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SUMMARY OF REVISIONS: This directive supersedes National Weather Service Instruction (NWSI) 10-103, "*CAPABILITIES AND REQUIREMENTS DECISION SUPPORT PROCESS*," dated April 6, 2018. Changes made to reflect new CaRDS website and instructions based on new support tool/host for the CaRDS website and new designation of AFS Mission Support Teams.

_____   October 26, 2021
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Director
Analyze, Forecast and Support Office

Capabilities and Requirements Decision Support Process

1 Introduction

This instruction defines the organizational, management, and procedural framework for the National Weather Service (NWS) field requirements process, Capabilities and Requirements Decision Support (CaRDS). CaRDS is the implementation of the NWS field requirements process under NWS Governance and is the corporate NWS requirements-based process for evaluating needs and opportunities for improved operations and services, leading to a validation decision for the related field requirements. CaRDS is the process within the NWS Governance for acquiring, validating and prioritizing Field Requirements and is tied to senior leadership decision-making via the NWS Mission Delivery Council (MDC).

2 Purpose and Scope

This instruction describes the processes, activities, and deliverables in CaRDS from the identification of a new need, request, or opportunity, to the validation of the requirement, and assignment of priority in support of the validated field requirement. The CaRDS process applies to new NWS field requirements and supports the 10 NWS Governance Tenets from *NWS Governance Overview Document*, as listed below.

- **Be Transparent** – CaRDS supports decision-making across the organization with respect to new mission needs and requirements. All requests in CaRDS, along with their status and documentation, are visible to the entire organization.

   - **Be Inclusive in Decision Making** – CaRDS requests are reviewed by all applicable organizational units including regional representatives, Analyze,

Forecast and Support Office (AFSO) National Service Programs (NSPs), Service Program Teams (SPTs) and Mission Support Teams (MSTs), Service Delivery Portfolios (SDPs), Social, Behavioral and Economic (SBE) Science team, and other stakeholders. The process allows the decision-making councils to debate and analyze corporate decisions, ensuring opinions from across the organization are heard.

- **Be Accountable** – The Mission Delivery Council (MDC) is assigned responsibility to make requirements validation and prioritization decisions.

- **Commit to Consistency** – Ensure coordination and communications of proposed requirements with the NWS decision-making councils to promote consistency and reduce or eliminate redundant efforts throughout the organization.

- **Align Resources with Strategies** – Support linking new requirements to strategic goals and the Annual Operating Plan (AOP) process.

- **Cultivate Diversity and Inclusion** - Support NWS commitment to cultivating a diverse and inclusive workforce and building a culture that respects the individual and offers equal opportunities for all employees to develop to their full potential.

- **Execute within Appropriated Budget** – Prioritize and validate requirements, support the development of program and budget plans, maximizing the efficacy of NWS's resources in executing the NWS mission.

- **Meet Labor Management Obligations** – Process includes labor management representation to identify potential changes in working conditions or other obligations and fosters pre-decisional involvement required under the Collective Bargaining Agreement.
- **Be Engaged** – Support field input and management's knowledge and contribution to requirements-related decisions across the entire organization.
- **Follow Through** – Track and provide status on decisions and execution of validated requirements.

3 CaRDS Execution and Management

AFSO manages the CaRDS process. The MDC has approved CaRDS as the process for documenting, reviewing, adjudicating, prioritizing, and validating NWS field requirements. The CaRDS process, from initial documentation of a need or potential requirement to the validation of the requirement involves four decision tiers as depicted in Figure 1.
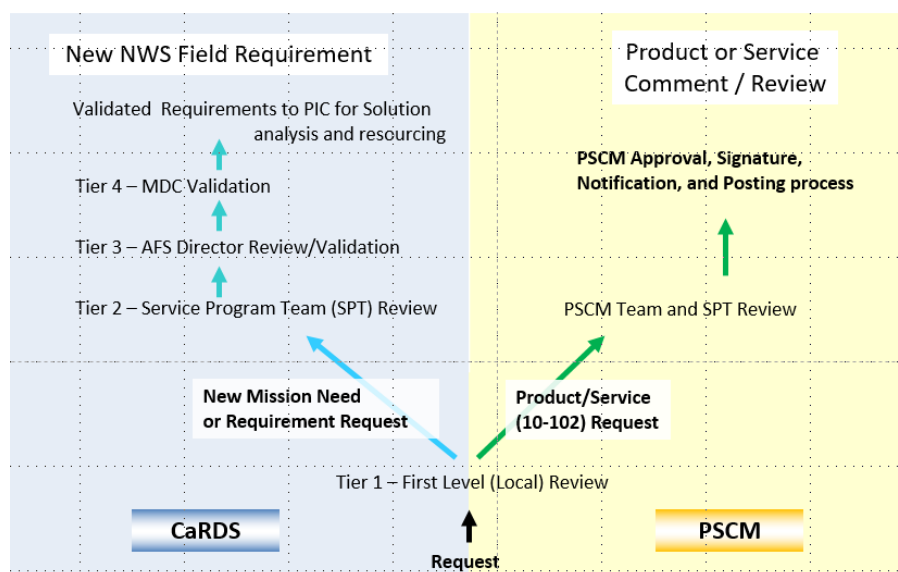
Figure 1 High level CaRDS and PSCM (NWSI 10-102) paths and elements.

The CaRDS process also allows to propose changes to products and services ready to undergo comment and review under NWS Instruction (NWSI) 10-102: *Products and Services Change Management* (PSCM); NWSPD 1-10: *Managing the Provision of Environmental Information*, or NWSI 1-1002: *Termination of NWS Information Services*. These submissions also start in CaRDS Tier 1 and proceed with PSCM review, signature, notification, and posting process defined by NWSI 10-102, NWSPD 1-10, or NWSI 1-1002. Section 6 provides additional guidance on CaRDS and PSCM linkage.

4   CaRDS Tiers

The overall execution and management responsibilities for CaRDS are listed below for each of the four Tiers. Detailed process steps are listed in Appendix A.

The CaRDS process has analysts that process status and track requests. The analysts are specifically responsible for:

- Ensuring documentation is complete at each Tier and ready for the next Tier
- Documenting status and decisions
- Sending out notifications when required
- Providing training to SPT and MST members and assisting the SPTs/MSTs

The CaRDS process starts with the preparation and submission of a request. The request originator may be internal (anyone in NWS) or external (NWS Partner, other organization or agency). NWS Partners present their requests via their NWS contact (e.g., NSP/SPT lead). Originators are encouraged to follow their requests through the CaRDS process as a Subject Matter Expert (SME).

Mandates (e.g. Executive / Legislative Branch, NOAA) are tracked in CaRDS at Tier 4 for visibility and to support MDC priority / and Portfolio Integration Council (PIC) resourcing decisions.

After every Tier decision, CaRDS analysts notify the originator and update status, decision dates, documentation, and information on the CaRDS website:
https://nsdesk.servicenowservices.com/cards

The CaRDS website is designed to help users prepare and enter requests. The website includes forms, reference materials, and a listing of all CaRDS entries and their status. CaRDS is an internal NWS process and requires NOAA email account credentials (username and password) or valid NOAA Common Access Card (CAC) and Personal Identification Number (PIN).

4.1 Tier 1: Request Submission

The request originator enters a "request" by completing an on-line form on the CaRDS website. Three forms are available based on the nature and type of request:

- **New Request:** New Mission Need or Requirement.
- **10-102 Request:** Product or service changes proposed for evaluation and processing via the PSCM process. This also includes proposed changes to NWS environmental information services (NWSPD 1-10) and proposed product/service terminations (NWSI 1-1002).

- **Sub-Requirement Request:** New requirement that maps directly under one or more Validated High-Level Requirement (HLR).

After the form is completed, the request originator clicks "Send to Supervisor" for his/her review and approval. This step emails the Supervisor.

Note: The request should clearly identify the need and address NWS mission gap in such a manner that a requirement is captured or may be readily elicited; the request should not focus on any specific solution. Solution analysis is done after validation by the PIC.

After receipt of email, the supervisor (or manager) addresses any questions or potential issues with the originator. If approved by the manager, they go into the CaRDS system and approve the submission. Then the system sends an email to his/her Designated Submitter[1] for further processing.

Each NWS Financial Management Center (FMC) names one or more "Designated Submitter(s)." The Designated Submitter reviews requests to:
- Ensure appropriateness and concurrence with policy.
- Consider known similar capabilities.
- Clear the CaRDS request with his/her FMC director as specified by that FMC director.

The Designated Submitter approval of a request entry completes submission, and CaRDS Tier 1.

4.2 Tier 2: SPT Review and Decision

Each AFSO NSP has a corresponding SPT responsible for capturing, vetting, and championing proposed field requirements. The SPTs review and make approval decisions for CaRDS requests

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1 The Designated Submitters List can be found on the CaRDS website under the "Information" link.

at Tier 2 and provide programmatic input into the AOP process. In coordination with the PSCM team, all requests undergo policy review. The SPTs (and MSTs when applicable) are also responsible for reviewing and making approval decisions for PSCM requests and forwarding their decision and comment to the PSCM manager.

The SPTs coordinate input and address issues regarding the request under review with their team members, including the NWS Regions, National Centers, and SDPs. The SPT Charter is available on the CaRDS website.

Note: Tier 2 review and decisions address and focus on the need, benefit, and appropriateness of the requirement indicated or needed to support the request. The team should not consider any specific solution in its deliberation and decision. The team is deciding on the *requirement*, not any specific solution.

The CaRDS analyst forwards requests that are approved to the AFSO Director for Tier 3 review and decision.

4.3 Tier 3: AFSO Director Review and Decision

The AFSO Director reviews proposed requirements for appropriateness and applicability to the NWS mission, adherence to policy, benefit to the organization or weather enterprise, and linkages to existing NSP, SPT, and MST service requirements and AOP milestones. Requests approved at Tier 3 are scheduled for Tier 4 evaluation.

4.4 Tier 4: MDC Validation Decision

The MDC addresses requests and transparently validates and prioritizes field requirements. The MDC decision completes the CaRDS process (Tier 4).

Validated requirements that require solution space analysis and/or resource allocations for solution identification, planning, and execution decisions are passed on to the PIC.

Note: All requirements passed to the PIC for development that result in the external dissemination of new products or services must engage with PSCM for public comment/ review prior to transitioning to operational per NWSI 10-102.

5 Appeals Process

If a request is disapproved, the Originator, Designated Submitter, or other stakeholder may appeal. Appeals are made at the next Tier level. For example, a request that is not approved at Tier 2 would be appealed at the AFSO Director level (Tier 3).

6 Organizational Context

CaRDS is used to address and validate field requirements. New field requirements (and requests that translate to a new requirement) are entered and addressed via the CaRDS process. Field requirements are defined as:

- Affecting or providing data, applications, or tools to forecast operations and forecasters.
- Affecting or providing data, applications, or tools related to NWS issued forecasts, guidance, watches, and warnings to the public and NWS partners.

Requirements and resource needs within NWS Portfolios, FMCs, Program Management Office (PMO), and Weather-Ready Nation initiatives follow the established NWS Governance process. If an initiative, need, or AOP milestone maps to a new field requirement, the CaRDS process should be used to document and validate the requirement and potential resource allocation decisions.

CaRDS is also the entry point for proposals to enhance, terminate, or modify products and services (see NWSI 10-102, *Products and Service Change Management*, (PSCM) for additional information and details). PSCM proposals are entered in CaRDS (Tier 1) and evaluated to ensure there is a requirement supporting the proposal. If the proposal maps to an existing requirement, it is processed per NWSI 10-102 and does not go through the remaining CaRDS Tiers. If the proposal is not mapped to an existing requirement, it will continue through CaRDS Tier 2-4 for requirement validation decision and PIC evaluation as necessary.

7 Operations to Research and Research to Operations

7.1 Operations to Research (O2R)

Requirements validated via CaRDS may engage O2R activities during solution space analysis or when the science, methodology or technology required is not available or requires research. As part of the O2R process, forecasters and users provide the research and development (R&D) organization (e.g., Office of Science and Technology Integration (OSTI) or other service delivery portfolio) with the rationale and requirements for scientific and technology research and development on existing products, models, tools, or capabilities. Such information helps the R&D organization to address the gaps in current operational capabilities. The R&D organization works with the forecasters and users to identify potential solutions using sound scientific and technological approaches, and coordinates with NWS portfolios to examine potential dependencies and impacts on compute and dissemination.

7.2 Research to Operations (R2O)

For fiscal/resource efficiency and high return on investment, R2O activities should be carried out in support of a requirement. There are exceptions such as pure science and new science, technologies, or methodologies that may improve ways to meet existing requirements (e.g., speed, costs, accuracy).

Those involved in (or planning) R2O activities should address R2O plans and goals with the SPTs/MSTs, to address operational needs and the requirement(s) that may be satisfied with research. If the research outcome is expected to fulfill a new, previously unidentified field requirement, it should be entered in CaRDS for validation. Identifying and validating concrete requirements bolsters the justification for research and sets the stage for development and operations side once research is completed.

Appendix A - Detailed CaRDS Process Description

The Capabilities and Requirements Decision Support (CaRDS) process is initiated through the submission of one of the following three types of a request below:

- **New Request** for a mission need or requirement.
- New **Sub-Requirement** request that maps directly under one or more Validated High Level Requirement (HLR). The CaRDS "Information" section lists HLRs.
- New **10-102 Request** for evaluation and processing via the PSCM process or proposed product terminations.

The CaRDS process, from initial documentation of a need or potential requirement, to validation of the requirement, involves four decision tiers. After every tier decision, CaRDS analysts ensure that the originator is notified and updates status, decision dates, documentation, and information on the CaRDS site.

The CaRDS website provides information, documentation, and status of every request at: https://nsdesk.servicenowservices.com/cards. CaRDS is an internal NWS process; access requires a NOAA email username and password or a valid NOAA CAC and PIN. Detailed steps and activities for each of the CaRDS Tiers are described below:

Tier 1
The Originator (or an NWS employee on behalf of an external Originator) initiates the CaRDS process by completing the appropriate form on the CaRDS website. The system sends the form to the Originator's supervisor for approval. If approved, the form is then sent to the corresponding Designated Submitter (DS). If approved by the DS, the request has completed Tier 1 and is listed on the CaRDS site. Below are the types of forms:

- **New Request:** The request must address a need or mission gap such that a requirement is captured or is readily elicited. The request should not propose a pre-determined solution (solution analysis is done later). Originators should contact their regional program leads/focal points and the applicable AFS SPT during the development of the request to coordinate details and as an early check to identify similar efforts.
- **10-102 Request:** Experimental products that do not need requirement validation may be redirected from CaRDS Tier 1 onto the Products and Services Change Management (PSCM) process (NWSI 10-102) or NWSI 1-10 if termination candidate.
- **Sub-Requirement**: Sub requirements are new areas that map directly under one or more Validated High Level Requirement (HLR). Each AFS Service Area (corresponding to its respective National Service Program) has documented the HLRs under its purview. The Mission Delivery Council validates the HLRs. The list of HLRs is on the CaRDS website under the Information section.

The originator may save the progress and return at a later time to complete the form if desired. Once completed, the originator clicks the "Send to Supervisor" button. The supervisor clicks on

the link provided in the email to review the request. The supervisor should consider the request's applicability, appropriateness for the NWS mission, similar capability (under development or existing), adherence to policy, and benefit to the organization or weather enterprise.

The supervisor may edit the contents, save and resume later, or select a disposition:
- **Approve/Send to Designated Submitter:** The request is now sent to the Designated Submitter for review and decision.
- **Cancel/Disapprove:** The supervisor must provide a reason, which is sent to the originator. No additional action is anticipated.
- **Return for Rework:** The Originator is sent a request to address the comments from the supervisor and may then re-send.

Supervisors should complete requests within seven (7) calendar days.

The Designated Submitter then reviews the request for appropriateness, concurrence with policy, and known similar capabilities. Designated Submitters makes requests visible to an FMC director as specified by their FMC director. The Designated Submitter may approve the request. Such approval completes CaRDS Tier 1.

As with the Supervisor, the Designated Submitter may edit the contents, save and resume at a later time, or select one of the following dispositions:
- **Approve:** An email is then sent to the CaRDS analysts, and the Originator, and the CaRDS listing lists shows Tier 1 completed.
- **Cancel/Disapprove:** The Designated Submitter states why the request was rejected.

Designated Submitters should respond within seven (7) calendar days.

Specific instructions for submitting a request and a list of Designated Submitters are available on the CaRDS site.

If the Designated Submitter approves the request, a CaRDS analyst performs initial quality check on the submission, updates status and documentation on the CaRDS site, and prepares documentation for Tier 2 review (if new requirement) or PSCM review (if experimental product or service change). The analyst informs the appropriate Tier 2 SPT and PSCM Lead(s) when a new request is ready for their review.

PSCM submissions (e.g., experimental products or proposed product terminations), which support an existing requirement and do not require solution analysis and new resources, proceed with the PSCM process and do not require additional CaRDS Tier review. If the request is submitted as an experimental product but is not related to a valid requirement or needs solution development/resources, it is evaluated through the CaRDS process as applicable.

Tier 2
One or more SPTs review a Tier 2 request. The analyst determines SPT selection based on the AFS Service Area which maps to the nature of the request. The SPTs are listed below:

Aviation Weather	Space Weather	Climate Services
Fire Weather	Marine Weather	Public Weather
Severe Weather	Tropical Weather	Tsunami
Water Resources	Winter Weather	

In addition to the SPTs, there are four AFS Analysis and Mission Support Division (AFS1) MST that address areas not under the purview of any one SPT. The MSTs may review a request or provide input to the SPT for requests in their area of expertise. The MSTs are:

Analysis-Nowcast	Digital and Graphical Information Support (DGIS)
Decision Support Integration	Collaborative Forecast Process

Each SPT/MST has member(s) from the corresponding service area/National Service Program, field units (Regions and Centers), advisors from the NWS Employees Organization and the Service Delivery Portfolios as appropriate, and other stakeholders including NWS Program Management Office (PMO) Objective Leads when applicable. The SPT Charter (available on the CaRDS website) includes additional SPT information such as the team governance and roles and responsibilities. The CaRDS website contains a list of all SPT and MST members.

In addition to the SPT(s)/MST(s), the PSCM team reviews and determines if the request will require PSCM (NWSI 10-102) processing and coordination after prototyped or developed. The SPT members are notified and given an opportunity to review and comment.

The SPT/MST leads are responsible for:
- Conducting the review and analysis by all their team members and other SPT/MSTs
- Addressing and resolving issues
- Ensuring the request addresses a requirement that is appropriate for the NWS
- Seeking policy review via PSCM
- Obtaining a team decision on approval for the request

The team shall address and attempt to resolve issues. When more than one team must review or concur, the analyst sends the notification to all the applicable team leads. A team will be designated as the lead team working on the request to coordinate the final decision.

The analyst provides a Validation Decision Information document (VDI), detailed in Appendix B, to the team members for each request. The VDI documents issues/resolutions, team member comments and votes, and the approval decision.

The SPT/MST may suggest modifications to the original request. Such modifications require agreement by the originator to be incorporated into the revised request.

The SPTs should complete their coordination and decision within 10 business days, unless significant changes to the request requiring additional review, coordination, and concurrence are

necessary.

If the team(s) determine that the request provides benefit, is within the NWS mission, and should be a requirement for the NWS, they should <u>approve</u> the request. If the team(s) determine that the request does not provide benefit, is not with NWS mission, violates policy, or that similar capability already exists (or is in development), they may choose to <u>not approve</u> the request. If disapproving, the team should provide and document the rationale.

Upon completion of the review, analysis, and voting, the team lead notifies the analyst. The analyst will review and quality check the VDI and any changes to the request. The review includes ensuring that comments and issues are addressed and resolved. The analyst may:
- Request additional information or clarification.
- Suggest specific coordination with subject matter experts or service delivery portfolio.
- Suggest edits to the documents.

The analyst review should be completed within five (5) business days.

If the request is <u>approved</u> at Tier 2, the analyst prepares a package for Tier 3 review (AFSO Director). The package contains the request, the VDI, and any supplementary documents. The analyst informs the corresponding AFS Division Chief of the SPT approved request for their situational awareness (and opportunity to comment if necessary.) If no issues identified, the package is forwarded to the AFS Director for Tier 3 review and decision.

If the request is <u>not approved</u> at Tier 2, the analyst informs the AFSO Director and the originator of the decision and rationale. The AFSO Director is notified to ensure situational awareness. The request is the closed and identified as "Not Approved".

Tier 3
The AFSO Director reviews the package and addresses the proposed requirements for appropriateness and applicability to the NWS mission, adherence to policy, benefit to the organization or weather enterprise, and linkages to AFSO NSP service requirements and AOP milestones. The AFSO Director should complete the review within 15 business days. Upon completion of the review, the AFSO Director may take any of the following actions:

- **Approve the Request:** The Mission Delivery Council (MDC; Tier 4) is then asked to schedule the request for review and validation. The AFSO Director may request that the request originator and/or SPT lead prepare a short presentation for Tier 4 review.
- **Approve and Validate:** The AFSO Director may approve and validate for execution requirements contained within the AFS Portfolio and do not require an MDC meeting for resource decisions. The AFSO Director informs the MDC of AFSO Approved and Validated requests for situational awareness.
- **Not Approve:** If the AFSO Director rejects the request, a rationale is provided. The AFSO Director informs the MDC for situational awareness.
- **Request SPT Resolve Issues.** The analyst provides the list of issues to the SPT(s) and the request is re-addressed at Tier 2 and re-submitted to Tier 3 when ready.

The analyst informs the originator and SPT of the Tier 3 decision and updates information and

status on the CaRDS website.

Tier 4
The MDC reviews requests approved at Tier 3 and makes a corporate decision on validating the requirement(s) proposed. The MDC also makes a priority decision on validated requirements. Materials provided to the MDC for its review and decisions include the request, the VDI, and a short presentation addressing the need and other details for the proposed requirement.

The MDC may address and vote on the request via email or during an actual meeting. The MDC or AFSO Director may request that the originator or SPT lead and other SME(s) provide the briefing. The MDC should address requests on a quarterly basis or quicker if time sensitive.

The MDC may engage the Office of Chief Financial Officer (OCFO) or the NWS Risk Mitigation Council when addressing a request. The MDC decision may be one of the following:

- **Validate the Requirement:** If the MDC determines the request addresses an applicable, valid, and beneficial requirement, the MDC will validate the requirement and designate a priority. The SPT and the Originator receive the validated requirement. Validated requirements are scheduled for subsequent addressing by the Portfolio Integration Council (PIC).
- **Not Approve:** If the MDC determines the request is not applicable, not valid or does not provide sufficient benefit to justify expenditure of resources, it will reject the request and provide the rationale. The decision and rationale is conveyed to the Originator or SPT(s).
- **Request Additional Information:** The MDC may request additional information from the originator, the SPT or other subject matter expert.
- **Elevate the Decision:** The MDC may elevate the decision to the NWS Executive Council if adjudication at a higher level is necessary or if the request addresses a transformational change to the NWS.

The MDC decision (Tier 4) completes the CaRDS process. The analyst informs the originator and SPT of the Tier 4 decision and updates information and status on the CaRDS website.

Validated requirements that require solution space analysis and/or resource allocations for solution identification, planning, and execution decisions are passed on to the PIC for their review and action.

Portfolio Integration Council (PIC) Review
Validated Requirements are listed on the CaRDS site and are prepared for review by the PIC via the Office of Planning and Programming for Service Delivery (OPPSD) Adjudication of Validated Requirements (OaVR) process. The PIC should address requests on a quarterly basis. The OaVR process steps are outlined as follows:

a)   OPPSD and AFSO liaisons review requirements and engage applicable Service Delivery Portfolios to obtain rough order of magnitude (ROM) resource estimate.
b)   The OaVR manager schedules requirements for review by the PIC, providing ROM and MDC priority.
c)   The PIC addresses requirements and places them in one of two groups:

- **Group 1:** Requirements with solutions readily identifiable, are easily implementable within existing resources, and have minimal impact on current OPPSD activities.
- **Group 2:** Requirements needing additional information such as developing a range of alternatives and which requires a cost estimate.

d) Group 1 requirements are assigned to a NWS portfolio for execution.

e) Group 2 requirements are evaluated based the following criteria: MDC priority, feasibility, and benefit versus anticipated costs. Requirements that score sufficiently high are assigned to a lead portfolio for development of an Investment Justification Request (IJR). Those not scoring high are put in the Prioritized Queue of Requirements.

f) The PIC will review IJRs on a quarterly basis and make a GO/NO GO decision based on the information provided in the IJRs and current activities.

- If the PIC makes a GO decision and a solution can be implemented with existing resources, and no other milestones are affected, the solution will be assigned to a Portfolio to lead the execution. If development will affect current milestones the solution will be incorporated into the AOP process. If the solution requires new resources, it will be considered as part of the NOAA budget formulation process.
- If a NO GO decision is made, the requirement is placed back into the queue. Material disagreements between the PIC and MDC over the adjudication of validated requirements may be escalated to the NWS Executive Council for resolution.

Requirements in the queue will be evaluated quarterly by the MDC and the PIC and re-addressed if there are changes in priority, resources, or other circumstances that warrant re-evaluating scheduling and resource assignment.

The OaVR process manager informs the CaRDS analyst of decisions and outcomes from OaVR/PIC meetings and provides updates (at least quarterly) on the analysis, planning, and development of requests addressed by the PIC. The analyst informs the originator and SPT lead of the decision and updates and enters information and status on the CaRDS website. Once the solution is developed[2], PSCM will coordinate new products or services for the public or NWS partners using NWSI 10-102 guidelines to support operational demonstration and ensure necessary notification, comment and feedback prior to going operational.

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2 For large development efforts, seeking public comment/review on the proposed change prior to development may be preferable to waiting until substantial development has been completed, especially where significant and potentially opposing input is expected.

Appendix B – CaRDS Validation Decision Information (VDI) Document

The VDI form is included in the following five pages. The form is used to capture decisions, approvals, comments and issues during Tier 2 review.

Validation Decision Information

Request Title

Request Number:
Service Program Team:
SPT POC:
CaRDS Analyst:

Answer the following and include details for any "**NO**" answers.

Question	YES	NO
Q1: Is the request Title, SCOPE, and applicability well defined in the request form?	☐	☐
Q2: Is request appropriate for the NWS?	☐	☐
Q3: Have all necessary stakeholders been engaged and are they in agreement?	☐	☐
Q4: Is there a clear benefit to the NWS by providing this capability?	☐	☐

Answer the following and <u>include details for any "**YES**" answers</u>.

Question	No	YES
Q5: Are there any potential conflicts or issues with policy that should be discussed and addressed?	☐	☐
Q6: Is there any change in working conditions or other issue requiring NWSEO review?	☐	☐
Q7: Is this request a duplicate or of such nature that it should be merged with an existing request/requirement or capability? Alternatively, is something like this already being done in another region?	☐	☐
Q8: If implemented, will this request result in a New (or a substantial change) product or service available to the general public or NWS "Partners"?	☐	☐
Detail any other issues or coordination required that were not captured in the previous questions.		

Table 1: Stakeholders. Please indicate all of the SPT members, Subject Matter Experts and other stakeholders involved in addressing this request.

Office or Organization	Name	For every SPT member indicate: Approve, Neutral or Not approve (with rationale). For other stakeholders and advisors, indicate role and comments as appropriate.
← List Service Delivery Portfolio(s), POC, and their feedback.		
← List other SPT/MSTs engaged and their comments/concurrence.		

SPT DECISION and RECOMMENDATION

SPT Decision on this request is:
o   Approved by SPT
o   NOT Approved by SPT
o   Approved with one or more Dissent
o   NOT Approved with one or more Dissent
o   Cannot reach decision: Defer to AFSO

The SPT recommends that this request be:
o   Approved by AFSO
o   Approved & VALIDATED by AFSO
o   Approved and complete NWSI 10-102 process.
o   For Situational Awareness: NOT Approved by SPT

If Not Approved, provide specific details and rationale:

Date completed and Forwarded to AFSO:

AFSO Director Disposition: Date:

Guidance for Completing the VDI.

The goal of the SPT/MST Tier 2 review and processing of requests is to ensure that sufficient information is available in order to determine if the request represents an NWS requirement. The Team(s) is to address the requested Need or Requirement and not any specific solution.

Affirm their team is most appropriate to address assigned request
Confirm that the subject area for the request is under the purview of this SPT/MST. If another team is more appropriate for dealing with the request, notify the CaRDS analyst. If review and input is needed from other teams or individuals, please add them to the list in table 1.

Ensure request clearly identifies what is needed
Determine whether or not there is sufficient information to properly identify what is needed and the nature of the request. If necessary, contact the Originator for clarification. Provide details in **Q1** (if applicable).

Ensure applicability and appropriateness for the NWS
The team is to look at the appropriateness and applicability of the request, taking into consideration potential policy conflicts or issues. If necessary, the originator and other SMEs are to be engaged in making a determination. If the request is not appropriate or applicable for the NWS, provide details in **Q2** and in the SPT DECISION and RECOMMENDATION Sections.

Consider scope and impact
Scope and impact are to be addressed. Answering questions like:
- Does this apply to one functional area or region only? Should it apply nationally?
- If it benefits one stakeholder class (e.g. Emergency Managers), should it be developed for broader audience who may also benefit (e.g. media or general public)?
- How will this impact the NWS? What NWS units will be impacted? What user classes are impacted?
- If the request is for one type of product, should other products be considered?

Provide necessary details in **Q1** and **Q3** (if applicable).

Ensure the request is beneficial to the NWS and other intended users
The team is to consider how satisfying the request would be beneficial to the NWS or other intended users/recipients. Consideration should be given to other similar efforts either in process or already in place. Provide details in **Q3** and **Q4** (if applicable).

Address Issues
Issues raised by team members are to be addressed and resolved whenever possible. If members from the same office/region/center do not all agree, they should resolve their differences either amongst themselves or with their management—up to their director level if needed.

Upon completion of the analysis and this template, please delete this instruction section and notify the analyst that the team has completed their review and decision. If the request is Not Approved, provide rationale. The analyst will forward the request, VDI, and any supplemental documents to the AFSO Director for Tier 3.

Appendix C - List of Acronyms

AFS	Analyze, Forecast, and Support
AFSO	Analyze, Forecast and Support Office
AOP	Annual Operating Plan
CAC	Common Access Card
CaRDS	Capabilities and Requirements Decision Support
COO	Chief Operations Officer
DOC	Department of Commerce
DS	Designated Submitter
FMC	Financial Management Center
HLR	High Level Requirement
IJR	Investment Justification Request
MDC	Mission Delivery Council
MST	Mission Support Team
NOAA	National Oceanic and Atmospheric Administration
NSP	National Service Program
NWS	National Weather Service
NWSI	National Weather Service Instruction
OaVR	OPPSD Adjudication of Validated Requirements
OCFO	Office of Chief Financial Officer
OPPSD	Office of Planning and Programming for Service Delivery
OSTI	Office of Science and Technology Integration
O2R	Operations to Research
PIC	Portfolio Integration Council
PIN	Personal Identification Number
PMO	Program Management Office
POC	Point of Contact
PSCM	Products and Services Change Management
ROM	Rough Order of Magnitude
R2O	Research to Operations
SBE	Social, Behavioral and Economic (SBE) Science
SDP	Service Delivery Portfolio
SEE	Strategy Execution and Evaluation
SME	Subject Matter Expert
SPT	Service Program Team
VDI	Validation Decision Information