

Processing ROC Originated NWS RCs

ROC generated NWS RCs are to be used to request a change that affects another NWS system, e.g., AWIPS, Central Data Collection, etc.

At times, the CM Analyst may need to create the Agile RC form. Therefore, this CMPI contains not only processing instructions, but also instructions to produce and complete the Agile RC form.

- The originator will  a copy of the NWS RC form (Figure 1) from the Attachments tab of the WPI (WPI0012) in Agile or the NWS Change Management Section web page, <http://www.weather.gov/os/cm/forms.html>.

NWS REQUEST FOR CHANGE FORM		1. WBSH TRACKING NUMBER	1A. REV LEVEL	2. DATE RECEIVED
PART A - COVER SHEET				
<small>This form is in three parts. Submitters must complete unshaded blocks in Part A, and as much of Part B and C as possible. If there is no specific required change date, enter 60 days from date submitted. Address questions to NWS Change Management at (301) 713-1373. Submit change requests to the NWSRC mailbox (External: NWSRC@noaa.gov).</small>				
3. ORIGINATOR OFFICE	4. SUBMITTING AUTHORITY Name: Routing Code:	5. COGNIZANT TECHNICAL INDIVIDUAL Name: Routing Code: Phone:	6. ORIGINATOR TRACKING NUMBER	7. DATE SUBMITTED
8. SYSTEMS AFFECTED BY CHANGE <input type="checkbox"/> ASOS <input type="checkbox"/> AWIPS <input type="checkbox"/> CSSA <input type="checkbox"/> CRS <input type="checkbox"/> DATA PRODUCTS <input type="checkbox"/> EMWIN <input type="checkbox"/> NEXRAD <input type="checkbox"/> RRS <input type="checkbox"/> OTHER (specify)				9. ORD IDENTIFIER
10. TITLE OF CHANGE				
11. CATEGORY OF CHANGE <input type="checkbox"/> RC <input type="checkbox"/> PECP <input type="checkbox"/> ECP		12. TYPE OF CHANGE <input type="checkbox"/> DOCUMENTATION ONLY <input type="checkbox"/> HARDWARE <input type="checkbox"/> SOFTWARE <input type="checkbox"/> DATA		
13. SITES AFFECTED				
14. STATEMENT OF REQUIREMENT, PROBLEM, OR DEFICIENCY OF EXISTING SYSTEM				
15. KNOWN OR PROPOSED SOLUTION				
16. ALTERNATE SOLUTIONS				
17. REQUIRED CHANGE DATE	18. RATIONALE FOR REQUIRED CHANGE DATE		19. PRIORITY <input type="checkbox"/> ROUTINE <input type="checkbox"/> URGENT <input type="checkbox"/> EMERGENCY	
DRG/CCB/PMC/CMB DECISION				
20. DECISION AUTHORITY AND IMPACT LEVEL	<input type="checkbox"/> PMC or NWS CMB DECISION REQUIRED <input type="checkbox"/> CCB LEVEL ONLY <input type="checkbox"/> FAST TRACK		<input type="checkbox"/> MAJOR CHANGE <input type="checkbox"/> MINOR CHANGE	
21. CCB LEVEL DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE	
	<input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> REFERRED TO OSIP		DATE SIGNED	
FOR USE ONLY WHEN PMC or NWS CMB DECISION REQUIRED				
22. PMC OR NWS CMB DECISION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE/DATE	

Figure 1: NWS RC Form

- The originator will complete the RC form and then create an Agile RC form by selecting the **New Object**  button on the Agile Tool bar. The New Object dialog box will appear (Figure 2). Select RC as the Type of object to be created, as shown in Figure 2.

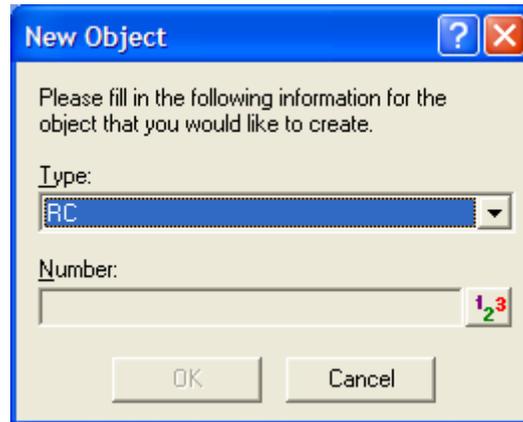


Figure 2: New Object Dialog Box.

- Click on the **Auto-numbering**  button on the New Object Dialog Box. The dialog box will appear as shown in Figure 3. Click **OK**.

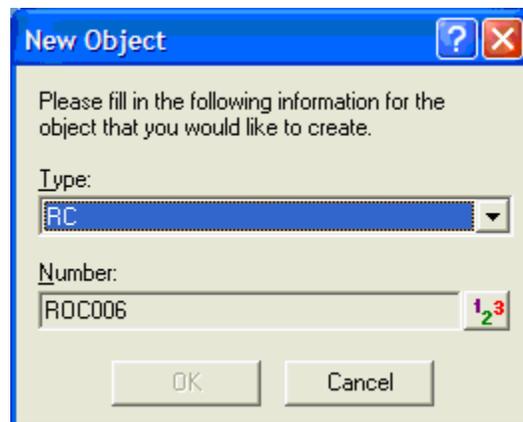


Figure 3: RC Number assigned.

Figure 4: Cover Page containing required information.

4. The Agile RC form will be displayed (Figure 4). Select the **originator's name** from the drop down list on the Cover Page
5. The **Title and Description** and **Product Line** fields must be completed before the RC form can be submitted.
6. Enter a **Proposed Solution** if one is known.
7. The User/CM Info tab should contain information concerning the originator of the RC. Areas of the radar affected by the change should be identified (steps d-g), if known. (See Figure 5)
 - a. The originator's name is to be listed in the USER POC field.
 - b. Enter the originator's phone number in the USER PHONE field.
 - c. Select OSF from the USER ORG drop down list.
 - d. Select the Level of the change from the LEVEL drop down list.
 - e. Select the Engineering Area from the ENG AREA drop down list. This is the area of the radar affected by the change.
 - f. If a CI in the WSR-88D will be impacted by this change, select the CI Number from the options box. To display the options box, click on the button  at the right-hand end of the CI NUMBER text box.
 - g. If a UD in the WSR-88D will be impacted by this change, select the UD number from the UD options box. To display the options box, click on the button  at the right-hand end of the UD text box.
 - h. If known, enter the name of the Engineering POC in the ENG POC text box.

- i. If the RC is associated to an ECP or related to another CCR, enter the ECP and or CCR number in the RELATED ECP/CCRs field.

RC ROC006

Cover Page User/CM Info Affected Items Signoff Attachments History

USER POC: Sallie Ahlert USER PHONE: 405-573-3499 USER CONTROL #: USER ORG: OSF

LEVEL: SYS ENG AREA: SYI CI NUMBER: CI-07 UD: UD70/170-Open ENG POC: Sallie Ahlert

SUSPENSE DATE:

IMPACT:

RELATED ECP/CCRs: ECP 0162

TYPE OF REVIEW: CCB

ORGANIZATION: Engineering - System

Refresh Save Close

Figure 5: User/CM Info tab containing originator and radar information.

- 8. The completed NWS RC form is to be added to the Attachments tab of the Agile RC form as shown in Figure 6.

RC ROC006

Cover Page User/CM Info Affected Items Signoff Attachments History

File Description	File Name	File Version	File Size	File Type	Modified Date	Last View Date
NWS RC Form	NWS CHANGE F...	0	140288	doc	2/2/2005 11:22:2...	

Refresh Save Close

Figure 6: Attachments tab with the NWS RC form attached.

9. **Send**  the Agile RC form (RC ROC006) to the appropriate Branch chief for review and approval.
10. After reviewing the RC, the Branch chief will use the Agile RC form to **send**  notification of approval or disapproval.
11. If the Branch chief approves the RC, he will **send**  the RC form to the originator and the CM Analyst with instructions that approval is given to send the RC for further processing. The CM Analyst will perform steps 15 – 17. If the Branch chief disapproves the RC, the originator will perform steps 12 and 13.
12. However, if the branch chief disapproves the RC, it may be reworked or canceled.
13. If the branch chief disapproves the RC, the originator will rework the RC and **send**  it to the branch chief for review and approval or the originator will cancel the RC.
14. If the branch chief approves the RC, the originator will **send**  the Agile RC form (RC ROC006) to the CM Analyst requesting it be submitted to NWS HQ for review and approval.
15. The CM Analyst will verify the following items:
 - a. branch chief's approval has been provided.
 - b. The RC is attached to the Agile RC form (on the Attachments tab).
 - c. The User/CM Info tab is as complete as possible. This is especially important because the originator will be changed from the RC originator's name to the ROC Submitting Authority (**Tim Crum**).

16. The CM Analyst will enter the ROC RC number on the attached NWS RC form, produce a .pdf file of the NWS RC and attach it to the Agile RC form in the Files pane as shown in Figure 7.

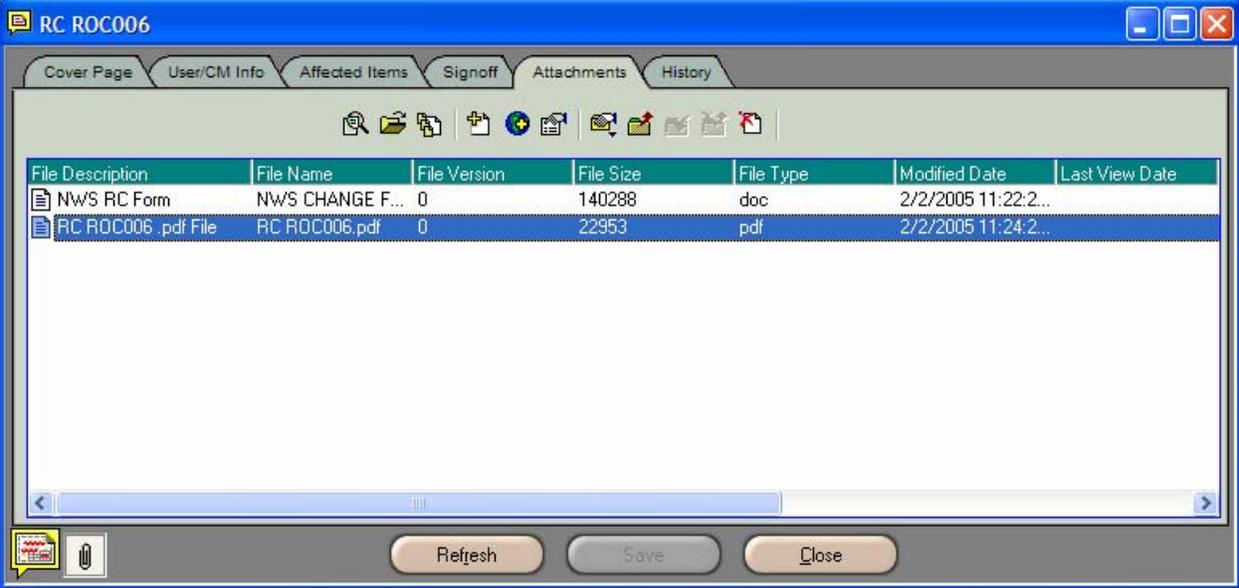


Figure 7: Attachments tab with .pdf file of the completed NWS RC attached.

17. Before the RC is routed to NWS HQ for review, it must be approved by the CM team lead and the ROC Submitting Authority (Tim Crum). On the User/CM Info tab, enter a suspense date which allows 2 days for CM team lead review. Select **RC (Team Lead)** as the type of review (Figure 8) and **send**  the RC form to the CM team lead.



The screenshot shows a web application window titled "RC ROC006" with a blue header and standard window controls. The main content area is divided into several sections. At the top, there are tabs for "Cover Page", "User/CM Info", "Affected Items", "Signoff", "Attachments", and "History". The "User/CM Info" tab is active. The form contains the following fields and values:

- USER POC: Sallie Ahlert
- USER PHONE: 405-573-3499
- USER CONTROL #: [Empty]
- USER ORG: DSF (dropdown)
- LEVEL: SYS (dropdown)
- ENG AREA: SYI (dropdown)
- CI NUMBER: CI-07 (dropdown)
- UD: UD70/170-Open (dropdown)
- ENG POC: Sallie Ahlert
- SUSPENSE DATE: 2/4/2005 12:00:00 AM (calendar icon)
- TYPE OF REVIEW: RC (Team Lead) (dropdown)
- ORGANIZATION: Engineering - System (dropdown)
- IMPACT: [Empty text area]
- RELATED ECP/CCRs: ECP 0162

At the bottom of the form, there are three buttons: "Refresh", "Save", and "Close".

Figure 8: Type of Review changed to RC (Team Lead) on the User/CM Info tab.

18. After reviewing the RC, the CM team lead will **send**  approval or disapproval of the RC to the CM Analyst.
19. If the CM team lead approves the RC, the team lead is to **send**  approval to the CM Analyst who will perform steps 28 and 29.
20. If the CM team lead disapproves the RC, the team lead is to **send**  disapproval to the CM Analyst who will return the Agile RC form to the originator, and the originator and his branch chief information as to why the RC was disapproved. The originator will be reminded to **send**  the revised RC to his branch chief for approval prior to sending it to the CM Analyst for further processing. Steps 21 – 27 will be performed.
21. When the originator has revised the RC, he is to attach the RC to the Attachments tab of the Agile RC form and **send**  it to his branch chief for review and approval.

22. After reviewing the RC, the branch chief will **send**  the Agile RC form to the originator and the CM Analyst with approval or disapproval.
23. If the branch chief disapproves the RC, the originator will rework the RC and **send**  it to the branch chief for review and approval or the originator will cancel the RC.
24. If the branch chief approves the RC, the originator will **send**  the Agile RC form (ROC006) to the CM Analyst requesting it be submitted to NWS HQ for review and approval.
25. The CM Analyst will verify the following items:
 - a. branch chief's approval has been provided.
 - b. The RC is attached to the Agile RC form (on the Attachments tab).
 - c. The User/CM Info tab is as complete as possible. This is especially important because the originator will be changed from the RC originator's name to the ROC Submitting Authority (Tim Crum).
26. The CM Analyst will **send**  the Agile RC form to the CM team lead for review and approval.
27. If the CM team lead approves the RC, the team lead is to **send**  approval notification to the CM Analyst.

28. The CM Analyst will:

- a. Change the originator to the ROC Submitting Authority (**Tim Crum**) on the Cover Page.
- b. Change the suspense date and type of review on the User/CM Info tab. Allow 5 days for review and select **RC (ROC Focal Point)** as the type of review, as shown in Figure 9.

The screenshot shows a software window titled "RC ROC006" with several tabs: "Cover Page", "User/CM Info", "Affected Items", "Signoff", "Attachments", and "History". The "User/CM Info" tab is selected. The form contains the following fields and values:

USER POC:	USER PHONE:	USER CONTROL #:	USER ORG:
Sallie Ahlert	405-573-3499		OSF
LEVEL:	ENG AREA:	CI NUMBER:	UD:
SYS	SYI	CI-07	UD70/170-Open
IMPACT:	RELATED ECP/CCRs:	ENG POC:	SUSPENSE DATE:
	ECP 0162	Sallie Ahlert	2/4/2005 12:00:00 AM
		TYPE OF REVIEW:	ORGANIZATION:
		RC (ROC Focal Point)	Engineering - System

At the bottom of the window, there are three buttons: "Refresh", "Save", and "Close".

Figure 9: User/CM Info tab with RC (ROC Focal Point) selected as the Type of Review.

29. The CM Analyst will **send**  the RC to the ROC Submitting Authority (**Tim Crum**).
30. If the Submitting Authority approves the RC, the CM Analyst will be directed to submit the RC to NWS HQ. Perform steps 33 – 41.
31. If the Submitting Authority disapproves the RC, he will **send**  the Agile RC form to the CM Analyst with information as to why the RC was disapproved.
32. The CM Analyst will **send**  the Agile RC form to the originator with the information provided by the ROC Submitting Authority concerning the disapproval of the RC. The CM Analyst will also **send**  the Agile RC form to the CM team lead and the originator's branch chief. A decision as to whether or not the RC will be reworked or canceled will be required.

33. NWS HQ no longer uses Agile to process ROC generated NWS RCs. Therefore, the Agile RC form will be used from this point in the process forward for ROC tracking purposes only. Instructions for submitting the ROC RC to NWS HQ are explained later in this document (step 36).
34. Change the suspense date and type of review on the User/CM Info tab. Allow 21 days for review and select **CCB** as the type of review, as shown in Figure 10.

The screenshot shows a software window titled "RC ROC006" with a blue header bar. Below the header is a tabbed interface with the "User/CM Info" tab selected. The form contains the following fields and values:

USER POC:	USER PHONE:	USER CONTROL #:	USER ORG:
Sallie Ahlert	405-573-3499		OSF
LEVEL:	ENG AREA:	CI NUMBER:	UD:
SYS	SYI	CI-07	UD70/170-Open
IMPACT:	RELATED ECP/CCRs:	SUSPENSE DATE:	ENG POC:
	ECP 0162	2/4/2005 12:00:00 AM	Sallie Ahlert
		TYPE OF REVIEW:	ORGANIZATION:
		CCB	Engineering - System

At the bottom of the window, there are three buttons: "Refresh", "Save", and "Close".

Figure 10: Suspense date and Type of Review changed on User/CM Info tab.

35. Click the **Change Status**  button. The Change Status options box will be displayed. Select CCB as shown in Figure 11.

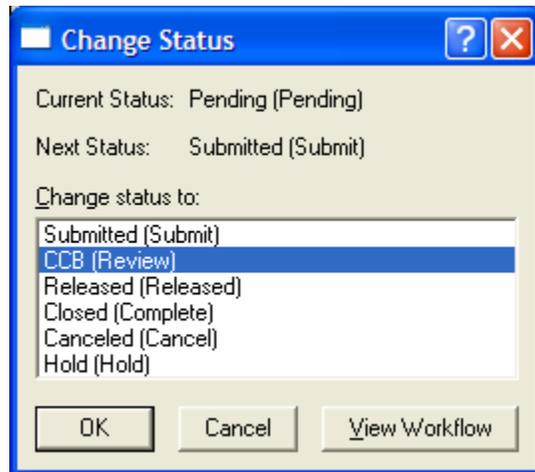


Figure 11: Change Status options box with CCB selected.

36. Agile will display a prompt offering to perform a release audit (Figure 12). Click **Yes**.

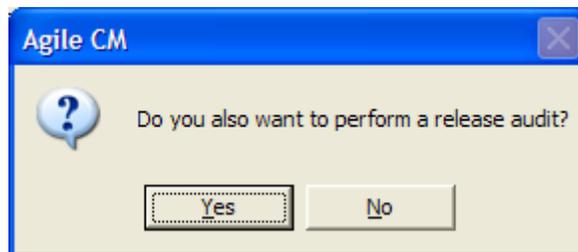


Figure 12: Release audit prompt.

37. The **Change Status to CCB (Review)** dialog box will be displayed. The dialog box will be addressed to notify the ROC Submitting Authority (Tim Crum). Add the CM team lead (Cheryl Stephenson) and the originator (Sallie Ahlert in this example) to the Notify block, and add the CM Analyst to the Approvers block as shown in Figure 13.

Change Status to CCB (Review)

Please fill in the Approvers and Observers fields below in order to Route this Change.

The Approvers field should contain a list of names that must approve this Change before it can move forward.

Approvers... CM Analyst

The Observers field is optional and should contain a list of people that might be interested in the Change but do not need to approve. These people will appear on the signoff tab.

Observers...

The Notify field should contain a list of people that need to be notified when the status is changed. These people will not appear on the signoff tab.

Notify... Crum, Tim;Stephenson, Cheryl;Ahlert, Sallie M

Comments:

The ROC Submitting Authority approved submittal of RC ROC006, which has been submitted to NWS HQ for review and approval. The ROC asked that NWS approval be provided by February 25, 2005 (21 days).

Thanks!
Ruth

Urgent

Route Cancel

Figure 13: Change Status to CCB dialog box.

38. In the distribution message, note that the ROC Submitting Authority approved submittal of the RC, and that the RC has been submitted to NWS HQ with a request that approval of the RC be provided in 21 days, as shown in Figure 13.
39. NWS HQ now requires all RC to be submitted to the NWS RC mailbox (Nwsrc@noaa.gov) in MS Word format (.doc). (The MS Word version of the RC was attached to the Agile RC form in step 8 of this document.)

40. **Get**  a copy of the .doc RC and attach it to an email message. Reference the RC number in the Subject line and a requested suspense date in the body of the email (Figure 14).

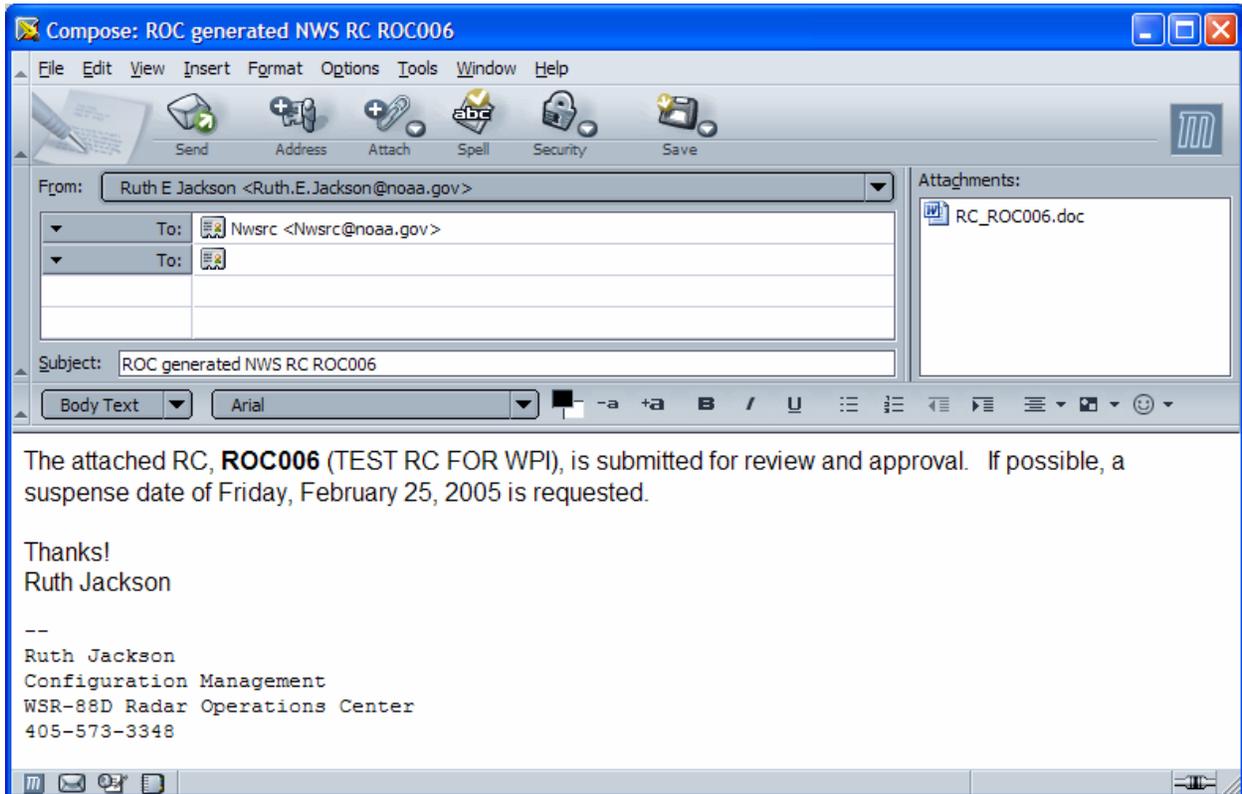


Figure 14: Email message submitting ROC generated RC to NWS RC mailbox.

41. Once the RC has been submitted to NWS HQ, it is to be placed on the TRC and CCB agendas for information purposes only. The RC should be included on each agenda until the NWS has provided the ROC with its approval or disapproval of the RC.
42. If the NWS approves the RC, follow the directions in steps 40 - 43. If the NWS rejects the RC, follow the directions in steps 44 - 46.

43. When the NWS decision is received, the status of the ROC RC is to be changed. If the NWS approves the RC, change the status to released by clicking the **Change Status**  button and selecting Released from the Change Status options box (Figure 15).

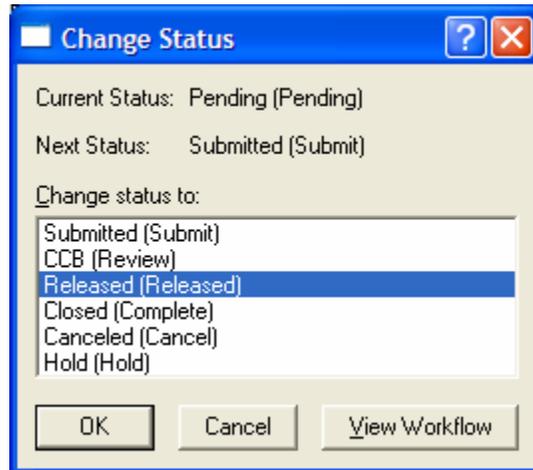


Figure 15: Change Status options box with Released selected.

44. The Change Status to Released dialog box will be displayed. Address the release notification to the ROC Submitting Authority (Tim Crum), the CM team lead (Cheryl Stephenson), the originator (Sallie Ahlert for this example), and the CM Analyst. In the release message, note that the NWS HQ approved the RC and reference the number of the CCR being driven by the RC (Figure 16).

Change Status to Released (Released)

Please fill in the Approvers and Observers fields below in order to Release this Change.

The Approvers field should contain a list of names that must approve this Change before it can be accepted.

Approvers...

The Observers field is optional and should contain a list of people that might be interested in the Change but do not need to approve.

Observers...

The Notify field should contain a list of people that need to be notified when the status is changed. These people will not appear on the signoff tab.

Notify... Crum, Tim;CM Analyst;Ahlert, Sallie M;Stephenson, Cheryl

Comments:

NWS HQ has approved RC RDC006, which is being released. CCR 05-00004 will be driven by this RC.

Please note, released means the RC has been approved.

Thanks!
Ruth

 Urgent

Figure 16: Change Status to Released dialog box.

45. NWS HQ acceptance of the RC may be delivered to the ROC in three different ways: **a)** send approval of the ROC generated RC, **b)** submit a CCR for processing and distribution, or **c)** send an official NWS RC to be made into a CCR.
- a. If NWS HQ **sends approval of the ROC generated RC**, the CM Analyst will produce a CCR, attach the ROC RC to the attachments tab, reference the ROC RC number in the **User Control #** field as shown in Figure 17 and route the CCR for review.

The screenshot shows a software window titled "CCR 05-00004" with a blue header bar. Below the header are five tabs: "Cover Page", "User/CM Info", "Affected Items", "Signoff", "Attachments", and "History". The "User/CM Info" tab is active. The form contains the following fields:

USER POC:	USER PHONE:	USER CONTROL #:	USER ORG:
Sallie Ahlert	405-573-3499	ROC006	NWS
LEVEL:	ENG AREA:	CI NUMBER:	UD:
SYS	SYI	CI-07	UD70/170-Open
IMPACT:	RELATED ECP/CCR:	ENG POC:	SUSPENSE DATE:
	ECP 0162 04-00178 SW CCR NA04-32201 SW CCR NA04-33202	Mark Betsch	
		TYPE OF REVIEW:	ORGANIZATION:
			Agency POC

At the bottom of the window are three buttons: "Refresh", "Save", and "Close".

Figure 17: The ROC RC number referenced on the User/CM Info tab.

- b. If NWS HQ **submits a CCR** for processing and distribution, the CM Analyst will ensure the ROC RC is attached to the Attachments tab of the CCR and the ROC RC number is referenced in the **User Control #** field as shown in Figure 17. ROC CM will then route the CCR for review.

- c. If NWS HQ **sends an official NWS RC**, the CM Analyst will produce a CCR. The NWS RC number and the ROC RC number will be placed in the **User Control #** field as shown in Figure 18. The CM Analyst will also attach the ROC RC to the Attachments tab and route the CCR for review.

Figure 18: Both NWS RC and ROC RC numbers referenced on the User/CM Info tab.

46. The CCR will then follow the regular ROC CCR review and approval process.

47. If the RC is rejected by NWS HQ, click the **Change Status**  button and select Canceled from the Change Status options box (Figure 19).

Figure 19: Change Status options box with Canceled selected.

48. Address the cancellation notice to the ROC Submitting Authority (Tim Crum), the originator (Sallie Ahlert in this example), the CM team lead (Cheryl Stephenson) and the CM Analyst. Provide an explanation as to why the RC is being canceled (Figure 20).

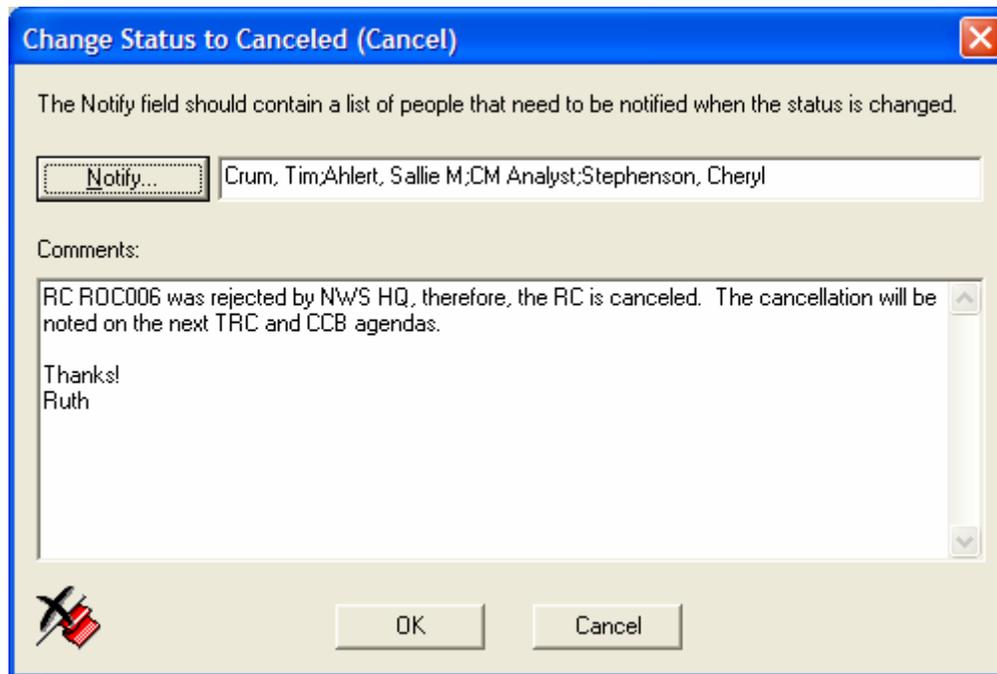


Figure 20: Change Status to Canceled dialog box.

49. The cancellation will be noted on the next TRC and CCB agendas.