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***HYDROLOGIC RESPONSIBILITIES AT WFOs WITH NO SERVICE HYDROLOGIST***

***AND HYDROLOGIC RESPONSIBILITIES OF WFOs WITH SUPPORTING SERVICE  
HYDROLOGIST***

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***SUMMARY OF REVISIONS:***

This supplement supersedes Central Region Supplement 08-2005 dated October 12, 2009 applicable to instruction 10-901. The following revisions were made to this supplement:

1. Changes requirement from two to one office visits per year by supporting Service Hydrologist
2. Adds responsibility for maintenance of AHPS configuration management system

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(signed by) 10/27/11  
Lynn P. Maximuk Date  
Director, Central Region

Hydrologic Responsibilities at WFOs with No Service Hydrologist and Hydrologic Responsibilities of WFOs with Supporting Service Hydrologist

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1. Purpose: This supplement defines the responsibilities of the primary individuals involved with management of the hydrology program of a Weather Forecast Office (WFO) that does not have a Service Hydrologist (SH). These individuals include:

- a) The Meteorologist in Charge (MIC) of an office without a Service Hydrologist.
- b) The Hydrology Focal Point (HFP) of an office without a Service Hydrologist.
- c) The Meteorologist in Charge (MIC) of the office supporting the office without a Service Hydrologist (remote office).
- d) The Service Hydrologist responsible for providing support to the remote office.

2. Background: Every WFO has Hydrology Service Area (HSA) responsibility. All MICs are responsible for the quality of their office’s hydrology program. To support the hydrology program, Central Region has 26 SHs and 12 HFPs. The 12 offices without a SH receive support from a SH at an adjacent office. The following table shows the offices which do not have a resident SH and the location of the SH responsible for providing support:

<b>OFFICE WITHOUT SH</b>	<b>OFFICE PROVIDING SUPPORT</b>
PUB Pueblo, CO	BOU Boulder, CO
ABR Aberdeen, SD	FSD Sioux Falls, SD
LBF North Platte, NE	UNR Rapid City, SD
GID Hastings, NE	OAX Omaha, NE
GLD Goodland, KS	DDC Dodge City, KS
TOP Topeka, KS	EAX Pleasant Hill, MO
DLH Duluth, MN	MPX Chanhassen, MN
GRB Green Bay, WI	MKX Milwaukee, WI
MQT Marquette, MI	GRR Grand Rapids, MI
APX Gaylord, MI	DTX Detroit, MI
CYS Cheyenne, WY	RIW Riverton, WY
JKL Jackson, KY	LMK Louisville, KY

3. Responsibilities: The following defines responsibilities for the MIC and HFP at the remote office and those of the MIC and SH that support the remote office. These responsibilities may be modified by mutual agreement of the two affected MICs. The two MICs will develop an annual travel plan for the SH to visit the remote WFO. A minimum of one office visit per year is required and a second visit encouraged, if possible. Funding for the SH's travel is provided by the office without the SH. This funding is included in the office's annual budget. Questions regarding the amount allotted should be directed to the Administrative Services Division in Central Region Headquarters (CRH).

3.1 Responsibilities of the MIC without a resident Service Hydrologist:

- Assigns a single individual to be the Hydrology Focal Point (HFP) who will be the primary CRH and Service Hydrologist contact concerning hydrologic matters in his/her HSA.
- In coordination with CRH and the supporting SH, ensures the HFP receives appropriate training in hydrology and hydrologic procedures to carry out his/her focal point duties effectively.
- Ensures training is provided to operational staff in basic hydrology, hydrology of the HSA, and hydrologic systems and procedures.
- To the extent resources allow, ensures local customer hydrologic needs are being met.
- With assistance from the supporting SH and HFP, coordinates with local, state and federal agencies in matters relating to the office's current and future hydrology program.
- Confers with HFP and supporting SH on the status of the office's hydrology program and programmatic needs
- Coordinates with the supporting office's MIC about support needed from the SH.
- Per [NWSI 10-924](#) and associated [CR Supplement](#), ensures preparation of station reports (E-19), flood reports and monthly reports of river conditions for the HSA.
- Per [NWSI 10-925](#), ensures the development/update of the station Hydrologic Services Manual (HSM).

3.2 Responsibilities of the HFP without a resident Service Hydrologist:

- Serves as the WFO Hydrology Team Leader.
- Serve as the WFO hydrology point of contact for Central Region Headquarters, the RFC(s) and the supporting SH.
- Maintains hydrologic databases.

- Maintains AHPS page Configuration Management System
- Provides training to operational staff on hydrologic systems and procedures.
- Supports local hydrologic customers.
- Per [CR Supplement](#) to NSWI 10-901, coordinates with or assists the SH in assessing the hydrologic network, establishing new services or changing services, and conducting hydrologic field work in the HSA.
- Per [NWSI 10-924](#) and associated [CR Supplement](#), prepares flood reports and monthly reports of river conditions for the HSA, and updates the station description information and reports (E-19), when necessary.
- Per [NWSI 10-925](#), maintains the HSM.

3.3 Responsibilities of the Service Hydrologist to the remotely supported HSA office:

- Serves as primary consultant to the remote MIC and HFP regarding management of the hydrology program.
- Serves as primary representative of the MIC of the supported office at state and federal water related meetings.
- Provides hydrology training to HFP and operational staff of supported office.
- In coordination with the HFP, assesses hydrologic network requirements for the supported office and recommends improvements to MIC and HFP. In coordination with CRH and the RFC(s), establishes new or makes changes to existing river forecast points for the supported office per the [CR supplement](#) to NWSI 10-901
- Establishes new E-19s and performs major updates to existing E-19s. This may include hydrologic field work for the remote HSA.
- Assists HFP in developing hydrologic procedures for the supported office (e.g., RiverPro templates, hydrologic procedures for locations not supported by the RFC).
- Assists HFP in developing new documentation for the office (e.g., re-writing HSM).
- Assists HFP with his/her hydrologic responsibilities, as needed.

3.4 Responsibilities of the MIC of the SH that provides support to the remote office:

- Coordinates with MIC at supported office about SH support, and ensure needs of the supported office are being met.
- Ensures SH has enough time to dedicate to the supported office.
- Takes into account work accomplished by SH at supported office when evaluating SH performance.