

- **Category 1:** Moved current Category 1 above table as preface material. Created new content for this category for notifications to be sent as SCN/TIN with no advanced notice.
- **Category 3:** Deleted; content covered in Category 4.
- **Categories 5 and 6:** Merged and edited to include all severe weather seasons. Deleted footnotes associated with Category 5 and 6. Moved footnote 1 to this category.
- **Category 8:** Minor edits.
- **Category 12:** Changed time requirement to 30 days.
- **Category 18:** Merged with category 12 and changed to 30 days.
- **Category 10:** Deleted; already covered in 12.
- **Category 13, 16 and 17:** Combined; these three items had similar content.
- **Category 14:** New category added.
- **Category 15:** Became significant product format/content change.
- **Category 18:** Now includes changes that affect output content or schedule for NCEP/MDL products.
- Reduced time requirements in all 120 day categories to 75 days
- Numerous minor rewrites within categories to clarify, update.

Complete copy of revised Table 1 starts on next page.

Contact Melody.Magnus@noaa.gov with comments.

Table 1. Required Minimum Lead Times for Various Types of National SCNs/TINs¹

NWS will provide as much advance notice as possible for change driven by critical operational requirements; however, critical requirements take precedence over this directive. This operational requirements precedence will be particularly applicable to guidance products.

Introduction of national experimental products or services, announcement of awareness weeks, and other informational notices that are not service changes do not fall under this directive but may be sent to users as a PNS. [See NWSI 10-102](#) for information about PNS.

Prior to issuing a SCN/TIN to announce a new, substantial modification, or termination of an NWS information service, a public comment/review period is required, per [NWSPD1-10](#) and [NWSI 10-102](#).

	Type of Change	Advance Lead Time
1.	Substantial service change, new product or URL that does not require any action from users but for which NWS want to provide special emphasis. This category may still be subject to requirement for public comment. See NWSPD 1-10 , NWSI 10-102 .	No minimum lead time, however 30 days suggested.
2.	Discontinuation of an experimental product or conversion of an experimental product to operational status. Refer to NWSI 10-102	minimum 30 days
3.	Change to product issuance time, frequency of issuance, or schedule.	minimum 30 days
4.	Introduction or change to product agreed to at users conference. Change to take effect beginning of specific weather season, such as tropical weather, fire, winter. New products or substantial changes will be issued on an experimental basis pending public comment/review, per NWSI 10-102 .	minimum 30 days, or beginning date of applicable weather season
5.	Minor change to zone or county boundary that does not affect text products and only requires users to download required shapefile, e.g., change involving modifications to limited number of grid points.	minimum 30 days
6.	Removal, discontinuance or deletion of a product from one or a limited number of offices. Replacement product identified where applicable.	minimum 30 days
7.	Notification of planned site, communication or computer system outages that would impact ability to invoke full backup operations.	minimum 30 days
8.	Implementation of a new algorithm, data assimilation method, or other internal processing change in an existing NCEP model or MDL centrally produced guidance involving output format or content, issuance time, frequency of issuance, or issuance schedule.	minimum 30 days
9.	Change of Terminal Aerodrome Forecast (TAF) service from part time to full time with no changes to communications systems or TAF collectives.	minimum 30 days
10.	Changes to web-based products that do NOT affect parsing or automated downloading of observations, forecasts, or metadata.	minimum 30 days

11.	Product realignment under existing communication identifiers , e.g., transferring a zone without changing the boundaries or name of the zone.	minimum 75 days
12.	Minor change to dissemination system configuration requiring users to update system settings, or change dissemination service provider, e.g., NWS vendor.	minimum 75 days
13.	Addition, change or deletion of: <ul style="list-style-type: none"> • Terminal Aerodrome Forecast (TAF) • One or more communication identifiers: <ul style="list-style-type: none"> ▪ Within an existing class of communication identifiers such as WMO header CDUSii (CCCC) for issuing offices or locations with documented location identifiers ▪ To conform to WMO or NWS standards, such as changing the 4-letter issuing office identifier in the WMO header from KNEW to KLIX for New Orleans, LA, or for a similar change in the AWIPS identifier. 	minimum 75 days
14.	Adding, a new or discontinuing a product type, existing class of communication identifier, at all or most offices, e.g., FLUS4i CCCC, where CCCC is the four-letter issuing office identifier or adding an NCEP/MDL product with new WMO header.	minimum 75 days
15.	Adding a communication identifier which includes a new four-letter issuing office (e.g., WFO) identifier not previously documented.	minimum 75 days
16.	Significant change to product format or content for a text product having a highly-defined structure and information format, often involving section or paragraph headers in a fixed order, for which users parse for exact text strings.	minimum 75 days
17.	Significant change to product format or content, which affects the automated parsing of one or more products, such as: <ul style="list-style-type: none"> • Change to or deletion of operational code types, e.g., county or zone UGC code, marine zone UGC code, VTEC • Change(s) to the Standard Hydrometeorological Exchange Format (SHEF) code that affects information decoded by partners and other users, e.g., addition of a new SHEF element. See NWSM 10-944, Summary of Revisions, for list of most recent changes to SHEF • Change to county, public or marine zone boundaries or name • Changed use of special codes used in automated parsing: \$\$, &&, etc. • Change related to segmentation or use of headlines • Changes to web-based products that affect parsing or automated downloading of observations, forecasts or metadata. 	minimum 75 days
18.	Fundamental changes such as: <ul style="list-style-type: none"> • New or radically revised format, e.g., VTEC implementation • Change to well-established code form such as METAR or TAF • Replacement of centrally-produced guidance product or suite with another based on a different atmospheric model • Significant dissemination system configuration change requiring user/subscriber to update or replace system software or hardware. • Significant zone change. 	minimum 6 months