

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 30-31***

***SEPTEMBER 27, 2019***

***Office of Observations***

***LOGISTICS PLANNING AND OPERATIONS***

---

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

---

**OPR:** W/OBS34 (V. Marsh)

**Certified by:** W/OBS (T. Cuff)

**Type of Issuance:** Routine

---

***SUMMARY OF REVISIONS:*** This policy directive supersedes National Weather Service Policy Directive (NWSPD) 30-31 Logistics Planning and Operations, dated November 28, 2016. Per Biennial Review Requirement: Updated page 1: New signature/date; Updated Date of Supplement; Updated OPR and Certifying Official. Additional Changes include:

- Section 3.6: Electronics Engineers, technicians, or other authorized individuals maintaining equipment and their components, are responsible for accurately reporting logistics resources, usage, upgrades, and obsolescence via the Engineering Management Reporting System.

Signed

9/13/2019

---

Louis W. Uccellini  
Assistant Administrator for Weather Services

Date

1. The NWS owns and operates equipment requiring regular maintenance and service. Logistics planning enables the NWS to have parts and supplies available to keep operational systems functioning properly with a minimum of downtime and at an affordable cost. This directive defines NWS logistics planning and operations policy.
  - 1.1 Logistics planning is a process to successfully install a new system or major system upgrade. It begins early in the system life cycle, well before actual deployment and commissioning.
  - 1.2 Logistics operations describe the infrastructure necessary to keep Regional systems functioning.
2. The objective of this policy is to establish a flexible yet disciplined process capable of identifying and fulfilling crucial logistics goals and objectives.
3. This directive establishes the following authorities and responsibilities:
  - 3.1 The Assistant Administrator (AA) for Weather Services is responsible for establishing overall NWS logistics policy.
  - 3.2 The Director, Office of Observations (OBS), is responsible for overseeing logistics policy implementation, preparing and maintaining procedural directives implementing this policy directive, providing systems life-cycle integrated maintenance and logistics support, and evaluating the performance and effectiveness of the logistics program.
  - 3.3 The lead NWS office managing a particular program is designated as the Program Office (PO). The PO is responsible for addressing all detailed logistics requirements. These requirements include preparation of an Integrated Logistics Support Plan (ILSP), a Provisioning Parts List (PPL) acquisition of technical data identification of training requirements, budgeting for support resources, and obligating budgeted funds. The ILSP identifies detailed processes to be used in logistics support and is described in NWS Manual 30-3102. The PPL provides system hierarchy, cost information, and failure rate data needed to determine system and spare parts requirements. Instructions on preparing a PPL and obtaining technical data are available from OBS upon request. The PO is also responsible for the funding to implement the ILSP and to procure sufficient spare, depot, and repair parts as determined during the provisioning process.
  - 3.4 The Surface and Upper Air Division's Logistics Branch (OBS) reviews and validates logistics planning. The Logistics Branch participates in the PO's logistics planning, identifies deficiencies in logistics planning and advises the

PO of necessary corrective actions, and identifies funding requirements for initial support.

- 3.5 Regional Directors and the Director, National Centers for Environmental Prediction, are responsible for ensuring maintenance staff follow headquarters logistics policies for systems and equipment.
- 3.6 Electronics Engineers, technicians, or other authorized individuals maintaining equipment and their components, are responsible for accurately reporting logistics resources, usage, upgrades, and obsolescence via the Engineering Management Reporting System.
4. To measure compliance with this policy directive, the Surface and Upper Air Division's Logistics Branch conducts Deployment Readiness Reviews. These Reviews assess the adequacy of logistics planning in accordance with this policy directive and its implementing procedural directives. Deficiencies noted during Deployment Readiness Reviews will be corrected prior to deployment.
5. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

**Attachment 1**

**REFERENCES**

PROCEDURAL DIRECTIVES

NWS Manual 30-3101, *Supply Manual and Catalog*

NWS Manual 30-3102, *Integrated Logistics Support Planning*

GLOSSARY OF TERMS

AA Assistant Administrator

ILS Integrated Logistics Support

ILSP Integrated Logistics Support Plan

NWS National Weather Service

OBS Office of Observations

PO Program Office

PPL Provisioning Parts List