

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-21**

**NOVEMBER 27, 2006**

***Maintenance, Logistics, and Facilities***

***SYSTEMS MAINTENANCE***

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***SUMMARY OF REVISIONS:*** This policy directive supersedes NWSPD 30-21, "Systems Maintenance," dated November 12, 2004, and includes minor editorial corrections and clarification of responsibilities.

1. National Weather Service (NWS) policy is to properly maintain operational systems, equipment, and software to meet operational needs. This directive governs operational NWS systems, equipment, and software installation and maintenance activities.
2. The NWS Systems Maintenance program objective is to ensure NWS systems, equipment, and software are installed and maintained in an effective, safe, and secure manner to meet operational needs throughout the life cycle of each system or piece of equipment.
3. This directive establishes the following authorities and responsibilities:
  - 3.1 The Assistant Administrator for Weather Services is responsible for the overall implementation of the NWS Systems Maintenance program.
  - 3.2 The Director of Operational Systems (OPS) is responsible for:
    - Preparing procedural directives implementing policy.
    - Providing systems life-cycle integrated maintenance and logistic support planning
    - Operating the NWS National Reconditioning Center.
    - Providing technical assistance to regions and field offices.
    - Managing national contracts for equipment, systems, software maintenance and development, configuration management, and support services.
    - Establishing technical training goals and requirements.
    - Preparing and monitoring maintenance staffing plans and budgets.
    - Developing system, equipment, and software deployment, installation instructions, reporting procedures for completion of installation, and maintenance reporting guidelines.
    - Monitoring nationally managed equipment disposal plans and activities.
    - Evaluating performance and effectiveness of the Systems Maintenance program.

3.3 The National Weather Service regional directors are responsible for ensuring field offices within their region are organized, equipped, and personnel are trained to fulfill the Systems Maintenance program requirements.

3.4 Systems Operations Division chiefs are responsible for:

- Implementing the Systems Maintenance program within their region.
- Providing region-specific guidance to field offices on Systems Maintenance program policy and requirements.
- Developing supplements to procedural directives.
- Overseeing regional engineering quality program; and evaluating the performance and effectiveness of the Systems Maintenance program within their region.

3.5 Meteorologists-in-Charge (MIC) at field offices are responsible for satisfying the Systems Maintenance program requirements for all systems within their office's area of responsibility. The Geophysicists-in-Charge at Tsunami Warning Centers and MICs in coordination with Hydrologists-in-Charge at River Forecast Centers are responsible for managing the Systems Maintenance program including establishing systems priorities, ensuring timely and accurate submission of required systems installation and maintenance reports, and evaluating performance and effectiveness of the Systems Maintenance program at their offices and centers.

3.6 The Director of the National Centers for Environmental Prediction (NCEP) is responsible for ensuring centers are organized and equipped, and personnel at centers are trained to fulfill applicable Systems Maintenance program requirements.

3.7 NCEP managers are responsible for evaluating performance and effectiveness of the Systems Maintenance program at their centers.

4. To measure compliance with this directive, all levels of authority will evaluate systems maintenance activity, operational availability, and reliability reports to determine adherence with the Systems Maintenance program requirements.

5. This policy directive is supported by the references listed in Attachment 1.

Signed by D.L. Johnson November 13, 2006

Brigadier General David L. Johnson, USAF, Ret. Date

Assistant Administrator for Weather Services

**Attachment 1**

**GLOSSARY OF REFERENCES**

NWS Instruction 30-2101, *Systems Maintenance Management*  
NWS Instruction 30-2104, *Maintenance Data Documentation*  
NWS Instruction 30-2106, *Radar Maintenance*  
NWS Instruction 30-2107, *NOAA Weather Radio Maintenance*  
NWS Instruction 30-2108, *Surface Equipment Maintenance*  
NWS Instruction 30-2109, *Aerological Sounding Equipment Maintenance*  
NWS Instruction 30-2110, *Hydrologic Maintenance*  
NWS Instruction 30-2111, *ASOS Maintenance*  
NWS Instruction 30-2112, *Reporting Systems, Equipment, and Communication Outages*  
NWS Instruction 30-2113, *AWIPS Maintenance*  
NWS Instruction 30-2114, *Console Replacement System (CRS) Equipment Maintenance*  
NWS Policy Directive 30-22, *Technical Orders*