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SUMMARY OF REVISIONS: Appendix A; Section B, addition of ASOS PMI performance time table. This supplement supersedes NWS Central Region Supplement 06-2004 applicable to NWSI 30-2111 dated June 8, 2004.

 (Signed by)   November 3, 2005
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ASOS Maintenance

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1.   Introduction. This supplement sets specific Automated Surface Observing System (ASOS) maintenance responsibilities and further defines the roles of the Central Region (CR) Headquarters, and the Weather Forecast Office (WFO) Electronic Systems Analyst (ESA), and Electronic Technicians (ET).

2.   Responsibilities

2.1   Region. Evaluation of an office's performance in meeting the objectives stated in Appendix A - CR ASOS Maintenance Plan is the responsibility of the Electronics Program Manager (EPM). ASOS Operations and Monitoring Center (AOMC) and other WSH elements may provide input to this evaluation.

The Regional Observation Systems Program Manager and the ASOS Regional Maintenance Specialist (RMS) report to the EPM. These specialists provide a regional focus for the program, and aid the field maintenance personnel when requested.

The Regional Observation Systems Program Manager serves as the ASOS Configuration Manager for CR and, as such, is responsible for coordinating all relocations of ASOS equipment. This includes moves of existing ACUs, DCPs, OIDs, VDUs as well as new OID and VDU installations. CR employees will not relocate major ASOS components such as the ACU or a DCP, nor install additional OIDs or VDUs, without specific prior approval of the Regional Observation Systems Program Manager.

2.2   Electronics Systems Analyst. The Electronic Systems Analyst (ESA) at each office has primary responsibility for managing the WFO's ASOS Maintenance Program. Procedures for internal office communication and notification of ASOS outages will be established by the office management team.

ESAs are responsible for insuring that the CR ASOS Maintenance Plan (Appendix A) and all associated National Directives, Technical Orders and Handbooks are adhered to. http://www.ops1.nws.noaa.gov/ehbs.htm.

Each ESA is responsible to ensure that all Engineering Management Reporting System (EMRS) reports are completed for maintenance actions the office undertakes. Once the restoration action is completed, the office will also complete and close any outstanding trouble tickets with AOMC, and update any Unscheduled Outage System (USOS) entries. Additional coordination and confirmation may be required. This should be accomplished by phone call, or e-mail.

3.   Documentation. USOS reports will be submitted following the instructions in NWS NWSI 10-1603 and associated CR Supplements. In the event of an emergency repair by a backup office's ET, the ET performing the repair will be responsible for entering the EMRS report for that outage.

Appendix A - Central Region ASOS Maintenance Plan

CR electronics staff will provide the best ASOS maintenance possible within available resources. The objectives of the CR ASOS Maintenance Program are as follows:

    a.   Ensure that ASOS systems produce accurate and reliable data needed to support the operations of the aviation and climatological communities.

    b.   Scheduled preventative maintenance actions are performed according to schedules in ASOS Site Technical Manual S100, Table 1.5.4.. Timely performance and reporting of preventative maintenance activities on all equipment is essential to our mission. Optimally PMs will be performed within the following time frames:

PM INCREMENT	Earliest date to begin:	Latest date to complete:
Weekly (2)	3 days prior to due date	3 days after due date
Semi-Monthly (3)	5 days	5 days
Monthly (4)	7 days	7 days
60 day (5)	10 days	10 days
Quarterly (6)	10 days	14 days
Semi-Annual (7)	10 days	21 days
Annual (8)	10 days	28 days

    c.   ASOS failures are returned to service within the time frames described in NWSI 30-2111 (Appendix B-Maximum Outage Times).

    d.   Required communication with AOMC, other offices and customers, and system documentation (EMRS) is completed in a timely manner.

    e.   Monitoring of present/extended outages based on EMRS entries generated by office staff.

    f.   All NWS-owned ASOSs will account all travel and repairs to NWS codes, all FAA-owned ASOSs will account all travel and repair costs to FAA codes.

Each office is responsible for all ASOS maintenance services in their County Warning Area (CWA). Each office will develop backup plans for providing ASOS maintenance services during times when the office's ETs are not available for extended periods or immediate emergency situations. Offices providing backup ASOS maintenance services to adjacent sites will do so from within the existing office staff. Based on the backup plans information, offices backing up sites that require badging will coordinate with airport security to obtain escort and/or badging information.

Priority 1 and 2 failures require quicker action to restore the ASOS within time frames. These types of failures may require callback of ET support. Priority 3 level failures usually allow for longer periods for restoration and thus ET callback may not be needed. The decision on when to call back an ET for emergency repair is left to the individual office's management.

Many airports require security badges in order to access secure areas of the airport. In many cases, various types of written or driving certification tests are required to obtain these badges. Each CR field office will take the necessary actions to obtain these airport security badges from airports within the CWA for the local ET staff.   CR Electronic Technicians will take steps to protect and secure security badges, gate and/or door combinations, keys and ASOS access codes. These items and laptop computers with codes in their database will not be left unattended in vehicles or in other areas where they may be exposed to unauthorized personnel.