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***HYDROLOGIC RESPONSIBILITIES AT WFOs WITH NO SERVICE HYDROLOGIST
AND HYDROLOGIC RESPONSIBILITIES OF WFOs WITH SUPPORTING SERVICE
HYDROLOGIST***

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SUMMARY OF REVISIONS:

This supplement supersedes Central Region Supplement 08-2005 dated November 10, 2011 applicable to instruction 10-921. The following revisions were made to this supplement:

1. Reordered the table that contains the offices without a Service Hydrologist and the location of the Service Hydrologist providing support so it is in order by HSA.
2. Removed Pueblo, CO as an office without a Service Hydrologist, added Dodge City, KS as an office without a Service Hydrologist receiving support from ICT Wichita, KS, and changed the office to BOU Boulder, CO as the office providing support to GLD Goodland, KS.
3. Included the Service Hydrologist in the responsibilities when planning the annual travel plan in section 3. Also updated the request for funding procedures to follow regional budgetary guidelines and procedures.
4. Clarified responsibilities of HFP without a Service Hydrologist in section 3.2 by including the HPM as a hydrology point of contact for core partners and provided examples of elements in hydrologic databases that need to be maintained.
5. Language was added to section 3.3 to clarify the responsibilities of Service Hydrologists to remotely supported HSA.

(signed by)

October 28, 2019

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Director, Central Region

Date

Hydrologic Responsibilities at WFOs with No Service Hydrologist and Hydrologic Responsibilities of WFOs with Supporting Service Hydrologist

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1. **Purpose:** This supplement defines the responsibilities of the primary individuals involved with management of the hydrology program of a Weather Forecast Office (WFO) that does not have a Service Hydrologist (SH). These individuals include:
 - a) The Meteorologist in Charge (MIC) of an office without a Service Hydrologist.
 - b) The Hydrology Focal Point (HFP) of an office without a Service Hydrologist.
 - c) The Meteorologist in Charge (MIC) of the office supporting the office without a Service Hydrologist (remote office).
 - d) The Service Hydrologist responsible for providing support to the remote office.

2. **Background:** Every WFO has Hydrology Service Area (HSA) responsibility. All MICs are responsible for the quality of their office’s hydrology program. To support the hydrology program, Central Region has 26 SHs and 12 HFPs. The 12 offices without a SH receive support from a SH at an adjacent office. The following table shows the offices which do not have a resident SH and the location of the SH responsible for providing support:

OFFICE WITHOUT SH	OFFICE PROVIDING SUPPORT
ABR Aberdeen, SD	FSD Sioux Falls, SD
APX Gaylord, MI	DTX Detroit, MI
CYS Cheyenne, WY	RIW Riverton, WY
DDC Dodge City, KS	ICT Wichita, KS
DLH Duluth, MN	MPX Chanhassen, MN
GID Hastings, NE	OAX Omaha, NE
GLD Goodland, KS	BOU Boulder, CO
GRB Green Bay, WI	MKX Milwaukee, WI
JKL Jackson, KY	LMK Louisville, KY
LBF North Platte, NE	UNR Rapid City, SD
MQT Marquette, MI	GRR Grand Rapids, MI
TOP Topeka, KS	EAX Pleasant Hill, MO

3. Responsibilities: The following defines responsibilities for the MIC and HFP at the remote office and those of the MIC and SH that support the remote office. These responsibilities may be modified by mutual agreement of the two affected MICs. The two MICs in conjunction with the Service Hydrologist will develop an annual travel plan for the SH to visit the remote WFO. A minimum of one office visit per year is required and a second visit encouraged, if possible. Funding for travel will follow regional budgetary guidelines and procedures. Any questions regarding funding should be directed to the Administrative Services Division in Central Region Headquarters (CRH).

3.1 Responsibilities of the MIC without a resident Service Hydrologist:

- Assigns a single individual to be the Hydrology Focal Point (HFP) who will be the primary CRH and Service Hydrologist contact concerning hydrologic matters in his/her HSA.
- In coordination with CRH and the supporting SH, ensures the HFP receives appropriate training in hydrology and hydrologic procedures to carry out his/her focal point duties effectively.
- Ensures training is provided to operational staff in basic hydrology, hydrology of the HSA, and hydrologic systems and procedures.
- Ensures hydrologic needs are being met, and WFO hydrologic focal point responsibilities are completed on non-operational shifts and/or through Blue Sky Day opportunities.
- With assistance from the supporting SH and HFP, coordinates with local, state and federal agencies in matters relating to the office's current and future hydrology program.
- Confers with HFP and supporting SH on the status of the office's hydrology program and programmatic needs.
- Coordinates with the supporting office's MIC and supporting SH about support needed from the SH.
- Per NWSI 10-924 and associated CR Supplement, ensures preparation of station reports (E-19), flood reports (E-3) and monthly reports (E-5) of river conditions the HSA.
- Per NWSI 10-925, ensures the development/update of the station Hydrologic Services Manual (HSM).

3.2 Responsibilities of the HFP without a resident Service Hydrologist:

- Serves as the WFO Hydrology Team Leader.
- Serve as the WFO hydrology point of contact for Central Region Headquarters, the RFC(s), the supporting SH, and core partners.
- Maintains hydrologic databases (e.g. data network metadata, impact statements, crest history, location identifiers, etc.).
- Maintains AHPS page Configuration Management System.
- In collaboration with the SOO, provides training to operational staff on hydrologic systems and procedures.
- In collaboration with the WCM, supports local hydrologic customers and coordinates with local, state, and federal agencies in matters relating to the office's hydrology program, with assistance from the supporting SH and/or the SH who's HSA includes the state capitol.
- Per CR Supplement to NSWI 10-901 entitled CR-Authorization for New and/or Expanded Hydrologic Services, coordinates with or assists the SH in assessing the hydrologic network, establishing new services or changing services, and conducting hydrologic field work in the HSA.
- Per [NWSI 10-924](#) and associated CR Supplement, prepares flood reports (E-3) and monthly reports (E-5) of river conditions for the HSA, and updates the station description information and reports (E-19), when necessary.
- Per [NWSI 10-925](#), maintains the HSM.

3.3 Responsibilities of the Service Hydrologist to the remotely supported HSA office:

- Serves as the primary consultant to the MIC and HFP of the supported office regarding management of the hydrology program.
- Provides administrative, technical, and operational support for the supported office.
- In coordination with the appropriate WCM(s), and the SH who's HSA includes the state capitol, may serve as primary representative of the MIC of the supported office at state and federal water related meetings.
- In coordination with the SOO, assists with hydrology training to HFP and operational staff of supported office.

- In coordination with the HFP, assesses hydrologic network requirements for the supported office and recommends improvements to MIC and HFP. In coordination with CRH and the RFC(s) establishes new or makes changes to existing river forecast points for the supported office per the CR supplement to [NWSI 10-901](#) entitled CR-Authorization for New and/or Expanded Hydrologic Services.
- Ensures new E-19s are established and major updates to E-19s are completed in coordination with the HFP.
- Ensure hydrologic fieldwork (e.g. documentation, metadata, quality assurance/quality control, data network analysis, model and service evaluation, etc.) for the remote HSA is completed with assistance from the supported office.
- Assists HFP in developing hydrologic procedures for the supported office (e.g., RiverPro templates, hydrologic procedures for locations not supported by the RFC).
- Assists HFP in developing new documentation for the office (e.g., re-writing HSM).
- Assists HFP with his/her hydrologic responsibilities, as needed.

3.4 Responsibilities of the MIC of the SH that provides support to the remote office:

- Coordinates with MIC at supported office about SH support and ensures needs of the supported office are being met.
- Ensures SH has enough time to dedicate to the supported office.
- Takes into account work accomplished by SH at supported office when evaluating SH performance.