

**WSR-88D
Program Management Committee
Charter**

A. PURPOSE

This Charter defines authority, organization, roles, responsibilities, and operating rules and procedures for the Next Generation Weather Radar (NEXRAD) Program Management Committee (PMC). The PMC Charter establishes operating procedures by which this committee will function. The PMC shall be a triagency organization comprised of representatives from Department of Commerce's National Weather Service (NWS), Department of Defense's Air Force Life Cycle Management Center (AFLCMC), and Department of Transportation's Federal Aviation Administration (FAA).

B. AUTHORITY

The PMC was formally established January 14, 1993, upon signature approval of the original Terms of Reference by the members of the NEXRAD Program Council (NPC). The NPC formally retired on November 17, 1997, after granting the PMC overall authority for the NEXRAD program.

Oversight of the NEXRAD program budget, policy, resource commitment, and management guidance is provided by the PMC throughout the life cycle of the WSR-88D program to ensure that both common and unique agency requirements are addressed and resolved. The PMC shall also serve as a higher level Configuration Control Board (CCB) for proposed major product improvement changes that affect the WSR-88D system configurations operationally deployed within the three agencies. In this regard, the PMC has the authority for authorizing changes to the NEXRAD product baselines. Routine operational and configuration management issues shall be staffed and resolved among the agencies to permit the PMC to focus on major product improvements and network performance issues.

The PMC shall be the approval authority for all changes to this charter. Unresolved issues encountered at the PMC level can be elevated to the Agency Executive level (Director of NWS, Headquarters NWS; Director of Weather, Headquarters USAF; and FAA Vice President, Technical Operations Services). The PMC Chair will invite the appropriate agency executives to a meeting to address and resolve such issues.

C. ORGANIZATION

The PMC organizational structure and membership are listed in Appendixes A and B, respectively. The members representing the agencies serve as Executive Agents. These Executive Agents are responsible for program decisions and oversight of the implementation of

these decisions. Any change in the membership shall be made in writing through the PMC Executive Secretary to the PMC Chair. The PMC Chair shall issue updates to the appendixes.

D. ROLES

The roles of the PMC members are described in the following sections:

Chair. The Chair shall preside over the PMC, arrange the presentation of issues to the PMC, and obtain all resolutions. The Chair, in consultation with members of the PMC, may invite other agency personnel to participate in meetings as necessary. The Chair receives plans, issues, interagency MOAs, and charters from the agencies and the Radar Operations Center (ROC) and receives Engineering Change Proposals (ECPs) from the NEXRAD CCB.

Integration Program Manager (IPM). The IPM shall provide the PMC technical support; advice regarding operations, issues of interagency MOAs, plans, and charters; and status information on approved changes regarding development and test activities at the ROC. The IPM shall participate in the prioritization of new approved changes for development and testing.

Executive Secretary. The Executive Secretary's duties include maintaining the list of members (Appendix B), scheduling meetings, preparing agenda and supporting data, assisting the Chair in the conduct of meetings, distributing proposed revisions to this charter, and preparing and distributing meeting minutes.

Agency Representatives. The Agency Representatives shall be delegated full authority to act as Executive Agents for their respective agencies and shall present agency issues to the PMC. The Agency Representatives shall review the PMC agenda and be prepared to address and resolve each item on the agenda. The Agency Representatives shall ensure appropriate coordination occurs to obtain agency approval to commit resources for support responsibility.

E. RESPONSIBILITIES

The responsibilities of the PMC are those necessary for effective and efficient life-cycle support of WSR-88D operations, maintenance, configuration management, and system evolution. They include, but are not limited to:

1. Monitor radar network performance, ROC field support, ROC sustaining engineering activities, and use of triagency resources at the ROC.
2. Review and approve/disapprove plans, issues, interagency MOAs greater than \$500,000 per year, and charters involving the WSR-88D.

3. Review and approve/disapprove all operational WSR-88D system Class I ECPs with an estimated cost exceeding \$1 million.
4. Monitor progress of major projects to ensure they remain within cost, schedule, and performance baselines.
5. Determine the priorities for development, testing, and implementation of PMC approved changes.
6. The Radar Operations Center proposes project baselines (cost, schedule, scope). The Agency Representatives, acting in their role as Executive Agents, obtain/provide agency commitment and approval of the proposed project baselines documented in a ROC or agency decision memorandum. The Radar Operations Center reports costs, schedule, and performance metrics to the PMC.

The PMC presents proposed major baseline deviations to the Agency Executive level for a decision on the proposed deviations and allocation of any additional resources required. Major baseline deviations are defined as a schedule slip exceeding 3-months, an increase in total project funding or acceleration of the funding profile, a change in program scope, or an increase in requirements impacting the schedule and/or budget.

7. Refer unresolved issues to the Agency Executive level for resolution.
8. Review proposed changes to the NEXRAD PMC Charter and prepare a decision memorandum on consensus change recommendations for review and approval by the PMC Agency Representatives. If there is unanimous support among the PMC, approve and implement the change. Disagreements about any reorganization shall be referred to the Agency Executive levels.

F. OPERATING RULES AND PROCEDURES

The PMC shall operate under the following rules and procedures:

1. Meetings of the PMC shall be announced at least 4 weeks in advance. An agenda and brief summary of major issues to be discussed shall be distributed at least 4 weeks in advance. The agenda will be constructed to focus on significant NEXRAD program changes, other major projects, network operations, and triagency policy. Project managers shall provide detailed metrics and issues/risk assessments. Briefers will use executive-level decision papers distributed by the Executive Secretary to the PMC members

17 June 2015

15 work days in advance of the meeting. Minor projects will be limited to abbreviated reviews.

2. Members should normally participate in person; however, it is recognized that circumstances may necessitate that a designated alternate represent them and their agency at meetings. If it is necessary to designate an alternate representative, the Chair should be notified 1 week in advance of the meeting when possible. It is recognized that some situations may dictate a shorter notice. The alternate will be delegated full authority to act as the Agency Representative.
3. The three Agency Representatives shall have one equal vote. The Chair, IPM, and Executive Secretary shall be nonvoting members. The PMC shall operate on the basis of unanimous vote. If a consensus cannot be obtained by the PMC, the submitting agency may request that the PMC present the issue to the Agency Executive level. The Chair shall present the issue to the assembled Agency Executive level and obtain the resolution.
4. The Chair, in consultation with members of the PMC, may invite other persons to participate in meetings as necessary to provide technical detail.
5. The PMC shall provide oversight for research and development, acquisition, operations, maintenance, support responsibilities, and the designation of the appropriate staff from within their agencies to carry out these responsibilities.
6. Meeting minutes, prepared by the Executive Secretary, shall be distributed to the members within 3 weeks after the meeting.
7. The Executive Secretary shall submit written summaries of decisions to Agency Representatives for approval before further coordination, normally within 3 weeks after meeting, unless the PMC allocates a longer period to allow time for required staff work.
8. Decisions become effective immediately following final approval or as specified in the decision documentation approved by the PMC members.

**Appendix A
PMC Organization**

Members of the NEXRAD PMC will be assigned from the following offices:

Nonvoting Members:

Chair NWS Director, Office of Planning and Programming
for Service Delivery

Integration Program Manager NWS Director, Radar Operations Center (ROC)

Executive Secretary NWS Office of Observations, Services Branch

Voting Members:

DOC Representative NWS Director, Office of Observations

DOD Representative Chief, Weather Programs Branch Air Force Life Cycle
Management Center

DOT Representative Headquarters/FAA Deputy Director for Enterprise
Services

**Appendix B
PMC Membership**

Nonvoting Members:

Kevin Cooley.....Chair
Director, Office of Planning and
Programming for Service Delivery, NWS

Terrance J. ClarkIntegration Program Manager
Acting Director, Radar Operations Center
(ROC)

Felix LeeExecutive Secretary
NEXRAD Change Management Analyst,
Office of Observations, Services Branch,
NWS

Voting Members:

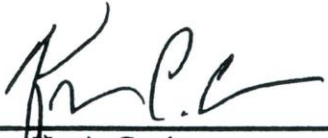
Capt. Joseph Pica.....DOC Representative
Acting Director, Office of Observations, NWS

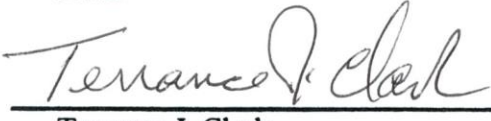
John Dreher, GS-14, DAFC.....DOD Representative
Chief, Weather Programs Branch
Air Force Life Cycle Management Center

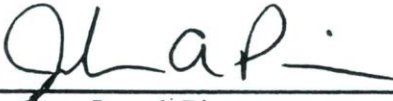
Jacqueline Hill, FAA/ATO.....DOT Representative
AJM-3, Deputy Director for Enterprise Services, FAA


17 June 2015

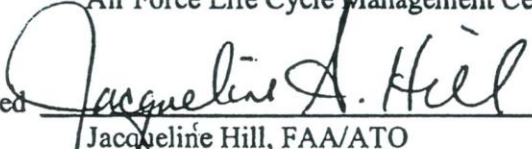
**PMC
AUTHORIZATION**

Approved  Date 6/24/15
Kevin Cooley
Director, Office of Planning and
Programming for Service Delivery,
NWS

Approved  Date 16 July 2015
Terrance J. Clark
Acting Director, Radar Operations Center (ROC),
NWS

Approved  Date 6/30/15
Capt. Joseph Pica
Acting Director, Office of Observations,
NWS

Approved  Date 14 Jul 15
John Dreher, GS-14, DAFC
Chief, Weather Programs Branch,
Air Force Life Cycle Management Center

Approved  Date 7/10/15
Jacqueline Hill, FAA/ATO
AJM3, Deputy Director for Enterprise Services

PMC AUTHORIZATION