

## APPENDIX A

### RECOMMENDED FORMAT FOR LETTERS OF AGREEMENT BETWEEN LOCAL UNITS OF NWS AND USAF

FROM: XX OSS/XXX or DET X, X WW, \_\_\_\_\_ AFB \_\_\_\_\_

SUBJECT: Letter of Agreement (LOA) - Notification of Severe Convective Weather

TO: (Appropriate NWS Weather Forecast Office (WFO))

1. Introduction.

a. Purpose. To establish responsibilities and procedures for (Appropriate WFO) to notify (military installation) when severe convective weather is expected to affect (military installation or site) and the supporting weather flight/unit is not staffed by a forecaster or the unit's radar is inoperative.

b. Severe convective weather is defined as thunderstorms with winds of 50 knots (25 m/s) or more, hail 3/4 inch (20 mm) in diameter or larger, or tornadoes.

c. This LOA supersedes LOA dated \_\_\_\_\_ which should be destroyed.

2. Specific Terms of the Agreement.

a. XX OSS/XXX or Det X, X WW, will:

(1) Notify (appropriate NWS office) when XX base weather is not staffed by a forecaster. Normal forecaster duty hours are as follows:

(Describe normal forecaster duty hours)

(2) Notify (appropriate WFO) when XX's base weather radar is inoperative except for normal preventive maintenance. Additionally, XX's base weather will notify (appropriate NWS office) when their radar becomes operational again.

(3) Provide (appropriate WFO) a single point of contact for notification. Telephone number for this point of contact is XXX-XXXX. XX base weather will inform (Appropriate WFO) of changes in this point of contact or telephone number.

b. The (appropriate WFO) will:

(1) Notify (appropriate military installation) by calling (single point of contact/telephone number) whenever a severe local storm warning is issued for the area including (military installation or site), when XX OSS/XXX or Det X, X WW is not staffed by a forecaster or Det X's radar is inoperative.

(2) Provide notification by telephone. This notification will be made only after dissemination commitments are completed and only when doing so will not impact public warning operations. Only one telephone call will be made; however, if line is busy, one additional call will be made.

(3) Notify XX OSS/XXX or Det X, X WW when its radar is inoperative except for normal maintenance.

c. XX base weather and (appropriate NWS office) will, as workload permits, pass to each other, by telephone, local severe weather information of mutual benefit to both agencies. Such information will include, but will not be limited to, reported hail, damaging winds, tornadoes, or radar observations indicating severe thunderstorms or tornadoes.

\_\_\_\_\_  
Signature  
Meteorologist in Charge  
or Official in Charge

\_\_\_\_\_  
Signature  
Weather Flight/  
Detachment Commander/  
Officer in Charge

\_\_\_\_\_  
Signature  
Chief, Meteorological  
Services Division  
Regional Headquarters

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date