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HYDROLOGIC REponsibilities AT WFOs WITHOUT SERVICE HYDROLOGIST

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SUMMARY OF REVISIONS: This supplement supersedes Western Region Supplement 22-2003 dated December 29, 2003 filed applicable to Instruction 10-921.

The following changes were made in this issuance:

1. MICs at an office without a SH should ensure that their HFP has sufficient time to carry out responsibilities within their normal shift rotation.

Signed 11/30/09
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1. Purpose: The purpose of this supplement is to define responsibilities of the individuals involved with the hydrology program of a WFO which does not have a Service Hydrologist (SH). These individuals include:

- Meteorologist in Charge (MIC) of the office without a SH
- Hydrologic Focal Point (HFP)
- Senior Service Hydrologist (SSH) who provides support to the office
- MIC of the SSH mentioned above

2. Background: Every WFO has Hydrology Service Area (HAS) responsibility. All MICs are responsible for the quality of their office’s hydrology program. To support the hydrology program, Western Region has 17 SH positions for 24 WFOs. The seven offices without a SH receive support from a SSH at another office. The following table lists the WFOs who provide support to offices without a SH:

Office without SH	Office Providing Support
GGW Glasgow	TFX Great Falls
BYZ Billings	TFX Great Falls
HNX Hanford	STO Sacramento
SGX San Diego	LOX Los Angeles
FGZ Flagstaff	PSR Phoenix
LKN Elko	REV Reno
VEF Las Vegas	REV Reno (NV and CA portions of HSA) PSR Phoenix (AZ portion of HSA)

3. Format and Procedures.

3.1 Responsibilities: The following are responsibilities of the MIC and HFP at an office without a SH, and the responsibilities of the SSH and MIC of the office that provides support to these WFOs.

Responsibilities of the MIC at an office without a SH:

- Assign a single individual to be the HFP for the office.
- In coordination with HCSD and the supporting SSH, ensure the HFP receives appropriate training in hydrology and hydrologic procedures to carry out his/her focal point duties effectively.
- Ensure training is provided to the operational staff in basic hydrology, hydrology of the HSA, and hydrologic procedures and systems.
- Ensure local customer hydrologic procedures and systems.
- Coordinate with supporting SSH on the status of the office's hydrology program and programmatic needs.
- Coordinate with SSH's MIC about support needed from the SSH.
- Coordinate with local, state, and federal agencies in matters relating to the office's hydrology program, with assistance from the supporting SSH.
- Ensure HFP has sufficient time to carry out responsibilities within their normal shift rotation.

Responsibilities of the HFP:

- Serve as point of contact for Western Region Headquarters, adjacent offices, RFCs, and supporting SSH for hydrologic issues.
- Prepare flood reports and monthly reports (E-03, E-05).
- Update E-19s.
- Train staff in hydrologic operations.
- Maintain hydrologic databases (WHFS, AHPS CMS).
- Maintain Hydrology Services Manual.

Responsibilities of the SSH providing support to another office:

- Serve as primary consultant to the MIC of the office receiving support regarding the hydrology program.
- Provide hydrology training to HFP and staff of supported office.
- Serve as primary representative of the MIC of the supported office at state and federal water-related meetings.
- Assess hydrologic requirements for the supported office and recommend improvements to MIC as needed. In coordination with HCSD and the RFC, establish new river forecast points for the supported office (including preparing E-19s).
- Coordinate with RFC on all forecast needs and requirements for the supported office.
- Develop hydrologic procedures for supported office (e.g. RiverPro templates, hydrologic procedures for locations not supported by the RFC).
- Assist HFP in developing new documentation for the office (e.g. re-writing HSM).
- Assist HFP with his/her responsibilities as needed.

Responsibilities of the MIC of the office which provides support to another office:

- Coordinate with MIC at supported office about SSH support and ensure needs of the supported office are being met.
- Ensure SSH has enough time to dedicate to the supported office.
- Take into account work accomplished by SSH at supported office when evaluating SSH performance.