

**NATIONAL WEATHER SERVICE MANUAL 30-3101**

**OCTOBER 12, 2023**

***Maintenance, Logistics and Facilities***

***Logistics Planning and Operations, NWSPD 30-31***

**SUPPLY MANUAL AND CATALOG**

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**SUMMARY OF REVISIONS:** This directive supersedes NWSI 30-3101 “*Supply Manual and Catalog*”, dated August 20, 2019. This is a quadrennial routine review and update to keep this document current. Minor editorial changes were made to ensure clear and concise policy guidance and to improve readability. No content changes were made with this revision.

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**Supply Manual and Catalog**

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**1 Purpose**

During the performance of systems maintenance, various parts and supplies will need to be obtained. This manual lists the items contained in the National Weather Service (NWS) supply system, provides a detailed description of those items, and defines procedures used to order them. This manual does not apply to systems covered by contract maintenance.

**2 Procedures**

Items will be ordered from the supply system based on corrective maintenance, preventative maintenance, or routine replenishment of items consumed during the course of systems operation. Procedures stated in NWSI 30-2101, System Maintenance Management, govern maintenance of operational systems. Maintenance reporting is governed by NWSI 30-2104, Maintenance Data Documentation. NWS field personnel will order parts and supplies as described in this instruction.

**3 Organization**

Supply support of operational systems is provided within the existing NWS organizational structure.

## **4 Responsibilities**

### **4.1 National Weather Service Observations Portfolio**

National Weather Service Observations Portfolio is responsible for establishing overall NWS logistics policy, overseeing policy implementation, providing systems life-cycle integrated maintenance and logistics support, and evaluating the performance and effectiveness of the logistics program.

### **4.2 Regional Headquarters and National Center Managers**

Regional Headquarters and National Center managers are responsible for ensuring maintenance staff follow the NWS Observation Portfolio logistics policies for systems and equipment.

### **4.3 Field Office**

A field office, upon learning of an outage or other failure of an operational system, will inform an available electronics technician (ET). Concurrent outages will be handled according to the policies of NWSI 30-2101, Section 6.

### **4.4 Electronics Technician**

The ET, upon learning of a need for systems maintenance, will restore the equipment to operation according to the established priority as per NWSI 30-2101 Section 3.2. It is likely that equipment restoration will require replacement parts. The replacement part, or replacement for an authorized on-site spare, will be ordered through the NWS supply system. Identification of the specific part will be either through this manual or the individual system manual. Replenishment of most consumable supplies will also be ordered through the NWS supply system. Common use items such as paper, diskettes, etc., will be ordered locally.

### **4.5 National Logistics Support Center**

The National Logistics Support Headquarters in Grandview, Missouri, is responsible for filling user orders. Routine orders will be filled within two business days after the warehouse pick ticket is printed from the Consolidated Logistics System. The most cost-effective means of transportation will be used whenever possible. Emergency orders will be shipped the same day if received during 7:30 am to 4:00 pm Central Time or within 24 hours if the request is received outside normal duty hours, including weekends. Special shipping requests will be honored whenever possible to accommodate NWS mission requirements.

## **5 Documentation**

### **5.1 Reporting Failed Parts**

The field office responsible for the system ensures it accurately documents the time and nature of equipment failures in the Engineering Management Reporting System using WS Form A-26, following the instructions in NWS Instruction 30-2104, Maintenance Data Documentation. Failed parts replaced during maintenance will be reported in section 13, *Parts Failure Information* under the *Parts/Workload* tab.

## 5.2 Detailed Parts List

The on-line *Instrumental Equipment Catalog* is incorporated herein by reference. This document, updated at least monthly, contains the full detailed parts list, descriptions, and ordering process. It is available at: <https://obs3.nws.noaa.gov/Secure/ehbs.htm>