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DEPARTMENT OF COMMERCE / National Oceanic and Atmospheric Administration

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OFFICE OF THE FEDERAL COORDINATOR FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

Operations and Administration Plan for the Office of the Federal Coordinator for Meteorological Services and Supporting Research

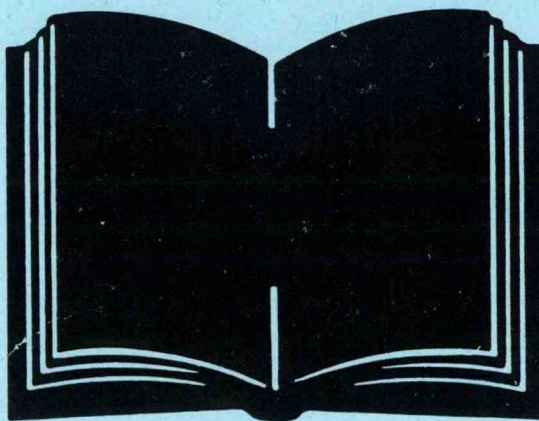
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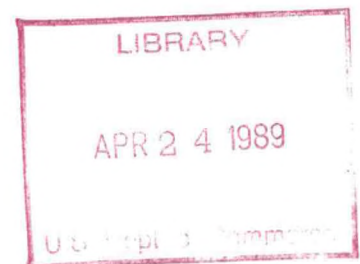
FEDERAL COORDINATOR
FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

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OPERATIONS AND ADMINISTRATION PLAN
FOR THE
OFFICE OF THE FEDERAL COORDINATOR FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

FCM-P2-1989

Washington, D.C.
March 1989



CHANGE AND REVIEW LOG

Use this page to record changes and notices of reviews.

Change Number	Page Numbers	Date Posted	Initial
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FOREWORD

The mission of the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) is to establish procedures to facilitate a review of basic and specialized meteorological requirements, services, and supporting research. Through the committee and working group infrastructure of the OFCM, this mission is performed daily.

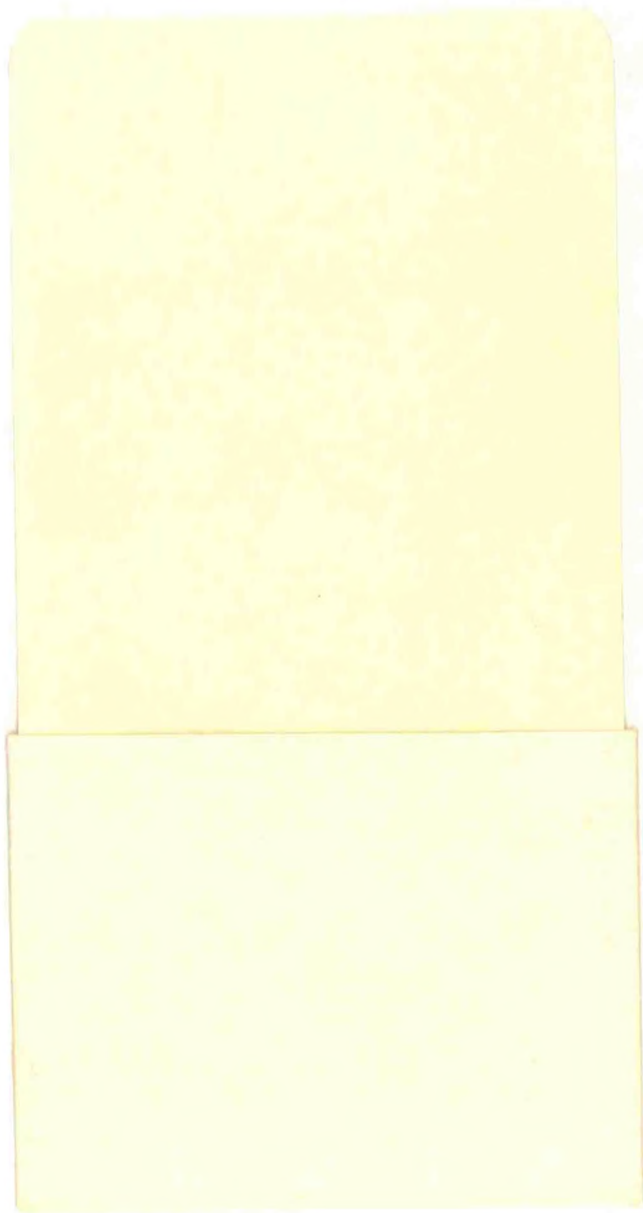
This operations and administration plan is directed toward the recurring activities of the OFCM and known special problems. It is designed to provide members of the Federal meteorological community and the staff of the OFCM guidance on the organization, activities, plans, and publications of the OFCM. It provides a summary of OFCM policies and procedures that relate to the daily operations of the office. It is intended to provide a road map of where this office is going and what major activities it will endeavor to undertake over the next two years.

Since it is also a responsibility of the OFCM to respond to special multi-agency problems that may develop and to special queries of the Office of Management and Budget, the General Accounting Office, the Inspectors General and the managers of the participating departments and agencies, it is probable that priorities and objectives will have to be reassessed and modified from time to time.

The plan is designed to be updated annually and to project plans of the OFCM out two fiscal years.



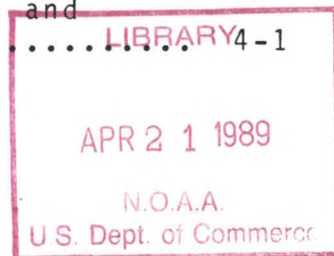
Robert L. Carnahan
Federal Coordinator for
Meteorological Services
and Supporting Research



OPERATIONS AND ADMINISTRATION PLAN FOR THE
OFFICE OF THE FEDERAL COORDINATOR FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH
(OFCM)

TABLE OF CONTENTS

	Page
CHANGE AND REVIEW LOG	ii
FOREWORD	iii
TABLE OF CONTENTS	v
CHAPTER 1. BACKGROUND REFERENCES	
1.1. General	1-1
1.2. Documents	1-1
1.3. Inspector General Audits	1-4
CHAPTER 2. ORGANIZATION OF THE FEDERAL METEOROLOGICAL COORDINATION STRUCTURE	
2.1. General	2-1
2.2. Organizational Structure	2-1
2.3. Federal Committee for Meteorological Services and Supporting Research	2-1
2.4. Interdepartmental Committee for Meteorological Services and Supporting Research	2-1
2.5. Program Councils	2-3
2.6. Standing Committees	2-4
2.7. Working Groups	2-4
2.8. Ad Hoc Groups	2-6
2.9. Task Groups	2-6
CHAPTER 3. MISSION AND OBJECTIVES	
3.1. Mission	3-1
3.2. Objectives	3-1
3.3. Mission and Objectives of the OFCM ...	3-2
3.4. Limitations and Constraints	3-3
CHAPTER 4. POLICIES AND PROCEDURES OF THE OFCM	
4.1. General	4-1
4.2. Participation of Non-Federal Employees in OFCM Councils, Committees and Working Groups	LIBRARY 4-1



4.3.	Clearance of OFCM Correspondence	4-2
4.4.	Use of Staff Car	4-3
4.5.	OFcm Briefing	4-3
4.6.	Membership Database	4-4
4.7.	Scheduling Meetings	4-4
4.8.	Conducting Meetings	4-5
4.9.	Document Security	4-6
4.10.	Physical Security	4-6
4.11.	Publications and Publishing	4-7
4.12.	Membership on Program Councils	4-8
4.13.	Membership on Committees	4-8
4.14.	Participation on Working Groups, Ad Hoc Groups, and Task Groups	4-8
4.15.	Voting in Group Meetings	4-9
4.16.	Use of OFCM Resources	4-11
4.17.	Establishing and Dissolving Working Groups, Task Groups, and Ad Hoc Groups	4-11
CHAPTER 5.	STAFFING OF AND SUPPORT FOR THE OFCM	
5.1.	General	5-1
5.2.	Staffing of the OFCM	5-1
5.3.	Fiscal Support for the OFCM	5-1
CHAPTER 6.	CURRENT ACTIVITIES AND NEAR-TERM PLANS OF THE OFCM	
6.1.	Introduction	6-1
6.2.	Coordination	6-1
6.3.	Review of Federal Meteorological Requirements and Programs	6-1
6.4.	Planning	6-1
6.5.	Standards	6-4
6.6.	Systems Development	6-4
6.7.	Review of OFCM Committee Structure ...	6-5
6.8.	Federal Meteorological Handbooks	6-5
6.9.	Contracts and Grants	6-6
6.10.	Studies and Analyses	6-6
6.11.	Travel and Conferences	6-7
6.12.	Meetings of OFCM Coordinating Groups .	6-7
6.13.	Special Projects and Initiatives	6-8
CHAPTER 7.	INTERDEPARTMENTAL BOARD FOR COOPERATION OF NOAA WITH DOD	
7.1.	General	7-1
7.2.	Charter	7-1
7.3.	Membership	7-1
7.4.	IBC Responsibilities and Duties	7-1
7.5.	OFcm Participation	7-2

CHAPTER 8.	ADMINISTRATIVE PRACTICES AND PROCEDURES OF THE OFCM	
	8.1. General	8-1
	8.2. Copying and Mailing of Documents	8-1
	8.3. Briefings	8-3
	8.4. Official Travel	8-3
	8.5. Travel Voucher Processing	8-4
	8.6. Local Travel Reimbursement	8-4
	8.7. Official Document Files	8-8
	8.8. Communications	8-8
	8.9. Processing Routine Correspondence and Documents	8-9
	8.10. Briefing Books for Chairpersons	8-12
	8.11. Meeting Agenda	8-12
	8.12. Records of Action	8-13
	8.13. Terms of Reference	8-14
	8.14. Membership and Terms of Reference Books	8-14
APPENDIX A.	PUBLICATIONS OF THE OFCM	
	Guidance	A-1
	Handbooks	A-1
	Information	A-2
	Plans	A-2
	Reports and Studies	A-4
	Standards	A-4
	Miscellaneous Publications	A-5
APPENDIX B.	PUBLICATION SCHEDULE OF THE OFCM	
	Fiscal Year 1989	B-1
	Fiscal Year 1990	B-2
APPENDIX C.	PROGRAM COUNCILS, COMMITTEES, AND GROUPS OF THE OFCM	
	Federal Committee	C-1
	Program Councils	C-2
	The Interdepartmental Committee	C-5
	Standing Committees of the ICMSSR	C-6
	Working Groups	C-13
	Ad Hoc and Task Groups	C-20
APPENDIX D.	STAFFING ASSIGNMENTS AND POINTS OF CONTACT IN THE OFCM	D-1
APPENDIX E.	TERMS DEFINED	E-1
APPENDIX F.	ABBREVIATIONS	F-1
APPENDIX G.	PLANNED MEETINGS OF THE OFCM	G-1

APPENDIX H. DISTRIBUTION H-1

FIGURES AND TABLES

Figure 2-1. Organizational chart of the OFCM. 2-2
Table 4-1. Categories of participation. 4-10
Table 5-1. Personnel structure of the OFCM. 5-2
Figure 8-1. Copy/Mail Request Form. 8-2
Figure 8-2. Travel Order and Arrangements Request Form. 8-5
Figure 8-3. Reimbursement Request Form. 8-7
Figure 8-4. Facsimile Transmission Form 8-10
Figure 8-5. Typing/Scanning Request Form. 8-11

CHAPTER 1

BACKGROUND REFERENCES

1.1. General. The lineage of the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) can be traced through these documents, from its inception in 1962 to the current structure of the organization.

1.2. Documents. The documents listed here establish the basis for the existence of the OFCM.

1.2.1. Public Law 87-843, October 18, 1962, Section 304. This legislation forms the basis for establishing the OFCM.

The Bureau of the Budget shall provide Congress in connection with the budget presentation for fiscal 1964 and each succeeding year thereafter, a horizontal budget showing (a) the totality of the programs for meteorology, (b) the specific aspects of the program and funding assigned to each agency, and (c) the estimated goals and financial requirements.

1.2.2. Bureau of the Budget [Office of Management and Budget (OMB)] Circular A-62, November 13, 1963, "Policies and Procedures for the Coordination of Federal Meteorological Services." The circular prescribes policy guidelines and procedures for planning and conducting Federal meteorological services and applied [supporting] research. The guidelines

- Reaffirm the central role of the Department of Commerce with respect to basic meteorological services.
- Clarify the respective responsibilities of the Department of Commerce and the user agencies for basic and specialized meteorological services.
- Establish procedures to facilitate coordination and the timely resolution of outstanding issues.

- Provide for evaluating user requirements within the context of a balanced and integrated Federal plan.
- Fix responsibility for continuing and systematic review of meteorological services and supporting research.
- Require preparation of a Federal plan.
- Exclude basic research in meteorology from the purview of the circular.
- Exclude development of meteorological satellites and involvement in special military security considerations.

1.2.3. "U.S. Department of Commerce Implementation Plan for Bureau of the Budget [Office of Management and Budget] Circular A-62, November 13, 1963," January 13, 1964. This document

- Establishes an Office of the Federal Coordinator for Meteorology.
- Describes the responsibilities of the Department of Commerce and the OFCM.
- Establishes the Federal Committee for Meteorological Services and Supporting Research (FCMSSR).
- Establishes the Interdepartmental Committees for Meteorological Services and Research.
- Establishes an appeal and arbitration structure.
- Prescribes a Federal meteorological plan.
- Establishes an initial staffing pattern of the Office of the Federal Coordinator for Meteorology.
- Relates the Office of the Federal Coordinator for Meteorology to other coordinating groups.

1.2.4. General Accounting Office Report LCD-80-10, "The Federal Weather Program Must Have Stronger Central

Direction," October 16, 1979. This report made several recommendations to strengthen and revitalize the OFCM. The recommendation proposed action to do the following:

- Reaffirm the Department of Commerce's central agency role for weather and define its authority and responsibilities concerning civil and military weather organizations.
- Strengthen the central agency's role by requiring it to assist the Office of Management and Budget in their annual review of agencies' budget submissions.
- Develop comprehensive Federal weather plans designed to streamline and integrate weather responsibilities, capabilities, and services.
- Develop a formal review system of new agency weather service requirements.
- Have OMB provide necessary personnel ceiling and funds for a permanent OFCM staff.

1.2.5. The Department of Defense and Department of Transportation agreed in response to the General Accounting Office report to assign personnel to the OFCM to assist in the coordination role.

- The U.S. Air Force assigned an O-6 (colonel) authorization to the Office of the Secretary of Defense for the role of Assistant Federal Coordinator for Air Force and Army Meteorological Affairs.
- The U.S. Navy assigned an O-6 (captain) authorization to the Oceanographer of the Navy for the role of Assistant Federal Coordinator for Navy and Marine Corps Meteorological Affairs. This billet was subsequently withdrawn in 1987. The Naval Deputy to the National Oceanic and Atmospheric Administration (NOAA) authorized one of his personnel authorizations to be filled to support the OFCM in 1988.
- The Federal Aviation Administration (FAA) used one of its manpower authorizations in the grade of GS-15 to support the OFCM as Assistant Federal Coordinator for Department of Transportation/FAA Meteorological Affairs.

1.3. Inspector General Audits. The Department of Commerce Inspector General has audited the OFCM on several occasions. Recommendations of the Office of the Inspector General are of benefit in the conduct of this office with the agencies and to our operations. Some significant recommendations are discussed below.

1.3.1. The role of the OFCM is coordination, the role intended by OMB Circular A-62. The control function rests with the Office of Management and Budget and with other program offices. The OFCM can assist the OMB in this role, but only to the extent that it does not conflict with the effectiveness of this office in the coordination role. The coordination role, properly done, achieves many of the same objectives sought by the Inspector General.

1.3.2. Development of a multi-year functional plan. The OFCM does not have the resources to undertake such an all encompassing project. The office has addressed the issue by preparing a plan on one particular program area each fiscal year. Additionally, the OFCM annual report to OMB on the agencies' long term weather system requirements addresses this issue. This report was prepared for the first time in 1987 and requested on an annual basis beginning in 1988.

CHAPTER 2

ORGANIZATION OF FEDERAL METEOROLOGICAL COORDINATION STRUCTURE

2.1. General. The Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) is a staff office in the Office of the Assistant Administrator for Weather Services, National Oceanic and Atmospheric Administration (NOAA) of the Department of Commerce (DOC). The OFCM derives its direction and authority from the Office of Management and Budget (OMB) and it operates under policy guidance from the Federal Committee for Meteorological Services and Supporting Research (FCMSSR). The office is placed within the Office of the Assistant Administrator for Weather Services for administrative purposes; however, some authority has been delegated to the Federal Coordinator. It is summarized below.

- Authorize procurement requisitions not to exceed \$250,000.
- Hire personnel to fill authorizations of the office.
- Authorize travel for Continental United States locations.

2.2. Organizational Structure. The OFCM provides management oversight for the program council and committee structure developed to support the Federal meteorological community. The various groups comprising the coordinating structure of the OFCM are discussed in following paragraphs. Figure 2-1 shows the Federal coordinating structure as of November 1988.

2.3. Federal Committee for Meteorological Services and Supporting Research (FCMSSR). This committee was established by the DOC Implementation Plan of 1964. The purpose of this committee is to provide high-level policy guidance to the Federal Coordinator; review and validate proposed Federal Meteorological plans; and resolve differences that may arise in connection with preparing, monitoring, and coordinating Federal meteorological plans.

2.4. Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR). The ICMSSR was established by

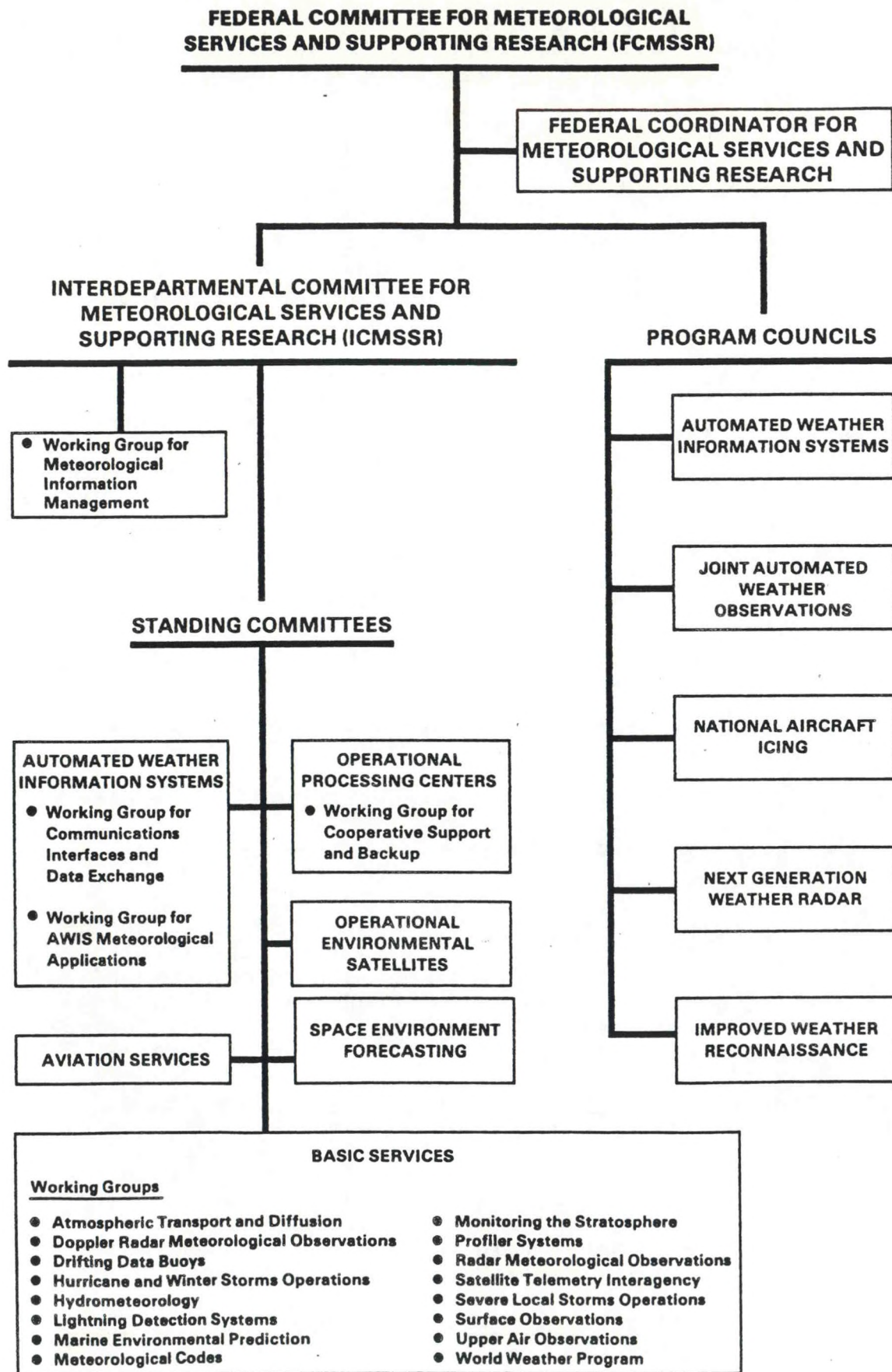


Figure 2-2. Organization chart of the OFCM.

the DOC Implementation Plan. The purpose of this committee is to coordinate meteorological activities, review basic and specialized meteorological requirements, prepare and maintain a Federal Meteorological Plan, and oversee and review the ongoing activities of the OFCM committees.

2.5. Program Councils. Program councils were established by the Federal Coordinator to meet the need for specific guidance for special projects of high interest to the FCMSSR. These organizations provide a level of direct management oversight to specific programs that is not available through the ICMSSR or its committee structure. There are currently five program councils.

2.5.1. Automated Weather Information Systems (AWIS) Program Council (AWISPC). The AWISPC was established to respond to concerns expressed by the Department of Commerce Inspector General, the General Accounting Office, and the OMB regarding overlapping of Federal programs in automated weather information systems.

2.5.2. The Joint Automated Weather Observation Program (JAWOP) Council (JAWOPC). In response to guidance from the OMB, the Departments of Commerce, Defense, and Transportation formed a council on joint automated weather observing systems in 1981. This group evolved into the JAWOPC in 1983 to provide policy guidance and oversight of programs concerning automation of surface weather observations.

2.5.3. National Aircraft Icing Program Council (NAIPC). This council was established in 1984 at the request of the Chairman, FCMSSR in response to interactions with the Undersecretary of Defense for Research and Development, Administrators of the FAA and NASA, and the Assistant Administrator for Weather Services (NOAA). It is expected to initiate and monitor the development of a program of aircraft icing research and development.

2.5.4. NEXRAD Program Council (NPC). The NEXRAD (Next Generation Weather Radar) Program Council is derived from a 1979 FCMSSR-established advisory council. It is also established in the NEXRAD Joint Program Development Plan. The members provide management guidance to the NEXRAD program.

2.5.5. Improved Weather Reconnaissance Program Council (IWRPC). The IWRPC was established to provide management oversight to prototype development and follow-on acquisition of the Improved Weather Reconnaissance System (IWRs).

2.6. Standing Committees. There are six standing committees that receive direction from and report activities to the ICMSSR. Membership in standing committees is available to all agencies represented on the ICMSSR. The committees are discussed below.

2.6.1. Committee for Aviation Services (CAS). The CAS is the principal means for accomplishing interagency coordination for the ICMSSR in the area of aviation meteorological services.

2.6.2. Committee for Automated Weather Information Systems (CAWIS). The CAWIS is the principal means to provide management oversight to ICMSSR in the area of automated weather information systems. The committee also provides staff assistance to the AWIS Program Council. The CAWIS has two working groups assigned to it, the Working Group for Communications Interfaces and Data Exchange and the Working Group for AWIS Meteorological Applications.

2.6.3. Committee for Basic Services (CBS). The CBS is the principal means to provide management oversight to ICMSSR in the areas of agricultural weather services, marine services, and common or basic meteorological services. Business in the CBS is conducted mainly in its sixteen working groups, four ad hoc groups, and two task groups.

2.6.4. Committee for Operational Environmental Satellites (COES). The COES is the principal means of maintaining inter-agency coordination in the area of environmental satellite sensors.

2.6.5. Committee for Operational Processing Centers (COPC). The COPC is the primary means for coordinating activities of the operational processing centers. The COPC has one working group--the Working Group on Cooperative Support and Backup--assigned to assist it.

2.6.6. Committee for Space Environment Forecasting (CSEF). The CSEF is the prime means for conducting business for the ICMSSR in the areas of integration of current and future solar-terrestrial services.

2.7. Working Groups. The ICMSSR and three of the standing committees have working groups established to assist these committees in conducting detailed interaction among the agencies. The working groups are listed here by committee; a more detailed discussion of their functions can be found in Appendix C.

2.7.1. ICMSSR Working Group.

- Working Group for Meteorological Information Management (WG/MIM)

2.7.2. CAWIS Working Groups.

- Working Group for Communications Interfaces and Data Exchange (WG/CIDE)
- Working Group for AWIS Meteorological Applications (WG/AMA)

2.7.3. COPC Working Group.

- Working Group for Cooperative Support and Backup (WG/CSB)

2.7.4. CBS Working Groups.

- Working Group for Atmospheric Transport and Diffusion (WG/ATD)
- Working Group for Doppler Radar Meteorological Observations (WG/DRMO)
- Working Group for Drifting Data Buoys (WG/DDB)
- Working Group for Hurricane and Winter Storms Operations (WG/HWSO)
- Working Group for Hydrometeorology (WG/HM)
- Working Group for Lightning Detection Systems (WG/LDS)
- Working Group for Marine Environmental Prediction (WG/MEP)
- Working Group for Meteorological Codes (WG/MC)
- Working Group for Monitoring the Stratosphere (WG/MS)
- Working Group for Profiler Systems (WG/PS)
- Working Group for Radar Meteorological Observations (WG/RMO)

- Satellite Telemetry Interagency Working Group (STIWG)
- Working Group for Severe Local Storms Operations (WG/SLSO)
- Working Group for Surface Observations (WG/SO)
- Working Group for Upper Air Observations (WG/UAO)
- Working Group for World Weather Program (WG/WWP)

2.8. Ad Hoc Groups. Ad hoc groups are established to provide assistance to committees and working groups in specific areas of expertise or for a specific project. The following ad hoc groups exist as of March 1989.

2.8.1. ICMSSR Ad Hoc Group.

- Ad Hoc Group for NOAAPORT Liaison (AHG/NL)

2.8.2. CBS Ad Hoc Groups.

- Ad Hoc Group for Tropical Cyclone Studies (AHG/TCS)
- Ad Hoc Group for Emergency Weather Support (AHG/EWS)
- Ad Hoc Group for Tropical Cyclone Research (AHG/TCR)

2.8.3. Other Ad Hoc Groups. Two ad hoc groups have been established to assist working groups to review the Federal Meteorological Handbooks.

- Ad Hoc Group for Federal Meteorological Handbook Number 1 (AHG/FMH-1)
- Ad Hoc Group for Federal Meteorological Handbooks-- Upper Air (AHG/FMH-UA)

2.9. Task Groups. Two task groups have been established within the Committee for Basic Services to work on specific tasks related to working group activities.

- Task Group for Transfer of Weather Reconnaissance Assets (TG/TWRA) under the Working Group for Hurricanes and Winter Storms Operations
- Task Group for Surface Instrumentation Standards (TG/SIS) under the Working Group for Surface Observations

CHAPTER 3

MISSION AND OBJECTIVES

3.1. Mission. The mission of the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) stems from the Bureau of the Budget (now Office of Management and Budget) Circular A-62. Briefly the mission is to

Establish procedures designed to facilitate a systematic and continuing review of basic and specialized meteorological requirements, services, and closely related supporting research.

3.2. Objectives. The OFCM has objectives that are separate and unique from the participating agencies represented on the program councils, committees, working groups, ad hoc groups, and task groups. It is important to distinguish between these objectives.

3.2.1. Objectives of the Agencies. Each agency has its specific objectives. Those objectives that are common to the agencies are listed below.

- Provide services that contribute to the effectiveness of the agency and the users of its services.
- Exploit technology to build and maintain effective support systems.
- Improve the efficiency of support systems as opportunities and capabilities develop.
- Identify resources and techniques needed and justify the funding to meet current and new support requirements.

3.2.2. Defense and emergency service agencies have two added objectives.

- Maintain a readiness posture to support crisis operations where needed.

- Train and exercise realistically for operations in potential crises.

3.3. Mission and Objectives of the OFCM. In accordance with its charter, the mission of the OFCM is to promote the best weather service to meet the total national needs in the most efficient and effective manner. To discharge this mission, OFCM objectives supporting this mission are aligned with agency objectives to provide the services and perform the supporting research. The OFCM objectives are presented below.

3.3.1. Conduct a systematic review of agency programs to:

- Assess objectively the adequacy of the total Federal program for meteorological services and supporting research.
- Identify opportunities for improved efficiencies and reliability in meteorological services.
- Identify opportunities for improved cost effectiveness through coordinated actions or integrated programs.
- Suggest additions or revisions to current or proposed programs in light of total Federal programs.

3.3.2. Document consolidation of agency programs and activities in a series of plans and reports that will form a reference to:

- Enable agencies to revise or adjust ongoing programs.
- Suggest ways for satisfying new requirements.

3.3.3. Provide analyses, summaries, or evaluations of agency meteorological programs and plans to form factual bases to enable the Executive and Legislative branches to make appropriate decisions related to the allocation of funds.

3.3.4. Provide a structure and program to promote continuity in the development and coordination of plans and procedures for interagency meteorological service operations and supporting research activities.

3.4. Limitations and Constraints.

3.4.1. The OFCM does not plan for the agencies, nor does it manage, budget, or inspect them. It has no authority to direct, change, or curtail operations. It does not validate requirements. These are agency responsibilities which, in the interest of good management, operational control, and user responsiveness, cannot appropriately be remanded to the OFCM. Each agency collects requirements from its users, then assesses them against existing capabilities and either seeks to improve the existing capabilities or acquires new capabilities to meet the requirements. Usually, new requirements are met either by hardware acquisition or technique development. The OFCM role in this process is to compare and analyze the capabilities of the agencies, either in being or being sought, and to promote optimal courses of action.

3.4.2. With the exception of those programs of sufficient magnitude in terms of cost or importance to be designated "National," funding is the responsibility of the individual agencies. Funds are allocated to programs, services, and initiatives on the basis of priorities established by the individual departments in accordance with their internal procedures. Plans for joint multi-agency programs must recognize and accommodate the uncertainties associated with funding from diverse sources. There are currently three programs within the OFCM purview that meet the "National" criteria:

- Next Generation Doppler Weather Radar Program
- National Aircraft Icing Program
- National Lightning Detection Demonstration Program

3.4.3. Questions of unwarranted duplication of programs, facilities, research and development, etc. arise in the review of budget requests and through inquiries directed to the Federal Coordinator or to the agencies themselves. Such questions will continue to arise and can be expected in the areas of operational processing centers, weather satellites, close proximity of meteorological facilities, procurement of similar equipment. The OFCM must be prepared to respond to these types of questions.

CHAPTER 4

POLICIES AND PROCEDURES

4.1. General. The following policies and procedures are designed to provide guidance and direction to members of the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) staff and members of program councils, committees, working groups, ad hoc groups, and task groups.

4.2. Participation of Non-Federal Employees in OFCM Councils, Committees, and Working Groups

4.2.1. Policy.

- Membership on councils, committees, and working groups is restricted to Federal civilian and military personnel.
- Non-Federal employees may attend council, committee, or working group meetings as "invited participants" in order to make presentations or receive briefings but may not vote or take part in policy decisions.
- These guidelines pertain to all non-Federal employees including individuals employed by commercial or nonprofit firms and employees of academic institutions.

4.2.2. Procedures.

- If sensitive matters are to be discussed, non-Federal employees must be asked to leave the meeting.
- Members wishing to invite non-Federal participants must obtain approval of the chairman in advance of the meeting and make the presence of the invited participant known to other members at the beginning of the meeting.

- Exceptions to these guidelines may be made in unusual circumstances with the approval of the Federal Coordinator or the Deputy Federal Coordinator.

4.3. Clearance of OFCM Correspondence.

4.3.1. Policy. Major elements of correspondence issued by OFCM are subject to review and approval of the Federal Coordinator or his deputy prior to issue. These categories of correspondence are agendas, records of action, terms of reference, and correspondence referring to establishment or disbandment of groups or setting policy. Exceptions to this review may be made by any assistant Federal coordinator in cases of need for emergency action and in the absence of the Federal Coordinator and Deputy Federal Coordinator.

4.3.2. Procedures.

- Agenda. OFCM staff members should work with the chairpersons of committees and working groups to prepare agenda for planned meetings. The Federal Coordinator or the Deputy Federal Coordinator should approve agenda before they are distributed. Distribute agenda 30 days in advance of meeting dates.
- Records of Action. Secretaries of committees and working groups should prepare records of actions as soon as possible following OFCM meetings and should obtain approval of the chairpersons prior to any external dissemination to members or invited participants. Either the Federal Coordinator or the Deputy Federal Coordinator will examine and approve the records of actions before distribution to members. Records of action normally should be prepared and distributed within three weeks following the meeting.
- Terms of Reference. If a terms of reference is being prepared or changed, the Federal Coordinator will review the terms of reference before distribution to committee or working group.
- Other Correspondence. The Federal Coordinator will review and approve any correspondence proposing to establish or disband any committee

or working group. The Federal Coordinator will sign all implementing correspondence for such changes only after appropriate committee action. Other routine correspondence may be signed by the action officer but a copy of any such correspondence must be referred to the Federal Coordinator or the Deputy Federal Coordinator.

4.4. Use of Staff Car.

4.4.1. Policy. The staff car is for use by members of the OFCM. Members are encouraged to use the car for intercity travel and short distance temporary duty travel. The staff car will be used for official business only.

4.4.2. Procedures.

- Any office member desiring to use the staff car can reserve it on a first-come, first-serve basis by annotating the calendar on the clipboard (on the file cabinet). Complete all required entries in the vehicle use log. Return the keys and the vehicle use log to its proper location when finished.
- The clerk is responsible for ensuring the car is clean, fueled, and serviced. Users should ensure that the clerk is notified of any needed service or fuel.

4.5. OF CM Briefing.

4.5.1. Policy. The OFCM briefing was prepared to inform agency members and related groups of the mission, function, and structure of the OFCM. Members are encouraged to present the briefing whenever possible and appropriate. It should be tailored for each audience.

4.5.2. Procedures. The briefing is in three media: viewgraphs, 35-mm slides, and paper. Choose the appropriate medium for your presentation. The slides cover all facets of OFCM activities and can be tailored to the audience by removing or rearranging slides.

- Notify the Federal Coordinator or the Deputy Federal Coordinator when you plan to use the briefing materials.
- Copy the master set of paper slides to use as a

handout or a table top briefing. DO NOT use the master set. DO NOT mark on the master set.

- In order to keep the briefing slides as current as possible, notify the Deputy Federal Coordinator if any changes are needed.

4.6. Membership Database.

4.6.1. Policy. The OFCM will maintain an up-to-date membership database capable of producing membership lists for program councils, committees, working groups, ad hoc groups, and task groups; membership lists by agency; and mailing labels for groups. The database can also be used for miscellaneous specialized distribution lists, such as DOD distribution.

4.6.2. Procedures.

- The Federal Coordinator's secretary will maintain the entries in the database.
- The software will be maintained by the computer resources management staff member.
- Group secretaries are responsible for the correctness of their group membership lists.

4.7. Scheduling Meetings.

4.7.1. Policy. Meetings of most program councils, committees, working groups, ad hoc groups, and task groups will be held in the OFCM conference rooms. There are certain times when a particular location is dictated by the subject matter of the meeting and when substantial benefits are derived from holding the meeting at that particular location. Unless such conditions exist, it is usually most desirable to hold the meeting in the Washington area. Notable exceptions are the COPC, COES, and the STIWG. Both OFCM conference rooms can be used simultaneously.

4.7.2. Procedures.

- Schedule a conference room as soon as the meeting date is known. Annotate the four-panel scheduling boards and reserve the conference room on the calendar located on the file cabinet.
- Prepare the room for the meeting by placing agency name plates and note pads and pencils

at each place. Distribute copies of handouts prior to the start of the meeting, if possible. Ensure projection equipment is available and in operating condition.

- The secretary of the group meeting or the host (if the meeting is not at OFCM) must arrange for refreshments, if desired. Coffee and hot water are available at the OFCM coffee bar.
- Schedule meetings of groups back-to-back where practical in order to reduce agency travel costs.

4.8. Conducting Meetings.

4.8.1. Policy. Meetings will be conducted according to a published (and distributed) agenda. They will be conducted in an open forum where all interested agencies may provide their positions on issues.

4.8.2. Procedures.

- Agenda will generally be prepared and distributed 30 days prior to a meeting.
- The chairperson will conduct the meeting following the published or amended agenda. Most meetings will include administrative remarks by the chairman or secretary and a review or approval of the previous record of actions.
- All items of business requiring action will define the action required and the agency member responsible for the action. Action items assigned and actions completed will be recorded in the record of actions.
- Voting rights will be assigned to members according to the terms of reference for the program council, committee, working group, ad hoc group, or task group. Generally, each agency has one official vote.
- Obtain an attendance list of persons attending the meeting.
- Estimate the time needed for each agenda item before the meeting. Attempt to adjourn as close to planned time as possible. In

the event an extension of time is required, the chairperson should negotiate this with the members.

4.9. Document Security.

4.9.1. Policy. Staff members OFCM handle little classified information. Classified information coming into this office will be protected at all times until locked in an approved security container (safe). This office cannot store information classified above SECRET.

4.9.2. Procedures.

- The following persons are cleared to handle classified information; those with an asterisk have access to the safe.

Mr. Carnahan *
Dr. Almazan *
Col Black
Col Freeman
Cdr Showalter
Ms. Loman
Mr. Carver *
Mr. Garte
Mr. Harrison
Ms. Smith *

- Classified information mailed to OFCM will be in certified packages. Certified packages of any kind will be opened only by one of the above persons. If none of the above are in the office, protect the unopened certified mail until someone can open it and determine its classification.
- The security officer will conduct security inspections and reviews in accordance with NOAA security procedures.

4.10. Physical Security.

4.10.1. Policy. The offices and office equipment of the OFCM will be protected against unauthorized use and entry at all times.

4.10.2. Procedures.

- Protect office equipment and supplies at all times.

- Ensure doors are locked if leaving the office empty. If only one half of the office is in use, secure the unused door.
- Turn off all equipment at the end of the work day.

4.11. Publications and Publishing.

4.11.1. Policy. Publications of the office will follow the format and guidance of FCM-G2-1987, A Guide for Publications of the Office of the Federal Coordinator for Meteorological Services and Supporting Research. Publications are produced by committees, working groups, ad hoc groups, and task groups to further the coordination of programs and to dispense knowledge. Publications must be approved prior to printing. Publications will be reviewed annually by the responsible committee, working group, ad hoc group, or task group and will be changed or reissued to keep them current. Individual contractor names or firm names will not appear in OFCM publications.

4.11.2. Procedures.

- Appendix A of this plan lists the OFCM publications and the responsible committee, working group, ad hoc group, task group or OFCM staff (OPR) for each publication.
- Each year the OFCM will prepare a list of new or revised publications for the following fiscal year. This projection is sent to the Director, Office of Public Affairs (NOAA). Publications listed require less time to be printed since some steps have already been taken for advanced approval.
- Follow procedures in FCM-G2, Chapter 8, to prepare documents for publication.
- The OPR for each publication must formally request permission to publish a document from their parent group and the Federal Coordinator or the Deputy Federal Coordinator. Submit a requesting memorandum and copy of the publication for review. Parent groups should review the publications within 60 days.

4.12. Membership on Program Councils.

4.12.1. Policy. Program councils are decision-making groups. Members must be in a position to obligate their agency resources to any agreement reached. The Federal Coordinator will chair all program councils. Executive secretaries will be appointed from the OFCM staff.

4.12.2. Procedures. Departmental senior representatives (ICMSSR or FCMSSR member) will appoint members from their organization for program council membership.

4.13. Membership on Committees.

4.13.1. Policy. Committees are also decision-making bodies. Departments and agencies represented on the ICMSSR may have members on any committee in accordance with the terms of reference for that committee. Members must be able to speak for their organization within the terms of reference for that committee. Some committee memberships may require a secret-level security clearance. The executive secretary will be a member of the OFCM staff.

4.13.2. Procedures. Senior representatives to the ICMSSR will normally nominate persons for membership on OFCM committees. Membership categories are described in Table 4-1.

4.14. Participation on Working Groups, Ad Hoc Groups, and Task Groups.

4.14.1. Policy. Generally, representatives to these groups are from the working/action officer level within an organization. These are action groups, not policy groups. These groups carry out actions directed by the FCMSSR, ICMSSR and committees. Each department or agency holding membership on the parent committee is entitled to members and alternates on the group. Departments or agencies may also have technical advisors or observers on the group as they desire. Other Federal agencies not holding membership on the parent committee or group may participate as members when deemed appropriate by the agency and the Federal Coordinator for Meteorological Services and Supporting Research. In cases where more than one member is named by a department or agency, a lead member will be designated to serve as primary point of contact for the department or agency. Departments and agencies shall maintain a current listing of their members and alternates on file with the OFCM. Nomination of

a member to a group implies a commitment by the organization to let the member participate in group activities and perform work assigned. Some group memberships may require a secret-level security clearance.

4.14.2. Procedures. Organization representatives solicit participation from various components for expertise related to the group goals and terms of reference. Categories of participation are described in Table 4-1. Codes refer to listings in the OFCM membership database.

4.15. Voting in Group Meetings.

4.15.1. Policy. Each member (M) including the department lead member (M*) may vote on issues presented to the group or committee. All decisions of a group or committee shall be on the basis of unanimous agreement by members whose departments or agencies are parties to the decision or subsequent action. When agreement is not reached, the matter will be promptly referred to the parent group or committee for resolution.

4.15.2. Procedures.

- If organizations within a department cannot agree on an action or decision of the group, the department lead member will attempt to obtain a consensus position of the department during the meeting (at a departmental caucus). If unable to do so, the opposing views will be forwarded by the department lead member to the lead member of the parent group or committee for resolution.
- If departments or agencies cannot reach agreement on an action or decision, the opposing views, fully documented, will be promptly forwarded by the chairperson to the parent committee or group.
- Members may abstain from voting without prejudice to the decision of the group or committee.
- Members may reserve voting their position pending agency clearance or instructions. Votes reserved may be sent to the chairperson following the meeting, with copies to other members for inclusion in the record of actions.

Table 4-1. Categories of participation.

Category	Code	Description
Department Lead Member	M*	Department lead member. This is the primary point of contact for the department or agency. This member is responsible for ensuring department or agency positions are presented at group meetings. If issues arise requiring only department or agency representative vote, this member votes the department or agency-determined position.
Member	M	Departments may have representatives from internal organizations These representatives present their organization's positions on issues and vote these issues.
Alternate	A	The backup for a member or lead member.
Technical Advisor	T	A person with expertise in a specific subject related to the group that accompanies the member to provide technical support.
Participant	P	A person active in the group as an organization action officer but not with member status.
Observer	O	An interested individual who attends meetings for information.
Chairperson	CH	Chairperson of a group.
Executive Secretary	ES	Serves at committee and program council level only.
Secretary	S	Serves at working group, ad hoc group, or task group level.
Correspondence	CC	This agency representative expressed interest in receiving documents and correspondence relating to the activities of the group, but is not a member of the group.

4.16. Use of OFCM Resources.

4.16.1. Policy. Resources of the OFCM to include funds and people will not be obligated without approval of the Federal Coordinator or Deputy Federal Coordinator. Use of the staff car, facilities, or funds in amounts less than \$500 may be approved by the program (budget) analyst.

4.16.2. Procedures. Coordinate each request for use of OFCM funds, staff members, staff car, and conference facilities with one of the approving officials. Coordination is not required for use of staff members or facilities if they will be used for meetings of OFCM program councils, committees, working groups, ad hoc groups, or task groups, and facilities are reserved for that use.

4.17. Establishing and Dissolving Working Groups, Task Groups, and Ad Hoc Groups.

4.17.1. Policy. Working groups, task groups, and ad hoc groups will be established and dissolved only upon approval of the parent group.

4.17.2. Procedures.

- Groups are normally established or dissolved at the request of an agency.
- To establish or dissolve a working group, ad hoc group, or task group under ICMSSR, concurrence of the ICMSSR must be obtained.
- To establish or dissolve an ad hoc group or task group under a working group, the parent working group must approve. The parent committee must also approve the action. The ICMSSR must be informed at the next ICMSSR meeting. The ICMSSR may approve or disapprove any action to establish or dissolve any group or task force.
- Terms of reference must be prepared for each group established. See Paragraph 8-13.

CHAPTER 5

STAFFING OF AND SUPPORT FOR THE OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

5.1. General. The Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) is staffed with professionals with training and experience in fields such as meteorology, mathematics, oceanography, operations analysis, statistics, engineering, and management. It is supported with financial resources to permit contract assistance on specific issues that go beyond the resources available in the office. Participating agencies will be invited to detail senior level representatives to the office to provide continuing liaison and fulltime participation in OFCM activities. Agencies will also be requested to provide special purpose funding support to OFCM to support cooperative programs of special interest to the agencies.

5.2. Staffing of the OFCM. The OFCM currently has authorizations for a total of 16 persons in its varying functions. In addition to the Federal Coordinator and the Deputy Federal Coordinator, the office has four Assistant Federal Coordinators provided by agencies to support the OFCM. There are five professionals authorized in various disciplines to support the activities of the office. Additionally, there are three full time and two part time administrative personnel supporting the office. Approximately one half of the resources of the OFCM is required for direct support of the committee structure and preparation of recurring plans. The remaining staff time is required to respond to special queries, investigations, and studies. Table 5-1 shows the personnel structure of the Office of the Federal Coordinator.

5.3. Fiscal Support for the OFCM. The OFCM is a staff office of the National Oceanic and Atmospheric Administration's National Weather Service for budget and administrative support. This arrangement provides approximately \$1,200,000 annually for support of the office. Of this, the Department of Commerce provides approximately 50 percent with the remainder being funded by the Department of Defense and the Federal Aviation Administration. Salaries and benefits of the assistant federal coordinators are

provided by the agencies they represent. Salaries and benefits for the remainder of the personnel in the office are provided for in the NOAA budget.

 Table 5-1. Personnel Structure of the OFCM

Title	Grade	Agency
Federal Coordinator	SES-4	NOAA
Deputy Federal Coordinator	GM-15	NOAA
Assistant Federal Coordinator-NOAA	GM-14	NWS
Assistant Federal Coordinator-FAA	GM-15	FAA
Assistant Federal Coordinator-AF/Army	Colonel	USAF
Deputy Assistant Federal Coordinator-AF *	Colonel	USAF
Assistant Federal Coordinator-Navy/USMC	Commander	USN
Meteorologist	GM-14	NOAA
Meteorologist	GS-14	NOAA
Physical Scientist	GM-15	NOAA
Physical Scientist	GS-14	NOAA
Operations Analyst	GS-14	NOAA
Program Analyst	GS-9	NOAA
Secretary	GS-8	NOAA
Secretary	GS-6	NOAA
Clerk-Typist	GS-5	NOAA
Clerk	GS-2	NOAA

 *Temporary position

CHAPTER 6

CURRENT ACTIVITIES AND NEAR-TERM PLANS OF THE OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

6.1. Introduction. The Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) has a broad and varied set of functions, tasks, and activities. These and the near-term plans of activities are described here to provide an overview of the range and depth of OFCM involvement in the Federal meteorological community. "Near-term" is defined as the next two years, fiscal years 1989 and 1990; "extended" is beyond that period. This will not be a definitive list of plans and activities since changes in budgets, political climate, and personnel can cause perturbations in any schedule. In many ways, the activities and plans of the OFCM are closely linked to and fully support the primary functions of coordination and planning. These prime activities are necessary to provide the systematic and continuing review of Federal meteorological programs required by the Office of Management and Budget (OMB) Circular A-62.

6.2. Coordination. The greatest portion of the OFCM effort is devoted to the coordination of meteorological programs and services among the agencies. The committee structure serves the full range of planning and coordination activities. It provides the fora where day-to-day, ongoing activities are coordinated; where changes to current programs are outlined and discussed; and where future requirements for services and procedures are identified to other agencies. The results are documented in operations plans, studies, analyses, standards, and proposals.

6.3. Review of Federal Meteorological Requirements and Programs. The OFCM, in preparing the Federal Plan, reviews requirements for Federal meteorological programs and services. The OFCM also documents the agencies' weather programs and activities in the Federal Plan.

6.4. Planning. This function, an integral part of any successful organization, is another prime function of the OFCM. Planning is the result of difficult efforts of

coordination and cooperation among the agencies to provide information and other resources to provide a service to the meteorological community and the Nation. The results of the planning efforts of the OFCM and its committee structure are documented in various plans and other publications of the office. In addition to the "Federal Plan," the OFCM publishes several national operations plans during a year describing the coordinated activities necessary to provide or use the meteorological services of the Nation. Additional plans describing research objectives and projected activities are also compiled and published by the OFCM. Among the recent plans are the following:

6.4.1. The Federal Plan ... (FCM-P1-19xx). This document, formally entitled The Federal Plan for Meteorological Services and Supporting Research, Fiscal Year 19xx, is the prime publication of this office and is in direct response to Public Law 87-843, Section 304, Circular A-62, and the implementing documents that followed. This plan reflects the President's budget for each fiscal year and incorporates a summary of the requested resources of the agencies involved in meteorological activities. In addition, it compares them to the planned resources of the previous year. It also describes the programs of the agencies. The plan highlights interagency cooperative activities that are essential to meet the needs of the meteorological services. This plan also provides a brief summary of the National Climate Program and the World Weather Program.

6.4.2. The Operations and Administration Plan ... (FCM-P2-19xx). This plan describes the mission, functions, and activities of the OFCM. It provides guidance to those working with the OFCM as well as staff members of the office.

6.4.3. National Plan for Space Environment Services and Supporting Research (FCM-P10-19xx). This plan provides a description of cooperation between the National Oceanic and Atmospheric Administration (NOAA) and the United States Air Force (USAF) to provide space environment services to the Nation.

6.4.4. National Severe Local Storms Operations Plan (FCM-P11-19xx). This plan describes the cooperative activities of the NOAA and the USAF to provide forecasts and warnings of impending severe weather.

6.4.5. National Hurricane Operations Plan (FCM-P12-19xx). This plan describes the activities of NOAA, USAF, and the Federal Aviation Administration (FAA) to provide aerial weather reconnaissance and tropical cyclone warning information.

6.4.6. National Winter Storms Operations Plan (FCM-P13-19xx). This plan describes the activities of NOAA, the USAF, and FAA to provide aerial weather reconnaissance for Gulf and east coast winter storm forecasting and warning.

6.4.7. Federal Plan for Cooperative Support and Backup among Operational Processing Centers (FCM-P14-19xx). This plan describes mutual backup and support among the U.S. Navy, U.S. Air Force, and NOAA processing centers.

6.4.8. National Plan for Radiological Emergencies at Commercial Nuclear Power Plants (FCM-P15-19xx). This plan describes agency roles and actions for meteorological support to accidents at nuclear power plants.

6.4.9. National Plan for Stratospheric Monitoring, 1988-1997 (FCM-P17-19xx). This plan updates a previous five year plan on cooperative activities to monitor ozone and other critical trace gases in the upper atmosphere.

6.4.10. The Federal Plan for the Control of Meteorological (METCON) Information during Emergencies (FCM-P18-19xx). This plan, classified confidential, describes actions taken during National emergencies to control distribution of meteorological information.

6.4.11. National Operations Plan for Drifting Data Buoys (FCM-P19-19xx). This plan describes the cooperative activities of the Departments of Defense, Commerce, Transportation, Energy, Interior, and other Federal agencies to coordinate data sensing, collection, dissemination, and quality assurance relating to drifting data buoys.

6.4.12. National Aircraft Icing Technology Plan (FCM-P20-19xx). This plan provides a guide to activities needed by the agencies to improve icing forecasts for the aviation community.

6.4.13. National Plan to Improve Aircraft Icing Forecasts (FCM-P21-19xx). This plan provides some specific planning detail on how to improve icing forecasts to civil, private, and military aircraft.

6.4.14. Preliminary National Plan for Lightning Detection Systems (FCM-P22-19xx). This plan provides a framework for determining the requirement for a national lightning detection network.

6.4.15. The Federal Plan for Coordination of AWIS Programs (FCM-P23-19xx). The plans for the elements of agency automated weather information systems and the potential for convergence of these systems are discussed in this publication.

6.5. Standards. The OFCM has the authority to prepare and publish standards relating to meteorological systems and services. In doing so, it uses its infrastructure of committees and working groups to coordinate the standards among the participating agencies. The following publications establish standards:

6.5.1. Federal Standard Definitions for Meteorological Services and Supporting Research (FCM-S1-19xx). This publication provides standard definitions.

6.5.2. Standard Formats for Weather Data Exchange among Automated Weather Information Systems (Red Book) (FCM-S2-19xx). This publication describes the standard formats to be used to ease communications among the Federal AWISs.

6.5.3. Standard Telecommunication Procedures for Weather Data Exchange among Automated Weather Information Systems (Green Book) (FCM-S3-19xx). This volume prescribes standard communication protocols that will be used for data exchange among Federal AWISs.

6.5.4. Federal Standard for Siting Meteorological Sensors at Airports (FCM-S4-19xx). This document provides standard locations of meteorological sensors for the siting of them at airports and heliports.

6.5.5. Federal Standard Algorithms for Automated Aviation Weather Observations used for Aviation Purposes--Preliminary (FCM-S5-19xx). To insure confidence in automated weather observations, standard conversion and interpretation algorithms will be used by all systems located at airports and air bases. This standard, now in a preliminary version, describes the algorithms to be used.

6.6. Systems Development. The OFCM has, in the past, participated in major system development activities for agencies of the Federal Government. This activity has

continued with the contracting of the production version of the Improved Weather Reconnaissance System (IWRS). The OFCM oversaw the development and testing of a prototype of IWRS during the early 1980s. After successful testing of the prototype, the OFCM prepared the specifications for the production system. The Improved Weather Reconnaissance Program Council approved the specifications and instructed the OFCM to solicit bids for the production system. Working with the National Oceanic and Atmospheric Administration contracting office, the OFCM successfully contracted for production of eight systems. The U.S. Air Force provided nearly \$10.4 million for the first eight systems and an additional \$4.6 million for four systems for the Air Force Reserve weather reconnaissance aircraft.

6.7. Review of the OFCM Committee Structure. The OFCM, in conjunction with the Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) and the OFCM standing committees, continually reviews the functions and requirements for the various working groups, task groups and ad hoc groups. Recently, a working group on metric implementation was eliminated. Some groups were combined and some were established to address new concerns, new technology, or new techniques. The standing committees were revised to indicate the changing status of coordination activities of the OFCM and the Federal meteorological community. Appendix C is a current listing of and description of OFCM program councils, committees, working, ad hoc, and task groups.

6.8. Federal Meteorological Handbooks. In November, 1986, the ICMSSR directed the OFCM to utilize its infrastructure of committees and working groups to complete a review and update of the collection of documents known as Federal Meteorological Handbooks (FMH). One OFCM staff member is essentially dedicated to this task. After a thorough review of the existing FMHs, guidelines for a revised series of observing standards was prepared and promulgated by the Committee for Basic Services. Work started immediately on the current handbooks. The FMH-10, Meteorological Rocket Observations, was prepared by the Department of Defense's Range Commanders' Council Meteorology Group and submitted to the Working Group for Upper Air Observations for review and approval. The FMH-2, Surface Synoptic Codes, was revised by the Working Group for Meteorological Codes. The Ad Hoc Group for FMH-1 is preparing a draft of FMH-1, Surface Observations, and another ad hoc group has been formed to revise the upper-air handbooks. These are FMH-3, Radiosonde Observations; FMH-4, Radiosonde Code; FMH-5, Winds Aloft Observations; and FMH-6,

Upper Wind Code. The Ad Hoc Group for Doppler Radar Observations is preparing a draft of an FMH on Doppler radar.

6.9. Contracts and Grants. Contracts are let with various private consultants for specialized support or when activities exceed the capabilities of the OFCM staff or the working groups. Grants are provided for projects of value to a large portion of the Federal meteorological community. Current and planned activities in this area are discussed below.

6.9.1. The Federal Plan for Coordination of AWIS Programs. A contractor prepared a draft of this plan for the Committee for Automated Weather Information Systems.

6.9.2. Federal Meteorological Handbooks. The OFCM has contracted for assistance in editing and preparing FMH-2 and FMH-10 for publication. In fiscal year 1989, the OFCM funded \$65,000 in contract editing support for this upgrade. Funding is also planned during fiscal year 1990.

6.9.3. Department of Defense (DOD) Tri-Service Technology Exchange Conference. The OFCM provided \$15,000 to help sponsor and promote this conference. The conference, in January, 1989, provided a forum for technical exchange on environmental issues affecting several Federal agencies.

6.9.4. Interdepartmental Board for Cooperation of NOAA with the DOD (IBC). The OFCM has contracted for studies on control of meteorological information for this organization.

6.9.5. Plan for Meteorological Information Management. To help address the projected large increase in meteorological data from new observing systems such as the Next Generation Weather Radar, profilers, and automated surface observing systems, the OFCM will contract for assistance in preparing a plan for information management.

6.9.6. Meteorological Support for the Year 2000. The OFCM has contracted to conduct a study of the meteorological support requirements of the Federal agencies for the year 2000.

6.10. Studies and Analyses. The OFCM sponsors and conducts studies and analyses of specific problems, systems, or activities, usually at the request of a committee or working group to attempt to solve specific problems. Generally this activity is done through the contract process. Some recent and planned studies and analyses are listed below.

6.10.1. Lightning Detection Systems Study. The National Severe Storms Laboratory studied two different lightning detection systems in the central United States over a two-year period. A report was prepared in 1988.

6.10.2. Transfer of Weather Reconnaissance Assets. The OFCM is assisting in the preparation of a proposal for the transfer of aerial weather reconnaissance assets from the U.S. Air Force to the National Oceanic and Atmospheric Administration.

6.10.3. Opportunities for Coordination and Cooperation. The OFCM studied a range of opportunities for possible greater coordination and cooperation among the Federal agencies. A subset of the opportunities was adopted by the ICMSSR for further action. It is likely that several of the activities will require some contractor support. Among the opportunities are the following:

- Tropical Cyclone Initiatives to include
 - Improvement of information on location and intensity of tropical cyclones
 - Exchange of satellite data
 - Research on tropical cyclones
 - Future of airborne reconnaissance
- Automated weather information systems
- Monitoring the stratosphere
- Data archival technology
- Atmospheric transport and diffusion

6.11. Travel and Conferences. The staff of the OFCM will continue to travel to national conferences, to activities and facilities of the Federal meteorological community, and to meetings of the OFCM committees and working groups held outside the OFCM offices. This travel facilitates the ability of OFCM staff members to coordinate activities in the Federal meteorological community.

6.12. Meetings of OFCM Coordinating Groups. Most of the OFCM program council, committee, working, ad hoc, and task groups will meet during the near term to discuss issues and

prepare or update plans and publications. A tentative schedule of planned meetings is provided in Appendix G.

6.13. Special Projects and Initiatives. Several activities of the OFCM cannot be categorized under previous headings. These will be discussed below.

6.13.1. Improved Weather Reconnaissance System (IWRS). The OFCM will continue to support the IWRS production contract. During the winter of 1988-89, the first production system will be available to flight test. Successful testing of the first article will be followed by production and installation of two systems per month until twelve systems have been delivered. The twelve systems include four systems for the Air Force Reserve weather reconnaissance fleet and two maintenance and training mockups.

6.13.2. IBC Support Staff. The IBC was formed to support wartime planning (see Chapter 7). The OFCM functions as a support staff to the IBC and to the Joint Staff of DOD in a national emergency. The staff also supports the IBC during national preparedness exercises.

6.13.3. Working Group on Hydrometeorology. This new working group, established by the ICMSSR in March, 1988, has been staffed. The OFCM will provide all necessary support to get this working group organized, chartered, and functioning in this area of meteorology.

6.13.4. Working Group for Marine Environmental Prediction. This working group is being revitalized with new activities and new personnel. This charter is being reviewed and updated. The OFCM will provide any necessary support to facilitate the program this group undertakes.

6.13.5. Crosscut Studies. The OFCM will conduct or commission crosscut studies to report or investigate the state of specific functions or operations of the Federal meteorological community. This will include an examination of current or planned developmental programs for meteorological services or supporting research to identify opportunities for increased cooperation and mutual support.

6.13.6. Emergency Weather Support. The OFCM is assisting in studies on providing weather support to civil and military agencies during national emergencies including the trans- and post-attack phases of nuclear war. The ICMSSR approved an ad hoc group to investigate the issue late in 1988.

6.13.7. Agency Research Activities. The OFCM will increase its role in coordination of Federal meteorological supporting and applied research activities.

6.13.8. Major Systems Budget Summary. In support of the Office of Management and Budget, the OFCM will request past and current year expenditures and out-year projected budget figures for major weather system programs. The staff will then consolidate agency inputs and prepare, for the OMB, a concise look at the cost of these major meteorological budget items.

CHAPTER 7

INTERDEPARTMENTAL BOARD FOR COOPERATION OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION WITH THE DEPARTMENT OF DEFENSE

7.1. General. The Interdepartmental Board for Cooperation (IBC) between the National Oceanic and Atmospheric Administration (NOAA) and the Department of Defense (DOD) was established in 1971. A forerunner of the board was established in 1917. Public Law PL89-657, October 14, 1966 authorized the President, whenever in his judgment a sufficient national emergency exists, to transfer commissioned officers, vessels, stations, and equipment of the National Oceanic and Atmospheric Administration to the military departments.

7.2. Charter. Section 16 of the Act of May 22, 1917, Chapter 20 (40 Stat. 88) as amended by PL89-657, October 14, 1966 (80 Stat. 907) is the basic legislation leading to establishment of the IBC. The regulations governing cooperation of the National Oceanic and Atmospheric Administration with the Department of Defense detail the specific responsibilities of NOAA and the IBC.

7.3. Membership. The IBC is composed of only two members, one appointed by the Secretary of Commerce, currently the Director of NOAA Operations, who is chairman, and one appointed by the Secretary of Defense, currently the Director of the Environmental Services Division, Joint Staff. The Board is empowered to obtain assistance by establishing ad hoc groups to assist it in performing its duties.

7.4. IBC Responsibilities and Duties. The IBC is responsible for wartime planning dealing with mapping, charting, and geodetic sciences, and with the operational services in meteorology, climatology, oceanography, aeronomy, weather satellites, and related elements of the terrestrial environment. Specifically, the duties of the IBC are as follows:

7.4.1. In peacetime, the IBC will consider how NOAA and DOD can cooperate to prepare NOAA for a national emergency.

- Recommend to DOD how to better use products, facilities, and services of NOAA for national defense purposes.
- Recommend to NOAA and DOD training or participation in programs of mutual interest.
- Recommend to DOD priorities for continuing selected peacetime reimbursable programs performed by NOAA for DOD.
- Recommend memoranda of understanding between NOAA and DOD concerning actions to be taken during national emergencies.

7.4.2. In time of national emergency, the Board will consider the needs of the DOD for products, services, and facilities of NOAA.

- Recommend to DOD specific transfers of commissioned officers, ships, aircraft, equipment, and stations of NOAA to the military departments.
- Recommend to DOD modification of normal activities of NOAA to meet military requirements.
- Recommend to DOD and NOAA new activities to be undertaken by NOAA in the interests of national defense.
- Recommend to DOD and NOAA new or changes to memoranda of understanding.

7.5. OFCM Participation. The OFCM provides the executive secretary to this organization and provides staffing to the Board in times of national emergency or during national defense exercises in which the Board participates. The office has also provided contract assistance for some of its efforts.

CHAPTER 8

ADMINISTRATIVE PRACTICES AND PROCEDURES OF THE OFCM

8.1. General. The following administrative practices and procedures are designed to provide guidance and direction to members of the Office of the Federal Coordinator for Meteorological Services and Supporting Research (OFCM) staff and members of program councils, committees, working groups, ad hoc groups, and task groups.

8.2. Copying and Mailing of Documents.

8.2.1. Practice. Distribution of staff-prepared correspondence and documents must be done in a timely manner and must be done correctly. Correctly prepared and distributed correspondence directly reflects upon the image of this office.

8.2.2. Procedures.

- Staff action officers are responsible for correspondence sent out under their signature or prepared for the signature of the Federal Coordinator or the Deputy Federal Coordinator. The administrative staff is responsible for preparing staff correspondence correctly. Correspondence will be prepared in accordance with FCM-G2-1987, A Guide for Publications of the Office of the Federal Coordinator for Meteorological Services and Supporting Research and the National Weather Service Correspondence Handbook.
- The staff clerk is responsible for mailing correspondence and some publications to the agencies and others.
- Staff members will prepare a mailing/distribution work sheet describing copy and mail services required. A sample work sheet is included on the next page. The staff member is responsible for providing a correct and current mailing list for the clerk. If the complete mailing list is resident in the OFCM database, the clerk will

COPY/MAIL REQUEST

REQUESTER: _____ DATE: _____

COPY ATTACHED DOCUMENT

1-SIDED ONLY 2-SIDED (Requester insert blank sheets for blank pages)

COPY ATTACHED DOCUMENT, THEN MAIL

MAIL ASAP MAIL THIS DATE: _____

MAIL ATTACHED DOCUMENT MAILING LIST IS ATTACHED*

RUN LABELS FOR GROUP(S): _____

USE ATTACHED LABELS

=====

COPY AND COLLATION ORDER:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

SPECIAL INSTRUCTIONS:

=====

-- DISTRIBUTION COMPLETE

DATE: _____ INITIAL: _____

=====

*Requester is responsible for providing a complete mailing list.

print the mailing labels. If other labels are needed, the staff member must supply them.

- The clerk will annotate the request form to indicate when the distribution was completed and return the form to the requester.

8.3. Briefings.

8.3.1. Practice. The quality of oral presentations at OFCM committee and working group meetings or by representatives of this office at other meetings reflects on the presenter and upon this office. Presenters must endeavor to make briefings at OFCM meetings of the highest possible quality.

8.3.2. Procedures. Guidance for briefings is available in Improving OFCM Briefings and Visual Aids (FCM-G3-19xx).

- Prepare briefings ahead of time to allow for changes.
- Prepare viewgraphs, if required, according to suggestions in the Guide--simple, uncluttered, with large type.
- The MacIntosh computer has graphics software to aid in developing viewgraphs.
- The KROY lettering machine is available for preparing viewgraph slides.
- Viewgraphs can be produced using the Xerox machine.
- Submit a draft of viewgraphs or 35-mm slides to NOAA Graphics if a more professional product is required.

8.4. Official Travel.

8.4.1. Practice. Each staff member is encouraged to travel to meetings and conferences that are directly related to his or her office work assignments.

8.4.2. Procedures.

- Each staff member will request travel orders and arrangements as soon as practical after knowing about a meeting, but generally not more than 30

days in advance. The administrative staff will make travel reservations, lodging reservations, rental car reservations, and arrange passage of security clearances, if needed. They will also pick up tickets and advanced travel pay.

- Request travel on the following request sheet.

8.5. Travel Voucher Processing.

8.5.1. Practice. Travel vouchers will be submitted to the voucher monitor within five working days following completion of the travel. Each staff member will be assigned an administrative voucher monitor to process the voucher. Vouchers will be completed and ready for signature of the traveler within five working days of submission.

8.5.2. Procedures. Submit the following documents, as applicable. Keep a file copy. Receipts are needed for all single expenditures over \$25.00.

- Itinerary with dates, times, locations, mode of travel, privately-owned vehicle (POV) travel distances.
- Lodging receipts.
- Rental car receipts.
- Gasoline receipts.
- Parking receipts.
- Commercial transportation receipts.
- Airline ticket stubs.
- Any other receipts for reimbursement

8.6. Local Travel Reimbursement.

8.6.1. Practice. The OFCM staff members are entitled to be reimbursed for costs incurred for official local travel.

8.6.2. Procedure. Record all costs incurred for official local travel. Submit a list of costs to the administrative staff approximately every three months if the amount is at least \$10. The administrative staff will prepare a local travel claim for signature by the traveler. After signing, the clerk will pick up reimbursement from the NOAA imprest fund.

TRAVEL ORDER AND ARRANGEMENTS REQUEST

REQUESTER: _____ DATE: _____

REQUESTER'S TITLE: _____

SSAN: _____

PURPOSE OF TRAVEL: _____

PERIOD OF TRAVEL: _____

=====

TRANSPORTATION REQUIRED: AIR COACH
 OTHER: _____

SPECIAL PROVISIONS: BUSINESS PHONE CALLS
 BAGGAGE HANDLING
 RENTAL CAR
 ADD SECURITY CLEARANCE DATA
 OTHER _____

DEPARTURE AIRPORT: DCA BWI DULLES OTHER

DEPARTURE DATE/TIME DESIRED: _____

ARRIVAL DATE/TIME DESIRED: _____

RETURN DEPARTURE DATE/TIME DESIRED: _____

RETURN ARRIVAL DATE/TIME DESIRED: _____

SEAT RESERVATION: AISLE WINDOW OTHER
 NON-SMOKING SMOKING
 FRONT MIDDLE REAR
 OTHER _____

=====

LODGING RESERVATIONS AT: _____

LODGING DATES: _____ THRU _____

TRAVEL ADVANCE REQUESTED: \$ _____
 80 % OF PER DIEM

DATE TICKETS NEEDED: _____

DATE ADVANCE NEEDED: _____

REMARKS

=====

ARRANGEMENTS MADE

TRANSPORTATION:

DEPART: ___ DCA ___ BWI ___ DULLES ___ OTHER

TIME: _____

ARRIVE: _____

TIME: _____

SEAT: _____

LODGING: ___ AS REQUESTED
___ OTHER: _____

8.7. Official Document Files.

8.7.1. Practice. All official correspondence pertaining to activities of program councils, committees, working groups, ad hoc groups, and task groups and to publications of the OFCM will be filed in the OFCM office files. Individual desk files are not considered official files. Staff members may sign items out of the official files. Staff members will review files over 2 years old and dispose of unneeded items. A reading file will be maintained.

8.7.2. Procedures.

- "Green" (reading file) copies of all outgoing correspondence will be placed on the clipboard on the file cabinets. Extensive attachments are not required.
- Official file copies will be placed in the file basket on top of the filing cabinets. Items to be filed include memoranda, records of actions, agenda, official correspondence from agencies with OFCM reply stapled to it, supporting internal documents.
- File all forms pertaining to publishing a document plus two copies of the published document in the OFCM official files. Supporting documentation and returned masters may be kept in the staff member's project files.

8.8. Communications.

8.8.1. Practice. Staff members are encouraged to use electronic communications media in the office to the maximum extent possible to effect coordination and action. The Federal Telephone Service (FTS) and Automated Voice Network (AUTOVON) lines will be used for official business only.

8.8.2. Procedures.

- Official long distance calls will be made over FTS (443-8704/8705) or AUTOVON (851-1460) whenever possible. Use 770-3464/3465 for local calls other than to a local FTS exchange.
- Facsimile will be used to transmit short documents rapidly to remote locations. Complete the facsimile transmission form (Form 4) and

give the document to an administrative staff member to transmit.

- Department of Defense message traffic is not currently well routed to the OFCM staff offices. Staff members should make agencies they work with aware of the unreliability of this medium. Encourage agencies to mail or transmit facsimile copies of messages to OFCM. A message routing identifier is being sought for the OFCM.
- Secure telephone instruments (STU III) have been requested for the office. Until such instruments become available, do not discuss classified or sensitive information over the telephone.

8.9. Processing Routine Correspondence and Documents.

8.9.1. Practice. Administrative products of the OFCM are the primary means of effecting coordination among the agencies. Administrative correspondence must be prepared neatly, correctly, and in a timely manner. Formats in FCM-G2, A Guide for Publications of the Office of the Federal Coordinator for Meteorological Services and Supporting Research will be followed for preparing correspondence. Normally, administrative personnel will prepare correspondence for external distribution. Any external correspondence establishing policy will be signed by the Federal Coordinator or the Deputy Federal Coordinator.

8.9.2. Procedures.

- Submit drafts of administrative correspondence (letters, memoranda, agenda, ROAs, and similar documents) to administrative personnel via a typing request form. Use realistic suspense dates on requests.
- The chief administrative member will at least twice daily screen typing requests and distribute typing to administrative personnel for drafting or final typing. Turnaround on requests for routine administrative typing should be no more than two days unless the document is complex or lengthy.
- The requester will review the returned item, make any needed changes in the draft, and submit for final typing. Since word processing is used,

OFCM

FACSIMILE TRANSMISSION FORM

ORIGINATOR'S NAME _____ ADDRESSEE'S NAME _____

MAIL ROUTING CODE _____ MAIL ROUTING CODE _____

ORIGINATOR'S PHONE _____ ADDRESSEE'S FAX
PHONE NUMBER _____

NUMBER OF PAGES _____

DATE _____

ATTENTION: CALL FOR PICKUP _____ PHONE _____

RECEIVER: PLEASE CALL FTS 443-8704 OR AV 851-1460 TO CONFIRM
RECEIPT.

PAGE 1 OF _____, INCLUDING COVER SHEET.

TYPING/SCANNING REQUEST

REQUESTER: _____ DATE: _____

TITLE OF JOB: _____

TASK: DRAFT REDRAFT FINAL
 SCAN AND PREPARE FILE

SUSPENSE: ROUTINE RUSH

DATE REQUIRED:

SPECIAL INSTRUCTIONS:

DATE RETURNED: _____

DRAFT ATTACHED

DISKETTE ATTACHED FILE: _____

a one day turnaround is normally appropriate. Advance planning should make it possible to permit longer turnaround times on most occasions. This is most desirable in the event subsequent drafts are required.

8.10. Briefing Books for Chairpersons.

8.10.1. Practice. Executive secretaries and secretaries should prepare briefing books for the chairpersons of program councils, committees, and working groups. Prepare a briefing book for the Federal Coordinator for travel to meetings at agencies outside the Washington, D.C. area.

8.10.2. Procedures.

- A briefing book should contain the following, as a minimum:
 - Meeting agenda.
 - List of possible attendees.
 - Opening remarks or announcements needed.
 - Record of actions from the previous meeting.
 - Group roster.
 - Advance copies of briefings or position papers.
 - Paper for notes.
- Insert items in a tabbed loose-leaf binder with a table of contents as the first item.
- If possible, place a distinctive cover on the briefing book.

8.11. Meeting Agenda.

8.11.1. Practice. Meeting agenda are the primary documents for efficient conduct of OFCM meetings. Prepare agenda to guide discussions and insure necessary topics are addressed.

8.11.2. Procedures.

- Prepare draft agenda for approval by the committee or working group chairperson and the Federal Coordinator. After approval, distribute the agenda to members and invited guests. Agenda should be distributed at least 30 days prior to meetings to allow agency representatives to formulate positions on the agenda items.
- Contents of agenda include, inter alia:
 - Opening remarks.
 - Review of previous records of action.
 - Major subjects to be discussed (first).
 - Minor subjects to be discussed (later).
 - Proposal for next meeting date.
 - Time of expected adjournment.

8.12. Records of Action (ROA).

8.12.1. Practice. Records of action will be prepared on all formal meetings of OFCM program councils, committees, working groups, ad hoc groups, and task groups. They will provide sufficient detail to indicate action taken or directed.

8.12.2. Procedures.

- The secretary or executive secretary will prepare an ROA from notes or recordings of significant events occurring during a meeting. Use the FCM-G2 format. Verbatim conversations need not be reproduced unless required for the flavor of the item of business discussed. Record all significant discussions and agreements. Identify specific actions completed or to be completed along with who did or will do the action.
- Normally a ROA will be completed within three weeks of the meeting date. Records of action must be approved by the chairperson of the group meeting and the Federal Coordinator or the Deputy Federal Coordinator before being distributed.

- Send a draft ROA to all persons attending the meeting except non-Federal attendees and invited briefers. Send a copy to all members not attending the meeting, also. Give attendees about 30 days to submit corrections and changes, then publish a final ROA. The final ROA should be sent to all members, other meeting attendees, and any others needing copies. If a subsequent meeting is to follow within a short time, the final ROA may be distributed at that meeting.

8.13. Terms of Reference (TOR).

8.13.1. Practice. Each program council, committee, working group, ad hoc group, and task group will have a TOR. The TOR will be in the standard format of FCM-G2.

8.13.2. Procedures.

- The TOR may be prepared by group chairpersons, group secretary, or an assigned subgroup, the Federal Coordinator or the Deputy Federal Coordinator, or others.
- The TOR will be reviewed by the Federal Coordinator prior to being presented to the group or parent group.
- The draft will be approved by the parent group.
- After approval the TOR will be published over the Deputy Federal Coordinator's signature, dated, and distributed.
- Terms of Reference will be reviewed annually during the annual report period. Changes must follow the approval process above.

8.14. Membership and Terms of Reference Books.

8.14.1. Practice. Each OFCM staff member serving as executive secretary or secretary to program councils, committees, working groups, ad hoc groups, and task groups is encouraged to have a file containing membership lists and terms of reference for all pertinent OFCM program councils, committees, working groups, ad hoc groups, and task groups.

8.14.2. Procedures.

- The Federal Coordinator's secretary will update membership lists as needed.
- The clerk will copy and distribute updated membership lists and terms of reference to each staff member maintaining a book.

APPENDIX A

PUBLICATIONS OF THE OFFICE OF THE FEDERAL COORDINATOR
FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

PUBLICATION NUMBER* AND DATE	TITLE	STATUS**	OPR
..... GUIDANCE			
FCM-G1-1983 MAY 83	GUIDANCE FOR ESTIMATING SURFACE WINDS BASED ON SEA STATE OBSERVATIONS FROM AIRCRAFT AND SEA STATE CATALOG	OP	WG/HWSO
FCM-G2-1987 SEP 87	A GUIDE FOR PUBLICATIONS OF THE OFFICE OF THE FEDERAL COORDINATOR FOR METEORO- LOGICAL SERVICES AND SUPPORTING RESEARCH	C	OF CM
FCM-G3-1989 APR 89	IMPROVING OF CM BRIEFINGS AND VISUAL AIDS	C	OF CM
..... HANDBOOKS			
FCM-H1-1982 APR 88	SURFACE OBSERVATIONS	R	WG/SO
FCM-H2-1984 JAN 84	SURFACE SYNOPTIC CODE	R	WG/MC
FCM-H3-1981 JUN 81	RADIOSONDE OBSERVATIONS (REVISED)	R	WG/UAO
FCM-H4-1976 JAN 76	RADIOSONDE CODE (2ND ED)	R	WG/UAO
FCM-H5-1972 SEP 72	WINDS ALOFT OBSERVATIONS	R	WG/UAO
FCM-H6-1976 JAN 76	UPPER WIND CODE	R	WG/MC

FCM-H7-1980 JAN 80	WEATHER RADAR OBSERVATIONS (PART A)	C	WG/RMO
FCM-H7-1981 JUN 81	WEATHER RADAR OBSERVATIONS (PART B)	C	WG/RMO
FCM-H7-1982 APR 82	WEATHER RADAR OBSERVATIONS (PART C)	C	WG/RMO
FCM-H8-1963 AUG 63	MANUAL OF BAROMETRY	OB	--
FCM-H9-1979 JAN 79	AVIATION WEATHER OBSERVATIONS (REV)	C	CAS
FCM-H10-1988 DEC 88	METEOROLOGICAL ROCKET OBSERVATIONS	C	WG/UAO
FCM-H11-19XX XXX XX	DOPPLER WEATHER RADAR OBSERVATIONS	D	WG/DRMO

..... INFORMATION

FCM-I1-1987 AUG 87	JAWOP VISIBILITY SENSOR TEST PLAN	C	JAWOPC
FCM-I2-1989 XXX 89	COMPILATION OF CODE TABLES IN FMH-2 (temporary title)	D	WG/MC

..... PLANS

FCM-P1-1987 JUN 88	THE FEDERAL PLAN FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH	C	OFCM
FCM-P2-1989 MAR 89	OPERATIONS AND ADMINISTRATION PLAN FOR THE OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH	C	OFCM
FCM-P3-19XX	RESERVED		
FCM-P4-19XX	RESERVED		
FCM-P5-19XX	RESERVED		
FCM-P6-19XX	RESERVED		
FCM-P7-19XX	RESERVED		

FCM-P8-19XX	RESERVED		
FCM-P9-19XX	RESERVED		
FCM-P10-1983 JUL 83	NATIONAL PLAN FOR SPACE ENVIRONMENT SERVICES AND SUPPORTING RESEARCH	R	CSEF
FCM-P11-1988 MAR 88	NATIONAL SEVERE LOCAL STORMS OPERATIONS PLAN	C	WG/SLSO
FCM-P12-1988 MAY 88	NATIONAL HURRICANE OPERATIONS PLAN	C	WG/HWSO
FCM-P13-1987 OCT 87	NATIONAL WINTER STORMS OPERATIONS PLAN CHANGE 1, October 31, 1988	C	WG/HWSO
FCM-P14-1985 MAR 85	FEDERAL PLAN FOR COOPERATIVE SUPPORT AND BACKUP AMONG OPERATIONAL PROCESSING CENTERS	R	WG/CSB
FCM-P15-1982 NOV 82	NATIONAL PLAN FOR RADIOLOGICAL EMER- GENCIES AT COMMERCIAL NUCLEAR POWER PLANTS	C	WG/ATD
FCM-P16-19XX	RESERVED		
FCM-P17-1982 FEB 82	NATIONAL PLAN FOR STRATOSPHERIC MONITORING 1988-1997	C	WG/MS
FCM-18-1985 APR 85	THE FEDERAL PLAN FOR THE CONTROL OF METEOROLOGICAL (METCON) INFORMATION DURING EMERGENCIES [CONFIDENTIAL--LIMITED DISTRIBUTION]	C	IBC
FCM-P19-1986 MAY 86	NATIONAL OPERATIONS PLAN FOR DRIFTING DATA BUOYS	C	WG/DDB
FCM-P20-1986 APR 86	NATIONAL AIRCRAFT ICING TECHNOLOGY PLAN	C	CAS
FCM-P21-1986 JUL 86	NATIONAL PLAN TO IMPROVE AIRCRAFT ICING FORECASTS	C	CAS
FCM-P22-1988 JUN 88	PRELIMINARY NATIONAL PLAN FOR LIGHTNING DETECTION SYSTEMS	C	WG/LDS

FCM-P23-1988 THE FEDERAL PLAN FOR COORDINATION OF C CAWIS
MAY 88 AWIS PROGRAMS

..... REPORTS AND STUDIES

FCM-R1-1981 A REPORT ON THE PLANS FOR COORDINATION OP WG/AWIS
MAR 81 OF MAJOR AUTOMATED WEATHER INFORMATION SYSTEMS

FCM-R2-1983 REVIEW OF FEDERAL RESEARCH AND DATA C WG/HWSO
JAN 83 COLLECTION PROGRAMS FOR IMPROVING TROPICAL CYCLONE FORECASTING

FCM-R3-1982 AN OVERVIEW OF APPLIED VISIBILITY OP WG/SO
JUN 82 FUNDAMENTALS

FCM-R4-1982 A REPORT ON IMPROVING FORECASTS OF ICING OP CAS
FEB 82 CONDITIONS FOR AIRCRAFT

FCM-R5-1982 AUTOMATED WEATHER INFORMATION SYSTEMS OP CAWIS
SEP 82 (AWIS): CONSIDERATIONS FOR INTRA- AND INTERSYSTEM OPERATIONS AND INTERAGENCY CONSIDERATIONS IN DEVELOPMENT AND COORDINATION

FCM-R6-1983 A REPORT ON NEXRAD: NATIONAL AIRSPACE C NPC
JUN 83 SYSTEM COST/BENEFITS

FCM-R7-1984 SUMMARY AND STATUS OF AUTOMATED WEATHER C CAWIS
APR 84 INFORMATION SYSTEMS

FCM-R8-1985 LIGHTNING DETECTION STUDY C WG/LDS
NOV 85

FCM-R9-1988 TROPICAL CYCLONE STUDIES C AHG/TCS
DEC 88
Supplement to Tropical Cyclone Studies D

FCM-R10-1986 REVIEW OF AVIATION WEATHER REQUIREMENTS C CAS
86 AND SERVICES

..... STANDARDS

FCM-S1-1981 FEDERAL STANDARD DEFINITIONS FOR C OFCM
NOV 81 METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

FCM-S2-1986 STANDARD FORMATS FOR WEATHER DATA R WG/CIDE
DEC 86 EXCHANGE AMONG AUTOMATED WEATHER INFORMATION SYSTEMS (RED BOOK)

FCM-S3-1986 FEB 86	STANDARD TELECOMMUNICATION PROCEDURES FOR WEATHER DATA EXCHANGE AMONG AUTOMATED WEATHER INFORMATION SYSTEMS (GREEN BOOK)	R	WG/CIDE
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FCM-S4-1987 MAY 87	FEDERAL STANDARD FOR SITING METEOROLOGICAL SENSORS AT AIRPORTS	C	WG/SO
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FCM-S5-1988 NOV 88	FEDERAL STANDARD ALGORITHMS FOR AUTOMATED WEATHER OBSERVING SYSTEMS USED FOR AVIATION PURPOSES--PRELIMINARY	C	WG/SO
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..... MISCELLANEOUS PUBLICATIONS

NONE -1987 NOV 87	UTILITY OF AIRBORNE WEATHER RECONNAISSANCE DATA [UNOFFICIAL DOCUMENT--NOT PUBLISHED]	C	OFCM
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NONE -1981 APR 82	MINUTES OF THE 35th INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1982 APR 83	MINUTES OF THE 36th INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1983 APR 84	MINUTES OF THE 37th INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1984 APR 85	MINUTES OF THE 38th INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1985 APR 86	MINUTES OF THE 39th INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1986 APR 87	MINUTES OF THE 40th INTERDEPARTMENTAL HURRICANE CONFERENCE	C	OFCM
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NONE -1987 APR 88	MINUTES OF THE 41st INTERDEPARTMENTAL HURRICANE CONFERENCE	OP	OFCM
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NONE -1988 MAY 88	MINUTES OF THE 42nd INTERDEPARTMENTAL HURRICANE CONFERENCE	C	WG/HWSO
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NONE -1989 89	MINUTES OF THE 43nd INTERDEPARTMENTAL HURRICANE CONFERENCE	D	WG/HWSO
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* Publication Number Codes (see FCM-G2-1987, Chapter 2 for a description of the different series.)

A Authority Series
G Guidance
H Handbooks
I Information
M Manuals
P Plans
R Reports and Studies
S Standards

** Status Codes

OP Out of print (A file copy may be reproducible)
C Current--latest edition
R Under revision (copies of an earlier version may be available)
D Under development
OB Obsolete (copies may be available)

APPENDIX B

PUBLICATION SCHEDULE OF THE
OFFICE OF THE FEDERAL COORDINATOR FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

TITLE	QUARTER	OPR
..... FISCAL YEAR 1989		
PRELIMINARY FEDERAL STANDARDS FOR ALGORITHMS FOR AUTOMATED WEATHER OBSERVING SYSTEMS	2QFY89	WG/SO
THE NATIONAL PLAN FOR STRATOSPHERIC MONITORING, 1988-1997	2QFY89	CSEF
MINUTES, 43rd Interdepartmental Hurricane Conference	2QFY89	WG/HWSO
Federal Meteorological Handbook No. 2, SURFACE SYNOPTIC CODES	3QFY89	WG/MC
STANDARD TELECOMMUNICATIONS PROCEDURES FOR WEATHER DATA EXCHANGE AMONG AWIS	3QFY89	WG/CIDE
STANDARD FORMATS FOR WEATHER DATA EXCHANGE AMONG AWIS	3QFY89	WG/CIDE
FEDERAL PLAN FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH, FY 1990	3QFY89	OFCM
NATIONAL HURRICANE OPERATIONS PLAN	3QFY89	WG/HWSO
MODELS AND EQUIPMENT FOR METEOROLOGICAL SUPPORT FOR TOXIC HAZARDS	3QFY89	WG/ATD
PLAN FOR METEOROLOGICAL INFORMATION MANAGEMENT	3QFY89	WG/MIM

NATIONAL PLAN FOR SPACE ENVIRONMENTAL SERVICES AND SUPPORTING RESEARCH	4QFY89	CSEF
FEDERAL PLAN FOR COOPERATIVE SUPPORT AND BACKUP	4QFY89	WG/CSB
PLAN FOR IDENTIFICATION AND USE OF CIVILIAN METEOROLOGICAL CAPABILITIES DURING EMERGENCIES	4QFY89	
NATIONAL OPERATIONS PLAN FOR DRIFTING DATA BUOYS	4QFY89	WG/DDB
FEDERAL PLAN FOR CONTROL OF METEOROLOGICAL INFORMATION DURING EMERGENCIES	4QFY89	IBC
FEDERAL STANDARD FOR ALGORITHMS FOR AUTOMATED WEATHER OBSERVING SYSTEMS	4QFY89	WG/SO
..... FISCAL YEAR 1990		
FEDERAL PLAN FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH, FY 1991	2QFY90	OFCM
MINUTES, 44th Interdepartmental Hurricane Conference	2QFY90	WG/HWSO
NATIONAL HURRICANE OPERATIONS PLAN	3QFY90	WG/HWSO
NATIONAL WINTER STORMS OPERATIONS PLAN	3QFY90	WG/HWSO
Federal Meteorological Handbook No. 1 SURFACE SYNOPTIC CODES	4QFY90	WG/SO
Federal Meteorological Handbook No. 11	4QFY90	WG/DRMO
Federal Meteorological Handbook for Upper Air	4QFY90	WG/UAO
FEDERAL PLAN FOR TROPICAL CYCLONE RESEARCH	4QFY90	AHG/TCR

APPENDIX C

PROGRAM COUNCILS, COMMITTEES, WORKING GROUPS, AD HOC GROUPS, AND TASK GROUPS OF THE OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

THE FEDERAL COMMITTEE

C.1. Federal Committee for Meteorological Services and Supporting Research (FCMSSR). This committee was established by the DOC Implementation Plan of 1964.

C.1.1. The purpose of this committee is to

- Provide high-level policy guidance to the Federal Coordinator.
- Review and validate proposed Federal meteorological plans.
- Resolve differences that may arise in connection with preparing, monitoring, and coordinating Federal meteorological plans.

C.1.2. The Department of Commerce representative chairs the FCMSSR, the Federal Coordinator serves as a voting member, and the OFCM provides the executive secretary. Each of the following agencies is represented on the FCMSSR:

- Department of Agriculture (DOA)
- Department of Commerce (DOC)
- Department of Defense (DOD)
- Department of Energy (DOE)
- Department of Interior (DOI)
- Department of State (DOS)
- Department of Transportation (DOT)

- Environmental Protection Agency (EPA)
- Federal Emergency Management Agency (FEMA)
- Office of Management and Budget (OMB)
- National Science Foundation (NSF)
- National Transportation Safety Board (NTSB)
- Nuclear Regulatory Commission (NRC)
- National Aeronautics and Space Administration (NASA)
- OFCM

PROGRAM COUNCILS

C.2. Automated Weather Information Systems (AWIS) Program Council (AWISPC). The AWISPC was established to respond to concerns expressed by the Department of Commerce Inspector General, the General Accounting Office, and the OMB regarding overlapping of Federal programs in automated weather information systems. The council was chartered to direct the study and coordination of agency AWIS programs and to prepare an integrated national plan.

C.2.1. The specific responsibilities and purpose of the AWISPC are listed below:

- Establish policy regarding planning and implementation of automated weather information systems.
- Coordinate development, implementation, and operation activities to minimize overall cost to the Government while meeting the various requirements for AWIS.
- Prepare and maintain an integrated national plan for AWIS development and implementation.

C.2.2. The Federal Coordinator is the chairman of the AWISPC; OFCM provides an executive secretary. Membership on the AWISPC consists of representatives of the following agencies:

- Department of Commerce/National Weather Service

- Department of Defense/Office of the Secretary of Defense
- Department of Transportation/Federal Aviation Administration

C.3. Improved Weather Reconnaissance Program Council (IWRPC). The IWRPC was established as a management council to provide management oversight for prototype development and follow-on acquisition of the Improved Weather Reconnaissance System (IWRs).

C.3.1. Specific responsibilities of the IWRPC are to establish cost, schedule, and performance thresholds for the IWRs program.

C.3.2. Members of the IWRPC come from the U.S. Air Force, the National Oceanic and Atmospheric Administration (NOAA), and the OFCM. They have established a technical committee to assist them. The chairman is the Federal Coordinator, and OFCM provides an executive secretary. Members represent the following organizations:

- Headquarters, U.S. Air Force
- Headquarters, Military Airlift Command
- Headquarters, Air Weather Service
- Headquarters, Air Force Reserve
- National Weather Service
- National Hurricane Center
- OFCM (Program Manager)

C.4. The Joint Automated Weather Observation Program (JAWOP) Council (JAWOPC). In response to guidance from the OMB, the Departments of Commerce, Defense, and Transportation formed a council on joint automated weather observing systems in 1981. This group evolved into the JAWOPC in 1983 to provide policy guidance and oversight of programs concerning automation of surface weather observations.

C.4.1. The JAWOPC facilitates and coordinates policy development and equipment acquisition related to automated surface weather observations.

C.4.2. The Federal Coordinator is chairman of the JAWOPC; the OFCM provides an executive secretary. Members of the JAWOPC are as follows:

- Department of Commerce/National Weather Service
- Department of Defense/Office of the Secretary of Defense
- Department of Transportation/Federal Aviation Administration

C.5. National Aircraft Icing Program Council (NAIPC). This council was established in 1984 by the Chairman, FCMSSR, in response to interactions with the Undersecretary of Defense for Research and Development, Administrators of the FAA and NASA, and the Assistant Administrator for Weather Services (NOAA).

C.5.1. The purpose of the council is to satisfy aircraft icing requirements by developing a coordinated technical and management plan for those aircraft icing activities that meet the agencies' common and unique requirements.

C.5.2. The Federal Coordinator chairs the NAIPC; the OFCM provides an executive secretary. Membership on the NAIPC consists of representatives of the following agencies:

- Department of Commerce/National Weather Service
- Department of Defense/Office of the Secretary of Defense
- Department of Transportation/Federal Aviation Administration
- National Aeronautics and Space Administration
- National Science Foundation

C.6. NEXRAD Program Council (NPC). The NEXRAD (Next Generation Weather Radar) Program Council is derived from a 1979 FCMSSR-established advisory council. It is also established in the NEXRAD Joint Program Development Plan.

C.6.1. The authority of the NPC comes from the FCMSSR and the NEXRAD Joint Program Development Plan. Specific duties of the NPC follow:

- Oversee the activities of the Joint Systems Program Office.
- Approve changes to the NEXRAD system during the acquisition phase of procurement.
- Authorize expenditure of agency funds on the NEXRAD.

C.6.2. The Federal Coordinator is the chairman of the NPC; the OFCM provides the executive secretary. The NPC members are listed below:

- Department of Commerce/National Weather Service
- Department of Defense/Office of the Secretary of Defense
- Department of Transportation/Federal Aviation Administration

THE INTERDEPARTMENTAL COMMITTEE

C.7. The Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR). The ICMSSR was established by the DOC Implementation Plan but in the form of two committees: one for meteorological services and one for applied meteorological research. During the revitalization of the OFCM in the late 1970s, the Interdepartmental Committee for Meteorological Services and Supporting Research was established in its present form. The ICMSSR is the principal committee of the OFCM. It is the primary means of coordination among the U.S. Government agencies planning and conducting meteorological services and supporting research. The objective of ICMSSR is to achieve the maximum integration of current and future meteorological services and supporting research consistent with effective and economical accomplishment of agencies' missions. This committee has six standing committees, one working group and one ad hoc group that report directly to it.

C.7.1. The purpose of this committee is to:

- Coordinate meteorological activities.
- Review basic and specialized meteorological requirements.

- Prepare and maintain a Federal Meteorological Plan.
- Oversee and review the ongoing activities of the OFCM committees.

C.7.2. Membership on the ICMSSR consists of representatives of the member agencies of the FCMSSR. The ICMSSR is chaired by the Federal Coordinator; OFCM provides an executive secretary. The following agencies are members of the ICMSSR:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Interior
- Department of State
- Department of Transportation
- Environmental Protection Agency
- Federal Emergency Management Agency
- Office of Management and Budget
- National Aeronautics and Space Administration
- National Science Foundation
- National Transportation Safety Board
- Nuclear Regulatory Commission

STANDING COMMITTEES OF THE ICMSSR
(Listed Alphabetically)

C.8. Committee for Aviation Services (CAS). The CAS is the principal means for conducting business for the ICMSSR in the area of aviation meteorological services.

C.8.1. The CAS has the following responsibilities:

- Collecting and consolidating user requirements for aviation services.
- Developing those parts of proposed Federal plans for meteorological services for efficient use of resources to meet valid user requirements for aviation services.
- Conducting a continuing, systematic review of current and programmed activities within its assigned areas and recommending changes in Federal plans to more efficiently use resources in meeting valid user requirements.
- Reporting periodically on the implementation of those parts of Federal plans within its assigned areas.
- Coordinating matters within its assigned areas affecting more than one member agency to assure maximum collaboration of current and future activities consistent with effective and economical accomplishment of mission requirements.

C.8.2. The CAS is chaired by the Federal Aviation Administration member; OFCM provides the executive secretary. The following are members of the CAS:

- Federal Aviation Administration
- Joint Staff (DOD)
- National Weather Service
- National Aeronautics and Space Administration
- National Transportation Safety Board

C.9. Committee for Automated Weather Information Systems (CAWIS). The CAWIS is the principal means to provide management oversight for the ICMSSR in the area of automated weather information systems. It also provides staff assistance to the AWISPC. The CAWIS has two working groups assigned to it.

C.9.1. The responsibilities of the CAWIS are listed below:

- Collect and consolidate user requirements for automated weather information systems.
- Prepare and maintain status reports covering agency plans for the development and integration of future weather information systems.
- Coordinate within the Federal committee structure in order to effect interfaces for input and output data from other systems.
- Coordinate requirements for interfaces among the systems and recommend adoption of existing or the development of new standards for exchange of data across interfaces, accommodate different hardware and software, and adapt software to the hardware systems.

C.9.2. The CAWIS chairman is from the National Weather Service of NOAA; OFCM provides an executive secretary. Numerous other offices participate or observe the activities of this committee. The following are members of the CAWIS:

- National Weather Service (NOAA/DOC)
- Naval Oceanography Command (DOD)
- Air Weather Service (DOD)
- Weather Systems Office, Electronics Systems Division (ESD) (DOD)
- Fleet Numerical Oceanography Center (DOD)
- Atmospheric Sciences Laboratory (DOD)
- Office of the Oceanographer of the Navy (DOD)
- U.S. Forest Service (DOA)
- U.S. Geological Survey (DOI)
- Office of Natural and Technical Hazards (FEMA)
- National Aeronautics and Space Administration
- National Science Foundation

C.10. Committee for Basic Services (CBS). The CBS is the principal means to provide management oversight to ICMSSR in the areas of agricultural weather services, marine services, and common or basic meteorological services. Business in the CBS is conducted mainly in its fourteen working groups, four ad hoc groups, and two task groups.

C.10.1. The CBS is responsible to do the following:

- Collect and consolidate user requirements for basic services.
- Develop those parts of Federal plans for meteorological services for efficient use of resources to meet the requirements for basic services.
- Conduct a continuing, systematic review of current and programmed activities and recommend changes in Federal plans to more efficiently use resources to meet valid user requirements.
- Report periodically on implementation of those parts of Federal plans within its assigned area.
- Coordinate matters within its assigned areas affecting more than one member agency to assure maximum collaboration of current and future activities consistent with effective and economical accomplishment of mission requirements.

C.10.2. The chairman of the CBS is from the National Weather Service Office of Meteorology (NOAA); OFCM provides an executive secretary. Numerous other offices participate or observe the activities of this committee. The following are members of the CBS:

- Office of Meteorology, National Weather Service (NOAA/DOC)
- Joint Staff (DOD)
- Department of Energy
- U.S. Coast Guard (DOT)
- National Science Foundation

- Atmospheric Sciences Division, National Aeronautics and Space Administration
- Hydrology Laboratory (DOA)
- Bureau of Reclamation (DOI)
- Office of Advanced Technology (DOS)
- Office of Nuclear Regulatory Research (NRC)
- OFCM

C.11. Committee for Operational Environmental Satellites (COES). The COES is the principal means to provide management oversight for the ICMSSR in the area of environmental satellite sensors.

C.11.1. The purposes and responsibilities of the COES are listed below:

- Collect and consolidate user requirements for environmental satellites and sensors carried by Federal environmental satellites.
- Develop those parts of Federal plans for meteorological services for efficient use of resources to meet valid user requirements for environmental satellite data.
- Conduct a continuing, systematic review of current and programmed activities and recommend changes in Federal plans to more efficiently use resources to meet valid user requirements for environmental satellite data.
- Report periodically on implementation of those parts of Federal plans within its assigned area.
- Coordinate matters within its assigned areas affecting more than one member agency to assure maximum collaboration of current and future activities consistent with effective and economical accomplishment of mission requirements.

C.11.2. The chairman of the COES is from the National Environmental Satellite, Data, and Information Service of NOAA; OFCM provides an executive secretary. Numerous other offices participate or observe the activities of this committee. The following are members of the COES:

- National Environmental Satellite, Data, and Information Service (NOAA/DOC)
- Joint Staff (DOD)
- U.S. Coast Guard (DOT)
- Hydrology Laboratory (DOA)
- Bureau of Reclamation (DOI)
- Office of Advanced Technology (DOS)
- Earth Science and Applications Division (NASA)

C.12. Committee for Operational Processing Centers (COPC). The COPC is the primary means to provide management oversight to ICMSSR relating to the operational processing centers. The COPC has one working group assigned to assist it.

C.12.1. The purpose and objectives of the COPC are listed below:

- Promote free and open exchange of information concerning modeling efforts, data resources or problems, and oceanographic and atmospheric products.
- Develop cooperative agreements for technical support and interface requirements.
- Identify areas where expanded coordination efforts are needed and recommend plans of actions.

C.12.2. The chairmanship of the COPC rotates among the members depending on who serves as host for the semiannual meetings. The OFCM provides an executive secretary. Membership of the COPC is comprised of the heads of the four operational processing centers:

- National Meteorological Center (NMC)

- Air Force Global Weather Central (AFGWC)
- Fleet Numerical Oceanography Center (FNOOC)
- Naval Oceanographic Office (NAVOCEANO)

C.13. Committee for Space Environment Forecasting (CSEF). The CSEF is the prime means to provide management oversight to ICMSSR in the areas of integration of current and future solar-terrestrial services.

C.13.1. The CSEF is responsible to do the following:

- Collect and consolidate user requirements within its assigned area.
- Develop those parts of Federal plans for meteorological services for efficient use of resources to meet valid user requirements.
- Conduct a continuing, systematic review of current and programmed activities and recommend changes in Federal plans to more efficiently use resources to meet valid user requirements.
- Report periodically on implementation of those parts of Federal plans within its assigned area.
- Coordinate matters within its assigned areas affecting more than one member agency to assure maximum collaboration of current and future activities consistent with effective and economical accomplishment of mission requirements.

C.13.2. The chairman of the CSEF is from the Office of Oceanic and Atmospheric Research of NOAA; OFCM provides an executive secretary. Other offices participate or observe the activities of this committee. The following are members of the CSEF:

- Office of Oceanic and Atmospheric Research (NOAA/DOC)
- Joint Staff (DOD)
- Department of Energy

- U.S. Geological Survey (DOI)
- U.S. Coast Guard (DOT)
- National Science Foundation
- National Aeronautics and Space Administration

WORKING GROUPS
(Listed Alphabetically)

C.14. Working Group for AWIS Meteorological Applications (WG/AMA). This working group reports to CAWIS. The WG/AMA is the principal means for effecting continuing coordination of interagency meteorological applications requirements, promoting algorithm development, and providing a means for free interagency exchange of meteorological applications programs. The WG/AMA is responsible for the following:

- Establishing and maintaining a comprehensive inventory of meteorological and hydrometeorological applications programs and automated techniques having potential AWIS-wide utility.
- Providing agencies with periodic inventory summaries, update notices, additions, and deletions.
- Providing a forum for the coordination of meteorological applications development activities.
- Preparing status reports for the Committee for Automated Weather Information Systems on the preparation, maintenance, and agency use of the meteorological applications inventory and on the coordination of meteorological applications development activities.

C.15. Working Group for Atmospheric Transport and Diffusion (WG/ATD). This working group reports to the CBS. The WG/ATD is the principle means for the overall coordination related to publicly available transformation, transport, diffusion, and deposition models--all space and time scales shall be considered. The WG/ATD is responsible for the following:

- Developing and maintaining a plan for the identification, selection, and monitoring of radiological, gaseous, and particulate transport models.

- Establishing and maintaining standard test and evaluation procedures.
- Establishing criteria for model input and output requirements and their operational use.
- Preparing and maintaining a catalog of models and a directory of modelers and contacts.

C.16. Working Group for Cooperative Support and Backup (WG/CSB). This working group reports to COPC. The WG/CSB is the principal focus for coordinating, preparing, and maintaining Federal plans to identify cooperative support, dissemination modes, product formats and schedules, and emergency backup procedures. These procedures provide support and backup for real time user products and data prepared for or obtained by the National Meteorological Center, The Air Force Global Weather Central, and the Fleet Numerical Oceanography Center. Activities also involve other centers such as the National Hurricane Center and the National Severe Storms Forecast Center.

C.17. Working Group for Communications Interfaces and Data Exchange (WG/CIDE). This working group reports to CAWIS. The WG/CIDE is the principle means for developing and maintaining standards and recommended common practices and procedures for the communication of information among automated weather information systems. The WG/CIDE is responsible for the following:

- Modification and maintenance of Standard Formats for Weather Data Exchange Among Automated Weather Information Systems (Red Book) (FCM-S2).
- Modification and maintenance of Standard Telecommunication Procedures for Weather Data Exchange among Automated Weather Information Systems (Green Book) (FCM-S3).
- The production, coordination, and maintenance of similar documents dealing with the handling of data among the systems and for protocols, physical linkages, etc. involved in transferring information from one AWIS to another.
- Reviewing and monitoring those aspects of systems operations and recommending to the CAWIS appropriate standards and/or proposed agreements on the implementation of standards and practices.

C.18. Working Group for Doppler Radar Meteorological Observations (WG/DRMO). This working group reports to CBS. The WG/DRMO was established to prepare an FMH outlining standardized operating regulations and procedures necessary for the effective management and operations of the NEXRAD.

C.19. Working Group for Drifting Data Buoys (WG/DDB). This working group reports to CBS. The WG/DDB will maintain cognizance of Federal agency requirements and programs for the acquisition of data from drifting buoys. The responsibilities of the WG/DDB are as follows:

- Review agency plans for the needs and uses of drifting data buoys as a source of meteorological and other data.
- Consolidate agency requirements for drifting buoys.
- Prepare a national plan and maintain it.
- Advise CBS on national and international drifting data buoy programs.

C.20. Working Group for Hurricane and Winter Storms Operations (WG/HWSO). This working group reports to CBS. The WG/HWSO is the principal group to effect communication among the agencies on tropical cyclone and winter storm operations. The WG/HWSO has the following duties:

- Arrange for the annual Interdepartmental Hurricane Conference (IHC).
- Prepare a draft annual National Hurricane Operations Plan based on agreements reached at the IHC.
- Arrange for an interdepartmental meeting on winter storms.
- Prepare a annual National Winter Storms Operations Plan.

C.21. Working Group for Hydrometeorology (WG/HM). This working group reports to CBS. The WG/HM is the principal means for coordinating those interagency meteorological activities that have a specific and direct relationship to hydrologic services and supporting research. The group addresses both policy and practice relating to such issues as standards and procedures for local flood observing and warning systems, requirements and guidance for use of quantitative precipitation forecasts, improvements of real-time collection systems for hydrometeorological data and

improved coupling of land-phase and atmospheric forecasting procedures. The group maintains close coordination with the Hydrology Subcommittee of the Interagency Advisory Committee on Water Data, a group established by OMB Circular A-67, on activities that have a specific and direct relationship to meteorological services and supporting research.

C.22. Working Group for Lightning Detection Systems (WG/LDS). This working group reports to CBS. The WG/LDS will maintain cognizance of Federal agency requirements and programs for the acquisition of data from lightning detection systems. Responsibilities of the WG/LDS follow:

- Review agency plans for the needs and uses of all types of lightning data.
- Consolidate agency requirements for lightning data, application, and distribution.
- Prepare a national plan for the collection and distribution of lightning data and maintain it.
- Serve as the focus for interagency coordination and promote the sharing of lightning data.
- Advise the CBS on appropriate matters regarding existing or programmed lightning detection systems employed by Federal agencies.

C.23. Working Group for Meteorological Codes (WG/MC). This working group reports to CBS. The WG/MC is the principle means for effecting continuing coordination on meteorological codes used for collecting, exchanging, and distributing meteorological information by Federal agencies. The WG/MC is responsible for advising and assisting in preparation of the text and for coordination within their own agencies of such text for the following Federal Meteorological Handbooks (FMH):

- FMH-2, Surface Synoptic Code
- FMH-4, Radiosonde Code
- FMH-6, Upper Wind Code

C.24. Working Group for Marine Environmental Prediction (WG/MEP). This working group reports to CBS. The WG/MEP is the principal means of coordination among Federal agencies for basic and specialized marine environmental prediction services. The WG/MEP will coordinate the planning,

production, and dissemination of marine environmental predictions and the maintenance of data bases.

C.25. Working Group for Meteorological Information Management (WG/MIM). This working group reports to the ICMSSR. The WG/MIM is the principle organization for effecting continuing coordination on the planning, development, and implementation of Federal meteorological information management. In the context of WG/MIM, library type information is not included.

C.25.1. Purpose. The WG/MIM will establish the basis for a comprehensive information management planning for meteorological data and information among the Federal agencies and ensure the initial concept considers both real-time and retrospective data. The entire process of data handling is considered from initial data acquisition planning through the final disposition of information. Improving data compatibility and quality will be a key function of the WG/MIM.

C.25.2. Activities. The activities of the WG/MIM include the following:

- Reviewing Federal meteorological information plans, issues, guidelines, and standards and recommending courses of action to ensure compatibility.
- Ensuring agencies are informed of meteorological information management planning that includes real-time and retrospective data.
- Planning a national reference system for meteorological data and information.
- Reviewing appropriate guidelines and standards, identifying gaps or problems, and making recommendations for actions needed to improve data compatibility, quality, and handling of retrospective data.
- Coordinating information processing standards with the National Institute for Standards and Technology and other organizations.
- Preparing a coordinated Federal plan for meteorological information management.

- Coordinate with other working groups and committees that deal with data at some point in the data cycle.

C.26. Working Group for Monitoring the Stratosphere (WG/MS).

This working group reports to CBS. The WG/MS is the principle means for effecting continuing coordination of the planning, development, and implementation of a stratospheric monitoring program. The WG/MS will establish the basis for comprehensive data management among the Federal agencies and ensure that the interagency requirements are considered. These activities shall be consistent with the effective and economical accomplishment of the Federal agencies' missions. The WG/MS shall prepare and maintain status reports covering agency plans and requirements and the activities of the working group. The WG/MS does the following:

- Update the National Plan for Stratospheric Monitoring, 1988-1997.
- Provide oversight of the implementation of this plan.
- Consolidate agency requirements for stratospheric data.

C.27. Working Group for Profiler Systems (WG/PS). This working group reports to CBS. The WG/PS is the principle means for effecting continuing coordination of the development and implementation of surface-based profiler sounding systems that are required by the agencies. The WG/PS will collect and document agency needs, uses, and requirements for surface-based profiling systems; prepare studies, reports, and plans for the development and application of the systems for operational use; and ensure that the requirements of agencies are fulfilled. Tasks to be performed include those listed below:

- Monitor procurement and testing of the preproduction models of the wind profiling radar.
- Evaluate the design and monitor a program of studies of a systems engineering type, leading to the development of recommendations on the design of a national array of profilers.
- Monitor the program for the improvement of ground-based profilers of temperature and moisture, including the development of recommendations for the procurement and testing of preproduction models of such units.

- Ensure the development of standard formats and procedures for the transmission and archiving of ground-based profiler data.

C.28. Working Group for Radar Meteorological Observations (WG/RMO). This working group reports to CBS. The WG/RMO is the principle means for effecting continuing coordination of the making, recording, transmitting, and preparing for archiving weather radar observations by Federal agencies. The WG/RMO is responsible for advising and assisting in the preparation and coordination of the text for FMH-7, Radar Observations.

C.29. Working Group for Severe Local Storms Operations (WG/SLSO). This working group reports to CBS. The WG/SLSO will prepare and maintain a National Severe Local Storms Operations Plan.

C.30. Working Group on Surface Observations (WG/SO). The WG/SO is the principal means for effecting continuing coordination in making, recording, transmitting, and preparing for archiving surface weather observations by Federal agencies. The WG/SO is responsible for advising and assisting in the preparation of text and coordination of Federal Meteorological Handbooks relating to surface observing practices and standards. This working group reports to CBS. The WG/SO has a task group that reports to it.

C.31. Satellite Telemetry Interagency Working Group (STIWG). The STIWG is jointly sponsored by the ICMSSR and the Interagency Advisory Committee on Water Data. It reports to CBS. The STIWG is responsible for advising CBS on matters concerning satellite telemetry user requirements as they relate to hydrologic, meteorologic, oceanic, and other environmental data. The members shall promote current information exchange including sharing of data, research, and development efforts and other technical information among agencies. The STIWG will coordinate with the Committee for Operational Environmental Satellites to facilitate integration of satellite telemetry user requirements with the design and operation of satellites and ground systems.

C.32. Working Group for Upper Air Observations (WG/UAO). This working group reports to CBS. The WG/UAO is the principle means for effecting continuing coordination for upper air observing. Upper air observing is defined as non-towered in-situ observations from the surface up to the top of the atmosphere. Satellite and profiler observations are excluded. Activities of the WG/UAO include the coordination of the planning, development, and implementation

and associated processing and communications technology, observing techniques, standards and procedures, monitoring, and associated manuals and other documentation consistent with the policies and procedures established by the WG/MIM.

C.33. Working Group for World Weather Program (WG/WWP).

This working group reports to CBS. The WG/WWP is the principal means of coordination among Federal agencies for planning and implementing the United States participation in the World Weather Program. The objective of the WG/WWP is to achieve the maximum integration of current and future operations, research, development, and testing for the World Weather Program consistent with effective and economical accomplishment of departmental mission requirements. The WG/WWP will develop and provide the annual plan for the proposed participation of the United States in international programs in meteorology that will be the President's report to Congress.

AD HOC AND TASK GROUPS

C.34 Ad Hoc Group for FMH-1 (AHG/FMH-1). This ad hoc group reports to the WG/MC. The AHG/FMH-1 is the principle means for revising the FMH-1 in accordance with CBS guidance on revitalization of FMHs. The AHG/FMH-1 responsibilities follow:

- Reevaluating the status and currency of FMH-1.
- Modifying FMH-1 to highlight the responsibility for preparation and maintenance, assure the merging of information from new or automated technology, meet requirements for utility of the primary users, and reinforce the status of the handbook as the Federal standard for observing and reporting meteorological phenomena.

C.35. Ad Hoc Group for FMH-Upper Air (AHG/FMH-UA). This ad hoc group reports to the WG/UA. The AHG/FMH-UA is the principle group that will revise the FMHs on upper-air observing practices and code (FMH-3 - FMH-6). The AHG/FMH-UA is responsible for the following:

- Evaluating the status and currency of FMH-3, FMH-4, FMH-5, and FMH-6.
- Modifying the FMHs to highlight the responsibility for preparation and maintenance, assure the merging of information from new or automated technology, meet requirements for utility of the primary users, and

reinforce the status of the handbook as the Federal standard for observing and reporting meteorological phenomena.

C.36. Ad Hoc Group for NOAAPORT Liaison. This ad hoc group reports to ICMSSR. NOAAPORT is a future planned meteorological communications system of the Department of Commerce. This ad hoc group was established to provide an interdepartmental forum for the discussion of NOAAPORT plans.

C.37. Ad Hoc Group for Tropical Cyclone Studies (AHG/TCS). This ad hoc group reports to CBS. The AHG/TCS is the principal means for effecting the planning, development, and execution of tropical cyclone studies to satisfy action items from the 41st Interdepartmental Hurricane Conference, January 6-9, 1987. Specific tasks include the following:

- Investigate the state of satellite tropical cyclone interpretation accuracies. Plan, coordinate, and conduct a study of operational accuracies of satellite-based tropical cyclone estimates of positions, intensities, and windfields. Prepare a report of the investigation.
- Investigate the contribution of airborne weather reconnaissance in tropical cyclone forecasting. Guide a study of tropical cyclone forecast accuracy based on non-airborne weather reconnaissance data. Work in conjunction with the study on satellite tropical cyclone interpretation accuracies. Prepare a report of the investigation.
- Prepare other studies at the direction of the ICMSSR.

C.38. Ad Hoc Group for Emergency Weather Support (AHG/EWS). The AHG/EWS was established to investigate the development of a coordinated meteorological support plan for national emergencies, including nuclear war.

C.39. Ad Hoc Group for Tropical Cyclone Research (AHG/TCR). The AHG/TCR is a subgroup of the WG/HWSO and was established at the request of the steering committee and research committee of the 43rd Interdepartmental Hurricane Conference. This group is charged to coordinate interagency research efforts in tropical cyclone research and prepare a National plan for such research.

C.40. Task Group for Surface Instrumentation Standards (TG/SIS). The TG/SIS is a subgroup of the WG/SO. It is the

principal means for the ICMSSR to participate in the development of Federal and industry standards and exchange information among agencies concerning standards for design, test and operation of equipment used for surface observing. The task group is responsible for the following:

- Collecting, consolidating, reviewing, and exchanging information on existing standards, and coordinating with various industry and Governmental organizations producing such standards.
- Furthering standardization within industry by preparing guidelines for development of industry standards.
- Advising and assisting the WG/SO in promoting standardization of meteorological instrumentation where advantageous to the Government.
- Preparing or endorsing documents for submission to the WG/SO and CBS suitable for formal adoption or publication by the OFCM.

C.41. Task Group for Transfer for Weather Reconnaissance Assets (TG/TWRA). This group is a subgroup of the WG/HWSO. The TG/TWRA has the responsibility to develop a plan for the orderly transfer of aerial weather reconnaissance assets of the U.S. Air Force to NOAA.

APPENDIX D

STAFFING ASSIGNMENTS AND POINTS OF CONTACT IN THE OFFICE OF THE FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

The following listing shows the current staffing assignments and points of contact for various committees and working groups within the OFCM.

Mr. Robert L. Carnahan, Federal Coordinator

- Member, Federal Committee for Meteorological Services and Supporting Research
- Chairman, Next Generation Radar Program Council
- Chairman, Automated Weather Information Systems Program Council
- Chairman, Joint Automated Weather Observations Program Council
- Chairman, National Aircraft Icing Program Council
- Chairman, Improved Weather Reconnaissance Program Council
- Chairman, Interdepartmental Committee for Meteorological Services and Supporting Research
- Chairman, Task Group for Transfer of Weather Reconnaissance Assets

Dr. James A. Almazan, Deputy Federal Coordinator

- Executive Secretary for the Federal Committee for Meteorological Services and Supporting Research
- Executive Secretary for the Interdepartmental Committee for Meteorological Services and Supporting Research

- Secretary, Working Group for Hydrometeorology
- Responsible for the Federal Plan for Meteorological Services and Supporting Research
- Responsible for long-range planning

Colonel Robert E. Black, USAF, Assistant Federal Coordinator for Air Force and Army Meteorological Affairs

- Executive Secretary for the Improved Weather Reconnaissance Program Council
- Secretary, Working Group for Hurricane and Winter Storm Operations
- Secretary, Working Group for Atmospheric Transport and Diffusion
- Secretary, Ad Hoc Group for Tropical Cyclone Studies
- Secretary, Ad Hoc Group for Tropical Cyclone Research
- Secretary, Task Group for Transfer of Weather Reconnaissance Assets
- Responsible for the Interdepartmental Hurricane Conference
- Responsible for the OFCM briefing

Colonel Kenneth P. Freeman, USAF, Deputy Assistant Federal Coordinator for Air Force Meteorological Affairs

- Secretary, Working Group for Meteorological Codes
- Secretary, Working Group for Meteorological Information Management
- Secretary, Working Group for Monitoring the Stratosphere
- Secretary, Working Group for Upper Air Observations
- Secretary, Ad Hoc Group for NOAA/PORT Liaison

Ms. Lena Loman, NWS, Assistant Federal Coordinator for
DOC/NOAA/NWS Meteorological Affairs

- Executive Secretary for the Automated Weather Information Systems Program Council
- Executive Secretary for the Committee for Operational Processing Centers
- Secretary, Working Group for Cooperative Support and Backup
- Secretary, Working Group for Communications Interfaces and Data Exchange

Mr. "JB" McCollough, FAA, Assistant Federal Coordinator for
DOT/FAA Meteorological Affairs

- Executive Secretary for the Joint Automated Weather Observations Program Council
- Executive Secretary for the National Aircraft Icing Program Council
- Secretary for the Joint Automated Weather Observations Program Council Action Group
- Executive Secretary for the Committee for Aviation Services
- Secretary, Working Group for Lightning Detection Systems
- Secretary, Working Group for Surface Observations
- Secretary, Task Group for Surface Instrumentation Standards

Commander Robert C. Showalter, USN, Assistant Federal
Coordinator for Navy and Marine Corps Meteorological Affairs

- Secretary, Working Group for Marine Environmental Prediction
- Secretary, Working Group for Drifting Data Buoys
- Secretary, Working Group for Profiler Systems
- Secretary, Ad Hoc Group for Emergency Weather Support

Mr. Donald R. Carver

- Executive Secretary for the NEXRAD Program Council
- Executive Secretary for the Interdepartmental Board for the Cooperation of NOAA with the Department of Defense
- Executive Secretary for the Committee for Basic Services
- Secretary, Working Group for Radar Meteorological Observations
- Secretary, Satellite Telemetry Interagency Working Group
- Secretary, Working Group for Doppler Radar Meteorological Observations
- Classified control officer

Mr. Glenn M. Garte

- Program Manager, Improved Weather Reconnaissance System
- Responsible for contingency planning
- Responsible for OFCM logistics
- Security Officer

Mr. James B. Harrison

- Executive Secretary for the Committee for Automated Weather Information Systems (AWIS)
- Secretary, Working Group for AWIS Meteorological Applications
- Secretary, Working Group for Severe Local Storms Operations
- Responsible for Federal Meteorological Handbook (FMH) revision
- Secretary, Ad Hoc Group for FMH-1
- Secretary, Ad Hoc Group for FMH--Upper Air

Mr. H. Dale Sellheim

- Executive Secretary for the Committee for Operational Environmental Satellites
- Secretary, Working Group for World Weather Program
- Responsible for OFCM computer resources management
- Responsible for OFCM publications production including the Federal Plan and operations plans

Ms. Rosalie Smith

- Budget officer
- Chief of administration

Ms. Barbara Palmer

- Secretary to the Federal Coordinator
- Responsible for membership data base

Ms. Ernestine H. Shields

- Receptionist
- Secretary

Mr. Bernard L. Williams

- Mail clerk

Ms. Elaine Zarin

- Secretary (part-time)

APPENDIX E

TERMS DEFINED

AGENCY. Any one of the non-departmental agencies, offices, foundations, commissions, boards, or administrations that are members of the Federal Committee for Meteorological Services and Supporting Research (FCMSSR). "Agency" is also used as a general reference to all 14 members of FCMSSR.

COMPONENT. A second level of organization within a department or agency.

DEPARTMENT. Any one of the cabinet level departments that are members of the Federal Committee for Meteorological Services and Supporting Research [Agriculture, Commerce, Defense, Energy, Interior, State, and Transportation].

FEDERAL COMMITTEE. The Federal Committee for Meteorological Services and Supporting Research.

FEDERAL PLAN. The Federal Plan for Meteorological Services and Supporting Research (FCM-P1).

GROUP. Any one of the program councils, committees, working groups, ad hoc groups, and task groups of the OFCM.

MEMBER. A representative of an agency to one of the OFCM program councils, committees, working groups, ad hoc groups, or task groups who is authorized to state the agency's position on issues. A member designated M* on participant lists is the department lead member for that agency.

OPERATIONS PLAN. Generally refers to this Operations and Administration Plan.

STAFF OFFICER/STAFF MEMBER. An member of the OFCM other than administrative personnel.

APPENDIX F
ABBREVIATIONS

-A-

AF	Air Force (U.S. Air Force)
AFGWC	Air Force Global Weather Central
AHG/EWS	Ad Hoc Group for Emergency Weather Support (OFCM)
AHG/FMH-1	Ad Hoc Group for FMH-1 (OFCM)
AHG/FMH-UA	Ad Hoc Group for FMH-Upper Air (OFCM)
AHG/NPL	Ad Hoc Group for NOAAPORT Liaison (OFCM)
AHG/TCR	Ad Hoc Group for Tropical Cyclone Research (OFCM)
AHG/TCS	Ad Hoc Group for Tropical Cyclone Studies (OFCM)
AV	AUTOVON (Automated Voice Network)
AWIS	Automated Weather Information System
AWISPC	AWIS Program Council (OFCM)
AWS	Air Weather Service

-B-

BOR	Bureau of Reclamation (DOI)
BWI	Baltimore-Washington Airport
BWS	Base Weather Station (AWS)

-C-

CAS	Committee for Aviation Services (OFCM)
CAWIS	Committee for Automated Weather Information Systems (OFCM)
CBS	Committee for Basic Services (OFCM)
COES	Committee for Operational Environmental Satellites
COMNAVOCEANCOM	Commander Naval Oceanography Command
COPC	Committee for Operational Processing Centers (OFCM)
CSEF	Committee for Space Environmental Forecasting (OFCM)

-D-

DCA	Washington National Airport
DOA	Department of Agriculture
DOC	Department of Commerce
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of Interior
DOS	Department of State
DOT	Department of Transportation

-E-

EPA	Environmental Protection Agency
ESD	Environmental Services Division (JCS)

-F-

FAA	Federal Aviation Administration
FCM	Federal Coordinator for Meteorological Services and Supporting Research
FCMSSR	Federal Committee for Meteorological Services and Supporting Research
FEMA	Federal Emergency Management Agency
FLENUMOCEANCEN	Fleet Numerical Oceanography Center
FMH	Federal Meteorological Handbook (OFCM)
FNOC	Fleet Numerical Oceanography Center
FTS	Federal Telephone System
FY	Fiscal Year

-I-

IACWD	Interagency Advisory Committee on Water Data
IBC	Interdepartmental Board for the Cooperation of NOAA with DOD
ICMSSR	Interdepartmental Committee for Meteorological Services and Supporting Research (OFCM)
IHC	Interdepartmental Hurricane Conference
IMDES	Interdepartmental Meteorological Data Exchange System
IWRS	Improved Weather Reconnaissance System
IWRPC	Improved Weather Reconnaissance Program Council (OFCM)

-J-

JAWOP	Joint Automated Weather Observing Program
JAWOS	Joint Automated Weather Observing System
JAWOPC	Joint Automated Weather Observing Program Council (OFCM)
JCS	Joint Chiefs of Staff (DOD)
JTWC	Joint Typhoon Warning Center

-N-

NAIPC	National Aircraft Icing Program Council (OFCM)
NASA	National Aeronautics and Space Administration
NAVOCEANO	Naval Oceanographic Office
NAVOCEANOCOM	Naval Oceanography Command
NCAR	National Center for Atmospheric Research
NESDIS	National Environmental Satellite, Data, and Information Service
NEXRAD	Next Generation Weather Radar
NHC	National Hurricane Center
NMC	National Meteorological Center
NOAA	National Oceanic and Atmospheric Administration
NOAAPORT	NOAA Environmental Data Broadcast System
NOC	Naval Oceanography Command
NPC	NEXRAD Program Council (OFCM)
NRC	Nuclear Regulatory Commission
NSF	National Science Foundation
NTSB	National Transportation Safety Board
NWS	National Weather Service

-O-

OA0	Office of Aircraft Operations (NOAA)
OFCM	Office of the Federal Coordinator for Meteorological Services and Supporting Research
OJCS	Office of the Joints Chiefs of Staff
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
OWDC	Office of Water Data Coordination

-P-

PC Program Council

-Q-

QFY Quarter of the Fiscal Year

-R-

RCC/MG Range Commanders Council Meteorological Group
ROA Record of Actions (OFCM)

-S-

STIWG Satellite Telemetry Interagency Working Group
(OFCM & IACWD)

-T-

TG/SIS Task Group for Surface Instrumentation
Standards (OFCM)
TG/TWRA Task Group for Transfer of Weather
Reconnaissance Assets (OFCM)
TOR Terms of Reference (OFCM)

-U-

US/U.S. United States
USA United States of America
USAF United States Air Force
USCG United States Coast Guard
USN United States Navy

-W-

WG Working Group
WG/AMA Working Group for AWIS Meteorological
Applications (OFCM)
WG/ATD Working Group for Atmospheric Transport and
Diffusion (OFCM)
WG/CIDE Working Group for Communications Interface
and Data Exchange (OFCM)

WG/CSB	Working Group for Cooperative Support and Backup (OFCM)
WG/DDB	Working Group for Drifting Data Buoys (OFCM)
WG/DRMO	Working Group for Doppler Radar Meteorological Observations (OFCM)
WG/HM	Working Group for Hydrometeorology (OFCM)
WG/HWSO	Working Group for Hurricane/Winter Storms Operations (OFCM)
WG/LDS	Working Group for Lightning Detection Systems (OFCM)
WG/MC	Working Group for Meteorological Codes (OFCM)
WG/MEP	Working Group for Marine Environmental Prediction (OFCM)
WG/MIM	Working Group for Meteorological Information Management (OFCM)
WG/MS	Working Group for Monitoring the Stratosphere (OFCM)
WG/PS	Working Group for Profiler Systems (OFCM)
WG/RMO	Working Group for Radar Meteorological Observations (OFCM)
WG/SLSO	Working Group for Severe Local Storms Operations (OFCM)
WG/SO	Working Group for Surface Observations (OFCM)
WG/UAO	Working Group for Upper Air Observations (OFCM)
WG/WWP	Working Group for World Weather Program (OFCM)

APPENDIX G

PLANNED MEETINGS OF THE
OFFICE OF THE FEDERAL COORDINATOR FOR
METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

This listing of meetings is for planning purposes only. Specific meeting dates and agenda will be published prior to the meetings by the executive secretary or secretary of the group.

SECOND QUARTER, FISCAL YEAR 1989

Interdepartmental Committee for Meteorological Services
and Supporting Research

NEXRAD Program Council

Committee for Automated Weather Information Systems

Committee for Operational Environmental Satellites

Working Group for Hurricane and Winter Storms Operations

Working Group for Drifting Data Buoys

Working Group for Meteorological Codes

Ad Hoc Group for Federal Meteorological Handbook #1

THIRD QUARTER, FISCAL YEAR 1989

Interdepartmental Committee for Meteorological Services
and Supporting Research

NEXRAD Program Council

Committee for Basic Services

Committee for Operation Processing Centers

Committee for Operational Environmental Satellites
Working Group for Cooperative Support and Backup
Working Group for Lightning Detection Systems
Working Group for Communications Interface and Data Exchange
Working Group for Hurricane and Winter Storms Operations
Working Group for AWIS Meteorological Applications
Working Group for Meteorological Codes
Working Group for Meteorological Applications Management
Ad Hoc Group for Federal Meteorological Handbooks-Upper Air
Ad Hoc Group for Tropical Cyclone Research

FOURTH QUARTER, FISCAL YEAR 1989

NEXRAD Program Council
Improved Weather Reconnaissance Program Council
Working Group for Hurricane and Winter Storms Operations
Working Group for Meteorological Codes
Ad Hoc Group for Federal Meteorological Handbook #1

FIRST QUARTER, FISCAL YEAR 1990

Interdepartmental Committee for Meteorological Services
and Supporting Research
NEXRAD Program Council
Improved Weather Reconnaissance Program Council
Committee for Operational Processing Centers
Committee for Operational Environmental Satellites
Working Group for Mutual Support and Backup

Working Group for Communications Interface and Data Exchange
Working Group for AWIS Meteorological Applications
Working Group for Lightning Detection Systems
Working Group for Meteorological Codes
Working Group for Meteorological Applications Management
Ad Hoc Group for Federal Meteorological Handbooks-Upper Air

SECOND QUARTER, FISCAL YEAR 1990

NEXRAD Program Council
Improved Weather Reconnaissance Program Council
Committee for Automated Weather Information Systems
Committee for Operational Environmental Satellites
Working Group for Hurricane and Winter Storms Operations
Working Group for Drifting Data Buoys
Working Group for Meteorological Codes
Ad Hoc Group for Federal Meteorological Handbook #1
Ad Hoc Group for Tropical Cyclone Research

THIRD QUARTER, FISCAL YEAR 1990

Interdepartmental Committee for Meteorological Services
and Supporting Research
NEXRAD Program Council
Improved Weather Reconnaissance Program Council
Committee for Operational Environmental Satellites
Committee for Operational Processing Centers
Committee for Basic Services

Working Group for AWIS Meteorological Applications
Working Group for Mutual Support and Backup
Working Group for Communications Interface and Data Exchange
Working Group for Lightning Detection Systems
Working Group for Meteorological Codes
Working Group for Meteorological Applications Management
Ad Hoc Group for Federal Meteorological Handbooks-Upper Air

FOURTH QUARTER, FISCAL YEAR 1990

NEXRAD Program Council
Working Group for Hurricane and Winter Storms Operations
Working Group for Meteorological Codes
Ad Hoc Group for Federal Meteorological Handbook #1

APPENDIX H

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Oceanographer of the Navy	2
OJCS/J3/ESD	3
Inspector General	1
Naval Deputy to NOAA	1

DEPARTMENT OF TRANSPORTATION

Director, Operations Planning and Policy (AOP-1)	2
Commandant, USCG	1
Inspector General	1

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