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**Training and Education**  
**Training and Education NWSPD 20-1**  
**Forecaster Development Program Training, NWSI 20-103**  
**Guidelines for Conference Participation and Papers Authored by Alaska Region Employees**

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

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**SUMMARY OF REVISIONS:** This supplement supercedes ROML A-11-01 issued May 30, 2001, and filed with WSOM Chapter C-09 and ROML A-20-01, issued October 15, 2001, filed with WSOM Chapter C-09.

Approval authority (signature) for all travel authorizations associated with attendance at scientific meetings and conferences must be obtained from Alaska Region Headquarters (ARH) prior to participation.

Funding for employees actively participating in scientific or technical conferences will come from ARH. Local funds will not be used.

SIGNED October 22, 2008  
Aimee M. Devaris Date  
Acting Regional Director

<u>Table of Contents</u>	<u>Page</u>
1. Introduction.....	2
2. Conferences.....	3
2.1 Introduction.....	3
2.2 Authorization for Active Participation in Scientific Conferences .....	3
2.3 Funding for Conference Participation.....	3
2.3.1 Conference Charge Codes.....	4
2.3.2 Conference Registration Fees.....	4
2.3.3 Page Charges .....	4
2.3.4 Abstract Submission Fee .....	4
3. Technical Papers .....	5
3.1 Role of Supervisors.....	5
3.2 Role of ESSD.....	5
3.3 Various Publication Media .....	5
3.4 Style .....	5
3.5 Disclaimers and Acknowledgements.....	5
3.5.1 Disclaimer .....	6
3.5.2 Grant or Project Acknowledgment.....	6
3.6 Research Notes.....	6
3.6.1 Purpose and Philosophy .....	6
3.6.2 Format .....	6
3.6.3 The Review Process .....	6
3.7 Technical Memoranda .....	7
3.7.1 Purpose and Philosophy .....	7
3.7.2 Format .....	7
3.7.3 The Review Process .....	7
3.8 Conference Papers .....	7
3.8.1 Purpose and Philosophy .....	7
3.8.2 Format .....	8
3.8.3 The Review Process .....	8
3.9 Formal Publications .....	8
3.9.1 Purpose and Philosophy .....	8
3.9.2 Format .....	8
3.9.3 The Review Process .....	8
4. Final Comments.....	9
Appendix A.....	10

1. Introduction. This supplement will establish Alaska Region procedures concerning active conference participation as well as writing, reviewing, and publication of technical papers. This document covers technical papers to be presented at conferences, as well as informal publications.

## 2. Conferences.

2.1 Introduction. Alaska Region employees are encouraged to actively participate in meetings and conferences of the American Meteorological Society (AMS), the National Weather Association (NWA), and other professional organizations as a means for exchanging information, ideas and knowledge. Many employees serve on boards and committees, and many more participate by sharing results of their local studies or applied research through papers and poster presentations. Such activities have obvious benefits for both individuals and the National Weather Service (NWS). Participation furthers professional development, and it can help ensure the NWS remains at the forefront of science and technology applications.

2.2 Authorization for Active Participation in Scientific Conferences. Employees attending scientific conferences or meetings for the purpose of presenting papers or posters, serving on committees or panels, chairing sessions, or receiving awards will be considered to be *actively* involved in the conference. Alaska Region (AR) employees must obtain authorization from the Environmental and Scientific Services Division (ESSD) Chief prior to actively participating in scientific conferences and related meetings. Organizers of scientific and technical conferences generally issue “A Call for Papers” months prior to a conference. At the time employees submit abstracts for consideration for inclusion to conference organizers or session chairpersons, they will send the abstract electronically in Microsoft Word for Windows format to the ESSD Chief for approval. ESSD Chief will provide feedback in a timely fashion, within two weeks if possible. Once the Abstract is approved in Region, the author is responsible for keeping ESSD informed as to status. If the Abstract is accepted, ESSD will ensure Deputy Regional Director (DRD) is aware, and work to expedite travel authorization. All travel authorizations associated with participation in such conferences must be signed by the DRD or their designee. Travel authorizations submitted for approval should be accompanied by a clear description of the nature of the traveler's involvement.

2.3 Funding for Conference Participation. Supervisors should adopt a resourceful policy in permitting employees to *actively* participate in professional conferences. To the extent possible, AR will provide support for travel and other costs associated with active participation in conferences and meetings of professional societies, including publication costs for papers in preprint volumes and more formal journal publications. Expenses incurred as a result of participating in such meetings and conferences are treated as travel expenses and are defined in the NOAA Travel Handbook.

Otherwise, it will be assumed the employee is attending the conference in a *training* capacity, and his/her supervisor will provide support in the same manner as for other training activities not funded regionally or nationally. Employees may also attend conferences on official time, but at their own expense, as allowed by applicable federal travel regulations. An SF-182 Authorization, Agreement and Certification of Training must be submitted to ARH prior to training. Guidance on the SF-182 is located in Appendix A.

If a responsible individual at AR, NWS Headquarters, or another office/agency directs an individual, in person or through their supervisor, to participate in such a meeting, it will be assumed the requesting official will be responsible for funding. That understanding should be made clear at the time the direction is given. It is the responsibility of the directed individual to seek clarification and notify their immediate supervisor at the time of the request.

Exceptions to the above policies must be approved by the Regional Director or the Deputy Director well in advance of the conference or meeting.

2.3.1 Conference Charge Codes. The *organization* code used for all costs associated with participation will be that code which designates the particular entity providing the funds. The *task* code will correspond to the event. A *phase* code may also be designated to further classify the source of funds. Charge codes will be provided each year by the AR Administrative Management Division. If funds for participation are being provided by a Weather Service Headquarters office or other entity, then follow instructions provided by that organization.

2.3.2 Conference Registration Fees. Registration fees should always be paid in advance, using a government purchase card. However, in some cases, this may not be possible and the registration fee will have to be paid at the time of attendance, and considered a travel expense. As such, the registration fee must be noted on the travel authorization, and the expense will be reimbursed via a travel voucher. To pay at the time of attendance, attendees may use their government travel card, personal credit card, personal check or cash, and should obtain a receipt to show payment of the registration fee.

2.3.3 Page Charges. Preprint or post-print volumes include written versions of presentations made at scientific conferences. After a paper or poster is accepted for presentation, the sponsoring organization will usually provide the author with a form itemizing costs associated with printing, called "page charges." Participants should complete the form, determining the estimated total costs, and indicate method of payment will be government purchase card.

If the page charge form is only an estimate of the charges, it is not considered an invoice. Do not include the purchase card number. The sponsoring organization will provide an invoice once the actual publication costs are known. The invoice should then be paid using a purchase card, following normal procedures. The same procedures apply to publication costs associated with papers formally published in refereed journals.

2.3.4 Abstract Submission Fee. The AMS requires a fee when an abstract is submitted for consideration. In effect, that fee is partial payment of the preprint publication costs if an abstract is accepted. If rejected, the fee is returned. Payment is made as described above for page charges, using a government purchase card and accounting codes

indicated. Receipt for payment is required to process transaction as with any other purchase made using the government purchase card.

3. Technical Papers. All submissions shall be prepared in accordance with NWS Directive 100-1, "Clearances for NWS Employee Papers," <http://www.nws.noaa.gov/directives/100/pd10001a.pdf>.

3.1 Role of Supervisors. The Division Chief (DC), Meteorologist in Charge (MIC), or Hydrologist in Charge (HIC) should encourage the development of studies by members of their staff. The oversight of research and development and the resulting papers from such efforts will be the responsibility of the DC, Science and Operations Officer (SOO), or the Development and Operations Hydrologist (DOH). The DC, SOO, or DOH will review all manuscripts before they are submitted to ESSD. All locally reviewed manuscripts must be approved through the appropriate DC, MIC, or HIC before submission to AR ESSD.

3.2 Role of ESSD. It is ESSD's responsibility to provide clearance for all manuscripts including informal publications, and for manuscripts intended for formal publication. Manuscripts, including abstracts, are reviewed by ESSD for scientific accuracy and technical correctness, adherence to NWS policy and procedures, and must be presented in a clear, concise, and credible form. In the review phase, ESSD will critique and provide editorial suggestions, which may require additional iterations of review and rewriting. In the publication phase, ESSD will provide guidance on selecting the appropriate venue for publication. All manuscripts are tracked in the AR ESSD Publication database to ensure timely review.

3.3 Various Publication Media. Employees are encouraged to carry out local studies and investigations and communicate the results of those efforts to others. There are several ways results can be documented, and the method used depends upon the scope of the investigation and the intended audience. Various avenues of documentation and distribution are described in detail below. Research Notes (RN), Technical Memoranda (TM), and Conference Papers are not formal publications, *per se*, because they have not been subjected to rigorous, external peer review. Formal publication requires rigorous and time-consuming peer review, and is also the most expensive.

3.4 Style. With the exception of Conference Papers and Formal Publications, authors should adhere to the American Meteorological Society (AMS) manuscript style, described in Part II, Manuscript Preparation and Submission, of the AMS Authors' Guide found at: [http://www.ametsoc.org/pubs/authorsguide/pdf\\_vs/authguide.pdf](http://www.ametsoc.org/pubs/authorsguide/pdf_vs/authguide.pdf).

With the same exceptions, authors should adhere to the AMS guidelines for reference materials, found at: <http://www.ametsoc.org/pubs/refstyl.html>.

3.5 Disclaimers and Acknowledgements.

3.5.1 Disclaimer. Should the AR ESSD Chief determine that a NWS employee paper could reasonably be misconstrued as presenting a position of the NWS when it does not, the following disclaimer is required: “The views expressed are those of the author(s) and do not necessarily represent those of the National Weather Service.” per NWS Directive 100-1, "Clearances for NWS Employee Papers," <http://www.nws.noaa.gov/directives/100/pd10001a.pdf>).

3.5.2 Grant or Project Acknowledgment. Research that is supported by a grant, such as CSTAR or COMET, will provide an acknowledgment to include the grant or project name, grant number, and where to obtain additional information regarding the grant or project. When providing a grant or project acknowledgment, use the following as a guide: “This work was supported by <Grant name and number>, awarded to <Institution> as part of the <grant or project name>. Additional information concerning <grant or project name> may be found at <internet address>.”

### 3.6 Research Notes.

3.6.1 Purpose and Philosophy. RN's are brief, informal papers appropriate for: preliminary results of ongoing research; short case studies of hydrological or meteorological events; documentation of local techniques; or subjects with limited direct operational applications. An RN is designed to provide a medium by which authors can quickly distribute information to an audience, mainly operational meteorologists and hydrologists. An RN is afforded more freedom from intense review processes. It should be considered a very informal publication. The RN will be reviewed for scientific accuracy and technical correctness, but the level of scrutiny will be much lower than that of other types of publications. RNs may be distributed electronically via email or on the NWS Alaska Intranet or Internet.

3.6.2 Format. No specific format is required for RNs, but ESSD recommends manuscripts adhere to a format and style similar to that used in refereed journals of the AMS. The AMS Authors' Guide [http://ametsoc.org/PUBS/Authorsguide/pdf\\_vs/authguide.pdf](http://ametsoc.org/PUBS/Authorsguide/pdf_vs/authguide.pdf) for citing and listing references, use of abbreviations and units, symbols and equations, and so on. This will provide some measure of standardization among papers and greatly reduce the time and effort involved in editing. The general format of introduction, discussion, and conclusions is recommended. The body of the RNs should be between one and four pages, and no longer than eight pages with figures included. RNs shall be prepared in Microsoft Word for Windows.

3.6.3 The Review Process. RNs must be submitted in Microsoft Word for Windows format for review via email to the ESSD Chief, through the author's MIC or HIC. In most cases, ESSD will request a Weather Forecast Office (WFO) or River Forecast Center (RFC) subject matter expert to assist in the technical review. The ESSD staff will work directly with the author in making changes or adjustments to the RN. Review of RNs should normally take no more than three weeks, but may vary given the subject

matter and review requirements. In general, reviews will proceed more smoothly if the RN has first been reviewed by the local office staff, WFO SOO, or RFC DOH.

### 3.7 Technical Memoranda.

3.7.1 Purpose and Philosophy. A TM is an informal publication of results that are not appropriate, or not yet ready, for formal publication. A TM is an appropriate medium for: results of work in progress; detailed case studies of hydrological or meteorological events; or documentation of technical procedures and practices of interest beyond the local office area. TMs are designed to provide a medium by which authors can thoroughly explain results, techniques, or phenomena of interest. TMs allow an author to publish results at relatively low-cost and reasonably wide distribution, without the rigorous review required for formal publication. TMs may be distributed electronically via email or on the NWS Alaska Intranet or Internet.

3.7.2 Format. No specific format is required for TMs, but ESSD recommends manuscripts adhere to a format and style similar to that used in refereed journals of the AMS. The AMS Authors' Guide [http://ametsoc.org/PUBS/Authorsguide/pdf\\_vs/authguide.pdf](http://ametsoc.org/PUBS/Authorsguide/pdf_vs/authguide.pdf) for citing and listing references, use of abbreviations and units, symbols and equations, and so on. This will provide some measure of standardization among papers and greatly reduce the time and effort involved in editing. There is no page limit on TMs. TMs shall be prepared in Microsoft Word for Windows.

3.7.3 The Review Process. TMs must be submitted in Microsoft Word for Windows format for review via e-mail to the ESSD Chief through the author's MIC or HIC. In most cases, ESSD will request a WFO or RFC subject matter expert to assist in the technical review. ESSD staff will work directly with the author in making changes or adjustments to the TM. Review of TMs should normally take no more than six weeks, but may vary given the subject matter and review requirements. In general, reviews will proceed more smoothly if the TM has first been reviewed by the local office staff, WFO SOO, or RFC DOH.

### 3.8 Conference Papers.

3.8.1 Purpose and Philosophy. Written papers and posters are usually a prerequisite to presenting work results at any professional conference. Conference papers are often compiled into pre- or post-print volumes, and are a means by which results of work may be presented to the scientific community in a timely fashion without a rigorous review process.

Many conferences have adopted poster sessions in addition to verbal presentations. Although written summaries are usually still included in the pre- or post-print volumes, the author presents results to small groups of people at the conference using one or more posters. Conference paper, presentations and posters are the appropriate medium for: preliminary or final results of a research project that has broad-based scientific interest;

thorough case studies of hydrological or meteorological events; or documentation of new techniques relevant to both NWS and non-NWS interests.

3.8.2 Format. Authors will adhere to the “Call for Papers” describing the format, procedure, and deadlines for active participation in a particular conference.

3.8.3 The Review Process. Most conferences request an abstract in the Call for Papers, and use this to select participants. The author, through their MIC or HIC, must submit a copy of the abstract to the conference, and concurrently, a copy via email to the ESSD Chief, for review and approval. Submitting a copy of the abstract to the ESSD Chief will indicate that the author wishes to attend the conference. The manuscript must be emailed to the ESSD Chief in Microsoft Word for Windows format for final approval, at least two weeks before submission to the conference. If, due to scheduling, ESSD is unable to comply, the local management team is delegated responsibility for ensuring timeliness, and quality of the manuscript. Coordination with ESSD would occur after submission. Since deadlines for submission of completed manuscripts are quite rigid, authors must allow time for this review in their plans.

### 3.9 Formal Publications.

3.9.1 Purpose and Philosophy. Formal publications in professional journals receive international distribution among the scientific community. Each journal usually has a statement of purpose listed on its inside cover. The author must determine which journal would be most appropriate for publication of their work. A formal publication in a professional journal is the appropriate medium for: final results of a research project that has broad-based scientific interest; thorough case studies of meteorological or hydrological events; or documentation of new techniques relevant to both NWS and non-NWS interests.

3.9.2 Format. The inside covers of most professional journals contain information on format and content. The author must follow these instructions. All figures must be “camera ready,” even if the publication is professionally typeset after the manuscript submission.

3.9.3 The Review Process. Manuscripts for formal publication must be emailed to ESSD Chief, through the author's MIC or HIC, for approval at least three weeks prior to submission to a professional journal. The primary purpose of this review is to ensure that statements in the manuscript are in agreement with NWS policies and procedures. Since the journals have a rigorous review process of their own, ESSD will not submit papers to an extensive review unless requested by the author(s), in which case the author will provide the manuscript in Microsoft Word for Windows format. After approval by the ESSD Chief, it is the author's responsibility to submit the manuscript to the journal editor for publication through their HIC/MIC.

Most journals have two or three anonymous reviews by colleagues in the same field, chosen by the editor. After the first review, the editor will accept the paper outright,



accept it with revisions, or reject it. If the manuscript is accepted pending revision, the author must reply to each reviewer's comments by changing the text or supporting their original points. The author then re-submits the revised manuscript and comments to the editor for further review. This entire process can be lengthy. Publication usually follows several months after the final submission. Page charges for publication are handled the same as for conference papers.

4. Final Comments. This supplement was written to assist AR personnel interested in actively participating in conferences or writing technical papers. It is intended to show prospective participants what is expected of them and what to expect from others. If participants pay close attention to the information described within, the final result should be a quality experience that reflects favorably upon both the participant and NOAA's NWS.

## APPENDIX A

### Training Division (OS6) Guidance on SF-182 – April 24, 2008

*Issue: April 14, 2008 emails from NOAA concerning changes in procedures involving purchase cards and paying for training using SF -182 forms and Commerce Learning Center (CLC) for Department of Commerce employees.*

#### **Learning Coordinators:**

1. OS6 recommends each Financial Management Center (FMC or Office/Region) designate “Learning Coordinators” at the lowest level practical (i.e., field office) in order for the Learning Coordinators to be in the same work unit as the Purchase Card holders. Note: We encourage FMCs to also designate a “Backup Learning Coordinator”, and the Purchase Card holder could be a Learning Coordinator or Backup.
2. OS6 will provide each Learning Coordinator with training and the appropriate permissions within the CLC so they can perform their duties with respect to the SF-182 function.

#### **Supervisory Approval:**

OS6 recommends each FMC designate an appropriate supervisory position at the lowest level practical in the organization to approve the expenditure of funds for training. Ideally, this person would be in the chain of command of both the Learning Coordinator and the purchase card holder, and have the authority to authorize training and expend funds.

#### **NWS Sponsored Training:**

1. Training sponsored and conducted by the Training Division through the NWS Training Center, the Forecast Decision Training Branch, the Warning Decision Training Branch and COMET DO NOT require SF-182s, since all the course costs are already addressed in the Commerce Learning Center.
2. Workshops and other events in the NSTEP Annual Implementation Plans for FY 2008 and FY 2009 will be entered into the CLC by the appropriate CLC Learning Coordinator. No SF-182 is required.
3. Other training sponsored by NWS offices/regions NOT included in the NSTEP Annual Implementation Plan must be entered in the CLC by the appropriate FMC’s Learning Coordinator. If a cost such as travel or fees is associated with the training event, the SF-182 is required.
4. NWS sponsored training which only involves staff time and no expenditure of funds must be entered in the CLC by the appropriate FMC’s Learning Coordinator. No SF-182 is required.

#### **Workshops/Conferences:**

1. If the purpose of a workshop or conference is primarily for the attendee’s professional development, that event should be considered “training” and should be included in the CLC. The SF-182 is required in the case of funds expenditure.

For example, attendance at educational events, classes and short courses should be considered training.

2. If the purpose of a workshop or conference is primarily to accomplish work duties assigned to the attendee, then it should not be considered “training”. In this case, no record in the CLC and no SF-182 are required.
3. Regional or Local procedures that require the use of the SF-182 for procurement purposes of non-training events per the definition in paragraph 1, does not require the entry of the event into the CLC.
4. Note: Presenting scientific or programmatic papers at national or local conferences (e.g., AMS and NWA regional or national meetings) should NOT be considered “training” by the NWS and should not require a SF-182 or a record in the CLC.

### **No Cost, Voluntary or Unofficial Training:**

In order to maintain a complete record of an employee’s job related training accomplishments, “no-cost” training events, or “voluntary” training, or “unofficial” training taken on an employee’s own time can be entered into the CLC by the appropriate Learning Coordinator upon request of the employee. No SF-182 is required.

### **Schedule:**

1. Regional NWS Learning Coordinators trained by April 30 (via Webinar).
  2. Each FMC and NWS Headquarters Office identifies their Learning Coordinators by April 30.
  3. All Learning Coordinators should be trained by the end of June.
- (Note: Even though the April 14 e-mails say implement immediately, reality dictates the NWS will make the best effort possible to implement as soon as possible, given the training required to make these changes.)**

### **Questions/Support:**

1. Note: The ESkillz CLC Help Desk (“Live Support”) will NOT answer questions on these issues. Please contact the NWS Learning Center administrators as [lms.nws@noaa.gov](mailto:lms.nws@noaa.gov) with questions.
2. The NWS Training Division is attempting to clarify this guidance:
  - a. Field offices/NCEP Centers should direct questions to their Regional/NCEP Training Focal Point.
  - b. NWS Headquarters Offices should direct questions to their designated Learning Coordinator.
  - c. Regional Focal Points and Learning Coordinators should direct their questions to the NWS CLC administrators ([lms.nws@noaa.gov](mailto:lms.nws@noaa.gov)).
  - d. Kirsten Gurka will be the OS6 Headquarters Learning Coordinator beginning on April 27.
  - e. LeRoy Spayd is acting OS6 Chief.