

NATIONAL WEATHER SERVICE INSTRUCTION 20-106
JULY 29, 2004

Training and Education
OFFICE TRAINING PLANS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: OS6 (M. Dion)

Certified by: OS6 (P. Thomas)

Type of Issuance: Emergency

SUMMARY OF REVISIONS: This directive supersedes NWSI 20-106, dated March 20, 2003, which was recertified April 28, 2004. Revisions include rewording the objectives portion of Section 1 - Purpose, as well as how supervisors can use goals spelled out in Individual Development Plans (IDPs) into Office Training Plans.

signed
Gregory A. Mandt
Director, Office of Climate,
Water, and Weather Services

7/15/04
Date

1. Purpose

National Weather Service (NWS) Office Training Plans (OTP) provide NWS field offices a blueprint for accomplishing structured, job-related training activities each year. OTPs are required at all NWS Weather Forecast Offices (WFOs), River Forecast Centers (RFCs), Center Weather Service Units (CWSUs), and National Centers for Environmental Prediction (NCEP) Service Centers. Objectives outlined in each OTP should be consistent with goals contained in local and regional operating plans, as well as those goals presented in NWS and NOAA Strategic Plans.

Supervisors may find it useful to integrate goals mentioned in Individual Development Plans (IDPs) into OTPs, especially if their accomplishment would positively impact local office operations. However, due to the confidential nature of IDPs, care must be taken not to associate goals with names of individual employees. Refer to NWS Instruction 20-105 for more information on IDPs.

2. Process

The Meteorologist- or Hydrologist-In-Charge (MIC/HIC)/NCEP Service Center Director is responsible for overseeing OTP development, monitoring and updating. OTPs must be updated at the beginning of each fiscal year. However, OTPs may be updated more frequently as necessary.

No specific OTP format is mandated, but OTPs should be structured to:

- Address overall office training and professional development goals and priorities for the year across all office programs,
- Provide for specific training and professional development activities to be undertaken by employees during the year
- Reflect NWS Strategic Plan goals, as well as regional and local operating plan milestones.

One example of an OTP is provided in Attachment 1.

Attachment 1: Office Training Plan (OTP) Example

Office Name

Date

Below is the semi-annual training summary for the second half of FYxx, and the training plan for FYxx for Office Name. The latest training cycle concentrated on:

- IFPS Training
- FFMP Training
- Summer Convective Seminar and Drill
- Preparation for Severe Weather Season
- Flash Flood Prediction Training
- Nowcast Training for HMTs
- LAN training for Engineering staff

The goals for the upcoming time period (FYxx) include:

- Full Implementation of Individual Development Plans
- Winter Seminar and Drill
- Continued IFPS Training for meteorologist staff
- Environmental and Safety Compliance Issues
- Training on Fog Forecasting Techniques
- WES Training
- Continued Nowcast Training for HMTs
- IFPS training for HMTs
- RRS training for Engineering staff

Attachments (2)

Training Summary

Training Plan

**Office Name
Training Summary
April-September xxxx**

Program	Element	Participants
Convective Weather	Summer Preparedness Drill	METs/HMTs
	Summer Convective Seminar	METs
	Warning Drills	METs
	CRS Refresher - Warnings	METs/HMTs
IFPS	2-day one-on-one IFPS Overview/Training	METs
	Overview of IFPS materials/websites	METs
	Daily Grid manipulation in practice mode	METs
	Routine IFPS shifts for 8 hour practice Grid manipulation	METs
Flash Flood Forecasting	Flash Flood Forecasting Techniques Seminar	METs
	FFMP one-on-one training	METs
Quality Control/Data Acquisition	Spotter Interrogation Techniques	HMTs
	Upper-air Training	METs
	Quality Control of CRS products	HMTs/METs
Nowcasts	Nowcast Training (practice phase)	HMTs
Engineering	LAN Training	ETs/ESAs

Office Name
Annual Training Plan
FYxx

Program	Element	Mets	Intern	HMT	ET/ESA
IFPS	Continuation of IFPS shifts and transition to operational Grids	R	R	R	
Forecasting/WWAs	WES Training Scenarios	R	R	O	
	Winter Preparedness Drill	R	R	R	
	Whiteman Guest Lecture	R	R	O	
	Fog Forecasting Technique Training	R	R	O	
Safety	Fire Protection, Emergency Action Plan, Hazard Communication Standard, Emergency Response Agreements, and Ergonomics	R	R	R	
Hydrology	Flood Scenario	R	R	R	O
Nowcasts	Continued Nowcast training		R	R	O
Quality Control/Data Acquisition	Spotter Interrogation Techniques		R	R	
Professional Growth and Development	Individual Development Plans	R	R	R	R
Engineering	RRS training				O

R=Required O=Optional