

**NATIONAL WEATHER SERVICE
ONLINE EQUIPMENT RETURN FORM**

Non-Repairable Repairable Balloon

This Online Equipment Return Form provides for information needed for processing of equipment returned to NRC. Return credit may not be issued or may be delayed if this form is not filled out.

NOTE: Complete this form to the best of your ability. Lines 1, 2, 3, 4, 5, 9 and 12 are the only lines that are mandatory.

1. Station Identifier (SID): 2. Organization Code:
3. Task Code: 4. Failure Date:
5. Item Name: 6. NWS Stock Number:
7. Item Serial Number: 8. Chassis S/N:

9. Primary Reason for Return (Select appropriate blocks)

<input type="checkbox"/> Defective (Return for repair)	<input type="checkbox"/> Instructions from Regional Headquarters
<input type="checkbox"/> Returned for Calibration	<input type="checkbox"/> Incorrect Item Received
<input type="checkbox"/> Excess Stock	<input type="checkbox"/> Received Defective
<input type="checkbox"/> Within Warranty	<input type="checkbox"/> Damaged in Transit
<input type="checkbox"/> Instructions from Weather Headquarters	<input type="checkbox"/> Other (Amplify below)
<input type="checkbox"/> Failed Diagnostics	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

10A. EMRS Failure Report No:

10B. Replacement Requisition No:

11. Defective Component, Description of Malfunction or Reason for Return:

12. Form Completed by and Telephone Number:

NOTE: Lines 13 through 18 are for Headquarters use only.

13. Date Received by NRC: _____ 14. Repair By/Date: _____
15. Quality Control Date: _____ 16. Date Returned to Stock: _____
17: Date Received by NLSC: _____ 18. Remarks: _____

Return this form with the item to:

National Reconditioning Center (NRC)
Equipment Return
14200 Merritt Road
Grandview, MO 64030
Attn: W/OBS 341

**NATIONAL WEATHER SERVICE
ONLINE EQUIPMENT RETURN FORM INSTRUCTIONS**

NOTE: Complete this form to the best of your ability. Lines 1, 2, 3, 4, 5, 9 and 12 are the only lines that are mandatory.

Entries on NWS Form H-14B will adhere to the following format:

1. Select one of the following boxes to indicate type of equipment:

Non-Repairable **Repairable** **Balloon**

2. Complete the rest of the form as follows:

Line 1. Station Identifier (SID): Enter the 3 to 5-digit SID.

Line 2. Organization Code: Enter the station's organization code. Obtain the code from station management if unknown.

Line 3. Task Code: Enter the applicable project and task code originally used to requisition the item if known. If not known, use an applicable station project and task code.

Line 4. Failure Date: Enter the date the item failed or NRC return date.

Line 5. Item Name: Enter a short, descriptive name of the item being returned to NRC.

If returning a balloon, enter the balloon type. This designator should be on the outside of the balloon box. It is also the designator used by NLSC.

Line 6. NWS Stock Number: Enter the Agency Stock Number (ASN) of the item if known.

Line 7. Item Serial Number: Enter the serial number of the returning item if applicable. Leave blank if not applicable.

Line 8. Chassis S/N: Enter the chassis serial number of the item if applicable. Leave blank if not applicable.

Line 9. Primary Reason for Return: Select one or more of the 11 blocks under this line as appropriate.

Line 10A. EMRS Failure Report No: Enter the Engineering Management Reporting System (EMRS) failure report number if applicable. Leave blank if not applicable.

Line 10B. Replacement Requisition Number: If known, enter the requisition number that originally ordered the item from NLSC. If not known, leave blank.

Line 11. Defective Component, Description of Malfunction or Reason for Return: If necessary, elaborate on the reason for the return.

Line 12. Completed by and Telephone No: Enter technician/observer name and office telephone number.

3. After filling out the form, save/print a copy for shipment to NRC and for your record.

4. Place a copy of NWS Form H-14B Online Equipment Return Form in the box with the equipment/part/balloon being returned to NRC.

5. Send to: National Reconditioning Center (NRC)
 Equipment Return
 14200 Merritt Road
 Grandview, MO 64030
 Attn: W/OBS 341