incorrect.

ALLEN.ALLISON.LEIGH.136583
1072

Digitally signed by
ALLEN.ALLISON.LEIGH.1365831072
Date: 2023.10.05 08:12:34 -0400

October 5, 2023

Allison Allen
Director

Date

Analyze, Forecast and Support Office

Fire Weather Services Coordination and Outreach

Table of Contents	Page
1. Coordination of Changes in Products and Services	2
1.1 WFO Fire Weather Service Area	2
1.2 State or Geographic Area Coordination Center (GACC) Level	3
1.3 National Fire Weather Program	3
2. Change Notification	3

1. Coordination of Changes in Products and Services

National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) will use a customer-driven approach for the change process for Fire Weather products and services. NWS should have a conduit for coordination of these changes for users at all levels (nationally, regionally, and locally at Weather Forecast Offices (WFOs)). National policy for products and services will reside in the Policy Directive 10-4, “[*Products and Services to Support Fire and Other Incidents*](#).” WFO or consolidated Fire Weather Annual Operating Plans (AOPs) (in accordance with NWS Instruction 10-404, [*Fire Weather Services Annual Operating Plan and Report*](#)) will serve to further document regional and local implementation of policy and changes. The Fire Weather Service Program Team (SPT) will act as the national-level coordination and voting entity to facilitate changes in products and services.

1.1 WFO Fire Weather Service Area

The Meteorologist-In-Charge (MIC) with assistance from the WFO Fire Weather Program Leaders (FWPL) will identify fire weather users within the WFO area of fire weather responsibility. MICs and the FWPLs should ensure an updated list of users and points of contact are included in the WFO station duty manual or other appropriate reference.

WFO Warning Coordination Meteorologists (WCM)s are the "user service representatives" for the NWS fire weather program at the local level. WCMs will utilize a WFO fire weather team approach, including FWPLs and other staff, to maintain regular contact with fire and land management agencies, helping them assess meteorological needs and informing them of NWS products and services available to meet those needs. Fire and land management personnel should be encouraged to visit the WFO to become familiar with all NWS office personnel and operations. Likewise, WFO staff should take advantage of opportunities to visit land management agencies and operational sites (prescribed burns, Remote Automated Weather Stations (RAWS) platforms, etc.).

MICs should conduct, or participate in, user meetings at least annually to gauge user satisfaction, determine changes in requirements, and develop and review the Fire Weather AOP.

On occasion, a local WFO is contacted to provide expertise as an instructor for a locally-offered or national-level standard fire course such as the S-190 or S-290 Fire Behavior Series. Links to available training can be found below:

<https://www.nifc.gov/programs/training>
<https://wildlandfirelearningportal.net/login/index.php>

Most requests to participate as an instructor will be considered a local WFO/Regional outreach function. In cases where multiple days of instruction are requested and hotel plus travel expenses will be incurred, an invitational travel order may be possible. Several weeks of advanced notification are required to garner and execute invitational travel. The traveler is responsible for following all applicable NOAA travel regulations for invitational travel.

1.2 State or Geographic Area Coordination Center (GACC) Level

Coordination of user requirements should be accomplished at the state or GACC level. At this level, both WFO MICs and the Regional Fire Weather Program Managers should represent the NWS to gauge user satisfaction and requirements, and to develop and review regional/state AOPs.

1.3 National Fire Weather Program

The National Fire Weather Program Manager (NFWPM) will coordinate the Fire Weather Program (including budget, training, policy, etc.) with the Regional Program Managers/Service Program Team (SPT) and will operate as the conduit for national user coordination. The NFWPM will work with the National Interagency Fire Center Directors or their representatives, the National Wildfire Coordination Group (NWCG), and other national fire management organizations in determining overall fire and land management requirements for meteorological support.

The National Fire Weather Operations Coordinator (NFWOC) and the National Science and Dissemination Meteorologist (NSDM) will also coordinate issues related to fire weather operations, new science delivery and research activities with the Regional Program Managers and NWCG.

The NFWOC, NFWPM, and NSDM will work with Regions and WFOs to coordinate RFW criteria across office and regional boundaries.

2. Change Notification

The Analyze, Forecast and Support Office (AFSO), the Regional Headquarters, and the local offices will notify users of changes in national, regional, and local products and services in accordance with NWS Instruction 10-1805, National Service Change and Technical Implementation Notices.

Regional Headquarters will submit any regional Supplements or other instructions enhancing or modifying Policy Directive 10-4 to the AFSO for approval.