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GUIDELINES FOR CROSSING OVER TO METEOROLOGIST OR HYDROLOGIST OCCUPATIONAL SERIES

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SIGNED October 14, 2008
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Acting Regional Director

Guidelines For Crossing Over To Meteorologist Or Hydrologist Occupational Series

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1. Introduction. Alaska Region (AR) continues its tradition of supporting Meteorological Technicians (MT) and Hydro-Meteorological Technicians (HMT), GS-1341, in their efforts to crossover to the GS-1340 Meteorologist series. While this supplement is mainly directed at MTs and HMTs, it is conceivable that the job experience of other AR personnel might place them in the unique position of being eligible, with some additional course work, to crossover to the Meteorologist or Hydrologist occupational series.

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

3. AR Crossover Policy. The following guidelines will be used to establish a course of action for AR personnel interested in the crossover process:

3.1 Training Plan Requirements. A formal education training plan (Appendix C) will be developed by the candidate seeking to cross over in concert with local management, the Science and Operations Officer (SOO) from the appropriate forecast office, and the Environmental and Scientific Services Division (ESSD) Regional Scientist. 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 and required fees. The plan will be updated annually, or when changes occur in the proposed course of study. A copy of the plan

will be provided to the ESSD Regional Scientist when the plan is first developed, when modifications occur, and at the annual review.

3.2 AR Headquarters Funding. The Region will fund core classes that are identified as prerequisite or co-requisite requirements to meet qualification standards for either Hydrologist or Meteorologist. Core courses include meteorology, hydrology, physics with lab, algebra, pre-calculus, and calculus (differential equations) with consideration for ancillary courses to be reviewed and approved by AR Headquarters (ARH). All training is subject to final approval by ARH.

3.3 Prerequisites. It is the responsibility of the employee to provide the Regional Scientist (or designee) with the necessary transcripts to verify required prerequisites for a course. Official transcripts are not required. If required, proof of meeting the prerequisites shall be submitted with the Request, Authorization, Agreement and Certification of Training (SF-182) and letter of endorsement from their station manager.

3.4 Submitting Request for Training. An SF-182 will be submitted and approved before enrollment in any core class or ancillary educational course paid for by ARH. A letter of endorsement from the local Meteorologist In Charge (MIC), Hydrologist In Charge (HIC), or Official In Charge (OIC) 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 Deputy Regional Director. Training Request will be signed only after endorsement by the local MIC, HIC, or OIC. Upon approval, the station manager will execute a purchase action using their government purchase card for course and books.

3.5 Grade Requirements. A grade of C or better (using the A, B, C, D, F scale) in each class is necessary for AR to fund the proposed crossover plan. If the standard is not met, repayment of course registration fees and associated expenses by the student may be required. Financial support will be suspended until the candidate passes (with a grade of C or better) a required class at their own expense.

3.6 Class Withdrawal. Withdrawal from a class after the refund period will cause funding of future classes for the candidate to be determined on a case-by-case basis. Repayment of course registration fees and associated expenses by the student may be required.

3.7 Attendance on Government Time. If applicable, employees will be provided a reasonable amount of official time to attend classes at the discretion of the local station manager provided the schedule and collective bargaining agreement allow it. Time to complete homework may also be granted to employees while on shift/duty as duties allow. Other constraining factors that may restrict time allocated are the amount of course work/hours and applicability to the job. In general, these activities should exceed 25% of the employee's time.

3.8 Completion of Core Courses. When all core coursework related to the qualification standards is completed, the candidate will forward copies of grade transcripts (non-certified) and the NOAA Workforce Management (WFM) Evaluation forms to the Regional Scientist and the

ESSD Chief for review. ESSD will provide WFM Evaluation forms. Upon acceptance, the candidate's crossover package will be forwarded to the Deputy Regional Director for approval unless ESSD deems the package lacking. In that case, the package will be returned to the applicant for corrective action.

3.9 Accreditation for Crossover. Upon approval by the Deputy Regional Director, the candidate's crossover package will be forwarded to the servicing Personnel Management Specialist for final qualification determination.

APPENDIX A

CROSSOVER GUIDANCE FOR GS-1340 METEOROLOGIST SERIES

Employees can crossover to the GS-1340 Meteorologist occupational series if they have completed the requirements listed below.

Basic Requirements:

1. Degree: meteorology, atmospheric science, or other natural science major that includes:

    a. At least 24 semester (36 quarter) hours of credit in meteorology/atmospheric science including a minimum of:

        i. Six semester hours of atmospheric dynamics and thermodynamics;*
        ii. Six semester hours of analysis and prediction of weather systems (synoptic/mesoscale);
        iii. Three semester hours of physical meteorology; and
        iv. Two semester hours of remote sensing of the atmosphere and/or instrumentation.

    b. Six semester hours of physics, with at least one course that includes laboratory sessions.*
    c. Three semester hours of ordinary differential equations.
    d. 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.

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

OR

2. A combination of education and experience-education equivalent as shown in #1 above. Experience may be substituted for some of the educational requirements shown in #1 above. Qualifying experience will be handled case-by-case. As an example, demonstrated forecast qualifications, or certifications from the U.S. Air Force or U.S. Navy may be substituted for synoptic meteorology.

APPENDIX B

CROSSOVER GUIDANCE FOR GS-1315 HYDROLOGIST SERIES

Employees can crossover to the GS-1315 Hydrologist occupational series if they have completed the educational requirements (listed below) **and** have received a degree in physical science, natural science, engineering or have appropriate work experience as determined by the WFM 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 physics.**

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, taking samples, making observations, operating instruments and 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.

**Physics courses needed to complete the GS-1315 Hydrologist series do not require calculus as a prerequisite or co-requisite.

APPENDIX C

CROSSOVER TRAINING PLAN

1. Crossover Training Plan. A crossover training plan will be developed in concert with local office management, the SOO from the appropriate forecast office, and the ESSD Regional Scientist. The plan will consist of an Employee Information section and one or more proposed training course 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 and required fees, cost of text books and/or training materials.

4. Signatures. The plan must be signed by the crossover candidate and the MIC or OIC prior to sending to ESSD. An SF-182 and letter of endorsement by the MIC/OIC must be submitted when plan is approved.

5. Annual Updates. 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/MT Program Training Plan

Employee Information

Name (Last, First, MI) _____

Office Mailing Address _____

_____

Phone No._____ _____

_____

Proposed Courses

Training Institution: _____ **Counselor Name:**_____

Phone No. _____

Course Title:_____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: ___ Books/Materials $_____

Start Complete

_____

Course Title: _____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: _____ Books/Materials $_____

Start Complete

_____

Course Title:_____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: ___ Books/Materials $_____

Start Complete

_____

Course Title:_____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: _____ Books/Materials $_____

Start Complete

_____

Course Title:_____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: ___ Books/Materials $_____

Start Complete

_____

Course Title:_____

Course #: _____ Tuition & Fees: **$**_____

Credit Hours: _____ Books/Materials $_____

Start Complete

_____