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Guidelines for Crossing over to Meteorologist or Hydrologist Occupational Series

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1. Introduction. The Central Region (CR) of the National Weather Service (NWS) continues its tradition of supporting Hydrometeorological Technicians (HMTs), GS-1341, in their efforts to cross over to the GS-1340 Meteorologist series or to the GS-1315 Hydrologist series. While this supplement is mainly directed at HMTs, it is conceivable that the job experience of other CR NWS personnel might place them in the unique position of being eligible, with some additional course work, to cross over to the Meteorologist or Hydrologist occupational series.

2. Qualifications. In order to qualify for a crossover, candidates must meet the OPM X-118 standards for education and/or experience. The X-118 standards for Meteorologist were modified and adopted in March 1998, and are attached (see Appendix A). The X-118 standards for Hydrologist are also attached (See Appendix B).

3. Central Region Crossover Policy. The following guidelines will be used in establishing a course of action for CR personnel wanting to begin the crossover process:

3.1 Training Plan Requirements. A formal education/training plan (see Appendix C) will be developed by the candidate seeking to cross over in concert with local management. The plan will identify an education counselor, the institution providing the courses, the proposed semesters the core classes will be taken and the estimated cost of each class including text books. The plan will be updated annually and whenever changes occur in the proposed course of study. A copy of the plan will be provided to CR Meteorological Science Division when the plan is first developed, when modifications occur and at the annual review.

3.2 CR Headquarters' Funding. Central Region Headquarters will assume financial responsibility only for those core classes that are identified as required to meet the X-118 standards for either Hydrologist or Meteorologist. Mathematics courses must either be Calculus or require Calculus as a prerequisite or corequisite. All other preparatory and general education classes are the financial responsibility of the crossover candidate.

3.3. Submitting Request for Training. An SF-182 will be submitted and approved before enrollment in any core class paid for by the Central Region Headquarters. A letter of endorsement from the local MIC or HIC will accompany the SF-182 stating the willingness of the local manager to adjust work schedules to support class attendance. The regional approving official will be the Chief, Meteorological Science Division and will be signed only after endorsement by the local MIC or HIC.

3.4. Grade Requirements. Central Region will continue to fund the candidate's proposed crossover plan as long as the candidate passes each class with a grade of C or better (using the A, B, C, D, F scale). If the candidate does not pass the class with a letter grade of C or better, repayment of course registration fees and associated expenses by the student may be required and financial support will be suspended until the candidate takes and passes (with a grade of C or better) a required class at his or her own expense.

3.5. Class Withdrawal. If the candidate withdraws from a class after the institution's time limit for refunding fees has passed, then funding for future classes for this candidate will be determined on a case by case basis. Dependent upon the issues related to the withdrawal, repayment of course registration fees and associated expenses by the student may be required.

3.6. Attendance on Government Time. Candidates will not attend class on government time. However, adjustments to shift schedules which allow employees to attend classed are permissible, but must be done within the bounds of the collective bargaining agreement.

Appendix A

Employees can crossover to the GS-1340 Meteorologist occupational series if they have completed the educational requirements (listed below) **and** have either received a degree in meteorology, atmospheric science or other natural science or have appropriate work experience as determined by the Workforce Management Office, NWS Client Services Division or additional education.

Educational Requirements:

1. At least 24 semester (36 quarter) hours of credit in meteorology or atmospheric science including a minimum of:
 - a) Six semester hours of atmospheric dynamics and thermodynamics;¹
 - b) Six semester hours of analysis and prediction of weather systems (synoptic/mesoscale);
 - c) Three semester hours of physical meteorology; and
 - d) Two semester hours of remote sensing of the atmosphere and/or instrumentation.
2. Six semester hours of physics, with at least one course that includes laboratory sessions.¹
3. Three semester hours of ordinary differential equations.
4. At least nine semester hours of course work that is appropriate for a physical science major in any combination of three or more of the following: physical hydrology, statistics, chemistry, physical oceanography, physical climatology, radiative transfer, aeronomy, advanced thermodynamics, advanced electricity and magnetism, light and optics, and computer science.

¹ There is a prerequisite or corequisite of calculus for course work in atmospheric dynamics and thermodynamics, physics, and differential equations. Calculus courses must be appropriate for a physical science major.

Appendix B

Employees can cross over to the GS-1315 Hydrologist occupational series if they have completed the educational requirements (listed below) **and** have either received a degree in physical or natural science, or engineering or have appropriate work experience as determined by the Workforce Management Office, NWS Client Services Division or additional education.

1. Educational Requirements: Any combination of 30 semester hours in courses involving: hydrology, the physical sciences, geophysics, chemistry, engineering science, soils, mathematics, aquatic biology, atmospheric science, meteorology, geology, oceanography, or the management or conservation of water resources. The course work must have included at least six semester hours in calculus (including both differential and integral calculus), and at least six semester hours in physics².

2. Evaluation of work experience. Acceptable experience must have included the performance of scientific functions related to the study of water resources, based on and requiring a professional knowledge of related sciences and the consistent application of basic scientific principles to the solution of theoretical and practical hydrologic problems.

The following is illustrative of acceptable experience: field or laboratory work that would require application of hydrologic theory and related sciences such as geology, geo-chemistry, geophysics, or civil engineering to making observations, taking samples, operating instruments, assembling data from source materials, analyzing and interpreting data, and reporting findings orally and in writing. In some cases, professional scientific experience that is not clearly water resource experience may be acceptable if such experience was preceded by appropriate education in hydrology or by professional hydrology experience.

²Physics courses needed to meet the GS-1315 Hydrologist series do not have to have Calculus as a prerequisite or corequisite.

Appendix C

1. Crossover Training Plan. A Crossover Training Plan will be developed in concert with office management. The plan will consist of an Employee Information section and one or more Proposed Training Courses section(s). A training plan form is provided in Appendix D.
2. Employee Information. This section will include the following:
 - a) Employee Name, Title, Series and Grade
 - b) Office Name, Address and telephone number
3. Proposed Training Courses Section(s). Each section will contain the following information:
 - a) Name of the training institution
 - b) School counselor's name and telephone number
 - c) Start and completion dates of proposed training classes
 - d) For each proposed course, the course title, course number, number of credit hours (semester or quarter), cost of tuition, cost of text books and/or training materials.
4. Signatures. The plan will be signed by both the crossover candidate and the MIC/HIC prior to sending the CR Meteorological Science Division. Upon approval of the plan by CR Headquarters, an SF-182 and letter of endorsement by the MIC/HIC will be submitted.
5. Annual Updates. This plan will be updated annually (prior to the Fall Semester) and reflect actual course completion dates and grades, as well as any changes in course work proposed in the original training plan.

Appendix D

HMT Crossover Program Training Plan

Employee Information

Name (Last, First, MI)	Office Mailing Address
Title/Series/Grade	
	Phone No. _____

Proposed Courses

Training Institution:	Counselor Name:
	Phone No.
Start Complete	Start Complete
Course Title:	Course Title:
Course #: _____ Tuition: \$ _____	Course #: _____ Tuition: \$ _____
Credit Hours: ____ Books/Materials \$ _____	Credit Hours: ____ Books/Materials \$ _____
Start Complete	Start Complete
Course Title: Course Title:	Course Title:
Course #: _____ Tuition: \$ _____	Course #: _____ Tuition: \$ _____
Credit Hours: ____ Books/Materials \$ _____	Credit Hours: ____ Books/Materials \$ _____