

***NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 05-2004  
TO NWSI 10-1607  
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***Operations and Services  
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***REGIONAL OVERSIGHT PROCESS AND EVALUATION CHECKLIST***

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

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***SUMMARY OF REVISIONS:***

This supplement supersedes Central Region Supplement 05-2004, applicable to NWSI 10-1607, Dated April 6, 2005.

Section 2, 3, 5, 6, 7 – CRH Regional Coordinator updated to [W/CR5](#).

Section 4 – Date for completion of self evaluations updated to read December 31<sup>st</sup>.

Section 7 – delete reference to Best Practices. Central Region’s Best Practice process has been formalized and is now covered by guidance on the CR Intranet – Best Practices.

(signed by Lynn Maximuk) \_\_\_\_\_ 10/5/06

Lynn Maximuk

Date

Director, Central Region

**Regional Oversight Process and Evaluation Checklist**

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1. Objective. The purpose of this supplement is to define policy and procedures for the Central Region (CR) Oversight Process and Evaluation Checklist.
2. Program Requirements. Central Region Headquarters (CRH) personnel will conduct field office visits to assess the effectiveness of CR WFOs, CWSUs and RFCs, hereto referred to as Field Offices. The individual CRH teams will consist of members of the Service/Science, Administrative Services, and Systems/Facilities divisions. The CRH Regional Coordinator is [W/CR5](#). See section 5 of <http://www.nws.noaa.gov/directives/010/pd01016007b.pdf> for the Regional Headquarters On-Site Evaluation Process.
3. Field Office Checklist. The Central Region Field Office Evaluation Checklist which can be found at <http://intra.crh.noaa.gov/crh/admin/oversight/>, will be used by both the CRH personnel while visiting an office, and also by local Field Office personnel when they perform their annual self checks. The CRH Regional Coordinator is [W/CR5](#). See <http://www.nws.noaa.gov/directives/010/pd01016007b.pdf> section 6 for the Field Office Self Evaluation Process.
4. Evaluation Frequency. CRH will conduct formal on-site field office evaluations on a four-year divisional rotation. Over the course of a four-year period, each division will visit each Field Office, not necessarily in conjunction with other divisions. Field Offices should perform self examinations in the intervening years conducted by a local team,

using subject matter experts (e.g., ASAs, WCMs, SOOs, DOHs, ESAs, DAPMs, SHs, ITOs) as team members. These will be completed no later than December 31<sup>st</sup> each year. CWSUs on-site evaluations will be conducted by the associated WFO at least once every fiscal year.

5. Evaluation Schedule. Based on budget related factors the Field Office Visit schedule will be developed by the 2<sup>nd</sup> quarter of each fiscal year and posted on NWS CR Office Visit Calendar available through the Oracle Calendar program. This will be used by both the CRH evaluation teams, and by the WFO/RFCs in the annual self-evaluations of those programs not visited by CRH personnel. Field Office self-evaluations will be sent to [W/CR5](#).
6. Evaluation Process. At the end of the office visit the evaluation team will hold an out-briefing with the local office management team. Within two weeks of returning to CRH, a report of the visit will be generated and sent back to the WFO/RFC with a copy of the completed checklist. A copy of both the checklist and report will also be sent to [W/CR5](#). The WFO/RFC will respond to [W/CR5](#) on any action items identified by the CRH visitors within four weeks of receiving the CRH report and checklist.
7. Evaluation Tracking. [W/CR5](#) will track the due date of divisional reports; dates of Field Offices self examinations; and the accomplishment of action items noted during visits.