

INTRODUCTION: This is a sample letter for use by the NWS Forecast Office for NWA Sealholder recertification using NWS familiarization. The Sealholder will provide this letter from the NWSFO office's manager to the NWA Executive Director, confirming that a certain number of familiarization hours were satisfactorily completed and a brief list of the major topics covered. [Value: 5 hours = 1 CEU]. **Familiarization hours must include AT LEAST TWO of the tasks (a through e) listed in the sample letter below to count for the authorized 25 hours. Hours less than that will count towards the broadcaster's recertification, but also must include some of the tasks listed in the sample letter.** The NWA appreciates the involvement of local NWS offices, but does not guarantee or assume their availability to participate in the familiarization program.

SAMPLE LETTER FOR NWS FAMILIARIZATION

National Weather Service Forecast Office
MIC/WCM/SOO
(address)
(Date)

Janice Bunting, Executive Director
National Weather Association
350 David L Boren Blvd
Suite 2750
Norman, OK 73072-7125

Dear Ms. Bunting,

This letter is to certify that _____ (full name and station ID), NWA Sealholder, has completed ____ hours of a familiarization program at our National Weather Service Forecast Office. The training given covered the period(s) _____ and is explained below.

The NWS Familiarization included some of the following tasks (please place a check by those accomplished):

___ a) working with the Science Operations Officer on a case review (Weather Event Simulator).
Broadcaster was trained on the following major topics: _____
_____ hours

___ b) working a complete upper air release. _____ hours

___ c) working at least 4 hours with the aviation or public forecast desk.
Broadcaster was trained on the following major topics: _____
_____ hours

___ d) working at least 4 hours at the radar desk.
Broadcaster was trained on the following major topics: _____
_____ hours

___ e) working with the Warning Coordination Meteorologist to learn the capabilities and limitations of the local severe weather warning program.
Broadcaster was trained on the following major topics: _____
_____ hours

___ Please list any other NWS training that was completed.
Broadcaster was trained on the following major topics: _____
_____ hours

Regards,
(signature)
(printed name)
(title)