

***NATIONAL WEATHER SERVICE INSTRUCTION 60-2101***

***SEPTEMBER 6, 2019***

***Information Technology***

***Telecommunications Service Priority 60-21***

***TELECOMMUNICATIONS SERVICE PRIORITY ASSIGNMENT PROCEDURES***

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

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***SUMMARY OF REVISIONS:*** This directive supersedes the NWSI 60-2101, *Telecommunications Service Priority Assignment Procedures*, dated August 1, 2017. No content changes were made.

Signed

8/23/2019

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Director, Office of Dissemination

\_\_\_\_\_  
Date

**Telecommunications Service Priority Assignment Procedures**

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1. **Introduction.** This instruction supports the policy established for the National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) Telecommunications Service Priority (TSP) program as described in NWS Policy Directive (NDS) 60-21. The instruction describes the methodology by which telecommunications circuits meeting the standards for “mission critical” circuits as described in NDS 60-21 are assigned TSP priority.
  
2. **The TSP Program.** Priority provisioning and restoration of National Security/Emergency Preparedness (NSEP) telecommunications services is established through the Federal TSP Program administered by the Department of Homeland Security (DHS). The TSP Program authorizes and requires commercial telecommunications service vendors to provision or restore TSP assigned services before non-TSP services. TSP Provisioning is used to provide priority installation of new telecommunication services, while TSP Restoration is used with existing telecommunications services to ensure their restoration before any non-TSP covered services.
  
3. **NWS National Focus Point.** The Office of Dissemination (DISS) is responsible for the overall management of the NWS TSP Program and it will provide the interface to DHS for all NWS organizations in requesting TSP assignments. DISS will also maintain a database of all NWS TSP assignments to comply with DHS audits and revalidations of the TSP Program. The Branch Chief, DISS, will ensure that the NWS TSP Program is operated in accordance with DHS regulations.
  
4. **TSP Assignment Requests.** Once an NWS office has determined that a circuit is mission-critical as defined by NWS Policy Directive 60-21, and a TSP assignment is needed, that office must send a request for a TSP assignment to DISS.

- 4.1 The TSP assignment request should be sent via email to the NWS TSP Program Manager at: [Roberto.Cianflone@noaa.gov](mailto:Roberto.Cianflone@noaa.gov)

The request must include:

- a) Program Name (e.g., ASOS or NWR)
  - b) Circuit number
  - c) Vendor name
- 4.2 Once the TSP request is received and reviewed by DISS, then DISS will submit the TSP request in the proper format to DHS. Within 30 calendar days of their receipt, DHS will assign a unique TSP Restoration Code to the circuit, and will provide it to DISS. DISS will then notify the originating NWS office of the TSP Code, establishing that the TSP is active on the circuit. The originating office must then communicate the TSP Code to the service provider for final implementation.
- 4.3 The service provider will then notify DHS that the circuit and TSP Code have been implemented in the service provider's data base so that the circuit is covered. TSP implementation processing by the telecommunications service vendor is typically completed within 30 days of its receiving the TSP assignment notification from the NWS originating office.
5. **Cost.** TSP is not a free service. Application of TSP incurs both a one-time service initiation charge and a monthly recurring service charge for as long as the TSP assignment is in effect. All NWS offices requesting TSP assignments must appropriately budget for these charges.
- 5.1 Billing for all TSP charges associated with a circuit will be performed by the telecommunications service vendor as part of the overall billing for that circuit.
6. **Revalidation.** Each agency circuit having a TSP Code must be revalidated with DHS every two years. This revalidation will be performed by DISS in coordination with the original NWS requester. In order to ensure the accuracy of the NWS National TSP data base, whenever a circuit with TSP is disconnected, deactivated, reassigned, or renumbered, the details of any such change must be provided by the originating office via email to the NWS TSP Program Manager at: [Roberto.Cianflone@noaa.gov](mailto:Roberto.Cianflone@noaa.gov) DISS will periodically provide a list of active TSP codes (and associated circuit numbers) to NWS Telecommunications Managers for their review and validation.