

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 20-1**  
**SEPTEMBER 17, 2003**

**Training and Education**

**TRAINING AND EDUCATION**

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**OPR:** W/OS6 (P. Thomas)

**Certified by:** W/OS (G. Mandt)

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**SUMMARY OF REVISIONS:** This directive supersedes NWSPD 20-1, dated July 12, 2002. Major revisions include removing the reference portion of Attachment 1, the list of supporting directives, allowing timely and efficient response to changing training needs.

1. This directive governs National Weather Service (NWS) activities to provide training and education to the NWS workforce in support of the NWS mission.
2. The objective of the NWS training and education program is to provide high quality training to the NWS workforce, and gather and prioritize training requirements through the National Strategic Training and Education Plan (NSTEP) process.
3. This directive establishes the following authorities and responsibilities to ensure the NWS Training and Education Program is accomplished consistent with the NWS mission and with Department of Commerce and National Oceanic and Atmospheric Administration policy.
  - 3.1 The Director of the Office of Climate, Water and Weather Services (OCWWS) is responsible for formulating policy and allocation of training resources provided by the NWS. OCWWS is responsible for preparing Procedural Directives to implement policy; ensuring the training and education program is responsive to all workforce and service training requirements; and evaluating training effectiveness.
  - 3.2 NWS Office/Regional Headquarters/National Centers for Environmental Prediction (NCEP) offices are responsible for providing and prioritizing training requirements within their Region/NCEP as stated by the NSTEP process, and are also responsible for ensuring all employees within their jurisdiction receive the training necessary to meet NWS performance measures.
  - 3.3 All NWS office/center managers and supervisors are responsible for ensuring their workforce has adequate time and resources to complete all necessary training in order to meet established NWS performance measures. They are responsible for initiating local training and should

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take full advantage of regional and national training resources to meet training requirements, and relay training requirements and evaluation of training materials to the appropriate Region/NCEP.

4. This Policy Directive is supported by the glossary of terms listed in **Attachment 1**.

signed by John E. Jones, Jr.	9/3/03
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

**Attachment 1**

**GLOSSARY OF TERMS**

National Strategic Training and Education Plan (NSTEP) - the mechanism by which National Weather Service (NWS) Training and Education requirements are identified, prioritized, and met. This process will be described in detail in NWS Manual 20-102.