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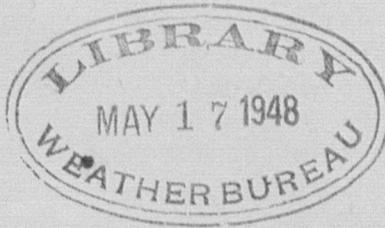
UNITED STATES (DEPARTMENT OF COMMERCE)  
WEATHER BUREAU

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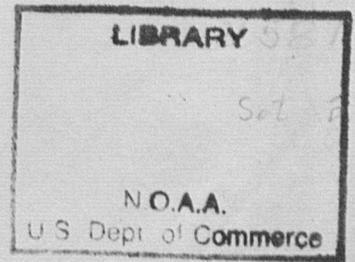
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CIRCULAR LETTERS

1947



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# **National Oceanic and Atmospheric Administration Weather Bureau Circular Letters**

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO/McC/lmb

January 6, 1947

NUMBERED CIRCULAR LETTERS

Following is a list of the numbered Circular Letters issued and mailed to all first-order stations, January 1, 1947 -- December 31, 1947:

Serial No.	Date of Issue	Issued by	Subject	File No.
1-47	1- 3-47	Opr:Se	Administration of E.O. - Hypo Projects	080 070.11 070.2
2-47	1-16-47	Accts-jfb	Certification of payee on vouchers for per diem and/or reimbursement of expenses incident to official travel.	200.4 080.1
3-47	1-20-47	Opr:Ho	Procurement of helium	451.7
4-47	1-22-47	Opr:Ho	Ceiling and Visibility Reports as Affected by Amended Civil Air Regulations	603.51
5-47	1-22-47	Chf-Ta	Alleged Interference in the Reporting of Weather for Aircraft Clearances.	603.51
6-47	1-31-47	Pers-Fo.	Offenses and Penalties	150.4
7-47	1-28-47	Accts-jfb	Application of the new travel regulations issued under Public Law 600, dated August 2, 1946.	080.1
8-47	2- 5-47	Opr:S	Routing of Form 1083.	750 901.1
9-47	2- 6-47	Pers.-co	Review of Efficiency Rating Procedures and Instructions for Rating Period Ending March 31, 1947.	150.5
10-47	2-12-47	Pers.-co	Absence for Civil Service Examinations.	130.1 102.2

Serial No.	Date of Issue	Issued by	Subject	File No.
11-47	2-19-47	Pers.-Fo.	Employee Grievance Procedure	100
12-47	2-25-47	SR&F-Mu	Submission of Vouchers Covering Communications Tolls.	200.4 610 615 750
13-47	3- 3-47	Opr-A	Pacific Weather Patrol Ship Stations.	604
14-47	3- 6-47	Syn-Ek	Station Files of Teletype Material.	080.02 610
15-47	3-11-47	SR&F-Be	Specialized Forecasts and Advices for Agriculture.	620.43
16-47	3-13-47	MPO-lmb	Authorization of Overtime Duty.	102.4
17-47	3-17-47	SR&F-Hew	Coding Additive Data at Six-Hourly Periods.	610
18-47	3-18-47	Pers-Fo.	Interview of Applicants for Appointment.	110
19-47	3-19-47	SR&F-Be	Reply to inquiries regarding Air Carrier Operations.	620.11 603.51 070.2
20-47	3-20-47	C&HS: Agr; Ha	Discontinuance of Snow and Ice Bulletin	724.2
21-47	3-24-47	Opr: Ho	Procurement of Helium	451.7
22-47	3-24-47	Opr: Ho	Instructions for Entry of Data on Form 1144 for Annual and Supplementary Renditions.	750
23-47	3-24-47	Pers. Fo.	Reduction-in-Force Procedures	100
24-47	3-28-47	SR&F-Be	Release to Press or Radio of Forecast Information Extending beyond the Official Forecast Period.	620.1 620.7 622.5
25-47	4- 8-47	MPO-lmb	Regulations governing Weather Bureau employees appearing as witnesses in court.	903.3

Ser. No.	Date of Issue	Issued by	Subject	File No.
26-47	4-14-47	Met-1b	Incurring expenses in connection with changes in assignments.	260.4 140
27-47	4-15-	MPO-lmb	Requisitioning of Supplies.	400.2
28-47	4-24-47	Pers-Fo	Personnel History Change and Annual Personnel Experience Record Sheet.	150 750
29-47	5-1-47	MPO-lmb	Use of References in replying to Correspondence.	080
30-47	5-5-47	Opr:Ho	Computation of the height of the 850-millibar surface above sea level.	903.1
31-47	5-8-47	Chf'sOff-Wd.	Conference of Forecasters.	030.4
32-47	5-8-47	Mat/THE/ Fo	Certificate required on bills of lading for shipments of filled cylinders of helium gas.	451.7 260.1
33-47	5-12-47	SR&F-Hew	Amendment to 1942 Weather Code; Height of 850 millibar pressure surface.	740.1
34-47	5-12-47	SR&F/Ms	Amendment to Appendix II to Circular N; Height of 850 millibar surface.	740.5
35-47	5-12-47	MPO-lmb	Registration of Field Personnel Visiting the Central Office.	030.6
36-47	5-13-47	MPO-lmb	Postage Stamp Accountability.	901
37-47	5-15-47	Pers-Fo	Legislation	060
38-47	5-21-47	Pers-Lo	Applications for Meteorological Training at Universities.	031.2
39-47	5-21-47	C&HS-lmb	Rendition of specialized service not ordinarily furnished gratis.	903.1
40-47	5-23-47	Syn-Hi	Use of Abbreviation "DLAD" for filing delayed weather reports.	610.1

Serial No.	Date of Issue	Issued by	Subject	File No.
41-47	5-29-47	Pers-Fo.	The Civil Service Commission's Sixth Administrative Intern Program.	031
42-47	6- 3-47	Opr-A	Temporary Discontinuance of Pacific Weather Patrol Station	604
43-47	6- 3-47	Chf'sOff Wd.	Topics & Personnel	700 080
44-47	6- 5-47	Adm.-Vo.	Penalty Mail	901
45-47	6- 6-47	SR&F:wi	Transmission of 24-hour 700-Millibar Prognostic Chart Over Service "C".	610
46-47	6- 9-47	Instr-Br	Raob, Rason and Ceilometer Programs	080 451.1 451.2 031.1 601.4
47-47	6-11-47	Accts-jfb	Use of W. B. Form 1429, "Requisition for Telephone Service".	750
48-47	6-12-47	SR&F-Hew	County Responsibility for Distribution of Hurricane Advisories and Warnings.	621.6
49-47	6-12-47	Opr-A	Special Observations During Hurricanes	621.6 601 601.3 601.4
50-47	6-18-47	SR&F-Be	Singing Weatherman Radio Commercials	622.5
51-47	6-23-47	Pers-H: zft	Job Assignments for P-1 Employees	080 140
52-47	6-23-47	SR&F-Be	Log of Pilot Contacts-- Weather Bureau Form 1139	750
53-47	6-25-47	SR&F-Be	Trip Forecasts	620.11

Serial No.	Date of Issue	Issued by	Subject	File No.
54-47	7- 7-47	SR&F:Ms	Five-day 700-Millibar Pressure Surface Trend Chart; Code for Transmission.	610 610.3 730.4
55-47	7- 7-47	SSS:in	Artificial Inducement of Precipitation	045
56-47	7- 9-47	Chf'sOff Wd	Accuracy in Aviation Weather Reports	600.22 601.2
57-47	7-10-47	Pers-Fo	Military Leave	130.4
58-47	7-11-47	MPO-lmb	Regulations affecting International Communications	610 901
59-47	7-14-47	Opr-A	Atlantic Weather Patrol	604
60-47	7-14-47	Accts-jfb	Adjustments in Telephone and Teletypewriter Bills	340.3 420.3
61-47	7-15-47	Opr:Ch	Procurement of Helium	451.7
62-47	7-18-47	Opr:Ch	Supplement 1 to Circular N, 11th Amendment.	740.5
63-47	7-18-47	SR&F-A1	Commercial Radio Broadcasts of Flying Weather	622.5 600.21 620.11
64-47	8- 4-47	SR&F-A1	Aircraft Accident Report (WB Form 1120-Revised)	600.23
65-47	8- 4-47	SR&F-cjc	Code for Transmission of Microseismic Data.	040 610.3 621.6
66-47	8- 4-47	Pers.-co	Membership in Employee Organizations.	100
67-47	8- 7-47	SR&F-cjc	Reports from U. S. Coast Guard Lightships; Coding and Transmission thereof.	604
68-47	8-12-47	MPO-lmb	Delegation of Authority	401
69-47	8-15-47	Accts-lms	Procedure for procurement of and payment for postage stamps	901 200

Serial No.	Date of Issue	Issued by	Subject	File No.
70-47	8-18-47	Pers-Fo.	Appointment of sub-professionals directly to stations in Alaska	110 080.1
71-47	8-25-47	SR&F-Hu	Emergency Assistance and Over-time	102.4 103
72-47	8-26-47	MPO-GDM-McC	Selections for Regional Office Administrative Assistants.	090 100
73-47	8-26-47	Pers-co	Military Leave	130.4
74-47	8-26-47	SR&F-Al	Winter Sports Code	610.3 724.3
75-47	8-26-47	Chf'sOff Oc	Artificial Inducement of Precipitation	045
76-47	8-29-47	MPO-GDM-McC	Telephone Directory Listings	340.32
77-47	8-29-47	C&HS-Mo	Inauguration of Machine Processing of Weather Records	903.1 410.3 750
78-47	9- 5-47	Mat-THE: RE	Reduction in Post Office Department F. Y. 1948 Appropriation for "Furniture, Carpets and Safes".	410.1 310
79-47	9- 8-47	Pers-co	Federal Employees Loyalty Program.	100
80-47	9- 8-47	Pers-Fo	Accumulated Annual Leave	130.1
81-47	9-11-47	SR&F-Hu	Refile of PBA Messages Via Western Union	610
82-47	9-19-47	MPO-lmb	Regulations affecting International Communications	610 901
83-47	9-23-47	SR&F-cjc	Reports from U. S. Coast Guard Lightships; Coding and Transmission Thereof.	604 610

Serial No.	Date of Issue	Issued by	Subject	File No.
84-47	9-23-47	MPO-lmb	Preparation and Use of Field Purchase Orders	400.2
85-47	9-23-47	SR&F-cjc	Transmission of "Downtown Data" by Portland, Maine.	601 610 730.5
86-47	9-29-47	Pers-co	Employee Suggestion Program	100 030.7
87-47	10- 1-47	Pers-Fo	Civil Service Regulations Effective August 30, 1947 in connection with Promotion and Reassignment Requirements.	120.1 102.2
88-47	10- 1-47	Opr-A	Atlantic Weather Patrol	604
89-47	10- 6-47	Pers:Tr-Lo	Civil Service Examination for Meteorological Aids	102.2
90-47	10-16-47	Pers-Fo	Completion of Civil Service Commission's Standard Form 57, Application for Federal Employment, for Examination for Probational Appointment.	101 110
91-47	10-16-47	Pers-Fo	Restoration or Recmployment after Military Service	130.4 110.3
92-47	10-21-47	Accts-jfb	Procedure for computing the maximum accumulation of annual leave	130.1
93-47	10-21-47	SR&F-cjc	Terminal Forecast Group Being Used by U.S.A.A.F. Air Weather Service Stations	610 610.3 620.11
94-47	10-24-47	Opr-A	Atlantic Weather Stations	604
95-47	10-24-47	Pers-co	Leave Regulations effective July 1, 1946.	130
96-47	10-29-47	Syn-lv	Teletype Transmission Errors	610.2
97-47	10-29-47	SR&F-A1	Conference of Forecasters.	030.4

Serial No.	Date of Issue	Issued by	Subject	File No.
98-47	10-31-47	Chf'sOff Oc	Legal Aspects of Rainfall Allegedly Produced by Artificial Means	045
99-47	10-31-47	SR&F-A1	Winds Aloft in Airway Regional Forecasts.	620.11
100-47	11-10-47	SR&F-Ch	Policy with Respect to Broad- casting Sequence Weather Reports	601.2 620.11 622.5
101-47	11-13-47	Pers:Tr- Lo	An Opportunity to Receive Credit for the Equivalence of College Education	031.2 151
102-47	11-14-47	C&HS-FS- Wy	Resumption of Snow and Ice Bulletin	724.2 610 602
103-47	11-24-47	SR&F-Ko	Increase in Telegraph Rates	610
104-47	11-25-47	Pers-Fo.	Candidates for Overseas Assignments	141
105-47	11-26-47	SR&F-Ch	Weather Bureau Responsibility in Pilot Briefing.	600.21 620.11
106-47	11-26-47	MAT-THE- Re	Transportation of helium gas and return of empty cylinders.	451.7
107-47	11-28-47	Pers.-fo	Leave Without Pay to Attend School.	130.3
108-47	12- 1-47	Opr:We	Canadian Stations Transmitting 850-Millibar Data	610
109-47	12- 4-47	SR&F-Ko	Priorities Accorded Government Telegraph Communications	610
110-47	12- 4-47	SR&F-Ch	Landing Minimums at Fields using CAA Instrument Landing Aids.	601.2
111-47	12- 5-47	MPO-lmb	Release of Circular Letters or Information Contained Therein to the Public	010.5 030

Serial No.	Date of Issue	Issued by	Subject	File No.
112-47	12- 8-47	Opr-A	Atlantic Weather Ship Station Baker	604
113-47	12- 9-47	SR&F-Ch	Singing Weather Forecast Radio Commercials.	622.5
114-47	12-15-47	Pers.-ng	Loyalty Investigation Forms for New Appointees after September 30, 1947	100
115-47	12-15-47	MPO-GDM-lmb	Half-Holiday on December 24, 1947	102.4
116-47	12-15-47	SR&F-Ch	Altitude of airports and landing strips	500.1
117-47	12-16-47	SR&F-Hew	Transmission of 24-hour amounts of precipitation.	610
118-47	12-16-47	C&HS-ACC-Da	Objectives and Organizational Position of Weather Records Processing Centers	000 080 090 903.1
119-47	12-16-47	Opr:We	Discontinuance of Quarterly Helium Reports to Navy	451.7
120-47	12-17-47	Pers:Tr-Lo	Broadcast Training	622.5 031.1
121-47	12-17-47	Pers-Fo.	Changes in the Efficiency Rating System	150.5
122-47	12-17-47	MPO-GDM-McC	Information required for Report to Senator Bridges	100
123-47	12-24-47	C&HS-FS-Mo	Forms 1001 and 1014 for the Year 1948	750
124-47	12-29-47	SR&F-Ch	Direct Radio Broadcasts	622.5

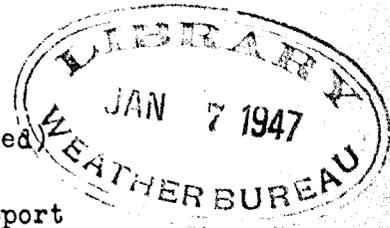
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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

January 3, 1947.

Opr:Se  
(File No. 080 )  
(070.11 )      CIRCULAR LETTER NO. 1-47  
(070.2 )      (For all stations)

Subject: Administration of E.O. - Hypo Projects  
(For information only - no action required)



It is the responsibility of the Weather Bureau to support meteorological activities along, adjacent to, or necessary for the proper operation of, established air routes outside the continental United States. This occurs, either where the facilities can no longer be operated completely by the Armed Forces but are continuing military requirements, or where it is in the national interest to continue stations that have become excess to military needs. The program is divided into two parts, as follows:

1. Hypo: (This word has no special significance: it is merely a short name for the project.) This part of the program is supported by funds transferred to the Weather Bureau by the AAF, and is limited to aiding the Air Weather Service to maintain adequate forecast service and upper air observations along overseas routes of the Air Transport Command. Numerous Army weather stations are required for operation of military aircraft outside the continental United States; however, the Army has insufficient personnel with which to staff all its stations, and the Weather Bureau has agreed to recruit qualified personnel to supplement or to staff stations which the Army cannot fully maintain. The Weather Bureau employees are quartered at the Army bases concerned and they wear a specified type of military uniform. At stations where an Army Weather Service officer is still assigned, he supervises the work and scheduling of the Weather Bureau employees. If there is no Army Weather Service officer, one of the Weather Bureau employees is designated as Official-in-Charge of the station, but he will work under the direction of the Weather Service officer for the area.
  
2. Executive Order (EO): Under EO 9709, EO 9797, and Public Law 490 (July 5, 1946) the Weather Bureau has authority to take over any meteorological facility (including components thereof and all structures and equipment appurtenant thereto or used in connection therewith in order to carry out the program indicated) when declared excess to the needs of the Army or Navy and when located outside the Continental United States, provided the continued operation of the facility is necessary for the safe operation of United States

Civil Aircraft in the area and it is in the national interest to continue the station. A number of stations have already been taken over under this authority. Action will be initiated to take over additional stations as they are declared excess by the Army or Navy. If the facility is located in a foreign country, the Weather Bureau has the authority to negotiate, through the State Department, for the continued custody, operation, and maintenance of the facility by the foreign government concerned, the operation to be in accordance with standards set up by FICAO (Provisional International Civil Aviation Organization).

The foregoing paragraphs describe the basic operation of the two programs. To organize and administer the personnel and installations under both programs, an Overseas Projects Unit under Mr. D. M. Little, Assistant Chief for Technical Services has been set up in the Central Office, with Mr. Paul A. Miller as Project Leader, and Messrs. John H. Eberly and James R. Finton as Assistants.

To supervise the program in the field, Overseas Supervising Offices have been established in London, England, San Juan, Puerto Rico, and Honolulu, T. H. The 8th Regional Office at Anchorage, Alaska, (Mr. Glen Jefferson, Regional Director) supervises the Alaskan and Aleutian installations. The London office under Mr. N. R. Hagen supervises the program in the European and North African areas, the San Juan office under Mr. E. H. Marx supervises the program in the Caribbean and South Atlantic areas, and the Honolulu office under Mr. Le Roy A. Coffin supervises the program in the Pacific area. The Overseas Projects Unit of the Central Office directly supervises the program in the North Atlantic and Iceland area. Recruitment of personnel for the project operations has been carried on by the Weather Bureau Overseas Projects Unit in cooperation with several Airlines operating overseas under contract to ATC.

For both programs personnel recruited for forecasting positions are given temporary P-3 ratings, while rawinsonde and weather equipment technicians and a few observers are given temporary SF-8. Personnel recruited in the United States are returned to their homes at Government expense on termination of their tours of duty overseas.

Personnel in the European area were taken over on Weather Bureau payrolls on October 6, 1946, in the Caribbean and Central American area on October 20, 1946, and in the Pacific area on December 15, 1946. Delay in transferring to Weather Bureau payrolls has occurred in a few cases but all such transfers will be accomplished

as soon as the necessary papers can be completed. A few Weather Bureau employees who have expressed a desire for temporary overseas duty have been given such assignments; most of the employees overseas, however, are and will be former Army and Navy forecasters and rason and equipment technicians, who have accepted overseas assignment to continue work in the field of meteorology.

*J. W. Richards*

Chief of Bureau.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

Accts-jfb  
(File No. 200.4)  
(080.1)

January 16, 1947

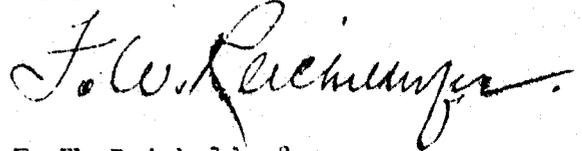
CIRCULAR LETTER NO. 2-47

Subject: Certification of payee on vouchers for per diem and/or reimbursement of expenses incident to official travel.

In view of the authorization in Sec. 3 of Public Law 600 for use of privately-owned automobiles for official business within the corporate limits of an official station and until such time as the supply of the present reimbursement voucher form is exhausted, the following phrase should be deleted when not applicable from the first paragraph of the payee's certificate on Standard Form 1012-Revised.

"and that, except as otherwise indicated above, no part of the travel for which compensation is claimed was performed within the corporate limits of my official station or post of duty".

The same phrase, when not applicable, should be deleted from the first paragraph of the certificate of the traveler at the bottom of Standard Form 1012e-Revised.



F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ho  
(File No. 451.7)

January 20, 1947

CIRCULAR LETTER NO. 3-47  
(To all First and Second Order Stations)

Subject: Procurement of helium.

- (1) In order to effect large monetary savings in the transportation of helium cylinders, arrangements have been made with certain Naval activities to supply helium to designated Weather Bureau stations. Table 1 (attached) lists the Naval activities involved.
- (2) Effective February 1, 1947, stations in the following areas will obtain their helium supplies from one of the Naval activities listed in Table 1 instead of from the Amarillo Helium Plant:

Region 1 (including Washington National Airport)  
Pacific Coast States (Washington, Oregon, California)  
Alaska  
Honolulu  
Atlantic Weather Patrol  
Pacific Weather Patrol

All other stations will continue to order helium supplies from the Amarillo Helium Plant.

- (3) Stations requiring carload shipments will order helium from the nearest Naval activity listed in Group 1 of Table 1. Stations ordering less than carload shipments will order helium from the nearest Naval activity listed in Group 2.

EXCEPTION: In an emergency, helium may also be ordered from the nearest Naval activity listed in Group 3.

- (4) Helium will be ordered in the same manner as heretofore except that the partially completed bill of lading will be mailed to the Naval activity concerned, and the bill of lading will contain a reference to "Bureau of Aeronautics Shipment Order No. 48344, dated 12 December 1946."
- (5) Empty cylinders must be returned to the Naval activity from which the full cylinders were received. The bill of lading, or a separate sheet attached thereto, must contain a list of the indented identification numbers of the cylinders returned. This listing must show the name of the Naval activity from which the full cylinders were received, and the cylinder numbers grouped according to the invoice numbers under which the cylinders (not the helium) were received.
- (6) Forms 1150E and F (Forms 1150C and D for Alaskan stations) will be used instead of Forms 1150 and 1150A for the return of empty helium cylinders. A supply of these tags can be procured from the Central Office (Material Section).

- (7) All correspondence and documents pertaining to Navy helium shipments must refer to "Bureau of Aeronautics Shipment Order No. 48344, dated 12 December 1946."
- (8) During the transition period when both Bureau of Mines' and Navy cylinders are on hand, the helium in the Bureau of Mines' cylinders must be used first.
- (9) It is extremely important that every possible precaution be taken to make certain that Bureau of Mines' cylinders are returned to that agency and that Navy cylinders are returned to the Naval activity from which they were received. Missent cylinders result in unnecessary correspondence and handling of the cylinders; therefore, observers will check outgoing shipments to insure that cylinders are addressed to the proper agency.
- (10) During the transition period two sets of Form 1415A, "Quarterly Report of Helium Cylinder Shipments," will be prepared. One set will cover only the shipments involving Bureau of Mines' cylinders, and the other set, shipments involving Navy cylinders. The original copy of the first set will be mailed to the Amarillo Helium Plant as heretofore, while the original of the second set will be mailed to:

Bureau of Aeronautics,  
Helium Section,  
Navy Department,  
Washington 25, D. C.

Following the transition period, quarterly reports will be prepared only for the Navy cylinders.

Copies of all quarterly reports will be furnished the Regional Office and the Central Office (Station Operations Division).

- (11) Each incoming shipment, regardless of whether it is from the Helium Plant or a Naval activity, should be checked and only those cylinders that are actually consigned to the station should be accepted.



F. W. Reichelderfer,  
Chief of Bureau.

Attachment.

Table 1.

Group	Naval Activity
1	Commanding Officer, Naval Air Facility, South Weymouth, Mass. " " Naval Air Station, Lakehurst, New Jersey. " " " " " Santa Ana, California. " " " " " Moffett Field, Calif. " " " " " Tillamook, Oregon.
2	Supply Officer-in-Command, Naval Supply Depot, Bayonne, N. J. " " " " " Norfolk, Va. " " " " " San Diego, Calif. " " " " " Oakland, Calif. " " " " " Seattle, Wash.
3	Commander, Boston Naval Shipyard, Boston 29, Massachusetts. " Phila. " " " Naval Base, Phila. 12, Penna. " Charleston " " " " Charleston, S. C. Superintendent, U. S. Naval Gun Factory, Washington 25, D. C. Supply Officer-in-Command, Naval Supply Depot, San Pedro, Calif.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ho  
(File No. 603.51)

January 22, 1947.

CIRCULAR LETTER NO. 4-47  
(To All First and Second Order Stations)

Subject: Ceiling and Visibility Reports as Affected  
by Amended Civil Air Regulations

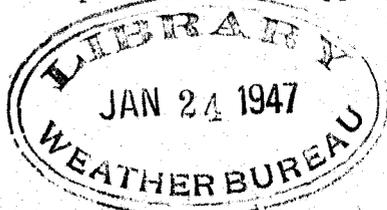
The Civil Aeronautics Board has amended its Civil Air Regulations concerning approach and landing limitations to read as follows:

"No instrument approach procedure shall be executed or landing made at an airport when the latest U. S. Weather Bureau weather report for that airport indicates the ceiling or visibility to be less than that prescribed by the Administrator for landing at such airport."

This revised Regulation aims to increase air safety over which the air transport industry and Government regulatory agencies are vitally concerned. The limitations no longer permit a pilot to leave his assigned cruising altitude and let down to his authorized minimum in order to verify ceiling and visibility reports below the minimums. The revised Regulation has the effect of placing additional responsibility on observing personnel to exercise constant vigilance in detecting and reporting significant changes in ceiling and visibility, especially when these conditions are near the airport minimums. The emphasis here is on accuracy and "safety first" but it is not the intention to impose such extreme restrictions in marginal cases as to prevent aircraft operations at times when they can proceed with safety. It is the responsibility of the Weather Bureau to contribute to the efficiency as well as the safety of air operations and prompt transmission of special reports keeping all concerned accurately informed of changing conditions will do much to reduce excessive delays in air transport schedules.

The attention of all observer personnel is directed to Circular N, paragraph 20132, which requires that local extra observations shall be taken upon request for aircraft arrivals or departures. Whenever requested, these observations will be taken promptly and forwarded immediately to the agency requesting them.

To insure that ceilings will be reported with the highest possible accuracy, all officials in charge and other supervisory employees are directed to maintain ceilometers and ceiling lights in good operating condition, and to take whatever administrative action is necessary to secure their utilization to the fullest extent. Sufficient personnel should be instructed in the maintenance of ceilometers and ceiling light equipment, with respect to minor repairs and adjustments that are authorized to be made at the station, to insure that qualified personnel will be in duty status to make necessary repairs, regardless of the time of day. Inoperative equipment that cannot be repaired at the station should immediately be reported to the appropriate Regional Director.



*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU

Washington 25, D. C.

Chf-Ta  
(File No. 603.51) CIRCULAR LETTER NO. 5-47 January 22, 1947

(To All First and Second Order Stations)

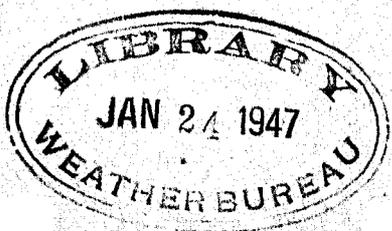
Subject: Alleged Interference in the Reporting of Weather for  
Aircraft Clearances.

In a letter dated January 20, 1947, the Administrator of Civil Aeronautics invites our attention to reports that there have been instances where aviation interests have tried to influence Weather Bureau observers to make weather reports more favorable than conditions warrant. Such instances appear to fall into two general categories -- (1) requests to change the weather report from one showing conditions below authorized weather minimums to one of weather equal to or better than the authorized minimums and (2) requests to change the report from a "measured" ceiling to one of an indefinite nature. The Administrator expresses concern and requests information of specific cases in the paragraphs quoted below.

"We have had considerable discussions of late in regard to weather reporting, particularly when the weather is marginal with respect to ceiling and visibility minimums approved for the scheduled air carriers. In view of some of the recent accidents which have occurred during attempted landings under these conditions, if the practices which I have outlined above are prevalent, I would be greatly concerned.

"It would be very helpful to us to have reports from the personnel in charge of Weather Bureau stations at airports where scheduled air carrier operations are conducted, concerning all instances where pressure may be brought to bear upon the Weather Bureau observers by personnel of air carriers to change the official weather report to conform to authorized ceiling and visibility minimums for scheduled air carrier operations. I would appreciate it very much if you can arrange to obtain such reports from your field personnel and advise me accordingly. We, of course, recognize that a request from personnel of an air carrier for a special weather observation is a perfectly reasonable request, and do not have such instances in mind."

The foregoing request should be brought to the attention of all personnel who may have knowledge of such instances. Particulars in each case should be reported immediately to the Chief of the Weather Bureau for investigation in cooperation with the Administrator of Civil Aeronautics.



*F. T. Reichelderfer*  
F. T. Reichelderfer,  
Chief of Bureau.

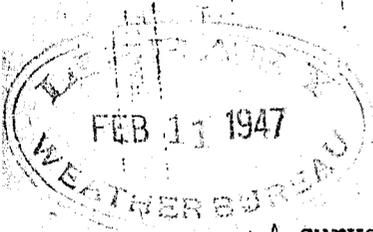
U. S. DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers-Fo.  
(File No. 150.4)

January 31, 1947

CIRCULAR LETTER  
(To all Station)

No. 6-47



Subject: Offenses and Penalties

A survey of employee relation and grievance records reveals that in many instances difficulties of this kind develop because the employee is not aware of the established standards for personal behavior or conduct in connection with his employment and he may unintentionally or thoughtlessly violate certain principles which, from the Department's viewpoint, call for some form of disciplinary action. The Department is anxious that employees be fully informed relative to types of infractions that may result in disciplinary action and likewise expects the regulations of the Civil Service Commission to be followed, which prescribe like penalties for like offenses.

To assist in achieving this equitable objective, the Department has prepared a table of offenses and penalties which was issued as an appendix to Administrative Order 202-20 on November 19, 1946. Since the Order was not issued in sufficient numbers for service-wide distribution, the table has been duplicated and is included as an attachment to this Circular Letter. It should be brought to the attention of all station employees.

A handwritten signature in cursive script, appearing to read "F. W. Reichelderfer".

F. W. Reichelderfer,  
Chief of Bureau.

Enclosure.

TABLE OF OFFENSES AND PENALTIES

Types of Offenses	Range of Penalties (Warnings - Suspensions - Removals - Demotions)					
	1st Infraction		2nd Infraction		3rd Infraction	
	Min.	Max.	Min.	Max.	Min.	Max.
<b>ATTENDANCE:</b>						
1. Unauthorized absence.						
a. Unexcused or unauthorized absence on any scheduled day of work (see Note 4 below).	Warning	3 days suspension	3 days suspension	5 days suspension	5 days suspension	Removal
b. Abandonment of position for 14 days or more.	Removal					
2. Leaving the job at any time without permission during working hours.	Warning	2 days	2 days	5 days	Demotion	Removal
3. Unexcused tardiness.	Warning	Warning	Warning	1 day	3 days	10 days
4. Excessive absence from work.	Warning	2 days	2 days	10 days	Demotion	Removal
<b>SAFETY AND SECURITY PRECAUTIONS:</b>						
5. Failure to report accident or injury.	Warning	1 day	1 day	3 days	3 days	10 days
6. Violation of administrative regulations where safety of persons or property is not endangered (depending on the nature and consequences of the violation).	1 day	Removal	2 days	Removal	5 days	Removal
7. Violation of administrative regulations where safety of persons or property is endangered thereby.	5 days	Removal	10 days	Removal	Removal	
8. Divulging information of a confidential nature without authority.	2 days	Removal	5 days	Removal	Removal	
9. Smoking in unauthorized places.	1 day	Removal	3 days	Removal	Removal	
10. Operation of Department owned motor vehicles.						
a. Serious violation of traffic laws of any state or political sub-division while operating a Dept. motor vehicle.	Warning	Removal	10 days	Removal	Removal	
b. Unauthorized use of a Department owned motor vehicle.	30 days	Removal	60 days	Removal	Removal	

- 2 -

TYPES OF OFFENSES	Range of Penalties (Warnings - Suspensions - Removals - Demotions)					
	1st. Infraction		2nd Infraction		3rd Infraction	
	Min.	Max.	Min.	Max.	Min.	Max.
<b>ATTENTION TO DUTY:</b>						
11. Loafing - willful idleness, wasting time, or deliberate failure to be at work on the task assigned	1 day	3 days	5 days	10 days	Removal	
12. Sleeping during working hours.	5 days	Removal	Removal			
13. Failure to carry out orders - failure or excessive delay in carrying out work assignments or instructions of supervisors.	Warning	5 days	5 days	Removal	Removal	
<b>PERSONAL CONDUCT:</b>						
14. Intoxication.						
a. Reporting for duty or being on duty under the influence of intoxicating liquors.	3 days	10 days	10 days	Removal	Removal	
b. Selling or unwarranted possession of intoxicating liquors on premises occupied by Department.	5 days	Removal	Removal			
15. Gambling - unlawful betting or gambling, or promotion thereof, on premises occupied by the Department.	3 days	Removal	10 days	Removal	Removal	
16. Fighting or creating a disturbance among fellow employees.	3 days	Removal	5 days	Removal	Removal	
17. Falsehood - intentional misstatement or concealment of material fact in connection with work, employment, or in any record, report, investigation, or other proceeding.	3 days	Removal	Removal			
18. Insubordination - intentional disobedience; assaulting or resisting authority; disrespect, or use of insulting or abusive language to any supervisor.	3 days	Removal	Removal			

TYPES OF OFFENSES	Range of Penalties					
	(Warnings - Suspensions - Removals - Demotions)		2nd Infraction		3rd Infraction	
	1st Infraction		Min.	Max.	Min.	Max.
19. Immoral or indecent conduct - any improper conduct which violates common decency or morality, or use of obscene language.	3 days	Removal	Removal			
20. Theft - actual or attempted theft of government property, tools, or equipment, or the property of other employees.	5 days	Removal	Removal			
21. Indebtedness which embarrasses the Department	warning	warning	1 day	5 days	10 days	Removal
22. Unsanitary personal habits	warning	1 day	1 day	5 days	5 days	Removal
23. Improper political activities	Removal					
24. Unethical use of official authority or information.	Warning	Removal	Removal			
25. Notoriously disgraceful conduct (including civil court convictions).	Warning	Removal	Removal			
26. Violation of "no-Strike" affidavit	Removal					
27. Membership in an organization that advocates overthrow of the Government by force or violence.	Removal					
28. Subversive activity	Removal					

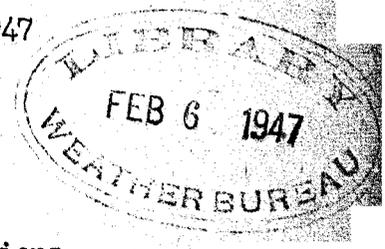
- NOTES:**
1. Penalties for disciplinary offenses in general should fall within the ranges indicated herein. However, depending on the severity of the infraction and the past record of the employee, greater or lesser penalties may be imposed.
  2. If the maximum penalty is not imposed for a third infraction, such maximum shall be imposed, except in very unusual circumstances, for any subsequent infraction of the offense.
  3. The above list does not cover every possible type of offense or disciplinary action. Insofar as practicable, offenses not listed should be punished with comparable severity.
  4. Employees absent without permission (A.W.O.L.) will be carried as "absent without leave" and will forfeit pay for the entire period of such absence. (See Section 5.07 of the Administrative Order of "Leave of Absence") The penalties prescribed above for going A.W.O.L. are in addition to such forfeiture of pay.
  5. Warnings normally should be given in writing, specifying the offense, and be dated and signed. A copy should be placed in the employee's personnel folder. If the warning is not given in writing, a record of the verbal warning should be prepared and placed in the file.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Accts-jfb  
(File No. 080.1)

January 28, 1947



Circular Letter 7-47  
(To All First-Order Stations)

Subject: Application of the new travel regulations issued under Public Law 600, dated August 2, 1946.

Section III of Circular Letter 84-46, dated October 29, 1946, is hereby amended to read as follows:

III. Allowances for sleeping accommodations. One standard lower berth will be allowed for night travel, except that when a lower berth is not available, the traveler will, under the provisions of Paragraph 1 of the Standardized Government Travel Regulations under which he is expected "to exercise the same care in incurring expenses that a prudent person would exercise in, traveling on personal business" make an effort to obtain an upper berth. If neither an upper nor a lower berth is available, and the traveler so certifies on his reimbursement voucher, he will be allowed the lowest first-class accommodation available at the time his reservation was made. His certification must also include information to the effect that the accommodations used were the lowest available first-class accommodations. A traveler must make reservations at the earliest practicable time after receipt of information that he will be authorized to travel on official business.

If it is necessary that he reserve accommodations superior to a standard lower berth he will be expected to check periodically until such time as it is necessary that he pick up his reservations to see whether or not accommodations of a lower class have become available through cancellations.

If accommodations superior to a standard lower berth are used through personal preference or for other personal reasons rather than of necessity, e.g., roomette rather than lower berth, the excess cost must be borne by the traveler.

The use of a compartment or other accommodations superior to a standard lower berth may be authorized or approved (by the official who issues the travel authorization) when required for purposes of security. Such circumstances will occur very infrequently in the Weather Bureau.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:S  
(File No. 750 )  
(901.1)

February 5, 1947

CIRCULAR LETTER NO. 8-47  
(To All First Order Weather Bureau Stations)

Subject: Routing of Form 1083.

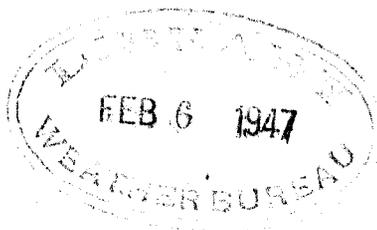
In order to aid the Army Weather Service in its continuing Northern Hemisphere Historical Map Project, Weather Bureau First Order Stations where both hourly and synoptic observations are taken are hereby instructed to send the Forms 1083 used for pressure computation and synoptic coding to the address given below. These forms should be mailed monthly by the end of the following month, e. g., January forms should be mailed by the end of February.

Weather Bureau Tabulation Unit,  
Fourth Floor, Unit 3,  
Port of Embarkation Building,  
New Orleans, Louisiana.

The synoptic data on the historical maps are to be plotted from code figures at the bottom of Form 1083. Care should be taken to see that complete coded observations are entered in the "Spaces for Coding," and that all forms are dated. These instructions supplement those in the first sentence of paragraph 30420 of Circular N. They will be effective upon receipt of this letter and will remain effective until further notice.



F. W. Reichelderfer  
Chief of Bureau



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-co  
File No. 150.5)

February 6, 1947

CIRCULAR LETTER NO. 9-47  
(For all Stations)

Subject: Review of Efficiency Rating Procedures and Instructions  
for Rating Period Ending March 31, 1947.

The time for making regular annual efficiency ratings for employees is approaching. For this reason supervisors who will act either as rating or reviewing officials should begin now to give consideration to the performance records of their employees for that portion of the rating year already passed under supervision. Efficiency ratings should be factual. Workers who are leading in accomplishment must be given high places on the efficiency register and those who are comparatively weak must be placed appropriately low in the scale of comparison. Factual ratings will encourage the leaders to continue high standards of performance and will bring to attention the weaknesses of those who must be encouraged and trained for improvement in their duties.

PROCEDURE

1. RATING AND REVIEWING OFFICERS.

a. The rating official shall be a supervisor closely acquainted with the performance of the employee during the period of time for which the rating is made. If practicable he should be the supervisor immediately responsible for the work of the employee. Each official in charge will be rated by a member of the Regional Board of Review.

b. The reviewing official should be a supervisor higher in line of authority than the rating official and one who has personal knowledge of the general performance of the employee to be rated. He should also be familiar with the standards of performance of the unit to which the employee is assigned as compared with standards of other units.

c. Department and field administrative officials will be responsible for designating as rating and reviewing officials supervisors who in their opinion are best equipped to make factual and impartial ratings. This does not necessarily mean a change from procedure previously followed but is intended as a statement of policy.

2. RATING PATTERNS:

a. Standard rating patterns covering most Bureau positions have been prepared by the Bureau Efficiency Rating Review Committee, but such patterns are outlined only as a guide in making ratings. If none of the

standard rating patterns are applicable to a particular position, a special pattern will be prepared by the proper responsible official. The number of the pattern used should be indicated on the rating form immediately following the word "standard" which appears toward the bottom of the page. If a special pattern is used, that fact will be indicated by the words "Adapted from No. " inserting the number of the standard pattern most nearly resembling that used.

3. WHO SHOULD BE RATED:

a. Regular Ratings: Employees for whom regular ratings will be prepared as of March 31, 1947 must have worked in the Bureau for at least 90 days in the grade and position held on March 31. Employees serving trial or probationary periods, sub-station and cooperative observers, and airway observers will not be rated. The common periods of service to be considered are as follows:

- (1) If the employee served in the same position for a whole year, service from April 1, 1946 should be considered.
- (2) If the employee entered on duty in the Bureau after April 1st and no movement between positions of different grades has occurred, service from day of entrance on duty should be considered.
- (3) If the employee moved during the rating year from one position to another position of the same grade, service in both positions should be considered.
- (4) If the employee moved during the rating year from one position to another position of a different grade, service from date of entrance into the position of the grade held on March 31 should be considered, if that period is 90 days or more, except:
  - (a) If the employee was detailed to the position prior to official action transferring him, service while on detail also may be considered, or
  - (b) If the change resulted from reallocation of the position, prior service should be considered without regard to the date of the change in grade.
- (5) If the employee is on leave without pay on March 31 or went on furlough during the year, service to the date when active duty stopped should be considered. (Veterans who have returned to duty but have not served ninety days since return should not be rated.)

(6) If it is not practicable or feasible to use a period of service indicated in the foregoing paragraphs, other service rendered while the employee was under the supervision of the rating official concerned may be considered, provided the period is at least 90 days.

b. Special Ratings: In order that an active rating may be on file for all employees, it is requested that "special" ratings be made on March 31, 1947 for employees who have been in the Bureau more than 90 days and who are not entitled to regular ratings, except those employees who are serving a trial or probationary period, sub-station and cooperative observers, or airway observers. Care should be taken to designate these as "special ratings" on Standard Form 51 so that they will not be confused with the regular ratings.

#### 4. PREPARATION AND USE OF FORM 51, REPORT OF EFFICIENCY RATING:

Forms should be prepared in duplicate in the regions, one copy for the Central Office and one for the Regional Office.

a. Before any ratings are made a Form 51 should be prepared for each employee by entering the pertinent information required in the heading of the form and designating the standard rating pattern applicable to the employee's position. The employee's name should be entered as it appears on the payroll. Title of position, service, grade and salary should be shown. In addition, Central Office supervisors should indicate whether employee is "Departmental" or "D. C. Field". Indicate in proper space whether "regular" or "special" rating and likewise in space provided whether position is "administrative", "supervisory", "planning", or "other".

b. MAKING THE RATING: Before making any rating, the rating officer should be sure that he fully understands the procedure recommended in the Rating Manual and the Rating Official's Guide. A careful study of both pamphlets is necessary for satisfactory conduct of the rating process.

c. Definition of Rating Elements: The definitions of all the rating elements are contained in the Rating Officials's Guide (Form 3823A - June 1945). (The Rating Official's Guide (Form 3823A - Dec. 1943) contains only the definitions of elements 1 through 20. This was supplemented by definitions of the supervisory elements (21 through 31) in Circular Letter No. 11-45 dated February 6, 1945.)

d. Points to remember in making Ratings:

(1) An employee should be rated on performance of those duties for which his classification and grade make him responsible.

For example, a clerk-typist should not be rated for stenographic ability.

(2) In marking an item, only those things defined as pertinent to that item should be considered. On this point, careful consideration of the element definitions in the Rating Officers Guide is necessary.

(3) A plus (+) mark denotes outstanding performance with respect to the item so marked.

(4) Conversely, a minus (-) mark indicates performance less than satisfactory and must be supported by a statement on the reverse of the rating form by the person giving the minus rating. Such statements must be explicit and factual, in indicating how the performance has been defective with respect to the requirements of the element defined in the Rating Officers Guide.

(5) A rating of "Excellent" must be supported by a statement on the reverse of the rating form.

(6) In case of disagreement on the use of the rating symbols + and -, it should be helpful to remember that the burden of proof rests upon the employee to establish his claim to a + rating for outstanding performance, but the burden is on rating and reviewing supervisors to establish the justification for use of the - rating wherever used. This should not preclude the registration of - ratings in the case of any element of performance for which the factual evidence exists that with respect to the performance or qualification defined in that element, the employee's record can at best only be described as "demanding continual review in matters for which the job requirements make the employee personally responsible without such review", or "subject to recurrent criticisms or defects after due instruction and assignment of responsibility".

(7) It should be understood by every employee that rating by check does not of itself imply any criticism whatever of qualification or performance. The check mark usually means "fully satisfactory but not outstanding", although it can mean, "passable, and just above the limit of definite weakness".

Every rating that might result in disagreement should be discussed fully with the employee concerned before being released by the rating official. Presumably this would only be applicable to ratings of "Good" or lower.

##### 5. REGIONAL EFFICIENCY RATING REVIEW COMMITTEE:

The Regional Efficiency Rating Review Committee will review the ratings submitted by the field stations to ascertain whether or not comparable

standards have been applied. Any set of ratings clearly out of line with acceptable standards should be returned to the field station concerned with suitable instructions, if time permits, or adjustments may be made by the Regional Committee if it has sufficient information in its possession to do so, in which case the changes will be reported back to the field station concerned, with explanatory comment.

Copies of all correspondence or exchanges of memoranda reflecting protests by employees regarding their ratings will in all cases be attached to the Form 51 concerned when it is forwarded to the Division of Personnel Management.

The procedure heretofore followed will be used for notification of Officials in Charge regarding (a) rating marks assigned by the Regional Office Committee, and (b) changes made at the regional office in any initial ratings made at station but necessarily "reviewed" at the regional office, (second line supervisors for whom there is only one first line rating supervisor present at the station to act as "rating officer").

#### 6. INSPECTION LISTS IN LIEU OF REGISTERS:

Efficiency Rating Registers as heretofore prepared are no longer required by the Civil Service Commission or the Department and are not particularly useful to the Central Office since in considering an employee for promotion or change in assignment the rating form itself is consulted. It is necessary however, to have an array of some sort in order that employees who appeal their ratings may have the opportunity, if they request it, to inspect the ratings of other employees in the same grade doing similar work. Accordingly it is suggested that two copies of Standard Form 68, Notice to Employee, be prepared and that one set be filed by classification, grade, and rating to provide the necessary inspection list.

Standard Form 68 is designed so that it can be prepared by inserting it with carbons behind Standard Form 51 when the heading is completed on that form. This procedure may not be practical in Regional Offices unless the headings on Form 51 are completed before distribution to stations; if not, it will be in order to prepare both copies of Form 68 simultaneously after review of the completed Forms 51 has been completed in the Regional Office.

It will not be necessary to forward to the Central Office anything except a copy of Form 51 for each of the employees rated. These may be forwarded immediately following review by the Regional Committee and prior to completion of Form 68 if that Form is to be prepared in the Regional Office after the return of the Efficiency Rating Forms from the stations. The Forms 51 covering "regular ratings" should be arranged according to grades and ratings with the "Excellent" ratings on top, followed by the "Very Good" ratings, etc. The "special" ratings should be grouped separately and arranged alphabetically.

7. NOTIFICATION OF RATING:

Form 68, Notice of Official Efficiency Rating, should not be mailed to employees until the Regional Office has been notified of approval of the ratings by the Central Office.

8. TABULATED DATA:

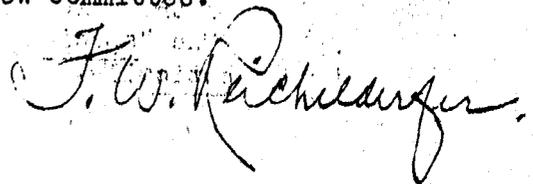
Regional Offices are requested to submit the following tabulated data to the Central Office with Forms 51 for employees receiving regular ratings:

- a. Number of professional employees receiving ratings of "Excellent", "Very Good", "Good", "Fair", and "Unsatisfactory".
- b. Similar data for Subprofessional, Clerical, and Ungraded (printers) employees.
- c. A list of the names of employees, for whom records of protested rating marks are on file with Form 51 forwarded for review.

9. SCHEDULE:

Regulations require that ratings be made and finally reviewed by the Bureau Efficiency Rating Review Committee so that employees may be notified of their ratings not later than sixty days after March 31st. For this reason, it is important that the following schedule be strictly observed:

- a. March 24th to 31st, employees rated by rating officers.
- b. April 1 to April 11th, ratings reviewed by reviewing officers.
- c. April 14th to April 25th, review of Regional ratings by Regional Review Committee. (Review of Washington area ratings by the Bureau Committee.)
- d. April 28th to May 9th, completion of Forms 68 and filing of regional copies by grade and adjective ratings for inspection lists.
- e. May 12 to May 16th, Review of regional ratings by Bureau Review Committee.
- f. May 19th to May 30th, Notice of ratings to employees. Caution: Notice to employees must not be released until regions have been notified of approval by Bureau Review Committee.



F. W. Reichelderfer,  
Chief of Bureau.

## RATING PATTERNS 1947

Select one of the 27 patterns below as the basis for the rating. Write the serial number of the selected pattern in the blank space to right of the word "Standard" in the heading over adjective definitions. (Underscore element numbers according to marks under the numerals within the selected pattern.)

- |   |   |
|---|---|
| 1. OIC - working alone.   | <u>1</u> , <u>3</u> , 4, 6, <u>8</u> , 10, 12, 14, <u>16</u> , <u>19</u> .  |
| 2. OIC - station with no principal assistant.   | 3, 5, 6, 8, 9, 10, 12, <u>15</u> , 16, 17, <u>19</u> , <u>24</u> , <u>25</u> , 26, <u>27</u> , 30.                        |
| 3. OIC - station with one subordinate supervisor sharing supervision.   | 3, 9, <u>10</u> , 12, <u>15</u> , 16, <u>17</u> , 19, <u>22</u> , <u>24</u> , 26, <u>27</u> , 29, 30.                     |
| 4. OIC - at large station where there are two or more subordinate supervisors.  | 3, 9, <u>10</u> , <u>15</u> , 16, <u>17</u> , 19, <u>22</u> , <u>23</u> , 24, 26, <u>27</u> , 29, <u>30</u> , <u>31</u> . |
| 5. Professional principal assistant at small station.   | 3, 6, 9, 12, <u>15</u> , 16, 17, 19, 24, <u>25</u> , 26, <u>27</u> , 30.  |
| 6. Subprofessional principal assistant at small station, or subprofessional group supervisor at large station. (Duties include observing or map work).      | <u>3</u> , 4, 6, 8, 9, 12, <u>15</u> , 16, 17, 19, <u>25</u> , <u>26</u> , <u>27</u> , 30.                                |
| 7. Principal assistant at large station where duties are mainly administrative and technical.   | <u>3</u> , 8, 9, 10, 12, <u>15</u> , 16, 17, 19, <u>22</u> , <u>24</u> , <u>25</u> , <u>26</u> , <u>27</u> , 29, 30.      |
| 8. Subprofessional assistant with general observing and/or map responsibilities.  | <u>3</u> , 4, 6, <u>8</u> , <u>9</u> , 12, <u>15</u> , 16, 17, <u>19</u> .  |
| 9. CAF map plotters.  | <u>3</u> , 4, 6, <u>8</u> , <u>12</u> , <u>15</u> , 16, 17, <u>19</u> .   |
| 10. Radiosonde observer.  | 1, <u>3</u> , 4, <u>6</u> , <u>8</u> , 9, <u>12</u> , 15, 16, 17, <u>19</u> .   |
| 11. Radiosonde technician. Initial rating to be made in Regional Office in which headquartered and forwarded to the Instrument Division at C.O. for review. | 1, 3, 5, 6, 7, 9, 10, 12, <u>15</u> , 16, 17, <u>18</u> , <u>19</u> , <u>20</u> , <u>26</u> , <u>27</u> .                 |
| 12. Supervising radiosonde technician (CAF-8). (Same rating procedure as in 11.)  | 1, 3, 5, 6, 7, 9, 10, 12, <u>15</u> , 16, 17, <u>18</u> , <u>19</u> , <u>20</u> , 25, <u>26</u> , 27.                     |

13. Professional assistant at station (other than first assistant); technical assistant. 3, 5, 6, 8, 9, 10, 12, 14, 15, 16, 17, 19, 30.
14. Forecasters, whose regular duties do not include supervision. This includes FAWS, special service forecasters and others. 3, 5, 6, 8, 9, 10, 12, 14, 15, 16, 17, 19, 30.
15. Head forecaster, and fruit-frost or fire-weather general supervisor. 3, 9, 10, 12, 15, 16, 17, 19, 22, 23, 24, 25, 26, 27, 29, 30, 31.
16. Staff forecaster. This includes fire-weather district representative, airway forecasters and district forecasters. 3, 5, 6, 9, 10, 12, 14, 15, 16, 17, 19, 25, 27, 30.
17. RTRCL instructor. 3, 5, 6, 9, 10, 11, 14, 15, 16, 17, 19, 23, 24, 25, 26, 27.
18. Chief liaison official (head of Regional Office operations section). 3, 6, 9, 10, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 26, 27, 28, 30.
19. Liaison official (first order station). 3, 6, 9, 10, 12, 14, 15, 16, 17, 18, 19, 20, 22, 26, 27, 28, 30.
20. Liaison official (second order station). 2, 3, 5, 6, 9, 10, 12, 14, 15, 16, 17, 18, 19, 20, 26, 27, 28, 30.
21. Regional engineer. 3, 6, 9, 10, 12, 14, 15, 16, 17, 19, 22, 23, 26, 30.
22. Hydroclimatic inspector. 1, 2, 3, 6, 9, 10, 12, 14, 15, 16, 18, 19, 20, 26, 27, 30.
23. CAF - supervisory. 3, 5, 8, 9, 10, 12, 15, 16, 17, 18, 19, 24, 25, 26, 27, 30.
24. CAF - secretary. 3, 4, 5, 6, 8, 10, 12, 15, 16, 17, 19.
25. CAF - general (non-supervisory) 3, 4, 6, 7, 12, 16, 19.
26. Printer. 1, 3, 4, 6, 7, 12, 16, 19.
27. Foreman Printer. 1, 3, 4, 6, 7, 12, 16, 18, 19, 24, 26, 27, 29.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-co  
File 130.1  
X 102.2

February 12, 1947

CIRCULAR LETTER NO. 10-47  
(To all First-Order Stations)

Subject: Absence for Civil Service Examinations.

A considerable number of inquiries have been received as to whether or not employees such as War Service Employees, taking Civil Service Examinations with a view to being certified for regular appointment are required to take leave. The answer is yes.

The following is quoted from recent Department instructions as contained in Administrative Order No. 202-17, dated October 2, 1946.

"Absence for Civil Service Examinations - Employees taking non-competitive Civil Service or Department examinations for promotion will be granted time off with-out charge against leave for the time necessary to complete the examination. Employees taking open competitive Civil Service examinations, however, will be required to take annual leave or leave without pay." (Underscoring in last sentence supplied.)

Time and attendance clerks will be guided accordingly.



F. W. Reichelderfer  
Chief of Bureau

DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
File 100.

February 19, 1947

CIRCULAR LETTER NO. 11-1947  
(To all Stations)

Subject: Employee Grievance Procedure

The uniform procedure established for handling employee grievances in the Weather Bureau and other Bureaus of the Department of Commerce is discussed in this Circular Letter. The procedure was approved by the Civil Service Commission on May 20, 1946.

An employee grievance is an expression by an employee of dissatisfaction over circumstances or conditions relating to his employment.

Employees are entitled to and should be accorded fair and equitable treatment. In return for such treatment each employee is expected to respect his obligation to render to the Bureau the most efficient service of which he is capable. However, the best interests of the Government must be paramount in all dealings with employees.

Employees should settle their complaints or adjust their grievances through regular administrative channels if this is possible. If the matter cannot be satisfactorily adjusted by the immediate supervisor, the employee may then present his case to the supervisor next in line of authority. He may continue this procedure until he has exhausted all possibilities of adjustment. In carrying his appeal beyond his immediate supervisor, he must submit a written statement setting forth specifically the reasons upon which he predicates his appeal and he shall be advised within five work days of the decision of the supervisor to whom the appeal was directed.

If satisfactory adjustment is not secured through his supervisors or if the nature or urgency of the grievance is such that proper redress cannot be secured through the supervisors it may be presented directly to the Bureau Personnel Officer who will take prompt action in the matter.

If the employee is not satisfied by the foregoing means, he may submit a written appeal directly to the Chief of Bureau, stating the issues and pertinent facts as they exist in his opinion. The appeal will then be transmitted to the Bureau Grievance Board of Appeals for consideration and recommendation.

The Bureau Board of Appeals is composed of three members and three alternates nominated by the Chief of Bureau and appointed by the Director of Personnel of the Department.

The Board has the authority to interview employees and investigate all matters and circumstances pertinent to the case. Information submitted to the Board may be either oral or in writing.

The employee appellant is entitled to have a representative of his own choosing to serve as consultant and advisor. Likewise, the employee appellant's division or branch chief may designate a representative who will have the same rights and privileges as those accorded the appellant or his representative. The names of the representatives must be presented to the Chairman of the Board in writing, for his concurrence, on or before the date set for the hearing.

Hearings will be informal. Technical rules of evidence will not apply. The primary purpose will be to develop the facts.

After the Board has obtained all the evidence it deems necessary to arrive at a recommendation, the findings of fact and resultant conclusions and recommendation of the Board will be reduced to writing and signed. The recommendation will be addressed to the Chief of Bureau and submitted to him as soon as practicable, but in no case later than ten (10) working days after the hearings have closed. The Chief of Bureau will notify the employee promptly in writing of his decision.

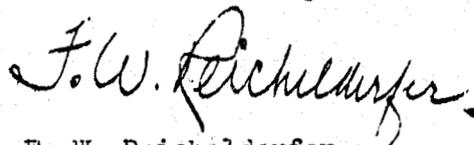
The decision of the Chief of Bureau is subject to review by the Department only to the extent necessary to determine whether basic principles and procedures have been adhered to in development of the case.

Rehearings may be granted only upon express showing in writing by the party seeking rehearing that new evidence has been discovered that was not previously known and available to such party; that the new evidence has a material bearing on the case; and that it would be likely to alter the decision in the case.

Appeals from employees in the field service will be referred to the Board of Appeals for adjudication in the same manner as for the departmental service, except that no oral hearings need be held and the submission of evidence and replies thereto may be made in writing.

Section 14 of the Veteran's Preference Act of 1944 (Public Law 359, 78th Congress) authorizes the Civil Service Commission to consider appeals from employees entitled to veteran's preference concerning decisions of the Department relative to discharges, suspensions for more than 30 days, furloughs without pay, and reductions in rank or compensation. Other employees do not have such appeal rights.

Efficiency Rating Appeals will not be submitted to the Grievance Board of Appeals but will be made in accordance with the procedure established for such appeals.



F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F-Mu  
(File No. 200.4,  
610, 615, 750)

February 25, 1947

CIRCULAR LETTER NO. 12-47  
(To all first-order stations)

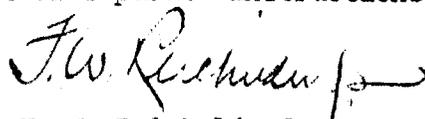
Subject: Submission of Vouchers Covering Communications  
Tolls.

Station officials are requested to discontinue submission of WB Form 3057 (or WB Form 3057A) to the Central Office effective on receipt of this letter but to continue preparation of the form as an aid in connection with checking of vouchers for communication tolls and for other purposes pending further instructions.

During January 1947 the Telegraph Section at the Central Office was dissolved and all communications duties performed by that Section were taken over by the Communications and Coding Unit of the SR&F Division. Personnel formerly employed in the Telegraph Section were reassigned. Procedures for checking of communication vouchers, formerly handled by the Telegraph Section, have been revised.

Checking on a "service rendered" basis of individual items on telegraph and telephone company vouchers now becomes exclusively the function of individual Weather Bureau Offices (this applies to vouchers for past months not yet submitted to the Central Office) while responsibility for audit rests with the Fiscal Section at the Central Office. Specifically, stations will check each item on the communications voucher against retained copies of messages sent or received or against entries on Form 3057 if preferred, to determine whether such item is a proper charge against the Weather Bureau. The word count will also be verified. Toll charges will be checked by the Fiscal Section. Attention is invited to Circular Letters 88-46 and 94-46 relative to the necessary certifications and appropriation data required on the vouchers.

Special procedures will be required in the checking and auditing of certain classes of traffic as in the case of vessel weather reports and will be the subject of separate instructions to the stations directly concerned.

  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

OPR-A  
(File No. 604)

March 3, 1947

CIRCULAR LETTER NO. 13-47  
(To All First Order Stations)

Subject: Pacific Weather Patrol Ship Stations.

Reference: Circular Letter No. 72-46, dated September 4, 1946.

Announcement is hereby made that effective March 1, 1947, the subject stations operated by the Coast Guard and the Weather Bureau will be located as indicated below:

	<u>Latitude</u>	<u>Longitude</u>
Station F	30°00'N	140°00'W
	(Formerly designated Station No. 1)	
Station A	49°00'N	148°00'W
	(Formerly designated Station D, 47°00'N, 142°00'W)	

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Syn-Ek

March 6, 1947

(File No. 080.02,  
610)

CIRCULAR LETTER NO. 14-47  
(To All Stations)

Subject: Station Files of Teletype Material

A number of field offices have requested clarification of instructions concerning the retention of teletype material in station files. Storage space at many offices is limited and the bulky collection of teletype material over any extended period presents a serious problem.

It does not appear necessary or desirable to issue instructions requiring the retention of teletype material at all stations for any particular length of time. For aircraft investigation and other similar purposes it is usually necessary to refer only to the original records. Therefore, it will be satisfactory for local officials to decide upon the length of time that teletype material is to be retained at their stations, such decision to be based upon available storage space and upon their own experience in referring to back files.

Ordinarily most stations will find it convenient to maintain a file of both Service "A" and Service "C" transmissions for 30 to 60 days. However, in some offices with limited storage facilities or with a large number of teletype drops it may be desirable to reduce this period to as little as one week. In this latter case, if an aircraft accident or storm causing loss of life and/or serious property damage occurs and records are likely to be consulted, complete hourly and synoptic data and forecasts for a period 24 hours previous to and 12 hours following the event should be retained at both the station and forecast center most concerned. This material may be discarded at the end of 30 days if there is reasonable assurance that it is no longer required for reference.

It is not anticipated that teletype material will have to be saved at any station longer than six months.



F. W. Reichelderfer,  
Chief of Bureau.

*Sebrary*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

SRMF-Be  
(File No. 620.43)

March 11, 1947

CIRCULAR LETTER NO. 15-47  
(To All Stations)

Subject: Specialized Forecasts and Advices For Agriculture

Reference: Circular Letters Nos. 22-46, 41-45 and 54-44

During the past year the Weather Bureau made further significant progress in expanding and increasing the usefulness of its specialized forecast program for agriculture. Of particular value has been the collaboration of local Weather Bureau officials and state extension service specialists and county agents in providing detailed weather information and forecasts as related to current farm activities.

In areas where agriculture is not on a year-round basis, local officials should now make their plans for the coming crop season. Contacts with extension service directors, county agents, farm associations and radio stations should be resumed. Previous forecast services should be continued, and where practicable increased and extended to areas not previously covered. As in the past, district forecast centers will provide specialized agricultural guidance forecasts to local Weather Bureau offices conducting farm advisory programs. These offices should localize and adapt the guidance forecasts to fit farm operations and needs in their particular areas. Local offices should advise the appropriate district forecast center of their program for this year and make arrangements for necessary guidance forecasts.

Principal distribution of agricultural forecasts to farmers will continue to be by radio. Wherever possible the forecasts should be included in the extension service farm programs. Where this is not feasible, the cooperation of local radio stations may be enlisted to devise special programs for the distribution of weather information to farmers.

Supervision of the program will continue in the Central Office. As in the past, all important changes in local services to agriculture must be coordinated by the Central Office, and prior approval must be obtained from that office before inaugurating new services. Local officials, district forecast centers and regional offices will continue to be guided by instructions contained in Circular Letter 22-46.

*F. W. Reichelderfer*  
F. W. Reichelderfer  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

IPO-lmb  
(File No. 102.4)

March 13, 1947

CIRCULAR LETTER NO. 16-47  
(To All First Order Stations)

Subject: Authorization of Overtime Duty.

Reference: Circular Letter No. 99-46.

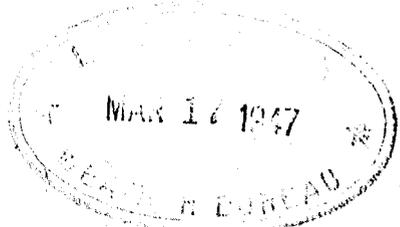
There has been some indication that parts of Circular Letter No. 99-46 are not fully understood. This letter is intended to clarify the troublesome points.

Paragraph 2 of the Circular Letter 99-46 defines authorities for scheduling irregular overtime and states who has such authority. The conditions and requirements set forth regarding the obtaining of authority or approval should not be taken as being restrictive where emergency or other urgent justification for overtime duty assignments exists; e.g., hurricane weather, forest fires requiring the services of fire weather or other Weather Bureau personnel, floods or near flood conditions, severe storms crippling public transportation or communication facilities, severe cold waves, etc. Telegraphic approval will be granted by the Regional Offices if necessary to prevent breakdown of essential services, or in circumstances where it is impracticable to obtain such prior approval, the local Official in Charge shall take whatever action he considers necessary with respect to scheduling his staff to adequately meet the service demands of the occasion. A report on the action taken will be submitted to the Regional Office for post approval of overtime for payment.

It should be kept in mind at all times that the primary responsibility of the Weather Bureau is meteorological service for the public welfare. Routine administrative instructions relative to hours of duty and overtime are not intended to prevent exceptional action that may be necessary to enable the Bureau to discharge its responsibilities. When such action is justified, post approval should be obtained from the proper authority as soon as possible.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

SR&F-Hew  
(File No. 610)

March 17, 1947

CIRCULAR LETTER NO. 17-47  
(To All First-Order Stations)

Subject: Coding Additive Data at Six-Hourly Periods.

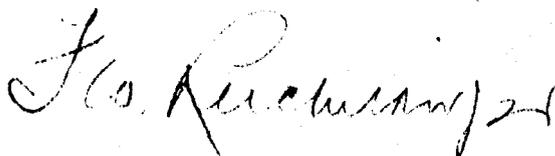
Reference: Circular Letter No. 85-46.

Circular Letter No. 85-46 discontinued the reporting of additive data in Service "A" six-hourly reports at stations which also render coded observations for Service "C" transmission. It is now possible to relax this rule somewhat to reinstate the additive data groups for clouds and depth of snow on the ground ( $C_L C_M C_H D C_h M_+$  and  $O S_p S_{ps} s_p$ ). These data are used for aircraft operations and their transmission on Service "A" is considered necessary.

Effective upon receipt of this letter, stations which discontinued the reporting of these two groups under instructions in Circular Letter No. 85-46 will again include them in their Service "A" six-hourly reports in accordance with Circular N, Appendix II.

All other additive data groups will continue to be omitted from Service "A" six-hourly reports from stations which also render coded observations for Service "C" transmission.

This Circular supersedes Circular Letter No. 85-46 which is hereby cancelled.



F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
(File No. 110)

March 18, 1947

Circular Letter No. 18-47  
(To all First-Order Stations)

Subject: Interview of Applicants for Appointment.

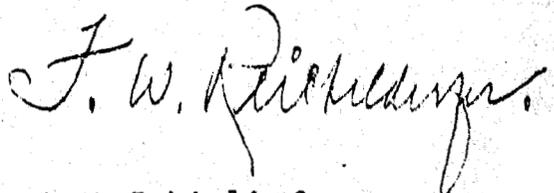
A recent Administrative Order by the Department of Commerce requires a rather thorough investigation regarding an applicant's suitability for appointment in the Government service. In order to aid in the choice of desirable candidates for appointment in the Weather Bureau, applicants who are not already known by Regional or Central Office officials will be directed to the nearest field office for interview by the Official in Charge.

An interview check sheet has been prepared which is designed to give pertinent information when properly filled out. Officials are requested to report evaluation of the applicant, giving particular consideration to the recommended action under item 13. This interview sheet is designed to direct an analytic approach to evaluation on interview, with particular reference to the physical and personal characteristics desirable for a career as a professional meteorologist. (Education, technical training, and experience will be evaluated through other sources.) The sheet may also be used for report on sub-professional applicants, and in such cases, item 10 need not be answered.

It is requested that an interview report be sent to the Central Office in each case when an applicant of apparent professional qualification is interviewed whether or not it is known that a formal application on Form 57 has been submitted. The Central Office cannot in all cases advise the field offices when an applicant may report for interview.

If the report covers an applicant for subprofessional appointment, it will be forwarded to the Regional Office and not to the Central Office.

Each station is being furnished a supply of interview check sheets. Additional copies of the Form may be requisitioned from the Central Office. Reports forwarded to the Central Office will be marked for "Placement Section".



F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau

INTERVIEW WITH APPLICANT

General Impressions from Interview with \_\_\_\_\_  
\_\_\_\_\_

(Check Descriptives most applicable)

1. Neatness of Person: Excellently groomed ( ) Well groomed ( )  
Presentable ( ) Poorly groomed ( ).
2. Physique and bearing: Strong and healthy ( ) Average ( ) Appears  
weak ( ).
3. Manners and Courtesy: Excellent ( ) Good ( ) Poor ( ).
4. Ability in expression: Excellent ( ) Average ( ) Loquacious ( )  
Hesitant ( ) Has speech defect ( ) Describe \_\_\_\_\_  
\_\_\_\_\_
5. Directness, Personal force: Forceful with tact ( ) Forceful but  
somewhat tactless ( ) Average self-assurance ( ) Timid ( )  
Backward ( ).
6. Self-confidence, poise: Well poised ( ) Average ( ) Easily upset  
or embarrassed ( ).
7. Alertness: Wide awake and attentive ( ) Sharp but somewhat inatten-  
tive ( ) Average ( ) Dull or inattentive ( ).
8. Self-salesmanship: Too good ( ) Reasonable ( ) Unconvincing ( ).
9. Overall impression: Outstandingly capable ( ) Capable ( ) Ordinary  
or average ( ) Weak ( ).
10. Would candidate be willing (in your opinion) to stand night work, or,  
in emergencies, long hours? \_\_\_\_\_.
11. Does the applicant appear genuinely interested in the weather service  
as a profession? (To be answered with respect to professional appli-  
cants only): \_\_\_\_\_  
\_\_\_\_\_
12. Remarks: \_\_\_\_\_  
\_\_\_\_\_
13. Recommendations: Strongly recommended ( ) Recommended ( )  
Doubtful ( ) Not recommended ( ).

Interviewed by \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Be  
(File No. 620.11,  
603.51, 070.2)

March 19, 1947

CIRCULAR LETTER No. 19-47  
(To all First-Order Stations)

Subject: Reply to inquiries regarding Air Carrier operations.

Weather Bureau personnel who have occasion to answer public inquiries regarding current and anticipated weather conditions as they relate to aviation operations should furnish available information concerning weather conditions but should not undertake to inform or advise as to whether air carriers will operate any particular schedule or schedules.

Available forecasts of ceiling, visibility, and other weather elements will be given when requested. Except at Airway Forecast Centers dealing regularly with data on landing minimums at terminals covered by the forecasts for which the center is responsible, inquiries regarding landing minimums should be referred to the Airway Traffic Control Center or the Air Carrier Branch of CAA or the airline dispatching or operations office.

Insistent questions regarding airline operation should be answered by explanation that the decisions of the dispatcher and the pilot take into account many considerations in addition to weather, hence the Weather Bureau is not in a position to advise as to the probability of completion of any flight. Such inquiries should be courteously referred to the office of the airline involved.



F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

C&HS: Agr: Ha  
(File No. 724.2)

March 20, 1947

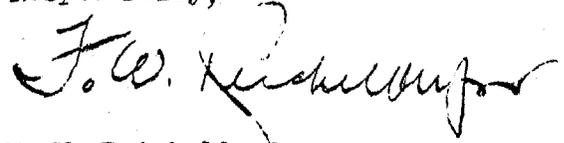
CIRCULAR LETTER NO. 20-47  
(To all Stations)

Subject: Discontinuance of Snow and Ice Bulletin

The Weekly Snow and Ice Bulletin, season of 1946-47, at present included in the Weekly Weather and Crop Bulletin, will be discontinued with the reports for the week ending Monday, March 31, 1947. All telegraphic and other reports of snow depth and ice thicknesses now being sent for use in this publication will cease after Tuesday, April 1, until further notice.

Section directors who arranged for reports of snow depth from cooperative observers are requested to notify them concerning this action and express the Weather Bureau's appreciation for their kind assistance.

Respectfully,



F. W. Reichelderfer  
Chief of Bureau

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

Opr:Ho  
(File No. 451.7)

March 24, 1947

CIRCULAR LETTER NO. 21-47  
(To All First and Second Order Stations)

Subject: Procurement of Helium

Reference: Circular Letter No. 3-47, dated January 20, 1947

Please amend paragraph (3) of the reference letter to read as follows:

Stations requiring carload shipments will order helium from the nearest Naval activity listed in Group 1 of Table 1. Stations ordering less than carload shipments will order helium from the nearest Naval activity listed in Groups 1 or 2. If a station is located approximately equidistant from one Naval activity listed in Group 1 and another listed in Group 2, the activity listed in Group 1 should be used.

The following stations should be added to Group 3:

Supply Officer-in-Command,	U. S. Supply Depot,	Argentia,	Newfoundland.
"	"	"	U. S. Naval Supply Depot, Balboa, C. Z.
"	"	"	" " " " NOB, Guantanamo Bay, Cuba.
"	"	"	" " " " " Trinidad, B. W. I.
"	"	"	NOB, " " " " Kodiak, Alaska.
"	"	"	General Supply Depot, NSC, Pearl Harbor, T. H.
Commander,	U. S. Naval Operating Base,	Dutch Harbor,	Alaska.

It is desired to emphasize the fact that the stations listed in Group 3 are to be used only in an emergency, such as a shipping strike or other unforeseeable threat to continued operations, and that requests must be held to a minimum. Weather Bureau orders for emergency helium supplies are subject to the following Navy limitations:

1. The Commanding Officer must be satisfied that an emergency exists.
2. The Commanding Officer must consider the helium supply on hand sufficient to meet the needs of both the Navy and the Weather Bureau.

F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ho  
(File No. 750)

March 24, 1947

CIRCULAR LETTER NO. 22-47 C 1 +  
(To All Stations)

Subject: Instructions for Entry of Data on Form 1144  
for Annual and Supplementary Renditions

Instructions for entry of data on Form 1144 for the annual rendition due April 15, 1947, and succeeding renditions are specified below. Form 1144 will be rendered for the following types of stations:

- (1) Weather Bureau city offices.
- (2) Weather Bureau airport stations.
- (3) Weather Bureau consolidated stations.
- (4) Other Weather Bureau stations not a part of the stations listed under (1), (2), or (3) above.
- (5) Weather observing stations of the Civil Aeronautics Administration, and Army, Navy, and Coast Guard stations whose observations are transmitted on Service A or C.
- (6) Stations other than those listed above where 3- and 6-hourly synoptic and supplementary airway, or special service observations are taken.

1. Upper Right Corner. Enter the region number. The April 15, 1947, annual rendition will require a complete rendition number, which will be the next consecutive one following the number of the last complete rendition. Omit any supplement letter for a complete rendition. When a supplementary rendition becomes necessary, leave the line "Complete rendition number" blank. The first supplementary form to correct or revise a complete rendition will be lettered "A," the second "B," etc. All supplementary forms will show the number of the last previous complete rendition in the space following "To complete No. ...."
2. Station and State. Enter the name by which the station is generally known. Enter in parentheses any additional identifying information, e.g., Tri-City (Bristol), Tennessee. Make identical entry in space provided on right-hand margin.
3. Enter the month, day, and year wherever dates are required.
4. Type of Station. Enter one of the types of stations listed in the first paragraph.
5. Date change of status (if any). Enter a complete record of changes in status. If space is insufficient, enter data in a footnote or on a separate sheet.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
File No. 100)

March 24, 1947

CIRCULAR LETTER NO. 23-47  
(To all First-Order Stations)



Subject: Reduction-in-Force Procedures

Considerable publicity is being given at present to impending reductions in the number of Government employees. Although it is not anticipated that the Bureau will be materially affected, employees may as a matter of information be interested in the procedures that must be followed in making reductions and the Department's policy relating to reductions-in-force.

In Administrative Order 202-20, effective November 18, 1946, the Department's policy is stated as follows:

"Reductions-in-force must be accomplished in an orderly manner and with due consideration for employee rights on the basis of military preference, civil service status, length of service, and efficiency ratings. Affected employees should be notified as early as possible in advance of the action to be taken. The appropriate office of the Civil Service Commission also will be notified promptly in writing of contemplated reductions-in-force so action may be taken to effect transfers elsewhere in the Government service. Employees to be separated will be granted annual leave on request for interviews with prospective employers and will be made available for transfer when requested."

When it becomes necessary for a government agency to reduce personnel because of reduction of work or appropriations or both, retention registers must be prepared in accordance with prescribed procedures establishing the order in which employees are to be laid off. Before retention registers are prepared, the competitive area to be covered must be determined. In some instances, the competitive area is based on a distinct work function (for example, all airways forecasters in the Bureau might be considered a competitive area). In the majority of cases, however, the competitive area is based on geographic location. Applied to the Bureau, this would mean that metropolitan Washington would be a competitive area and each city in which the Bureau maintains one or more stations would constitute a separate competitive area. In addition to establishing competitive areas, competitive levels within the areas must also be determined. Each competitive level consists of positions of the same grade in which the duties are sufficiently alike so that interchange of personnel is feasible. For example, SP-6 Meteorological Aids at an active airport station performing regular observational duties would comprise a competitive level. A retention register would be prepared for each competitive level in a competitive area should a reduction-in-force become necessary.

Retention registers separate employees into three (3) major groups; retention groups A, B, and C. Each major group is further sub-divided. Group A includes all employees serving under a permanent civil service appointment or permanent excepted appointment, except non-citizens serving within the continental limits of the U.S., recalled annuitants and employees continued beyond the retirement age. Sub-groups under "A" are:

- A-1 plus - employees who have not served one year following return from military furlough,
- A-1 - employees with veterans preference unless efficiency rating is less than "good",
- A-2 - employees without veterans preference unless efficiency rating is less than "good",
- A-3 - employees with veterans preference where efficiency rating is less than "good",
- A-4 - employees without veterans preference where efficiency rating is less than "good",

Group B includes employees serving under appointments limited to the duration of the present war, or for the duration of present war and 6 months thereafter, or otherwise limited in time to a period in excess of one year, such as, employees appointed pending the establishment of registers. Sub-groups under "B" are:

- B-1 - employees with veterans preference unless efficiency rating is less than "good",
- B-2 - employees without veterans preference unless efficiency rating is less than "good",
- B-3 - employees with veterans preference where efficiency rating is less than "good", and
- B-4 - employees without veterans preference where efficiency rating is less than "good".

Group C includes all employees serving under appointments specifically limited to one year or less, all non-citizen employees serving within the continental limits of the U.S., all employees continued beyond the automatic retirement age and all annuitants appointed under Section 2-B of the Civil Service Retirement Act as amended. Sub-groups under "C" are:

- C-1 - employees with veterans preference, unless efficiency rating is less than "good",
- C-2 - employees without veterans preference, unless efficiency rating is less than "good",
- C-3 - employees with veterans preference where efficiency rating is less than "good",

C-4 - employees without veterans preference where efficiency rating is less than "good".

Should it become necessary to effect a reduction in personnel in a certain competitive area among employees in a specified competitive level, selection of names for separation would begin at the bottom of the retention register and progress upward until the required number of employees had been separated. Should vacancies be available in other competitive areas, employees reached for separation may be offered transfer. If no vacancies are available in the same grade, employees may be offered assignment to lower grade vacancies if they are qualified to fill them. If no vacancies are available or if employee does not desire transfer, he must be separated.

The position of an employee on the retention register depends upon the group and sub-group to which his type of appointment entitles him. His position in the sub-group is determined by his number of retention credits. One credit is allowed for each year of federal service (including military), 5 credits for an excellent efficiency rating, 3 credits for very good, and one credit for good. Added together, they constitute an employee's total retention credits.

Any career employee with competitive civil service status who is in retention group A-1 or A-2 and is reached for reduction shall be given one year's notice. The one year notice period will be composed of (a) whenever possible, at least 30 days in duty and pay status, (b) a non-duty period with pay for the duration of any accumulated annual leave, and (c) the balance of the year in a furlough status.

Other employees reached for reduction will be given 30 days notice preferably in a duty and pay status before separation.

An employee separated as a result of reduction in force may inspect the retention register on which his name appears and if he feels that there has been a violation of his rights, may appeal to the Civil Service Commission within 10 days from the date he receives his notice of contemplated reduction-in-force. Veterans may appeal such action to the Civil Service Commission either under the reduction in force regulations or Section 14 of the Veterans' Preference Act.

Inquiries regarding this Circular Letter or on subjects related thereto may be forwarded to your Regional Office or the Central Office.



F. W. Reichelderfer,  
Chief of Bureau

Library

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington, D.C.

SR&F-Be  
(File No. 620.1,  
620.7, 622.5)

March 28, 1947



CIRCULAR LETTER NO. 24-47  
(To All First Order Stations)

Subject: Release to Press or Radio of Forecast Information  
Extending beyond the Official Forecast Period.

From time to time local offices or forecast centers have released to the press, or radio, forecast information as to expected weather conditions extending beyond the usual forecast period, and covering a large portion of the country. For example, recently one of our offices released a story indicating that after several days of continuing mild weather, snow and cold would occur (on an important holiday) in the East. This story was carried on press wires and was featured in a Washington, D. C., newspaper as a forecast of coming snow for this city. The result was a flood of telephone calls to the forecast office, where it was necessary to tell each caller that no snow was expected on the holiday, since that was the opinion of the forecaster. Such incidents lead to confusion of the public and criticism of the Bureau for issuing conflicting forecasts for the same area.

All offices should keep in mind that information given to the press or radio may be distributed to other portions of the country. Thus, considerable care must be exercised in releases to the press or radio so as to avoid possible misunderstandings of weather indications for periods beyond those covered by the official forecasts.

When important holidays or events impend, the Central Office takes action to collect forecasts and prepare a national forecast for general press distribution at the earliest time that is consistent with forecast accuracy and public interest. It is not desired that forecasters independently issue such forecasts of general application ahead of the national forecast.

A handwritten signature in cursive script, reading "F. W. Reichelderfer".

F. W. Reichelderfer  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 903.3)

April 8, 1947

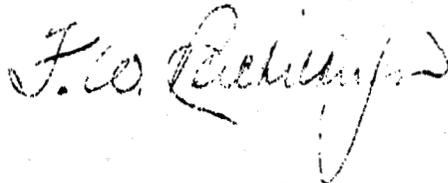
CIRCULAR LETTER NO. 25-47  
(To all First-Order Stations)

Subject: Regulations governing Weather Bureau employees  
appearing as witnesses in court.

Reference: Circular Letter No. 80-46.

Circular letter No. 80-46, Section 8, paragraph .01, under title  
"Appearance" case "C" has been amended to read:

In case (c), the employee subpoenaed shall notify his regional  
director by letter or telegram, stating the names of the parties liti-  
gant, the matter in suit, and the nature of the testimony the employee  
expects to give. Where in case (c) the regional director deems the pro-  
duction of records or the employee's proposed testimony prejudicial to  
the public interest, he shall at once refer the case to the Chief of the  
Bureau. If necessary, the Chief of the Bureau may request the Solicitor  
of the Department to promptly advise whether the employee may be com-  
pelled to appear and testify.



F. W. Reichelderfer,  
Chief of Bureau



*Sebrary*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

(File No. 260.4  
140)

April 14, 1947

Accts-jfb

Circular Letter 26-47  
(To All First Order Stations)

Subject: Incurring expenses in connection with changes  
in assignments.

In recent months several cases have come to our attention where travel has been performed or household or personal effects have been shipped prior to proper authorization. This has resulted in financial losses for the employees concerned. The following instructions are repeated in this Circular Letter for emphasis and to caution employees to await proper authorization before proceeding to travel.

Permanent transfers

Under the law and regulations, expenses of travel of an employee and of the members of his immediate family and of transportation of his household goods and personal effects may be paid in connection with a transfer from one permanent station to another when the transfer is not for the personal convenience of the employee and the expenses are authorized in the order directing the transfer. Employees must, therefore, await receipt of their travel authorizations before incurring any expenditures for travel of themselves and their families or for transportation of their household goods and personal effects. In emergencies, authorizations for the expenses will be given by wire with confirmation on the travel authorization form.

Temporary assignments

Employees who are advised that they will be assigned to temporary duty at stations other than their permanent headquarters will await receipt of their travel orders before starting to travel. This is necessary in order to avoid loss of personal funds since the authorization may not be dated subsequent to the date of travel. In emergencies, travel expenses will be authorized by wire, with confirmation on the travel authorization form.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 400.2)

April 15, 1947

CIRCULAR LETTER NO. 27-47  
(To all First Order Stations)

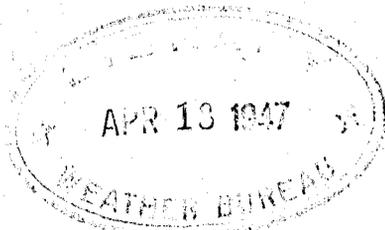
Subject: Requisitioning of Supplies.

The comments by Regional Offices to a proposed plan of staggering the submission of store's requisitions drawn on central stock of the Materiel Section favored the establishment of such a procedure. The schedule which will be adopted is as follows:

1. Regions 1 and 2 submit their semi-annual requisitions by February 1, for the period April 1 through September 30, and August 1, for the period October 1 through March 31.
2. Regions 3 and 4 submit their semi-annual requisitions by March 1, for the period May 1 through October 31, and September 1, for the period November 1 through April 30.
3. Regions 5 and 6 submit their semi-annual requisitions by April 1, for the period June 1 through November 30, and October 1, for the period December 1 through May 31.
4. Region 7 submit its semi-annual requisitions by May 1, for the period July 1 through December 31, and November 1, for the period January 1 through June 30.

Alaskan stations now submitting annual requisitions will submit their requisitions as heretofore. These requisitions should reach Central Office so that shipments will reach their destination in time for the opening of navigation.

The requisitions will be filled and shipped during the month following the deadline date of submission, so that supplies may be received at the beginning of the period for which the supplies were requisitioned. Requisitions submitted too late to be filled during the scheduled month will be filled only after all requisitions scheduled for receipt and processing during the following month have been filled.



Whenever it becomes necessary to submit special requisitions station officials will requisition only the quantity needed for operation up to the beginning date of the next annual requisition estimate period.

This schedule will become effective July 1, 1947. The requisitions received prior to the issuance of this circular letter will be disregarded.

A handwritten signature in cursive script, appearing to read "F. W. Reichelderfer".

F. W. Reichelderfer,  
Chief of Bureau

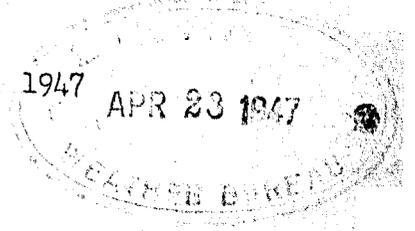
*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau  
Washington 25

Pers.-Fo.  
(File No. 150,  
750)

April 24, 1947 APR 23 1947

CIRCULAR LETTER NO. 28-47  
(To all First-Order Stations)



Subject: Personnel History Change and Annual Personnel  
Experience Record Sheets.

In order to keep up-to-date records in the Central Office pertaining to the Personnel History Sheets, Form WB-6005, which have previously been submitted by all employees of the Bureau, the Personnel History Change and Annual Personnel Experience Record Sheets, Form WB-6005B and Form WB-6005C will be used in the future.

Instructions concerning the use and rendition of the two Forms are given below:

1. Form WB-6005B. This form contains the same items of experience that were originally reported as of January 1, 1946. An annual rendition as of January 1, of the current year will be made in which the experience of the employee for the past year will be reported. The same rules which were indicated in the "Guide" for the original rendition of the Personnel History Sheet will be used in determining the experience to be reported.

2. Form WB-6005C. Instead of reporting changes periodically, this Form will be used by all employees to report any changes in the items included on the form at the time they occur. The instructions requiring a report on change in marital or dependency status which were included in the March 1945 issue of "Topics and Personnel" are hereby canceled. The use of Form WB-6005C does not, however, affect the need for rendition of Treasury Form W-4 for fiscal purposes.

A supply of Forms WB-6005B and WB-6005C is being furnished all stations and future supplies will be available by requisition from the Central Office on Forms Requisition.

Both of these forms will be filled out and submitted in duplicate to the Regional Office. The original will be forwarded to the Central Office marked "Personnel Division".

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 080)

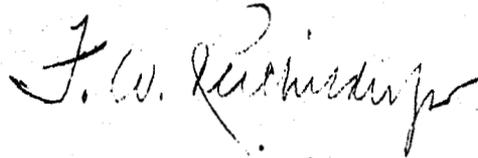
May 1, 1947

CIRCULAR LETTER NO. 29-47  
(To all First Order Stations)

Subject: Use of Reference in Replying to Correspondence.

Instructions have been issued from time to time regarding the use of references in replying to correspondence. However, considerable difficulty and delay is still being experienced in routing mail because of failure of some stenographers and typists to type the reference on outgoing letters, memoranda, telegrams, mailgrams, etc. which are in reply to correspondence received.

Stenographers and typists should be instructed to refer to the date and the initials as shown in the upper left corner of incoming letters when replying to correspondence. Rather than simply typing "Your letter of (date)", the complete reference such as "Your letter of April 1, 1947 (Pers:IF:mfs)" should be stated. Such action will greatly facilitate the routing of correspondence at the Central Office and the Regional Offices.



F. W. Reichelderfer,  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ho  
(File No.903.1)

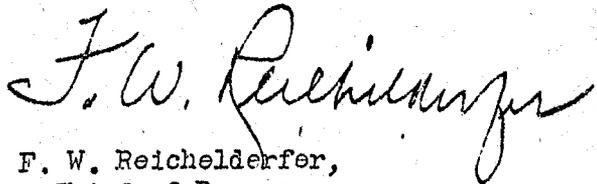
May 5, 1947

CIRCULAR LETTER NO.30-47  
(To All Stations)

Subject: Computation of the height of the 850-  
millibar surface above sea level

Effective with the 0130 EST observation July 1, 1947, the subject data will be computed at stations listed in the enclosure. The data will be computed in accordance with the attached instructions. Necessary tables and diagrams will be furnished each station affected and all other first order stations by the Regional Offices.

A supply of Form 1083, revised, will be furnished each station at which the computations will be made. Future requests for the form should include the revised date, July 1, 1947. Revised "Instructions for WB Form 1083," will be issued in the near future.

  
F. W. Reichelderfer,  
Chief of Bureau.

Enclosure

"INSTRUCTIONS FOR AIRWAY METEOROLOGICAL SERVICE,"  
Circular N, Fifth Edition, effective July 1, 1947

Instructions for Computing the Height of the 850-Millibar  
Surface Above Sea Level

Insert between pages 66 and 67

1.0. GENERAL. The height of the 850-millibar surface above sea level will be computed at specified stations which, with few exceptions, will include stations whose elevations lie between 2500 and 9500 feet, inclusive.

The height of the 850-millibar surface (25.10 inches) is computed by means of one of the hypsometric diagrams listed below. The diagrams used for the computation must have ranges of pressure and temperature that include the current values of station pressure and mean virtual temperature.

<u>Form Number</u>	<u>Temperature Range °F</u>	<u>Pressure Range Inches of Mercury</u>
1154C	10° to 90°	28.80 to 25.10
1154D	10° to 90°	27.70 to 22.75
1154E	10° to 90°	25.10 to 20.60
1154F	-50° to 30°	28.80 to 25.10
1154G	-50° to 30°	28.00 to 22.50
1154H	-50° to 30°	25.10 to 20.60

The method of expressing station elevation in g.-ft. is based on the procedure given on WB Form 1154A. Forms 1154D and G are for intermediate values of pressure that overlap pressure ranges of other diagrams. Two linear scales, one in g.-ft. and one in kilometers, are printed at the left of the diagram. To the right of the diagram is a millibar-inch pressure conversion scale for use at stations supplied with barometers calibrated in millibars.

2.0. SCALE. A g.-ft. scale is used in computing the height of the 850-millibar surface. It is furnished separately as Form 1154J in a height range from 2,350 to 9,500 feet for use with all diagrams listed in paragraph 1.0. A kilometer scale is printed on the right in a range equivalent to the range of the g.-ft. scale. The station elevation in g.-ft., taken from the list of station elevations furnished with the diagrams, should be indicated on the scale with a fine thin penciled arrow that extends across the width of the scale. The position of this arrow on the scale should be verified for accuracy by another of the station personnel, after which the arrow should be retraced with permanent ink. The head of the arrow should terminate about 1/16" from the edge of the scale. Trim the scale so that the line in the center becomes the right edge, and the graduations and legends remain on the left side. The scale is subject to contraction and expansion with changes in humidity and temperature. Precautions should therefore be taken to avoid subjecting the diagrams and the scales to extremes of either humidity or temperature.

"INSTRUCTIONS FOR AIRWAY METEOROLOGICAL SERVICE,"  
Circular N, Fifth Edition, effective July 1, 1947

3.0. DETERMINATION OF HEIGHT OF 850-MILLIBAR SURFACE.

3.1. Pressure. The station pressure will be determined to the nearest hundredth of an inch in accordance with Circular N, Chapter 8.

3.2. Mean Virtual Temperature. The mean virtual temperature will be computed on Form 1083. The correction for lapse rate and humidity required for entry on line 52, Form 1083, in computing the mean virtual temperature will be taken from Table 9.

Enter the temperature data on Form 1083 as required by the legends on lines 47 through 53. The entry for line 52 is taken from Table 9 as follows: Along the left edge of the Table, under the column captioned "Station Pressure," find the value closest to that of the current station pressure. At the top of the Table find the value closest to the mean temperature entered on line 51. The required correction will be found at the intersection of the corresponding horizontal line and vertical column. Enter the correction (with its sign, + or -) on line 52. The algebraic sum of the entries on lines 51 and 52 is the mean virtual temperature and is entered on line 53.

3.3. Diagram. Select a diagram whose range of pressure, printed along the side, includes the station pressure and whose range of temperature, printed along the top, includes the mean virtual temperature computed in accordance with paragraph 3.2 above. The slanting lines of the hypsometric diagrams represent values of pressure in increments of five-hundredths of an inch corresponding to station pressure; the vertical lines represent temperature in whole degrees Fahrenheit corresponding to values of mean virtual temperatures.

3.4. Use of Scale (Form 1154J). Place the g.-ft. scale vertically on the hypsometric diagram so that height in g.-ft. increases with decrease in pressure. Place the edge of the scale parallel with and immediately adjacent to the vertical line corresponding to the mean virtual temperature to the nearest whole degree Fahrenheit. Slide the scale vertically until the tip of the arrow coincides with the value of station pressure to the nearest 0.01 inch. The height of the 850-millibar surface above sea level will be read on the g.-ft. scale at its intersection with the 25.10 line, which is a dashed horizontal line with arrow heads at its extreme tips. Enter this height to the nearest 10 feet on line 29 of Form 1083, and code the height in tens of feet in group 9 of the synoptic code.

4.0. EXAMPLE. Given:

Station elevation g.-ft.	5290
Station pressure	24.645
Current temperature (t)	29.3°F
Temperature 6 hours previously (t <sub>6</sub> )	33.6°F

"INSTRUCTIONS FOR AIRWAY METEOROLOGICAL SERVICE,"  
Circular N, Fifth Edition, effective July 1, 1947

4.1. To determine temperature argument:

Form 1083  
Line Number

t .....	29.3°	47
t .....	29.3°	48
t <sub>-6</sub> .....	33.6°	49
Sum .....	92.2°	50
Mean .....	30.7°	--
t" (to nearest whole °F) .....	31°	51
c - Correction from table 9 (at intersection of 24.60 pressure line (closest to 24.64) and 30°F temperature column (closest to 31°)) .....	+2	52
t <sub>mv</sub> - Mean virtual temperature argument, nearest whole degree F .....	33°	53

4.2. Pressure argument (station pressure to  
nearest 0.01 inch) ..... 24.64 inches

4.3. To determine the height of the 850-millibar surface above sea level:  
Using 24.64 as the pressure argument, place the edge of the scale along the  
33° temperature line with the arrow marking the station elevation, 5290, at  
the 24.64 inch pressure value. At the intersection of the scale with the  
25.10 inch pressure line (equivalent to 850-millibar) read the height of  
the 850-millibar surface above sea level (to nearest 10 g.-ft.). Height  
equals 4810 g.-ft. This value should be entered on line 29 of Form 1083.

5.0. FORMS.

5.1. Forms 1001, 1001A, and 1130A. Daily entries in Forms 1001, 1001A, and  
1130A will be made to the nearest 10 g.-ft. in the columns and spaces  
captioned "5,000 Ft. Pressure." The captions will be deleted and the legend  
"850-MB. SFC, g.-ft." substituted for them.

5.2. Form 1078-Summary. Form 1078 will be used as a monthly summary form  
for the height of the 850-millibar surface. Enter the name of the station  
on the line provided at the top of the form. On the line captioned "DATA"  
enter "Height of 850-mb. Surface Above Sea Level, g.-ft." Following this  
entry, enter the appropriate month and year.

The height of the 850-millibar surface as computed for the 0130 EST obser-  
vation only will be entered daily on Form 1078 to the nearest 10 g.-ft.  
Weather Bureau Offices, and forms-checking stations referred to below, will  
compute sums and means to the nearest 10 g.-ft. and mail the forms to Weather  
Bureau Office, San Francisco 2, California, by the 7th of the month following  
that to which the data pertain. The sums and means will not be computed at  
stations with noncommissioned or CAA personnel. Forms pertaining to these  
stations will be mailed, unsummarized, at the close of the month to a forms-  
checking station designated by the Regional Office.

Stations to Compute Height of the 850-Millibar  
Constant Pressure Surface (May 1, 1947)  
( $H_p$ ) 2500 ft.)

Station	Lat. N	Long. W	Station Elevation ( $H_p$ )		
			ft.	0.98 gdm.	g.-ft.
Acoma, N. Mex.....	35°03'	107°43'	6582	2005.0	6578
Akron, Colo.....	40°07'	103°10'	4621	1408.5	4621
Alamogordo, N. Mex.....	32°51'	106°05'	4072	1240.4	4070
Alamosa, Colo.....	37°26'	105°51'	7543	2298.1	7540
Albuquerque, N. Mex.....	35°03'	106°33'	5314	1618.8	5311
Amarillo, Tex.....	35°14'	101°42'	3604	1098.0	3602
Austin, Nev.....	39°30'	117°05'	6657	2028.9	6656
Baker, Oreg.....	44°50'	117°50'	3373	1028.5	3374
Battle Mountain, Nev.....	40°32'	116°47'	4536	1382.7	4536
Beatty, Nev.....	36°55'	116°45'	3317	1010.7	3316
Beaumont, Calif.....	33°56'	116°56'	2592	789.6	2591
Bend, Oreg.....	44°04'	121°19'	3632	1107.4	3633
Big Piney, Wyo.....	42°32'	110°07'	6820	2078.8	6820
Big Spring, Tex.....	42°32'	101°30'	2537	772.8	2535
Billings, Mont.....	45°48'	108°32'	3570	1088.7	3572
Bishop, Calif.....	37°22'	118°22'	4145	1263.0	4144
Blanding, Utah.....	37°38'	109°28'	6039	1840.2	6037
Blue Canyon, Calif.....	39°16'	120°42'	5283	1610.1	5282
Boise, Idaho.....	43°34'	116°13'	2858	871.4	2859
Bozeman, Mont.....	45°47'	111°09'	4449	1356.7	4451
Broadus, Mont.....	45°26'	105°24'	3032	924.7	3034
Bryce Canyon, Utah.....	37°42'	112°09'	7589	2312.3	7586
Burley, Idaho.....	42°33'	113°43'	4157	1267.3	4158
Burney, Calif.....	40°53'	121°40'	3141	957.6	3142
Burns, Oreg.....	43°35'	119°03'	4162	1268.9	4163
Butte, Mont.....	45°58'	112°30'	5533	1687.2	5535
Carrizozo, N. Mex.....	33°39'	105°52'	5424	1652.1	5420
Casper, Wyo.....	42°55'	106°20'	5290	1612.6	5291
Chadron, Nebr.....	42°50'	103°05'	3315	1010.6	3316
Cheyenne, Wyo.....	41°09'	104°49'	6144	1872.7	6144
Clayton, N. Mex.....	36°27'	103°09'	5052	1539.2	5050
Coalville, Utah.....	40°54'	111°25'	5589	1703.5	5589
Cochise, Ariz.....	32°02'	109°55'	4267	1299.6	4264
Cody, Wyo.....	44°32'	109°04'	4999	1524.2	5001
Colorado Springs, Colo.....	38°49'	104°42'	6170	1880.2	6169
Columbus, N. Mex.....	31°50'	107°37'	4018	1223.9	4015
Craig, Colo.....	40°31'	107°32'	6199	1889.5	6199
Crown Point, N. Mex.....	35°40'	108°10'	6978	2125.8	6974
Cut Bank, Mont.....	48°37'	112°22'	3838	1170.8	3841

Stations to Compute Height of the 850-Millibar  
Constant Pressure Surface (May 1, 1947)  
( $H_b > 2500$  ft.)

Station	Lat. N	Long. W	Station Elevation ( $H_b$ ) ft.	0.98 gdm.	g.-ft.
Delta, Utah.....	39°23'	112°33'	4714	1436.6	4713
Denver, Colo.....	39°46'	104°53'	5332	1625.1	5332
Dickinson, N. Dak.....	46°48'	102°48'	2583	787.8	2585
Dillon, Mont.....	45°15'	112°33'	5209	1588.3	5211
Dodge City, Kans.....	37°46'	99°58'	2592	789.9	2592
Donner Summit, Calif.....	39°20'	120°22'	7195	2192.4	7193
Douglas, Wyo.....	42°45'	105°21'	4853	1479.5	4854
Dubois, Idaho.....	44°10'	112°18'	5133	1564.9	5134
Durango, Colo.....	37°17'	107°53'	6552	1996.3	6550
Eagle, Colo.....	39°40'	106°50'	6598	2010.9	6597
Elko, Nev.....	40°55'	115°45'	5077	1547.6	5077
El Morro, N. Mex.....	35°01'	108°24'	7121	2169.1	7116
El Paso, Tex.....	31°48'	106°24'	3916	1192.8	3913
Ely, Nev.....	39°17'	114°52'	6262	1908.3	6261
Engle, N. Mex.....	33°10'	106°59'	4848	1476.8	4845
Enterprise, Utah.....	37°41'	113°42'	5210	1587.6	5209
Fairfield, Utah.....	40°21'	112°03'	4967	1513.8	4967
Fallon, Nev.....	39°25'	118°43'	3935	1199.2	3934
Farmington, N. Mex.....	36°44'	108°13'	5374	1637.4	5372
Flagstaff, Ariz.....	35°12'	111°40'	6907	2104.0	6903
Flat Top, W. Va.....	37°35'	81°06'	3270	996.5	3269
Fort Bridger, Wyo.....	41°24'	110°23'	7024	2140.8	7024
Fort Collins, Colo.....	40°35'	105°05'	4935	1504.3	4935
Fort Stockton, Tex.....	30°53'	102°53'	3015	918.3	3013
Garden City, Kans.....	37°58'	100°49'	2844	866.8	2844
Gooding, Idaho.....	42°55'	114°47'	3668	1118.2	3669
Goodland, Kans.....	39°21'	101°42'	3688	1124.0	3688
Grand Canyon, Ariz.....	36°03'	112°06'	6912	2105.7	6908
Grand Junction, Colo.....	39°06'	108°32'	4839	1474.7	4838
Grangeville, Idaho.....	45°56'	116°08'	3409	1039.6	3411
Grangeville, Idaho.....	47°30'	111°21'	3657	1115.5	3660
Great Falls, Mont.....	47°30'	111°21'	3657	1115.5	3660
Green River, Utah.....	39°00'	110°09'	4087	1245.6	4087
Guadalupe Pass, Tex.....	31°50'	104°48'	5460	1663.0	5456
Guymon, Okla.....	36°40'	101°30'	3128	953.2	3127
Hanksville, Utah.....	38°25'	110°41'	4462	1359.9	4462
Havre, Mont.....	48°34'	109°40'	2507	764.8	2509

Stations to Compute Height of the 850-Millibar  
 Constant Pressure Surface (May 1, 1947)  
 ( $H_p > 2500$  ft.)

Station	Lat. N	Long. W	Station Elevation ( $H_p$ )		
			ft.	0.98 gdm.	g.-ft.
Hawthorne, Nev.....	38°39'	118°36'	4168	1270.2	4167
Hayes Center, Nebr.....	40°31'	100°58'	3035	925.3	3036
Helena, Mont.....	46°36'	112°00'	3898	1188.9	3901
Humboldt Field, (Lovelock) Nev.....	40°06'	118°09'	4160	1268.0	4160
Idaho Falls, Idaho.....	43°31'	112°04'	4744	1446.4	4745
Kalispell, Mont.....	48°12'	114°19'	2973	906.9	2975
Klamath Falls, Oreg.....	42°08'	121°45'	4093	1247.8	4094
LaJunta, Colo.....	38°03'	103°31'	4215	1284.4	4214
Lakeview, Oreg.....	42°11'	120°21'	4764	1452.4	4765
Lamar, Colo.....	38°04'	102°37'	3620	1103.2	3619
Lander, Wyo.....	42°48'	108°43'	5558	1694.3	5559
Laramie, Wyo.....	41°19'	103°40'	7272	2216.4	7272
Las Vegas, N. Mex.....	35°37'	105°11'	6875	2094.4	6871
Lemmon, S. Dak.....	45°56'	102°09'	2602	793.6	2604
Lewistown, Mont.....	47°04'	109°27'	4146	1264.4	4148
Livingston, Mont.....	45°40'	110°32'	4618	1408.3	4620
Lubbock, Tex.....	33°39'	101°50'	3241	987.3	3239
Lucin, Utah.....	41°22'	113°50'	4421	1347.6	4421
Malad City, Idaho.....	42°10'	112°19'	4495	1370.3	4496
Meacham, Oreg.....	45°30'	118°25'	4056	1237.0	4058
Miles City, Mont.....	46°26'	105°52'	2634	803.3	2635
Milford, Utah.....	38°24'	113°01'	5097	1553.2	5096
Missoula, Mont.....	46°55'	114°05'	3189	972.7	3191
Mogollon, N. Mex.....	33°24'	108°47'	6566	1999.9	6561
Montague, Calif.....	41°44'	122°33'	2526	770.1	2527
Mt. Hamilton, Calif.....	37°20'	121°40'	4213	1283.7	4212
Mt. Laguna, Calif.....	32°52'	116°25'	6208	1890.8	6203
Mt. Mitchell, N. C.....	35°46'	82°16'	6639	2022.6	6636
Mt. Shasta, Calif.....	41°47'	122°18'	3587	1093.4	3587
Mt. Washington, N. H.....	44°16'	71°18'	6267	1910.6	6268
Mt. Wilson, Calif.....	34°14'	118°04'	5711	1739.5	5707
Mullan Pass, Idaho.....	47°27'	115°41'	6037	1841.1	6040
Newcastle, Wyo.....	43°51'	104°11'	4480	1365.9	4481
North Platte, Nebr.....	41°08'	100°42'	2787	849.7	2788

Stations to Compute Height of the 850-millibar  
Constant Pressure Surface (May 1, 1947)  
(H<sub>b</sub> 2500 ft.)

Station	Lat. N	Long. W	Station Elevation (H <sub>b</sub> )		
			ft.	0.98 gdm.	g.-ft.
Ogden, Utah.....	41°12'	112°01'	4446	1355.2	4446
Otto, N. Mex.....	35°05'	106°00'	6231	1898.0	6227
Owyhee, Nev.....	41°57'	116°07'	5401	1646.5	5402
Palmdale, Calif.....	34°38'	118°05'	2538	773.3	2537
Pampa, Tex.....	35°32'	100°57'	3214	979.2	3213
Pocatello, Idaho.....	42°55'	112°32'	4478	1365.1	4479
Prescott, Ariz.....	34°39'	112°26'	5022	1529.8	5019
Presidio, Tex.....	29°33'	104°24'	2612	795.4	2610
Pueblo, Colo.....	38°14'	104°38'	4806	1464.6	4805
Rapid City, S. Dak.....	44°09'	103°06'	3218	981.1	3219
Raton, N. Mex.....	36°44'	104°30'	6376	1942.6	6373
Redmond, Oreg.....	44°16'	121°08'	3084	940.4	3085
Reno, Nev.....	39°30'	119°47'	4400	1341.1	4400
Rock Springs, Wyo.....	41°36'	109°06'	6745	2056.0	6745
Rodeo, N. Mex.....	31°56'	109°00'	4126	1256.8	4123
Roosevelt, Utah.....	40°18'	109°59'	5106	1556.2	5106
Roswell, N. Mex.....	33°24'	104°27'	3566	1086.3	3564
St. George, Utah.....	37°06'	113°36'	2907	885.8	2906
Salmon, Idaho.....	45°11'	113°53'	3947	1203.5	3948
Salt Flat, Tex.....	31°45'	105°06'	3715	1131.5	3712
Salt Lake City, Utah.....	40°46'	111°58'	4227	1288.5	4227
Sandberg, Calif.....	34°45'	118°44'	4523	1377.9	4521
Santa Fe, N. Mex.....	35°38'	106°06'	6308	1921.7	6305
Scottsbluff, Nebr.....	41°52'	103°36'	3958	1206.7	3959
Sexton Summit, Oreg.....	42°37'	123°22'	3841	1171.0	3842
Sheridan, Wyo.....	44°46'	106°58'	3968	1209.9	3969
Sidney, Nebr.....	41°08'	103°02'	4137	1261.1	4137
Sinclair, Wyo.....	41°48'	107°03'	6564	2000.9	6565
Siskiyou Summit, Oreg.....	42°03'	122°36'	4484	1366.9	4485
Stampede Pass, Wash.....	47°17'	121°20'	3963	1208.7	3966
Strevell, Idaho.....	42°01'	113°13'	5282	1610.2	5283
Susanville, Calif.....	40°23'	120°33'	4199	1279.9	4199
Tonopah, Nev.....	38°04'	117°05'	5406	1647.4	5405
Trinidad, Colo.....	37°16'	104°20'	5743	1749.8	5741

Stations to Compute Height of the 850-Millibar  
 Constant Pressure Surface (May 1, 1947)  
 ( $H_b > 2500$  ft.)

Station	Lat. N	Long. W	Station Elevation ( $H_b$ )		
			ft.	0.98 gdm	g.-ft.
Tucson, Ariz.....	32°07'	110°55'	2555	778.3	2553
Tucumcari, N. Mex.....	35°11'	103°36'	4039	1230.5	4037
Valentine, Nebr.....	42°50'	100°32'	2598	792.1	2599
Van Horn, Tex.....	31°03'	104°52'	4067	1238.7	4064
West Yellowstone, Mont.....	44°39'	111°06'	6669	2033.2	6671
Whitehall, Mont.....	45°49'	112°12'	4604	1404.0	4606
Wink, Tex.....	31°47'	103°12'	2820	859.0	2818
Winnemucca, Nev.....	40°58'	117°43'	4339	1322.6	4339
Winslow, Ariz.....	35°01'	110°44'	4883	1487.6	4881

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington, D. C.

Office of the Chief:Wd  
(File No. 030.4)

8 May 1947

CIRCULAR LETTER NO. 31-47  
(To all stations)

Subject: Conference of Forecasters

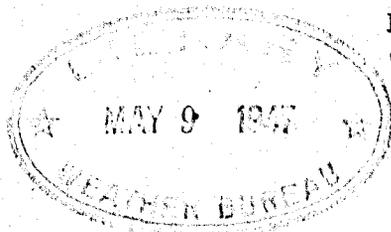
A general conference of district and airways forecasters will probably be held in Washington late in November 1947 or early in December, after the Conference of Directors of the International Meteorological Organization. It is hoped that a representative from each forecast center can be authorized to attend this conference in Washington. Further information will be given as soon as possible.

Meantime, forecasters are requested to suggest items for the agenda of the conference. The subject matter will deal primarily with the technical and operating aspects of the Bureau's forecasting services. Agenda items are invited from all forecasters and in fact, from all field personnel directly interested in the forecasting services. Officials in Charge are requested to collect items from members of their staffs who desire to suggest subjects for the agenda and transmit them in assembled form to the Central Office with information copies to the respective Regional Offices, not later than 1 August 1947.

It is not expected that the conference will take up technical and professional papers normally presented at technical sessions of the American Meteorological Society or the American Geophysical Union, although there will be no objection to the presentation and discussion of new technical developments in forecasting. The attention of the conference will be directed primarily towards current operating problems in forecasting and suggestions for improvements in coordination, dissemination and other details.



F. W. Reichelderfer  
Chief of Bureau



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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

Mat.-THE/Fo  
(File No. 451.7,  
260.1)

May 8, 1947

CIRCULAR LETTER NO. 32-47  
(To all First Order Stations)

Subject: Certificate required on bills of lading for  
shipments of filled cylinders of helium gas

Section 421 of the Interstate Commerce Commission's regulations for the transportation of dangerous articles requires that - "The shipper offering for transportation by carriers by rail freight, highway, or water any class A or class B explosives and blasting caps or electric blasting caps in any quantity, and any inflammable liquid, inflammable solid, oxidizing material, corrosive liquid, Compressed Gas, or poison, requiring labels, or carloads requiring placards, as prescribed by these regulations, must show on the shipping order, bill of lading, or other shipping paper, in the lower lefthand corner, the following certificate over the written or stamped facsimile signature of the shipper or his duly authorized agent:

"This is to certify that the above articles are properly described by name and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Interstate Commerce Commission."

To insure compliance with this regulation issuing officers are requested to place the certificate on bills of lading issued for shipment of filled helium cylinders.

F. W. Reichelderfer  
Chief of the Bureau



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F-Hew  
File No. 740.1

May 12, 1947

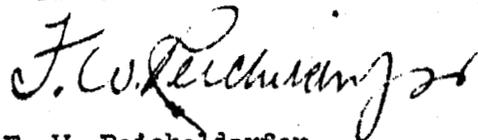
CIRCULAR LETTER NO. 33-47  
(To all Stations)

Subject: Amendment to 1942 Weather Code; Height of 850 millibar pressure surface.

Reference: 1942 Weather Code, Parts I and II.

Effective with the 0630Z (0130 EST) observation of July 1, 1947 the height of the 850 millibar pressure surface will be substituted for the five-thousand (5000) foot pressure in 3 and 6-hourly synoptic reports by all stations under the control of the U. S. Weather Bureau which are authorized to report this datum.

Station copies of the 1942 Weather Code will be amended in accordance with the instructions contained in Attachments "A" and "B" to this circular letter. ATTACHMENT "A" contains all amendments to the code which are required to report this datum. ATTACHMENT "B" contains reprints of some of the paragraphs in ATTACHMENT "A". These reprints are included for convenience and may be removed from the circular letter and attached to the code books as appropriate.



F. W. Reichelderfer,  
Chief of Bureau.

Attachments.

Amendments to 1942 Weather Code  
(Circular Letter No. 33-47)

PART I, 1942 WEATHER CODE  
(Edition dated January 1, 1943)

1. Page 4 - Introduction 3rd paragraph:  
Delete group "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" from symbolic form and substitute group "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".
2. Page 4 - Definitions and Meanings of Letter Symbols:  
Change P<sub>m</sub>P<sub>m</sub>P<sub>m</sub> = Atmospheric pressure reduced to 5,000 feet... etc., to read, "h<sub>85</sub>h<sub>85</sub>h<sub>85</sub> = Height in "tens" of feet above mean sea level of the 850 mb. pressure surface (i.e., in thousands, hundreds and tens of "g. feet").
3. Pages 5 and 6 - Paragraphs 15, 18 and 25: Change group "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" to read "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".
4. Page 6 - Paragraph 30 - Delete paragraph 30 and substitute the following:  
"30. Group 9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub> is included ONLY by those stations instructed to report the height of the 850 millibar pressure surface. Ordinarily, only those stations whose elevations lie between 2,500 and 9,500 feet above mean sea level, inclusive, will be authorized to report these data."
5. Page 9 - PRESSURE - Change "Symbol P<sub>m</sub>P<sub>m</sub>P<sub>m</sub> = Atmospheric pressure reduced...etc." to read "Symbol h<sub>85</sub>h<sub>85</sub>h<sub>85</sub> = Height in "tens" of feet above mean sea level of the 850 mb. pressure surface (i.e., in thousands, hundreds and tens of "g. feet").
6. Page 9 - Paragraph 105: Delete paragraph 105 and substitute the following: "105. Group 9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub> is ordinarily included in a coded report ONLY by those stations whose elevations lie between 2,500 and 9,500 feet above mean sea level, inclusive. Stations authorized to report datum for symbol "h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>" will report this datum in addition to the sea level pressure that is reported for symbol "PPP".
7. Page 9 - Paragraph 106: Delete paragraph 106 and substitute the following: "106. Height datum represented by symbol "h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>" is the computed height of the 850 mb. pressure surface. This datum is coded to the nearest "tens" of feet (i.e., in thousands, hundreds, and tens of "g. feet", the units figure is omitted). Examples: 3824 "g. feet" is coded "382"; 4915 "g. feet", "492"; 4758 "g. feet", "476".  
(Note: The term "g. feet" (gft) will be understood to be a unit of geopotential that bears the same relation to the 0.98 gdm. as the geometric foot to the geometric meter (i.e., 3.280833 gft. = 0.98 gdm.).

## (ATTACHMENT A, Circular Letter No. 33-47)

8. Page 10 - Paragraph 111 - Delete paragraph 111 and substitute the following: "111. Symbol  $a_3$  is included in the coded message only by those stations which report the height of the 850 mb. pressure surface (Symbol  $h_{85}h_{85}h_{85}$ )."
9. Page 13 - Example No. 1 - Coded example: Change last group, "96293", to read: "04393".  
Change line " $629 P_m P_m P_m \dots$  etc." to read: "439  $h_{85}h_{85}h_{85}$   
Height (850 mb. surface) 4386 "gft."
10. Page 14 - Example No. 5 - Coded example: Change next to last group "96155", to read: "94395".  
Change line " $615 P_m P_m P_m \dots$  etc." to read: "439  $h_{85}h_{85}h_{85}$   
Height (850 mb. surface) 4391 gft."
11. Page 15 - Example No. 10 - Coded example: Change coded group "95274" to read: "94684".  
Change line " $527 P_m P_m P_m \dots$  etc." to read: "468  $h_{85}h_{35}h_{85}$   
Height (850 mb. surface) 4675 "gft."

PART II, 1942 WEATHER CODE  
(Edition dated April 1, 1943)

12. Page 3 - DEFINITIONS AND MEANINGS OF LETTER SYMBOLS -  
Change symbol and definitions of "Symbol  $P_m P_m P_m =$   
Atmospheric ... etc." to read: " $h_{85}h_{85}h_{85} =$  Height in "tens  
of feet above mean sea level of the 850 mb. pressure surface  
(i.e., in thousands, hundreds and tens of "g.feet)".
13. Page 3 - SYMBOL FORM OF 1942 WEATHER CODE--  
In group 9 delete " $P_m P_m P_m$  and superimposed 71" and  
substitute " $h_{85}h_{85}h_{85}$ ".
14. Page 8 - Code table No. 71. - Delete the first two lines of  
heading "Symbol  $P_m P_m P_m =$  Atmospheric ... etc... omitted"  
so that the heading reads: "Table for converting  
"inches" to "Millibars". "One inch = 33.86395 millibars;  
one millibar = 0.02952993 inch".

ATTACHMENT "B"

(Circular Letter No. 33-47)

The following paragraphs may be cut out and inserted in Parts I and II of the 1942 Weather Code as appropriate:

-----  
Change No 2    Circular Letter No. 33-47                      Eff. 7/1/47

$h_5h_5h_5$  = Height in "tens" of feet above mean sea level of the 850 mb. pressure surface (i.e., in thousands, hundreds and tens of "g. feet").

-----  
Change No. 4    Circular Letter No. 33-47                      Eff. 7/1/47

30. Group  $9h_5h_5h_5a_3$  is included ONLY by those stations instructed to report the height of the 850 millibar pressure surface. Ordinarily, only those stations whose elevations lie between 2,500 and 9,500 feet above mean sea level, inclusive, will be authorized to report these data.

-----  
Change No. 6    Circular Letter No. 33-47                      Eff. 7/1/47

105. Group  $9h_5h_5h_5a_3$  is ordinarily included in a coded report ONLY by those stations whose elevations lie between 2,500 and 9,500 feet above mean sea level, inclusive. Stations authorized to report datum for symbol " $h_5h_5h_5$ " will report this datum in addition to the sea level pressure that is reported for symbol "PPP".

-----  
Change No. 7    Circular Letter No. 33-47                      Eff. 7/1/47

106. Height datum represented by symbol " $h_5h_5h_5$ " is the computed height of the 850 mb. pressure surface. This datum is coded to the nearest "tens" of feet (i.e., in thousands, hundreds and tens of "g. feet", the units figure is omitted).

Examples: 3824 "g. feet" is coded "382"; 4915 "g. feet", "492"; 4758 "g. feet", "476".

(Note: The term "g. feet" (gft) will be understood to be a unit of geopotential that bears the same relation to the 0.98 gdm. as the geometric foot to the geometric meter (i.e., 3.280833 gft. = 0.98 gdm.).

-----  
Change No. 12    Circular Letter No. 33-47                      Eff. 7/1/47

$h_5h_5h_5$  = Height in "tens" of feet above mean sea level of the 850 mb. pressure surface (i.e., in thousands, hundreds and tens of "g. feet").

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

MAY 14 1947

SR&F/Ms  
File No. 740.5

May 12, 1947

CIRCULAR LETTER NO. 34-47  
(To All Stations)

Subject: Amendment to Appendix II to Circular N; Height of 850 millibar surface.

Reference: Manual of Instructions for Coding Additive Data Groups for Hourly Observations, effective February 1, 1945 (Appendix II to 1941 Edition of Circular N).

Effective with the 0630Z (0130EST) observation of July 1, 1947 the height of the 850 millibar surface will be substituted for the five-thousand (5000) foot pressure in the additive data groups in the 3- and 6-hourly observations by all stations controlled by the U. S. Weather Bureau which are authorized to report this datum.

Station copies of Appendix II will be amended in accordance with the following:

1. Page 1, symbolic code form at end of 4th paragraph:  
Change "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" to read "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".
2. Page 2, Section II, symbolic form at end of 1st paragraph:  
Change "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" to read "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".
3. Page 7. Third group: First line, change "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" to read "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".  
Delete P<sub>m</sub>P<sub>m</sub>P<sub>m</sub> and definition and substitute the following for the deleted material: h<sub>85</sub>h<sub>85</sub>h<sub>85</sub> = Height in "tens" of feet above mean sea level of the 850 mb. pressure surface (i.e., in thousands, hundreds and tens of "g. feet"). (Paragraphs 105 and 106 of Part I, 1942 Weather Code.)

Last paragraph on page 7: In this paragraph change "5,000-foot pressure" to read "height of the 850 mb. surface." The paragraph will then read, "The height of the 850 mb. surface will be sent ..... etc."

At end of page 7, add the following: Note: The term "g. feet" (gft) will be understood to be a unit of geopotential that bears the same relation to the 0.98 gdm. as the geometric foot to the geometric meter (i.e., 3.280833 gft. = 0.98 gdm).

4. Section III, 2nd paragraph, symbolic form on page 11: Change "9P<sub>m</sub>P<sub>m</sub>P<sub>m</sub>a<sub>3</sub>" to read "9h<sub>85</sub>h<sub>85</sub>h<sub>85</sub>a<sub>3</sub>".

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

HPO-lmb  
(File No. 030.6)

May 12, 1946

CIRCULAR LETTER NO. 35-47  
(To all First Order Stations)

Subject: Registration of Field Personnel Visiting  
the Central Office.

The lack of a provision for the registration of field personnel visiting the Central Office has, on occasion, caused some embarrassment because of difficulties encountered in trying to locate the employee when necessary.

To remedy this, a register of field visitors will be maintained by the receptionist in the foyer of the Main Building of the Central Office. All field personnel visiting the Central Office are requested to register upon arrival and will then or as soon as possible thereafter, record with the receptionist the address and telephone number at which he may be reached outside of office hours during his stay in Washington. Mail for field personnel visiting the Central Office will be delivered at the receptionist desk.

Upon completion of stay at the Central Office the visitor will inform the receptionist that he is departing, and if necessary leave instructions for forwarding mail.



F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-1mb  
(File No. 901)

May 13, 1947

CIRCULAR LETTER NO. 36-47  
(To all First Order Stations)

Subject: Postage Stamp Accountability.

Instances have come to the attention of the Central Office which indicate that some regional and field offices are inadequately or improperly maintaining postage stamp accountability records. The following instructions provide for standard procedures in postage stamp accountability.

The head of each field office will be responsible for all postage stamps received and used in his office and for seeing that accountability records are maintained and periodic reports made as prescribed in this letter. Actual maintenance of accountability records may be assigned to an employee of the field office, but the head of the office will prescribe such safeguards as are necessary to assure proper handling of postage stamps.

Postage stamps may be used only for official purposes. Stamps must neither be sold to individuals nor converted to private use and replaced. Accountability records are subject to audit and must be kept in balance at all times.

Field offices are expected to exercise every economy in the use of postage stamps. Mail should be dispatched under penalty indicia when possible and postage stamps reserved for mail requiring special handling and packages in excess of the weight which can be carried under the penalty indicia.

The accountability record (Form 1428, sample attached) is to be permanently maintained at each station and Regional Office. Pages of this record should be consecutively numbered and fastened in some manner for safe keeping. The first entry to be made will be the stamps on hand at the time the record is established. Thereafter entries will be made upon receipt or use of stamps. The difference between the totals of "Stamps Received" and "Stamps Expended" must be the current total of the stamp inventory on hand at all times.

Field stations shall submit annual stamp reports. These reports shall be prepared in duplicate. One copy shall be certified by the person in charge of the station and submitted to the appropriate Regional Office not later than the tenth of June for the twelve month period ending May 31. The other copy shall be retained at the field stations. The first report will be due June 10, 1948. A sample of an annual postage stamp report to be used as a guide in the preparation of such reports is attached.

Comparisons of expenditures for stamps among the field offices should be made at Regional Offices. Unusual expenditures will thus become apparent and should be investigated.

The Regional Office shall maintain a file of the annual stamp reports.

A supply of the postage stamp accountability record (WB Form 1428) is being forwarded to the Regional Offices for distribution to the field offices.



F. W. Reichelderfer,  
Chief of Bureau.

(Attachments)

SAMPLE

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau  
Harrisburg, Pennsylvania

June 3, 1948

Regional Director,  
Weather Bureau Regional Office,  
383 Madison Avenue,  
New York 17, New York.

Subject: Annual Postage Stamp Report.

Sir:

The annual postage stamp report for the year ending May 31, 1948 is submitted below.

1. (a) Value of stamps on hand June 1, 1947.	\$50.00
(b) Value of stamps received during the year.	<u>75.00</u>
(c) TOTAL	125.00
2. Value of stamps used during the year.	<u>85.00</u>
3. Value of stamps on hand May 31, 1948.	\$40.00

The stamp account for Harrisburg, Pennsylvania was audited by me personally and found to be in balance as of May 31, 1948.

Very truly yours,

/s/  
Official in Charge.



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-To  
(File No. 060)

May 15, 1947

CIRCULAR LETTER NO. 37-47  
(To All Stations)

Subject: Legislation

The Secretary of Commerce has requested that explicit instructions be issued to all personnel of the Department emphasizing that the requirements of law concerning attempts to influence Members of Congress to favor or oppose legislation shall be strictly observed in both letter and spirit.

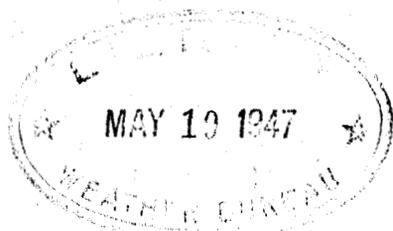
In this connection your attention is directed to the provisions of the Act of July 11, 1919 (18 U. S. C. 201), which is quoted in part as follows:

"No part of the money appropriated by any Act shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress .....

"Any officer or employee of the United States who, after notice and hearing by the superior officer vested with the power of removing him, is found to have violated or attempted to violate this section, shall be removed by such superior officer from office or employment. Any officer or employee of the United States who violates or attempts to violate this section shall also be guilty of a misdemeanor and on conviction thereof shall be punished by a fine of not more than \$500 or by imprisonment for not more than one year, or both."

While these provisions of the law are of general applicability, the Secretary had specific reference at this time to the Department of Commerce appropriation bill now before the Congress. It is expressly forbidden that any officer or employee of the Department in any way attempt to stimulate support for or exert pressure upon Congress or any Member thereof, for restoration of any appropriation reduction or for the taking of any action, either favorable or unfavorable to the Department, with respect to this bill.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau



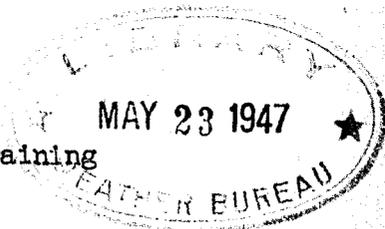
*Schwarz*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

Pers.-10  
(File No. 031.2)

May 21, 1947

CIRCULAR LETTER NO. 38-47  
(To All First-Order Stations)



Subject: Applications for Meteorological Training  
at Universities.

Persons who feel the need for improving their knowledge and techniques may be interested in receiving university meteorological training at Weather Bureau expense. They should write letters of application to the Central Office, attention Training Section, before July 1, 1947.

The training will probably be given at New York University beginning in September 1947 and ending in May 1948. As in other years, the ten candidates will be transferred to the university at government expense. They will continue to receive their present salaries while on this assignment and their tuitions will be paid by the Weather Bureau.

Only applications from personnel with permanent Civil Service status will be accepted. Applicants must have at least 60 semester hours of college credits including one year-course in general college physics (not a survey course) and college mathematics through differential and integral calculus.

The shortage of housing in New York is still acute, and applicants should not plan to take their families with them if they are selected for the training.

In making the application it is important that information on all of the following be given:

1. Name, age, and station.
2. Marital status and dependents.
3. Availability (Endorsement by Official in Charge and Regional Director is necessary).
4. Scholastic qualifications.
5. Reasons why you desire the meteorological training.
6. Your ambitions in the Weather Bureau.

Promptness in filing applications will be greatly appreciated.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

C&HS-1mb  
(File No. 903.1)

May 21, 1947

CIRCULAR LETTER NO. 39-47  
(To all First Order Stations)

Subject: Rendition of specialized service not  
ordinarily furnished gratis.

The Bureau is receiving (at field stations and also at the Central Office) an increasing number of requests for data compilations that either (a) exceed the capacity of staff to fill the requests without neglect of more important requirements of the public service or (b) the request for special data of an extensive nature is clearly related to a private need and offers little or no public benefit. Such requests will hereafter be handled as follows:

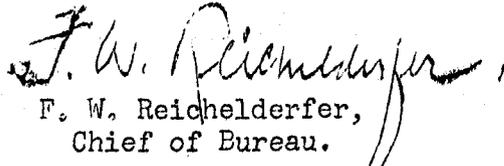
1. Inform the requester that data of the type he requires cannot be compiled as part of the regular station duties, and that his request is being forwarded to the Central Office, attention Division of Climatological and Hydrologic Services for further consideration. Include in your letter to the Central Office an outline of the proposed method of work, the forms from which the data will be tabulated, and the number of man hours estimated to do the work.
2. The request will be reviewed by the Division of Climatological and Hydrologic Services and requester answered by letter (with a copy to the Official in Charge of the field station) outlining applicable alternatives, such as the following:
  - a. Central Office to furnish a complete answer if the data are on file and in appropriate form. This course of action might be taken in cases where the local field office is not in possession of all the data required to answer the request.
  - b. Central Office to furnish photostat or microfilm copies at a small cost, or loan record copies to the requester.

Jun 3 1947

- c. Suggestion to requester that he assign a person in his employment to the field station to perform the work.
- d. Suggestion to requester if station personnel are willing, authority may be granted for them to tabulate such data outside of office hours at the rate of \$1.25 per man hour. (While Weather Bureau personnel may be authorized to perform specialized services not ordinarily furnished free of charge, on their own time outside of office hours, making use of Weather Bureau facilities and records, this procedure is not encouraged and will be followed only in cases where alternative methods are not practical.)
- e. If the project is of such magnitude as to be beyond the scope of the foregoing alternatives, the requester to be advised of the possibility of availing himself of trust fund arrangements outlined in the attached pamphlet.

The instructions and provisions outlined above will not be narrowly construed to modify existing station practice and field stations will continue to supply information and data within the normal capacity of staff and the scope of assigned responsibility for public service. That is, it continues to be the policy of the Bureau to serve the public to the fullest extent of staff and facilities.

(Attachment)

  
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

IN REPLY, PLEASE ADDRESS  
CHIEF OF BUREAU  
AND REFER TO

Division of Climatological  
and Hydrologic Services.

OUTLINE OF THE WEATHER BUREAU'S SPECIAL CLIMATOLOGICAL SERVICES PROGRAM

ORGANIZATION AND POLICY

The Weather Bureau has recently reorganized its climatological services in anticipation of the new role climatology will play in industrial, agricultural, and business planning. Two factors, in particular, have contributed to this development - one, a wartime demonstration that climatological data were essential to the planning of military operations which have many counterparts in peacetime operations; the other, an increasing awareness, on the part of the Weather Bureau, of its responsibility to make the vast accumulations of climatological data in its repositories more accessible and generally useful for industrial, agricultural, or business planning. These records, for the most part, are in manuscript form and now number over one billion individual weather items.

It is not the function of the Weather Bureau, engaged as it is in rendering a public service, to undertake the complete solution of individual problems of a specialized nature. It is the responsibility of the Weather Bureau, however, to make its climatological data accessible for general use and to maintain them in form best suited to the needs of the analyst. The Weather Bureau is further obligated to assist, through cooperative effort, in interpreting these data in the operational terms of the industry or business proposing to use them.

THE WEATHER BUREAU AND THE PRIVATE METEOROLOGIST

The cooperative effort required to express weather data in the operational terms of an industrial or business activity is best effected through a collaboration of Weather Bureau staff and a representative of the interest to be served, who for best results, should be a private meteorologist. A representative so qualified can bring to the collaboration a working knowledge of the particular operation and can carry the application of the results beyond the point to which the Weather Bureau, as a public agency can participate.

## WHAT IS APPLIED CLIMATOLOGY?

The climatology of today is an applied science and rests on the established fact that the weather of the future will be reflected by the weather of the past. This does not mean that the weather of a particular year or a decade, a particular month of the year or a particular day of the month will repeat itself with the regularity of the almanac. It has been long demonstrated that weather does not occur with the regularity of cycles. Applied climatology will, however, provide the basic information for planning many operations in which weather and climate exert an influence by revealing, in terms of a "calculated weather risk", the ranges of probability and the extremes within which the operation should be conducted to reduce the adverse effects of weather and to take full advantage of the favorable effects. By this definition, the units of measurement, as finally expressed, are not in the usual climatological terms, such as rainfall, temperature or cloudiness, but are expressed in the operator's own terms, such as tons of fuel required, acre-feet of irrigation water needed, the efficiency of an air strip, or the most favorable marketing season. To repeat, a "calculated weather risk" is not a long-range weather forecast to be applied to weather immediately ahead. The advantages of utilizing climatic probabilities will become obvious to the operator who is aware of the extent to which weather affects his operations but to verify these advantages requires an experience in using them over an appreciable period of time.

## ILLUSTRATIONS OF PROBLEMS IN APPLIED CLIMATOLOGY

During the war it was necessary to evaluate weather risks involving problems in logistics, selection of bases, design of equipment, packing and shipment of equipment, design and distribution of wearing apparel, housing, aviation, food processing and other military operations involving maximum effectiveness or security. These wartime techniques have definite applicability to peacetime agricultural, industrial, commercial, and business activities. Some of the more common uses of applied climatology are:

Delineation of marketing areas.

Selection of industrial sites.

Preparation of purchasing schedules of seasonable goods.

Preparation of advertising schedules.

Control of inventories.

Determining weather risks in competitive bidding for outdoor construction.

Designing commodities such as clothing, household appliances and building materials subject to climatic regionalization.

Scheduling the delivery of raw material affected by weather at source or in transit.

Design of building codes.

Determining the dependability of water supply for urban use, irrigation and power.

Actuarial studies in determining risk and premium schedules for insurance against damage and loss by weather.

Design criteria for aircraft operating at high levels.

Design of airports with regard to runway efficiency, drainage and passenger accommodations.

Planning equipment and stand-by crews to meet weather emergencies.

Planning protection against floods, tornadoes, cold waves.

Planning distribution of perishables within marketing areas affected by heat waves.

Specifications for gasoline, lubricants, anti-freeze, etc., subject to use under wide variations in climate.

Synchronizing crop planting and harvesting with the most favorable conditions in competitive marketing areas.

Identifying climatic conditions in the United States comparable to those in selected foreign markets.

Evaluating marine risks in operations on inland waterways, the Great Lakes, and coastal harbors.

SPECIAL PROJECTS MUST BE FINANCED WITH PRIVATE FUNDS

Since the Weather Bureau is a public agency authorized to perform only those services which are of general public interest, the Bureau cannot undertake the solution of a specific problem for individuals or private agencies at public expense (Weather Bureau appropriations). However, when a climatological analysis is not available from other sources, it is lawful for the Weather Bureau to make statistical analyses of its weather records under Act of May 27, 1935, Title 15 U. S. Code 189A, Public Law No. 74, provided the government is reimbursed. Under this procedure the following steps are to be taken:

- (A) Discussion of the weather problem and methods of data processing.
- (B) Estimate of cost.
- (C) Application to the Secretary of Commerce for approval to undertake the project.
- (D) Formulation of a simple contract consisting of written understandings and agreements.
- (E) Delivery of a certified check (made payable to the Secretary of the Treasury) in the amount of the estimated cost.
- (F) Accomplishment of the project and delivery of report.
- (G) Adjustment between the actual and estimated cost.

If the foregoing outline of the Weather Bureau's climatological service is not sufficiently detailed to provide the basis for an appraisal of its potentialities, further inquiry should be directed to the Chief of the Weather Bureau, attention of C&HS Division, Washington 25, D. C.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Syn-Hi  
(File No. 610.1)

May 23, 1947

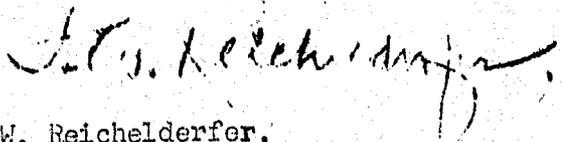
Circular Letter No. 40-47  
(To all first-order stations)

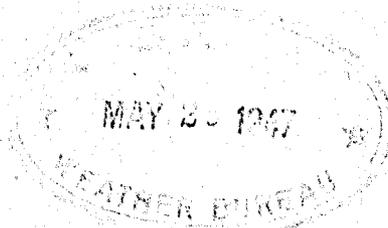
Subject: Use of Abbreviation "DLAD" for filing delayed  
weather reports.

Effective June 1, 1947 the abbreviation "DLAD" will be filed with the Communications Office in lieu of "FINO", "PIFI", etc., to indicate that the regular weather report is not ready for transmission, but will be available shortly as "PDW". This abbreviation will be used for all types of reports.

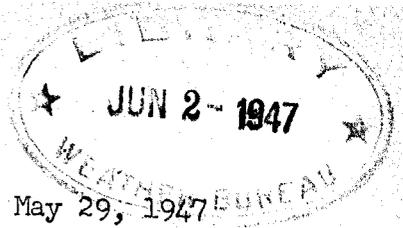
The use of this abbreviation will indicate to other offices that the weather report will be forthcoming as soon as it can be completed and transmission made.

It is requested that all observers use this abbreviation where appropriate so that "FINO" or "PIFI" may be assumed to mean that no weather report will be available.

  
F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25



Pers.-Fo.  
(File No. 031)

CIRCULAR LETTER NO 41-47  
(To All Stations)

May 29, 1947

SUBJECT: The Civil Service Commission's Sixth Administrative Intern Program.

The Weather Bureau is planning to participate in the program described below. Persons interested in receiving this training should write letters of application to the Central Office, Attention: Training Section, before June 13, 1947.

Although not more than two (2) applicants from the Bureau will be accepted for the program, all who believe themselves to be qualified should feel free to apply. After a preliminary selection on the basis of written qualifications, the final choice will be made by means of a series of interviews and written tests.

The Civil Service Commission announces the sixth administrative intern program. It will begin September 2, 1947 and continue through February 6, 1948. All agencies of the Federal Government are invited to nominate candidates for the internships. From among those nominated, a group of not more than thirty will be selected as interns. A program of orientation, planned work experience, and personal counseling and supervision will be developed for each intern on the basis of his individual needs. This work will be supplemented by after-hour study and weekly group discussions.

"I. Purpose

The purpose of this program is to assist Government agencies to discover and train employees possessing outstanding potentialities for administrative and executive responsibilities. The program is designed to provide the selected employees with work experience that will lead to the fullest possible use of their skills and abilities.

"II. Administration

The program is sponsored by an interdepartmental Committee on Administrative Interns composed of representatives designated by the heads of the cooperating agencies. The Committee selects the interns and advises on the conduct of the program.

"III. Nomination and Selection of Candidates

Only persons who are employed by Government agencies and who meet the conditions listed below will be considered. Each candidate must be recommended by his immediate supervisor and endorsed by the head of the agency in which he is employed.

Any Federal employee who is nominated by his agency will be given consideration regardless of the type of work he is now performing. Final selection of interns to participate in the program will be made on the basis of careful study of the candidates' past work records, the agency recommendations, written examinations, and personal interviews.

Requirements for selection:

- a. Candidates must have had a minimum of two (2) years of successful, progressive work experience;
- b. They must not be above CAF-9, P-3, or equivalent grades at the time of nomination;
- c. They must have a positive interest in a career in the Federal service, and the prospect of permanent retention in Government employment;
- d. They must have shown that they possess good personal qualities and an aptitude for leadership in their work or in other activities;
- e. They must be in good health, adequate for an intensive schedule of work and after-hours activity.

"IV. Plan and Scope of Training

The Training will consist of--

a. Orientation

Initial personal counseling, orientation and a program of training and work experience for each individual. Interns will be given an over-all view of the Federal Government, particularly its administrative operations, through scheduled classroom work in the principles of administration, the presentation of problem situations by heads of agencies, required reading, and visits to agencies of various types.

During the latter part of this orientation the individual needs of each intern will be analyzed and his activities for the next five months planned.

b. Rotating Work Assignments

A "Tailor-made" schedule of rotating work assignments, based on an analysis of individual needs, to give each intern a varied experience in phases of Government administration. These assignments may be in personnel management, budgeting and financial administration, management analysis or work programming, or in the administrative work of an operating unit, such as the office of the division chief, bureau director, or secretary of the department.

Such assignments will not necessarily be limited to work in the intern's sponsoring agency but may be arranged wherever he would be likely to gain the best experience.

c. Supervision

General supervision of the intern by a designated official of the sponsoring agency to provide competent guidance throughout the period of the internship.

c. Group Discussions

Weekly meetings with recognized authorities in and out of the Government for the purpose of giving the intern an opportunity to acquire a broad perspective of Government and its activities.

e. Counseling

Instructional conferences with the training advisers, periodic work reports, guided reading, and other instructional devices to assure systematic attention to the accomplishment of each intern's objectives.

f. Contacts

Any other contacts that will contribute to the intern's professional development such as participation in the meetings of the Society for Personnel Administration, Washington chapters of the American Society for Public Administration, the Society for Advancement of Management, and the National Office Managers Association.

g. Academic Work

Outside studies on the college level at any chosen institution. This is required of all interns. The American University has made available to each intern a one-course scholarship, either in the graduate or in the undergraduate school, which will meet the requirement of the program. The American University also provides personal counseling regarding courses which will most nearly meet the objectives of the intern.

"V. Utilization of Interns After the Program

No commitment is made either by the Civil Service Commission or by the cooperating agency as to specific utilization of interns after the completion of the program. It is expected that if the interns are successful in their administrative training, the agency will make full use of their newly-acquired knowledge and skills."

The letter of application should give information on all the following:

1. Name, age, and station.
2. Marital status and dependents.
3. Availability (endorsement of Official in Charge and Regional Director is necessary).
4. Scholastic record.
5. Reasons why you desire the administrative training.
6. Your ambitions in the Weather Bureau.

In addition to this letter, the following must be submitted:

1. A completed Civil Service Form 57.
2. A written recommendation by the candidate's supervisor, or Official in Charge, which must include an appraisal of the candidate as to:
  - a. Outstanding work performance.
  - b. Personality.
  - c. Leadership.
  - d. Intensive interest in a career in government.
  - e. The maximum grade level to which the candidate has the ability to rise.

Promptness in filing applications will be greatly appreciated.



F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

OPR-A  
(File No. 604)

June 3, 1947

CIRCULAR LETTER NO. 42-47  
(To All First Order Stations)

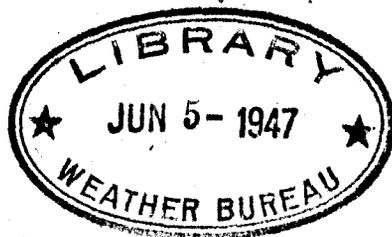
Subject: Temporary Discontinuance of Pacific Weather Patrol  
Station.

Reference: Circular Letter No. 13-47, dated March 3, 1947

The Coast Guard has advised that effective May 27, 1947, Station "Able"  
(49°00' N, 148°00' W) is being discontinued until further notice.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington, D. C.

Office of the Chief:Wd  
(File No. 700, 080)

3 June 1947

CIRCULAR LETTER NO. 43-47  
(To All Stations)

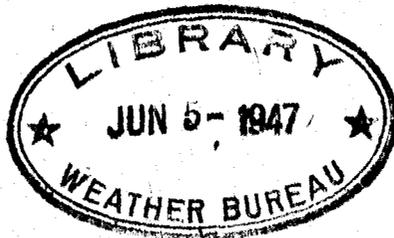
Subject: Topics & Personnel

During the last few months, articles of an informal nature on Weather Bureau activities and developments have been printed in TOPICS AND PERSONNEL in an attempt to make the publication more informative and more valuable to field personnel in general.

Officials in charge are requested to bring this fact to the attention of all employees who are not at present familiar with the publication's contents. Comments and suggestions are invited, and items submitted for publication will be welcome. It is also requested that copies of the several regional and station magazines be furnished to the Editor's Office, so that articles in them of Bureau-wide interest might be reprinted, with proper credit, in TOPICS AND PERSONNEL.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

Adm.-Vo.  
(File No. 901)

June 5, 1947

CIRCULAR LETTER NO. 44-47  
(To all First Order Stations)

Subject: Penalty Mail.

Reference: Cir. Let. 66-44;  
74-44; and 65-46.

Field offices already have been instructed in various Circular Letters concerning the procedure necessary in connection with the use of penalty mail. The purpose of the following information is to coordinate our previous instructions with those outlined in a recent Department Order.

USE OF THE PENALTY PRIVILEGE

The use of the penalty indicia is limited by law to the conveyance of official business communications. Penalty covers must not be used by any employee for personal communications. Postal laws and regulations provide strict penalties for the private use of penalty mail to avoid payment of postage. The affixing of postage stamps to official penalty covers for personal use is also prohibited.

Field stations may enclose franked envelopes with proper return address to any person or persons from or through whom official information is desired, provided, that such covers may not be furnished for use of bidders, contractors with the Government, or to enable private persons or concerns to send free any report, form, questionnaire or other information which they are required by law to furnish.

Official penalty labels must not be affixed to envelopes imprinted with the penalty indicia. Likewise, penalty covers will not be used in the transmission of materiel for which the Government pays the transportation costs, as in the case of mail matter over four pounds, air mail, express and freight shipments, and the like.

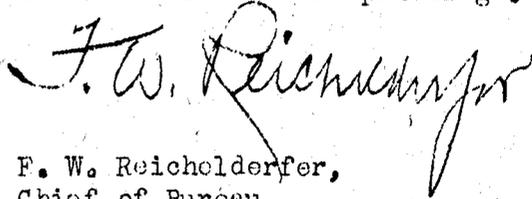
In this connection the existence of special envelopes size 4 1/8 x 9 1/2 inches prepared from lightweight stock, and printed without the permit number are carried in stock by the Materiel Section, Item Number 53-E-1170. These envelopes are prepared especially for air mail use, thus making it unnecessary to obliterate a franked envelope when forwarding the same by air.

Franked envelopes will not be used for inter- or intra-agency communications except when it is necessary that such communications be dispatched through the mail. Chain envelopes and U. S. Government Messenger Service Envelopes, (Standard Form 65), should be used to the fullest extent practicable for routing communications within and between agencies. Full use should be made of the Post

Office Department's "Run-Stop" service between agencies in all localities where available.

Mail may be transmitted free of postage under the penalty indicia within the United States, to all its territories and possessions, to foreign countries in North America, Central America, except British Honduras, and in South America with the exception of Brazil, Argentina, British Guiana, Surinam (Dutch Guiana) and Inini (French Guiana).

In line with the above statements on the use of the penalty indicia, it will be the Bureau's policy to practice strict economy and to comply fully with the Federal laws and regulations in the use of the penalty privilege. All employees of the Bureau will be held accountable for any extravagance in or misuse of this privilege.



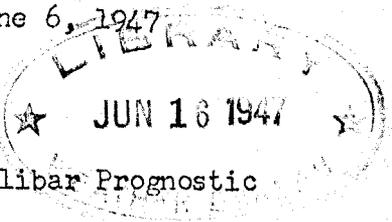
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

SR&F:wi  
(File No. 610)

June 6, 1947

CIRCULAR LETTER NO. 45-47  
(To all First-Order Stations)



Subject: Transmission of 24-hour 700-millibar Prognostic Chart Over Service "C".

Effective 4:10 a.m., E.S.T., June 10, 1947, a 24-hour prognostic chart for the 700-millibar level, covering the United States and adjacent areas, will be transmitted to all circuits of Service "C".

The transmission, to be headed UAWA, will originate in the Weather Bureau Analysis Center, Washington, D. C., and will be transmitted during the periods 4:10-4:24 a.m. and 4:15-4:29 p.m., E.S.T. (0910-0924 and 2115-2129 G.C.T.) The prognoses will be encoded according to WB 1345, the Weather Bureau version of the Combined Analysis Code (C.A.C.), and will be based on the last previous 700-millibar chart. The data included will consist of contours, fronts, and pressure systems, and may at a later date be expanded to include isotherms. It is planned, also at a later date, to include the analysis of the last previous 700-millibar chart in the same transmission period.

These transmissions are being inaugurated primarily to meet the needs of Weather Bureau, military, and airline meteorological offices. It is expected that as full use as possible will be made of them by all Weather Bureau stations where maps of this type are required for general or local forecasts. They are intended as an aid in the preparation of forecasts and as a means of reducing the work load on the station.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Schwarz*

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau  
Washington 25, D. C.

Instr-Br  
(File No. 080; 451.1,  
451.2, 031.1, 601.4)

June 9, 1947

CIRCULAR LETTER NO. 46-47  
(To All First Order Stations)

Subject: Raob, Rason and Ceilometer Programs

With the advent of the ceilometer program new and more varied responsibilities and duties devolve upon the stations at which such equipment is located, and also upon the regional offices and the radiosonde technicians. In order to integrate these responsibilities and duties into well organized work plans for the several branches of the service concerned, it is desirable to restate and clarify the responsibilities of personnel duties with respect to the raob, rason and ceilometer programs, and to define particularly the place and relationship of the "electronic technicians" (formerly "radiosonde technicians") in maintaining these programs.

Comparability of observations requires uniformity of instrument techniques and observational procedures. To maintain proper standards, technical direction for the installation and maintenance of electronic equipment, and for the standardization and issuance of instruction for taking observations are vested in the Central Office. Technical instrumental supervision is exercised through electronic technicians acting as agents of the Central Office with the observational supervision delegated to especially trained observational inspectors assigned to regional offices. Because of the greater degree of detail involved in the issuance of technical instructions to the technicians they will remain under the direct supervision of the Instrument Division, and continue as a separate branch of national headquarters service. Its purpose is to obtain uniformity and coordination on the one hand and to keep the Central Office engineering and research units in direct contact with field problems on the other, as distinguished from the more remote and delayed contact that would result if the inspection function were completely regionalized.

Specially selected inspectors will be added to regional staffs for maintaining competent observational programs, and such inspectors will work under the ~~direct~~ supervision of the regional office.

Responsibilities are summarized in detail as follows:

1. Satisfaction as to the selection of appropriate sites for the installation of ceilometer and rawin equipment is the responsibility of the stations and regional offices, within prescribed technical limitations. Likewise, satisfaction as to the location of radiosonde and ceilometer recorders within the operating office is the responsibility of the station

and regional office. Technical requirements which must be met in such selections are promulgated and issued to the field by the Central Officer. In the selection of a suitable place within an office for the installation of equipment, after satisfying technical requirements the next priority in consideration will be given to the convenience of use by and easy accessibility to observing personnel.

2. Ceilometer equipment is installed by contract in conformity with bid invitation and specifications issued by local Weather Bureau stations; the specifications are drawn to meet conditions peculiar to the station but based on general specifications furnished by the Instrument Division. Radiosonde equipment is installed by the electronic technician, rason equipment (SCR-658) is assembled and activated by the electronic technician with the assistance of station personnel and/or representatives of the regional office. Structural and/or electrical construction involving rason installations will be handled by the regional office. Interior installations of radiosonde equipment should satisfy the usual requirements of office appearance and efficiency in the use of the equipment. The equipment should be so located as not to be exposed to extreme fluctuations in temperature and humidity or to interfere with other station activities. For instance, it should not be necessary to disturb the raob observer in order to secure surface wind or altimeter setting data for use in airway reports.

3. Operational maintenance and observational operation as distinguished from technical maintenance, is the responsibility of the station under the direction of the regional office. Operational maintenance is defined as properly operating the equipment, making such minor repairs, replacements, and adjustments as have been delegated to the stations in current instructions, and keeping the equipment clean, lubricated, and otherwise in practical operating condition.

4. The duties of the electronic technician are defined as follows:

- (a) The complete installation, repair, periodic servicing and calibration of radiosonde equipment.
- (b) The activating, repair, periodic servicing and calibration of rason equipment.
- (c) The activating, repair, periodic servicing and collimating of ceilometer equipment.
- (d) Instructing station personnel in the techniques involved in the functioning, care and operational maintenance of raob, rason and ceilometer equipment.
  - (1) Raob and rason instruction includes all standard procedures from preparation of the instrument for flight through the production of the recorder record.

- (2) Ceilometer instruction will cover manual operation of the scanner and the basic principles of the scanner, projector and recorder.

5. The duties of the observational inspector, additional to those required in following up on procedures given in detail in Circulars N and O and Circular Letters concerning observations, are defined as follows:

(a) Raob and Rason-

Determine whether all the provisions of Circular P and amendments are being followed.

Instruct station personnel in the technique of working up the data from the recorder record and the various steps through the coding and filing of the message and the preparation of summary forms.

(b) Ceilometer-

Instruct station personnel in the interpretation of the recorder record. This instruction includes interpretation of the recorder record when the scanner is operated at high and low gain, respectively.

6. A supervising <sup>electronic</sup> technician within a region will be responsible under the Central Office for supervising the activities of ~~electronic~~ technicians under his authorized direction and for representing his group and area in dealing with the Instrument Division regarding the problems and programs of the work herein described.

7. Central Office technicians traveling from region to region will provide technical direction to the <sup>electronic</sup> technicians and maintain uniformity of technical standards in the various areas with respect to raob, rason, and ceilometer equipment.

8. All technical instructions are provided the technician staff by the Instrument Division, such instructions being communicated directly to the technicians with copies to the regional offices.

9. Travel authorizations for technicians are issued by the Central Office. Tentative itineraries are initiated by the supervising technician based on the needs of the program. Copies of the tentative itineraries are submitted to the regional office and the Instrument Division. The technician proceeds in accordance with the tentative itinerary unless otherwise directed by the Instrument Division. The itineraries show all work schedules including periods of approved annual and compensatory leave.

10. For each electronic technician a Weather Bureau office (not necessarily a regional office) is designated as his official station. These stations carry the electronic technician on the station's Time and Attendance Report,

Standard Form 1130 The electronic technicians submit duty records and leave reports to the official in charge of their respective stations. Extra copies are to be prepared and forwarded to the Instrument Division.

11. Trucks are assigned to the electronic technicians, but for administrative purposes are attached to the regional offices.

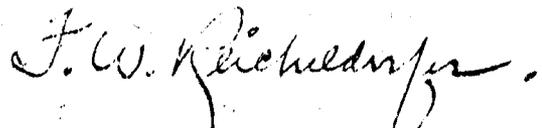
12. Raob, rason and ceilometer stations will advise the regional office when breakdowns of equipment require services of electronic technicians. The regional office will pass such information immediately to the supervising technician or his authorized representative, who will in turn, contact the station to effect repairs. If the responsible technician cannot immediately visit the station at which a breakdown has occurred, he will call the station by telephone and endeavor to give instructions for emergency repairs. Upon failure to effect restoration of the equipment to service by this means the technician will proceed without delay to the station unless he is at the moment operating on another emergency mission. In this case he will request the assistance of another technician. The object of these arrangements is to minimize "outage" of electronic equipment as far as possible with a minimum of disruption in scheduled itineraries. The regional office and supervising technician will use telegraph or long distance telephone for communication in effecting arrangements to accomplish these purposes.

13. Electronic technicians will submit Form 1160 and other maintenance reports directly to the Instrument Division with copies to the regional office, upon the completion of each service visit. Such reports indicate the work performed and any conditions which interfere with the proper functioning of the equipment, whether mechanical, electrical, or manual (improper techniques and the lack of care, etc.).

14. Special services desired by regional offices to be performed by electronic technicians are to be arranged for between the regional director and the Instrument Division. Such special services will be authorized when this performance will not materially affect the authorized duties of the electronic technician (presently confined to raob, rason and ceilometer work).

15. Electronic technicians are appointed, promoted, transferred or assigned to other duties upon the recommendation of the Instrument Division. Efficiency reports for all field technicians are to be initially rated at the regional office but will be reviewed by the Instrument Division before being placed on the regional register for submission to the Bureau Review Committee.

16. Electronic technicians are authorized to discuss freely with the Central Office and/or with the regional offices any personnel or operating problems affecting instrumentation.

  
F. W. Reichelderfer,  
Chief of Bureau.

*Silvery*

UNITED STATES DEPARTMENT OF COMMERCE

WEATHER BUREAU

Washington, D. C.

Accts-jfb  
(File No. 750)

June 11, 1947

CIRCULAR LETTER NO. 47-47  
(To All First-order Stations)

Subject: Use of W.B. Form 1429, "Requisition for Telephone Service".

Beginning July 1, 1947, W.B. Form 1429, "Requisition for Telephone Service" will be used in ordering telephone services either from telephone companies when the services are under contracts of the Bureau of Federal Supply or from other Government agencies. The use of field purchase orders and Form CD-16 for the purpose will be discontinued and W.B. Form 1429 will be prepared for all such services for the fiscal year 1948. Thereafter, the form will be prepared in each case involving a change from service under Weather Bureau contract on S.F. 40 to a contract of the Bureau of Federal Supply or when the Bureau changes to switchboard service in a Government-owned building. Termination notice for the Weather Bureau contract is not required when the change is to service under contract of the Bureau of Federal Supply since each such contract contains a provision for termination of the Bureau contract.

The forms will be prepared and distributed in accordance with the instructions shown on the reverse thereof. It will be noted that the form is designed to cover service until further notice, thereby eliminating the necessity for preparing new requisitions each fiscal year. Each change or modification in service or rate must be covered by a separate requisition prepared on W.B. Form 1429. However, after two or more changes, the requisition should be restated at the beginning of a fiscal year to include the previous changes.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

SR&F-Hew  
(File No. 621.6)

June 12, 1947

CIRCULAR LETTER NO. 48-47  
(To All Stations)

**Subject:** County Responsibility for Distribution of  
Hurricane Advisories and Warnings.

**Reference:** Circular Letter No. 49-44.

Hurricane warning responsibility for Victoria County, as provided in Circular Letter No. 49-44, and attached list and maps, has been transferred from Corpus Christi to Weather Bureau Office, Victoria, Texas. All stations concerned are requested to correct their file copies of the original circular.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

Library

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau  
Washington 25, D. C.

Opr-A  
(File No. 621.6, 601,  
601.3, 601.4)

June 12, 1947

CIRCULAR LETTER NO. 49-47  
(To All First Order Stations)

Subject: Special Observations During Hurricanes

Forecasters at the station issuing hurricane advisories for a given storm are authorized to call for special observations as herein provided, by wire direct to the stations. All requests for special rawins, pibals and surface observations will be considered for current use and special effort should be made to evaluate and transmit the data promptly. Requests for special raobs, unless otherwise specified, will be considered for research purposes, and in these cases the records may be evaluated at the convenience of the station program, and the data will not be transmitted by dispatch.

Special rawins, pibals, or raobs will be requested for 3- or 6-hourly intervals between the regularly scheduled observations.

Specials for current use will be transmitted by telegraph (or if practicable via circuit 7072 or the hurricane circuit) direct to the forecast office making the request. When these reports are not filed on those circuits by the originating office, they should be relayed on one or both of these circuits by the forecast office at the discretion of that office. If the reports cannot be transmitted to the forecast office in time for current use, the records should be evaluated in accordance with the last sentence in the first paragraph above.

All pibal stations located east of the continental divide (as shown on the printed Washington weather map), except those in Montana and Wyoming, are hereby requested to continue every scheduled pibal to the highest possible altitude, i.e. 20,000 feet or higher, during periods when hurricane or tropical storm advisories are being issued. For this, 100-gram balloons should be used whenever higher altitudes appear probable; also allowable leeway from the scheduled times of pibals may be extended to plus or minus 2 hours, instead of 1 hour.

Special raobs for research purposes are desirable, in general, at 6-hourly intervals within 800 miles of an approaching storm center, and at 3-hourly intervals within 400 miles of the approaching storm center. After passage of the storm center, special raobs may be desirable at 6-hourly intervals until three consecutive 6-hourly soundings have been made, provided the storm center remains within 400 miles of the station and does not dissipate within the 12-hour period. These limits are given merely as a general guide and may be varied if, in the forecasters' judgment, circumstances warrant.

Effort should also be made to obtain special raobs in the "eye" of the storm or

at the beginning of the relative calm which accompanies the arrival of the storm center. Specials under such conditions may be made on the initiative of the raob station, even though no request has been received from a forecast office.

Special surface observations will be coded in the complete synoptic code, except that groups "7" and "9" (ceiling-visibility and 5000 foot pressure) will not be used and slants (/) will be sent for Tn/x Tn/x. Precipitation (RR) will be the amount since the last observation (either regular or special). Direction of high clouds will be given by special phenomena group 054 when observed and when not reported by D<sub>c</sub>. Instructions in Circular N with respect to emptying precipitation gages and entry of 6-hourly observations on forms are not altered by these provisions.

Separate Forms 1083 should be used for recording and coding special synoptic observations for hurricanes. The heading and time groups should be altered to indicate clearly that the observations are specials. Form 1083, for special observations, should be forwarded to the Central Office, Climatological and Hydrologic Services.

Separate Forms 1114 and 1173 should be prepared for "specials" and the records forwarded to the checking stations in the usual manner.

Stations making specials will forward by mail the following information to the Central Office, Station Operations Division:

- (a) Reference to request, if any received, or a statement that specials were made on own initiative;
- (b) Kind of "specials" made, including dates and times;
- (c) Whether or not the data were transmitted for current use;
- (d) Any other additional pertinent information.

Stations in the areas referred to should take steps to have an ample stock of necessary supplies, including helium, on hand for these observations.

The back of the Washington weather map of May 2, 1947 shows the raob stations and that of May 5 the rawin and pibal stations. Rawins have since been inaugurated at Oklahoma City and will be shortly at Charleston, S. C.

Multiple Address Letter dated September 28, 1945, Subject, "Wind data at the 1000-foot level for Hurricane Forecasters," is hereby cancelled.

It is desired to emphasize the importance of obtaining the maximum number of special raobs for research purposes and, therefore, in case the forecast office issuing hurricane advisories for a given storm is too burdened with other duties, that station is authorized to request another hurricane forecast office to take over the calling for special raobs for research purposes, for that storm.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

*Library*

SR&F-Be  
(File No. 622.5)

June 18, 1947

CIRCULAR LETTER NO. 50-47  
(To all Stations)

JUL 2 - 1947

Subject: Singing Weatherman Radio Commercials.

A number of inquiries and complaints have been received recently from all parts of the country in connection with "singing weatherman commercials" used in the advertising of various products. This program was set up without consultation with the Weather Bureau. The forecasts are usually broadcast from a recording which is a selection from a number of standardized recordings. The selected recording seldom repeats the official forecast exactly and often there are important discrepancies. The result is the issue of contradictory forecasts to the public and a tendency toward deterioration in the standard of service to the public. While it is believed that such weather "commercials" will lose their interest in time, nevertheless, all local station officials are requested to listen for erroneous forecasts and in a tactful manner discourage the use of singing commercials by local radio stations and advertisers. We certainly do not wish to incur the ill will of broadcasting stations in any way, but at the same time, it should be clear that any weather broadcast that disagrees or deviates in any particular from the official forecast is being issued contrary to the statutes if it is stated or implied that it is the official Weather Bureau forecast.

The text of "§ 117. (Criminal Code, Section 61.) Counterfeiting Weather Forecasts" is quoted for the information of station officials:

"Whoever shall knowingly issue or publish any counterfeit weather forecast or warning of weather conditions falsely representing such forecast or warning to have been issued or published by the Weather Bureau (United States Signal Service) or other branch of the Government service, shall be fined not more than \$500, or imprisoned not more than ninety days, or both. (Mar. 4, 1909, § 61, 35 Stat. 1100.)"

It may be stated that the Weather Bureau has discussed the matter with the appropriate authorities, and that if there are falsely represented issues, specific action will be taken through official channels. Serious discrepancies should be reported to the Central Office with complete data regarding the forecasts, date and time of forecasts and name of station.

Forecasts are distributed generally to radio stations (either direct or over news association wire) with the understanding that no effort will be made in sponsored broadcasts of weather information to show that the Weather Bureau either directly or by implication endorses the product advertised. Also, it being against government policy for a government official to take part in a commercially sponsored broadcast the agreement form for direct broadcasts under sponsorship carefully prescribes the manner in which advertising announcements should be made in connection with such broadcasts in order to avoid infringement of this rule. Instances where the singing weatherman feature is put on in violation of these general policies should also be reported.

*F. W. Reichelderfer*  
F. W. Reichelderfer  
Chief of Bureau.

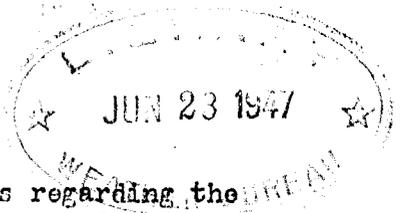
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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-H:zft  
(File No. 030,  
140)

June 23, 1947

CIRCULAR LETTER NO. 51-47  
(To all First Order Stations)



Subject: Job Assignments for P-1 Employees.

Correspondence received from several Regional Offices regarding the utilization of P-1 Assistants indicates some differences of understanding on this matter which should be clarified.

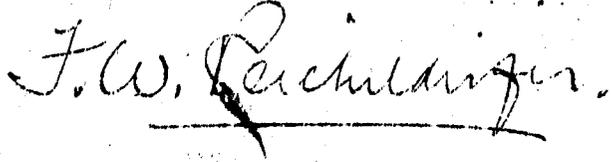
Job illustrations accompanying class specifications, P-1350-1, provide an adequate basis for assigning duties and Regional Offices will be guided thereby in counseling officials in charge on the subject.

P-1 positions have been included in the staff pattern at some stations where full-time professional duties are not required of the P-1 employees; therefore, it is appropriate in such cases to assign observational watches provided the latter duties do not preponderate to the extent that the professional distinction is lost. In general, P-1's should be scheduled with regard to peak load periods in the public contact or pilot contact work of the station. Also, they should be assigned nonrecurring professional projects such as preparing drafts of correspondence or reports requiring technical interpretations of a simple or well-procedented nature; preparing textual material for publications; compiling tabular material as well as textual summaries and explanations in connection therewith, and preparing and delivering radio scripts.

Original appointments will often be made to P-1 grade when the appointee has professional qualifications adequate for a higher grade, but there is a lack of operating experience; consequently, no supervisory responsibility is attached to these positions unless specified in the job description. Hence, it follows that P-1 professional assistants may be included under the supervision of SP-7 assistants or a higher-grade professional when assigned to observational duties. Occasionally, it may be necessary to designate a P-1 as "acting observational supervisor", but this should not be made a continuing requirement to the extent that administrative, supervisory, or planning elements on SF-51 are rated.

Since the defined status for Junior Professional grade is devoid of regular supervisory duties, the incumbent of a position at this grade will ordinarily not be designated as "Acting Official in Charge." This will mean that an SP-7 Observer rather than a P-1 Assistant will act in charge of the station in the absence of the Official in Charge and an SP-6 Observer may likewise be so designated if the P-1 Assistant has less experience and no higher-grade assistant is available for temporary supervision in the absence of the Official in Charge.

The foregoing should be regarded as a guide for the administration of personnel assignments, but any specific question not covered in this brief outline of principles should be submitted by the Regional Office for Central Office review and determination.

A handwritten signature in cursive script, reading "F. W. Reichelderfer", with a horizontal line underneath.

F. W. Reichelderfer  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

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SR&F-Be  
(File No. 750)

June 23, 1947

CIRCULAR LETTER NO. 52-47  
(To All First Order Stations)

Subject: Log of Pilot Contacts--Weather Bureau Form 1139

Reference: Circular Letter 138-41

On October 21, 1941 all first order stations which had close contact with flying activities were requested to maintain a log of pilot contacts on Weather Bureau Form 1139. Specific instructions were issued at that time prescribing the method to be used in entering data on this form.

Recent incidents indicating that many stations were not keeping this record in accordance with instructions prompted the Central Office to conduct a field survey of the value and utility of Form 1139. Results of this survey indicate a practically unanimous opinion favoring the maintenance of this log in its present form.

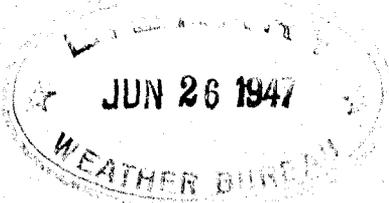
In order to provide for greater flexibility in the use of Form 1139 as local needs require, extra numbers may be listed for additional items of information or brief remarks may be added locally following the seven items listed on the form.

Amended instructions for the use of Form 1139 are attached herewith.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

Attachment



INSTRUCTIONS FOR PREPARATION OF WB FORM 1139

This log shall be kept by all first-order stations which have occasion to furnish information to pilots or others that may later become subject to accident investigations, court cases, controversies, etc. It is the duty of the official in charge to see that a record of all such contacts with his station is made on this form.

The entries, made with pencil, pen, or typewriter, may be brief but should include all pertinent information of the contact. More than one line may be used to a contact if needed. The following more detailed instructions are given for preparation and maintenance of this form:

1. NUMBERING.-- Sheets for the month will be numbered in numerical order. At stations where more than one sheet is in use simultaneously, it will not be necessary to re-enter the contacts on one sheet in the order made.
2. DISPOSITION.-- The sheets for each month will be bound and retained in the station files for at least one year, after which they may be disposed of by the inspector at his next visit to the station. However, before disposition is made of the sheets for any one month, a permanent record of the number of contacts during that month will be made and retained in the "Log of Pilot Contacts" file.
3. INSTRUCTIONS BY COLUMNS.--
  - (a)...Enter day of month.
  - (b)...Enter the time (local standard on 12 or 24 hr. clock) of the beginning or ending of the contact.
  - (c)...Enter "P" for personal contact or "T" for telephone contact.
  - (d)...Enter name of pilot (or agency obtaining information for pilot).
  - (e)...Enter pilot's destination. (Station designators may be used.)
  - (f)...Enter information given to the pilot. When weather reports, forecasts, winds aloft, etc., are given, the time of these must be entered. Entries may be brief and authorized abbreviations, station designators, and teletype symbols may be used. Also numbers have been provided in the upper portion of the sheet which represent the types of information given out most frequently and if desired may be utilized by encircling the applicable one(s). Additional numbered items or pertinent remarks may also be entered. For example, if the Fort Worth, Dallas, Little Rock 0430 1230C terminal forecasts; Fort Worth Dallas, Sulphur Springs, Texarkana, Little Rock 0735E (FV-LI sequence) weather reports; Dallas, Little Rock 05 winds aloft; and a report of heavy turbulence at 9,000 feet between Dallas and Little Rock were given to a pilot, the following abbreviated entry could be made in this column:

1 ② ③ 4 5 6 ⑦  
FV DL LI 0430 1230C; FV-LI 0735E; DL LI 05 HVY TURBC DL LI 9,000

When more than one number on the same line is encircled, care should be taken to make the entries in the proper order. If a forecast is given which differs from the one transmitted, the differing portion of the forecast must be entered.

- (g)...Employee furnishing the information should enter his initials.
4. ENTRY OF OTHER THAN PILOT CONTACTS.--In addition to entering all pilot contacts, a record will be maintained on this form of any events which might at a later date be pertinent to a possible inquiry, investigation, or court case. In making such entries the column headings may be disregarded when not applicable.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Be  
File No. 620.11)

June 25, 1947

CIRCULAR LETTER NO. 53-47  
(To All First Order Stations)

Subject: Trip Forecasts

Reference: Circular Letter No. 61-43

The provisions of Circular Letter No. 61-43 pertain primarily to trip forecasts for ferry and military flights. However, in the absence of more specific instructions, the methods there prescribed are being used by many stations to obtain trip forecasts for private and non-scheduled air carrier operations. The number of requests has become so great in some areas that it has created a communication problem, and the following information is issued to clarify the instruction and to reduce the number of messages required to be transmitted to and from forecast offices.

The Standard Job Specifications state that Weather Bureau personnel holding grades of SP-6 or higher have authority to issue short period "adaptive" forecasts. Adaptive forecasts are those which are developed from or refined from original forecasts. Basically they are made up of ideas extracted from formal forecasts which have been prepared for more general distribution. Specifically they are influenced by known local conditions and more detailed or more recent weather reports. This information is combined to form a forecast for a particular specialized or localized use.

Under these provisions sub-professional personnel in the grade of 6 or above and all professional personnel can extract pertinent information from available airway forecasts, supplementing it with current weather information, to formulate a trip forecast. This authorization will obviate the necessity of calling upon the forecast office for trip forecasts except in the cases of those trips which extend beyond the time limit or beyond the geographical limits for which airway forecasts are available.

As a general rule, trip forecasts will be issued only from the point of origin to the first point of intended landing where there is a Weather Bureau office.



F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F:Ms  
(File No. 610,  
610.3, 730.4)

July 7, 1947

CIRCULAR LETTER NO. 54-47  
(To All First Order Stations)

Subject: Five-day 700-Millibar Pressure Surface Trend Chart;  
Code for Transmission.

Effective upon issuance of Service "O" WAMES, data for the 700-millibar TREND CHART will be transmitted on Service "O" circuits under the heading "TFNH WA". These data are compiled by the Extended Forecast Section at the Central Office and will be transmitted on week days only (i.e., Monday through Friday, inclusive).

The portion of the northern hemisphere, including North America, covered by these data is the area bounded by the following points: 30°N, 120°E; 30°N, 20°E; 70°N, 20°E; and 70°N, 160°E.

The 700-millibar trend chart is a five-day mean chart centered on the 0400Z observation of the day of issue. Hence, half the data are known and half statistically forecast. The chart is issued as an aid in preparing 3- and 5-day forecasts.

A complete discussion of the theory, computation, and use of the 700-millibar trend chart is given on pages 41-46 of "Extended Forecasting by Mean Circulation Methods", J. Namias (U.S. Weather Bureau, February 1947).

Attached is the code for transmitting the data to be used in preparing the 700-millibar trend chart.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

Attachment.

JUL 10 1947

ATTACHMENT

(Circular Letter No. 54 - 47)

The code used to transmit data for the five-day 700 mb. trend chart is based on the Combined Analysis Code (WB-1345) and is as follows:

SYMBOLIC FORM

66777	66888	33388	9Y <sub>a</sub> Y <sub>a</sub> Y <sub>b</sub> Y <sub>b</sub>	82228	00700
QLLL1	HHHhh	HHHhh	..... etc...	HHHhh	00000
QLLL1	HHHhh	.....	etc. ....	HHHhh	00000
QLLL1	HHHhh	.....	etc. ....	HHHhh	19191

DEFINITION OF SYMBOLS

- 66777 - Special prognostic chart indicator. (See WB-1345)
- 66888 - Mean Chart indicator. (See WB-1345)
- 33388 - Positions in form QLLL1. (See WB-1345)
- 9Y<sub>a</sub>Y<sub>a</sub>Y<sub>b</sub>Y<sub>b</sub> - Date group where Y<sub>a</sub>Y<sub>a</sub> and Y<sub>b</sub>Y<sub>b</sub> are first and last dates, respectively, included in the computation of the mean chart. (See WB-1345)
- 82228 - Indicator that the following group specifies the constant pressure surface used. (See WB-1345)
- 00700 - 700-millibar pressure surface used. (See WB-1345)
- QLLLL - Position group where "Q" gives the Octant of the globe, "LL" gives latitude to nearest whole degrees, and "ll" gives longitude to nearest whole degrees. (See WB-1345)
- HHH - Height of 700-millibar pressure surface in tens of feet.
- hh - Two-day mean change in height of 700-millibar surface in tens of feet. [In coding negative values disregard the minus sign and add 50 to the tens value to be reported; e.g., -30 feet is coded as 53 (i.e., 50 + 3 = 53)]
- 00000 - Break group. (See WB-1345)
- 19191 - Ending indicator. (See WB-1345)

Complete data for one parallel of latitude is given in each section of the message beginning with group "QLLLL" and ending with group "00000". The first group following group QLLL1 contains data for that point. Succeeding coded groups, until ended by group "00000", contain data for points on the parallel of latitude specified by "LL" and separated by 10° of longitude in a west to east progression.

(Over)

EXAMPLE OF CODED MESSAGE

FTNH WA (date time Z)

66677	66888	33388	90812	82228	00700		
27060	95604	95001	94555	.....	etc. ....	00000	
26040	97608	96502	96052	97161	.....	etc. ....	19191

Decoded, the message reads:

Data for the 700-millibar TREND CHART for the five-day period beginning the 8th and ending the 12th are: 70°N-160°E, 9560 ft., +40; 70°N-170°E, 9500 ft., +10; 70°N-180°, 9450 ft., -50; etc. to 70°N-20°E; 60°N-140°E, 9760 ft., +80; 60°N-150°E, 9650 ft., +20; 60°N-160°E, 9600 ft., -20; 60°N-170°E, 9710 ft., -110; etc. to 60°N-20°E; etc. to end of message.

NOTE: This is an experimental code. While it is based in part on WB-1345 for convenience, it is not intended to amend that code or be included as a part thereof.

Carleton O. Reid. VAS-110 9/27/63 FWR

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

July 7, 1947

JUL 8 - 1947

SSS:in

(File No. C45)

CIRCULAR LETTER NO. 55-47  
(To All First Order Stations)

Subject: Artificial Inducement of Precipitation

Although artificial inducement of precipitation has often been attempted, it is only recently that experiments have been performed which offer some hope for success under certain special atmospheric conditions. Dr. Irving Langmuir and Mr. V. J. Schaefer of the General Electric Company, Mr. E. S. Ellison of the Weather Bureau Station in Portland, Ore., and Australian meteorologists, have conducted experiments wherein supercooled water clouds were "seeded" by the dispersal of dry ice (solid  $\text{CO}_2$ ) particles from aircraft. It is the purpose of this Circular Letter to describe briefly what is known of the scientific background of the phenomenon and to outline the policy of the Weather Bureau with regard to the participation in such experiments by Weather Bureau personnel.

SCIENTIFIC BACKGROUND

From evidence accumulated, both in the laboratory and in the field, there is no doubt that supercooled water clouds can be transformed into ice crystal clouds, and that the ice crystals can grow to such size that they fall from the cloud as precipitation. There is, however, quite a gap between this simple but important fact and the production of appreciable or even measurable amounts of precipitation. For example, a supercooled cloud 3,000 meters thick, with the rather high water content of  $1 \text{ gm/m}^3$ , will, if it is seeded and remains stationary, deposit 0.12 inch of melted snow if all its water is transformed into ice crystals which fall to the ground without evaporation. Actually of course the moving cloud will deposit its precipitation over an area much greater than its own, and the measured precipitation at one location will be even less.

According to Dr. Langmuir's researches, seeding creates myriads of sublimation nuclei or "ice germs"; and each ice germ may grow to an ice crystal and fall as precipitation if there is sufficient moisture available. Ordinarily there is not sufficient moisture in the treated cloud to gather around each and every ice germ and cause it to grow to sufficient size to fall. The moisture content, however, may be increased by convection and/or advection. But when additional moisture (either liquid or vapor) replaces the seeded portion of the cloud, there will be little or no seeds available in the new cloud formations to transform it into an ice cloud. Hence it is very important for spread of the precipitation area that the ice germs diffuse to unseeded portions of the cloud by mixing or convective processes. The rapidity of this diffusion is a subject of current investigation. The transformation of a supercooled water cloud to an ice crystal is accompanied by the liberation of

the heat of fusion. A simple calculation will show that when a cloud of liquid water content  $1 \text{ gm/m}^3$  is changed to ice at 10,000 feet, enough heat is released to warm it up  $1/3^\circ\text{C}$ ., which seems too small to have any appreciable buoyancy effect in causing the cloud to "boil" upward to produce heavier precipitation. Silver iodide also has ice nucleation properties and has the advantage that the nuclei thus formed do not evaporate or melt and so can remain for long periods regardless of the temperature until they come into the presence of supercooled water droplets and produce their effect. On the other hand the nuclei produced by dry ice are minute ice crystals which evaporate and melt when the air is dry or the temperature rises above freezing. According to Langmuir, such ice nuclei are produced not only by frozen  $\text{CO}_2$  but by any material at temperatures below  $-35^\circ\text{C}$ .

#### OPERATIONAL DETAILS

The cloud to be treated should be a water cloud at subfreezing temperatures, the thicker the better, and with optimum temperatures probably between  $-10^\circ\text{C}$  and  $-15^\circ\text{C}$ . The dry ice should be in the form of pellets about  $1/4$ " in diameter. If it is desired that the  $\text{CO}_2$  seeds drop to a lower supercooled cloud located several thousand feet below the level of the aircraft, about half of the pellets should be somewhat larger,  $1/2$ " to  $3/4$ " in diameter. Dr. Langmuir's computations show that a spherical pellet of  $4/10$  cm diameter will fall in air at  $-20^\circ\text{C}$ , 1100 meters before complete evaporation. The  $\text{CO}_2$  should be discharged from the aircraft at the rate of about 1 pound per mile. No information is available regarding the field application of the silver iodide.

#### POLICY

As news of the experiments on artificial inducement of precipitation has spread, there have naturally arisen requests for similar experiments to be carried out, particularly in those regions where the water supply is of critical importance to human activity. When local groups desire to conduct such experiments, they look to the Weather Bureau for guidance and leadership. Since considerable publicity often accompanies these attempts to induce precipitation artificially, we need to stress in our relations with the public and interested local groups that, although some very promising experiments have been made, we do not yet know enough about the processes involved to predict whether significant or even measurable amounts of precipitation can be produced; very specialized atmospheric conditions are apparently required to produce even a trace of precipitation.

Extensive experiments are underway under Government sponsorship. The elaborate equipment and scientific controls being employed by the Government-sponsored project to evaluate results of the seeding experiments will be very difficult to duplicate elsewhere. The Weather Bureau does not wish to control or restrict constructive scientific experiments, particularly on such an important question as increasing the water supply in critical areas. If Weather Bureau officials are asked to participate in experiments to produce precipitation artificially, the scientific facts presented in this Circular Letter should be made known to the people concerned. If after this is done they still wish to go ahead, the Central Office should be informed of all details, including the proposed site of seeding, in order that official authorization may be issued and the best possible arrangements be made for cooperation.

*F. W. Reichelderfer*  
F. W. Reichelderfer  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

JUL 10 1947

Chf:Wd  
(File No. 600.22,  
601.2)

July 9, 1947

CIRCULAR LETTER NO. 56-47  
(TO ALL STATIONS)

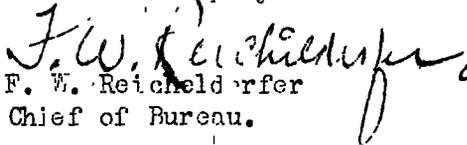
Subject: Accuracy in Aviation Weather Reports

In a recent memorandum to members of its meteorological committee, the Air Transport Association of America made reference to the importance of accuracy in aviation weather reports. We are confident that Weather Bureau observers are making every effort to maintain the highest standards of accuracy in weather observations and reports. The "errors" referred to are largely due to differences in observations as between the observer on the ground and the pilot in the air. For information of observers in general the following quotation from the Air Transport Association letter is given. The Weather Bureau has assured aviation interests of its full cooperation in promoting the highest accuracy in weather reports and services.

"The airlines are consistently suffering a severe penalty due to errors in weather reports as filed by the Weather Bureau. Every effort is being made by the Weather Bureau to improve this service and any report of erroneous observation is of great assistance to them in this program. The Weather Bureau has extended complete cooperation in this connection and earnestly solicits such reports.

It would be appreciated if all airlines would advise their personnel accordingly in order that we may secure some relief in this connection."

The Chief Office desires to ascertain the circumstances in every case where there is alleged to be an error in observations. It is advantageous to the Bureau to obtain the facts promptly because in most cases the Bureau's observations are shown to be correct. At the same time, the reports of pilots may also be correct in describing conditions as seen from the position in the plane. Mutual understanding and cooperation are made easier if differences of view are promptly reconciled.

  
F. W. Reichelderfer  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
Weather Bureau  
Washington 25

Pers.--Fo.  
(File No. 130.4)

July 10, 1947

CIRCULAR LETTER NO. 57-47  
(To all Stations)

Subject: Military Leave

The Weather Bureau now has on its rolls a large number of employees who are or may become members of military reserve organizations and as such, are entitled to military leave with pay as provided by statutes relating to those organizations. Military leave with pay is in addition to any other type of leave to which the employee may be entitled and is granted to members of the following organizations for the purpose and in the manner described (except temporary employees as defined in part C below):

1. Members of National Guard - Military leave without loss of pay, time, or efficiency rating shall be granted to civilian employees who are members of the National Guard on "all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act." (39 Stat. 203.) There is no limit on the number of days such leave may be granted for the specified purpose (19 Comp.Gen. 687).
2. Members of National Guard of District of Columbia - Military leave with pay shall be granted civilian employees who are members of the National Guard of the District of Columbia when ordered to active duty for parades or encampment purposes or when ordered to engage in field or coast-defense training. There is no limit to the number of days of military leave with pay when ordered to such active duty (25 Stat. 634 and 779).
3. Members of Officers' Reserve Corps - A civilian employee who also is a member of the Officers' Reserve Corps is entitled (40 Stat. 72) to military leave with pay when ordered to active duty for training for a period of not to exceed 15 days in any one calendar year whether the order be with or without the officer's consent (18 Comp.Gen. 236). Members of Officers' Reserve Corps who are ordered to duty by proper authority shall, when relieved from duty, be restored to the positions held by them when ordered to duty (40 Stat. 72);
4. Members of Naval and Marine Reserve - A civilian employee who is a member of the Naval or Marine Reserve is entitled to military leave with pay for those days during which he is on training duty under orders of competent authority (52 Stat. 1177). Military leave is granted to such employees whether training duty is ordered with or without their consent, but such leave may not exceed 15 days in any calendar year and may not be granted for active duty other than training (20 Comp. Gen. 375, 158). A civilian employee ordered to active service for the purpose of taking a 30-day "elimination flight training course" to determine his fitness for appointment as a Naval Reserve aviation cadet may be considered on "training duty" and is entitled to 15 days military leave (20 Comp. Gen. 847); and

5. Member of Coast Guard Reserve -- Employees who are members of the Coast Guard Reserve are entitled to the same leave of absence with pay while on training duty as is provided members of the Naval Reserve. Employees who are temporary members in the Coast Guard Reserve may not be granted military leave for temporary training duty in that Reserve, but will be granted the necessary annual leave or leave without pay (23 Comp. Gen. 916).

A. Governing Conditions:

1. Military leave is computed on a calendar day basis and will include both work days and non-work days.
2. Before any employee is permitted to be absent on military leave, he will be required to furnish a certified copy of his military orders.
3. An employee granted military leave must return to duty at the expiration thereof in order to be entitled to pay as a civilian employee, unless prevented from so doing through no fault of his own.

B. Types of Duty not Covered by Military Leave:

1. Employees who are members of the Officers' Reserve Corps are not entitled to military leave with pay, under the Act of May 12, 1947 (40 Stat. 72), if they voluntarily apply for training and instruction with the War Department at their own expense;
2. An employee who is a member of the National Guard of a State is not entitled to military leave while absent from duty participating in a parade, such parade not constituting field or coast-defense training within the meaning of Section 80, National Defense Act, June 3, 1916 (30 Stat. 203);
3. Employees who are members of the National Guard of the District of Columbia are not entitled to military leave while participating in target practice matches outside the District of Columbia, except matches held in connection with annual encampments (8 Comp. Gen. 201);
4. A National Guard Officer may not be granted military leave of absence with pay from a civilian position while attending under orders a military school for the purpose of pursuing a regular course of study (1 Comp. Gen. 256); and
5. Employees are not entitled to military leave with pay while on active duty under military orders of the governor of a State in connection with the suppression of riots (26 Comp. Gen. Dec. 551). Such absence will be charged to annual leave or, where no annual leave is available, as leave without pay.
6. Military leave may not be granted to employees for training with a State Guard or other State military organization which is not a part of the National Guard or which was created to take the place of the National Guard during the present National emergency.

C. Employees not Eligible for Military Leave:

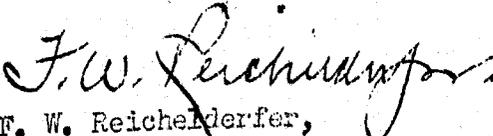
Temporary employees appointed for limited periods not to exceed one year and temporary employees appointed pending the establishment of a civil service register are not entitled to military leave with pay. However, such employees may be granted annual leave or leave without pay when requested in order to accept orders for military training duty.

Field employees who are members of any one of the organizations mentioned herein should inform their regional office at once as to status and any prospective request for military leave if such leave is planned this fiscal year. As much advance notice as possible is required in order that scheduling of leave and rescheduling of employees to cover station programs may be worked out together with estimates of any overtime or other incidental costs that will have to be met on a fiscal year basis.

Employees in the Washington metropolitan area should forward the above information to the Division of Personnel Management, through project leader concerned.

Regional offices will compile as quickly as possible a list of all employees in their regions who are members of these organizations and will indicate opposite each name the amount of military leave to be anticipated between July 1, 1947 and June 30, 1948. A copy of the list will be forwarded to the Central Office.

Employees planning to take military leave are requested to cooperate to the fullest extent possible in arranging schedules for such absence in order to assist the Bureau in granting military leave with the least disruption of essential activities.

  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 610, 901)

July 11, 1947

CIRCULAR LETTER NO. 58-47  
(To All First Order Stations)

Subject: Regulations affecting International Communications

The following instructions have been issued by the Security Advisory Board to prevent the inadvertent violation of restrictions currently affecting international communications, entering or leaving United States zones of occupation.

1. GENERAL. All communications, other than those directed to members of the armed forces of the United States or to persons serving with or accompanying those forces, at A.P.O. or F.P.O. addresses, entering or leaving United States zones of occupation, are subject to civil censorship and must pass through normal postal or electrical channels.

2. GERMANY. The weight limit for letters, by air or surface transmission, is one pound. Communications must be of a personal, family or nontransactional nature, limited to the ascertainment of facts and the exchange of information. The closing of business deals and correspondence concerning German external assets is not permitted. The transmission of such documents as birth, death or marriage certificates, wills, legal notices, etc. is authorized.

a. The address must show the name of the addressee, with the street and house number, or box number, and the town and province. If known, the zone of occupation and the postal district should also be included in the address. Correspondence will not be accepted for mailing when addressed to "General Delivery" or to a box number without the name of the addressee. Envelopes must not have an interlining, nor carry any indication other than the address of the sender and of the addressee, and the necessary postal directions.

b. The enclosure of checks, drafts, securities, or currency is prohibited.

c. Noncommercial printed matter up to a weight limit of four pounds, six ounces, when sent as gifts, may be accepted for mailing to the United States and British zones of Germany, excluding Berlin. Individuals may direct publishers to mail gift printed matter. The covers or wrappers of printed matter must be plainly marked "noncommercial printed matter", and a list of the articles enclosed must be plainly endorsed on or securely attached to the cover.

3. AUSTRIA. All classes of Postal Union articles such as letters and packages, single and reply paid postcards, commercial papers, printed matter and small packets, not in excess of a weight of four pounds and six ounces, are acceptable for mailing to Austria by air or surface transmission. Articles may be registered. Business communications of an informational or transactional nature are authorized.

a. Unregistered and uninsured parcel post service is available to Austria, subject to the following restrictions: Only one parcel per week may be sent on or behalf of the same sender to or for the same addressee. The weight of each parcel is limited to eleven pounds. Parcels shall not exceed 72 inches in length or girth combined. Foodstuffs may be only of such character as to be non-perishable. The contents of the parcel must be itemized on the customs declaration.

4. KOREA. Commercial papers, samples of merchandise, and small packets, as well as letters, postcards, and printed matter are acceptable for mailing, by surface transmission only, to Korea. The weight limit is four pounds, six ounces. The special restrictions imposed by the Treasury Department regarding the exchange of financial, transactional, business and commercial information do not apply to Korea.

a. Communications may be written in Korean, English, Russian, French, Spanish, Japanese, Chinese, or Portuguese. Mail should show the name of the addressee, street, district, town and province in Korea, in Korean characters, if known, with an interline translation in English.

b. Registry service is available.

5. JAPAN. Ordinary letters and postcards up to a weight limit of four pounds, six ounces, are acceptable for mailing to Japan. Communications of a purely personal or family nature, and of a nontransactional business nature may be mailed. Business communications are limited to the ascertainment of facts and the exchange of information. The transmission of documents such as birth, death, or marriage certificates, wills, legal notices, etc., is permitted. The enclosure of checks, drafts, securities, currency or other financial instruments is prohibited.

a. Languages are restricted to English, Chinese, Japanese, French, Korean, Russian, Spanish and Portuguese.

6. GIFT PACKAGES. Gift packages to Germany, Korea and Japan are authorized. The contents of such packages must be confined to essential relief items and are limited to eleven pounds in weight. The number of such packages sent may not exceed one parcel per week by or on behalf of the individual sender or addressee. Additional information regarding customs declarations and the mechanics of mailing such packages or any other communications authorized in preceding paragraphs may be obtained from local postmasters.

7. PARCELS TO AN A.P.O. OR F.P.O. Parcels to an A.P.O. or F.P.O. address may not weigh in an excess of 70 pounds and may not exceed 100 inches in length and girth combined.

8. VIOLATIONS. Violation of the above restrictions is considered contrary to the national interests of the United States.



F. W. Reichelderfer.  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr-A  
(File No. 604)

July 14, 1947

CIRCULAR LETTER NO. 59-47

(To All First Order Stations)

Subject: Atlantic Weather Patrol.

Reference: Circular Letter No. 104-46.

Station Able (62°00' N, 33°00' W) was discontinued at midnight, GCT, June 30, 1947.

Station Charlie (52°45' N, 55°30' W) will be continued in operation. The vessels for this station will base at Boston, Mass., and the Weather Bureau base at Argentia, Newfoundland will be discontinued after July 15, 1947.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

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(File No. 340.3,  
420.3)

July 14, 1947

Accts-jfb

Circular Letter No. 60-47  
(To all First Order Stations)

Subject: Adjustments in Telephone and Teletypewriter Bills.

There is quoted below Circular Letter B-54 dated June 27, 1947 of the Bureau of Federal Supply:

"As a result of the recent strikes against the telephone companies comprising the Bell System, certain services to Government agencies were adversely affected. In areas where dial service predominated the effect was limited. In areas where manual service predominated the effect was extensive.

"Wherever telephone service was affected, appropriate adjustments and charges over the period of the strike are in order. Such adjustments should be in accordance with the tariff provisions as prescribed by the various regulatory bodies having jurisdiction.

"The telephone companies are making some voluntary adjustments and will be willing to consider any cases where adjustments would appear to be warranted.

"With regard to Foreign Exchange (GFX) Lines leased from the Long Lines Department of the AT&T, it is understood that the AT&T will contact all customers for such services and review directly with them the effect in each case and make appropriate adjustments.

"With regard to Full Period Talking (GFP) circuits, adjustments would not be in order unless technical trouble developed on the circuits which could not be corrected on account of the strike.

"With regard to local service, adjustments should be arrived at in reasonable proportion to the impairment to service in each area affected.

"As regards Teletypewriter Exchange (TWX) Service, fixed charges and guarantees will be subject to appropriate adjustment in those cases where this type of service was affected. The fixed monthly charge would be susceptible to proportionate credit for the period when TWX switching

service was not normal. Any deficits in use guarantees during the period when service was curtailed would not properly be payable.

"This information is submitted as an aid in guiding those officials responsible for dealing with the telephone companies in connection with adjustments.

"The Bureau of Federal Supply through its Public Utilities Division will be glad to render any aid desired in connection with this matter."

Station officials should require the various telephone companies to indicate the period of interrupted service covered by any credit allowance shown on their bills and an explanation of the method of computation used in arriving at the credit allowance figure.



F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ch  
(File No. 451.7)

July 15, 1947

CIRCULAR LETTER NO. 61-47  
(To All First and Second Order Stations)

Subject: Procurement of Helium  
References: Circular Letters 3-47 and 21-47

Effective immediately, Circular Letter No. 3-47 is amended as follows:

1. Paragraph (2). Add Canton Island and Keflavik, Iceland.
2. Paragraph (3). Substitute the following for the present paragraph:

Ordinarily helium will be obtained from the nearest Naval activity listed in Group 1. Since these are compression centers the cost is considerably lower than at the distribution stations listed in Group 2 and, in addition, the handling charges added by the distribution stations are avoided. However, in an emergency, helium may be procured from any of the stations listed in Groups 1 and 2.

3. Paragraph (4). Add the following at the end of the paragraph:

If the helium is required promptly, attach a "RUSH" slip to the Bill of Lading.

4. Table 1. Add the following address to Group 1:

Commanding Officer, Naval Air Facility, South Weymouth, Mass.

(This station is again added to the list. It may not always be in a position to handle unusually large shipments; when this is the case, the order will be forwarded to Lakohurst immediately.)

5. Table 1. Combine Groups 2 and 3 and label the combined group, "Group 2."

6. Table 1. Add the following address to Group 2:

Commanding Officer, Naval Air Station, Tillamook, Oregon

(This station previously had been deleted from Group 1.)

*F. W. Reichelderfer*

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:Ch  
File No. 740.5

July 18, 1947

CIRCULAR LETTER NO. 62-47  
(To All Stations)

Subject: Supplement 1 to Circular N, 11th Amendment.

Instructions related to the following subjects in the 11th Amendment to Circular N are reviewed and slightly revised in the attached supplement:

1. Airway reports and Pireps of vertical visibility and obscurations.
2. Air carrier operating minima.
3. Airway reports of cloud heights above 9,750 feet.
4. Public reports of tornadoes.
5. Psychrometric data at low temperatures.

These revisions become effective 0000 LST, August 1, 1947, and will be incorporated in the next amendment.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

Attachment



(Bind with Circular N immediately following page 146)

1.0. Instructions, illustrations, and examples in Circular N are modified to accord with the following coding procedures for airway reports.

## 2. CODING OF OBSCURATION IN FOURTH GROUP

2.0. USE OF "X", "-X", AND "X/". An obscuration alone or in combination with lower clouds covering 0.6 or more of the sky and properly coded as "X" is defined in Circular N, Table 29. The minus sign is prefixed to the "X" (-X) whenever the obscuration regardless of the height of its base is thin enough to see through and to reveal not more than 0.4 of the sky and clouds directly above the observer. If the base lies between the surface and 9750 feet, inclusive, the phenomenon will be coded as "-X" or "X", depending upon whether it is thin enough to see through. When the base is above 9750 feet, it will be coded as "X/" or "-X/". This use of the slant to indicate that the base of an obscuring phenomenon is above 9750 feet corresponds to its use with sky symbols. It will be noted that instructions in Circular N are changed in this respect. It will be understood that "X", as used in the following instructions, may be further qualified by prefixing a minus sign or suffixing a slant to it, in accordance with its thickness and height of base respectively.

2.1. If an obscuration is present and clouds are not visible, the obscuration will be coded as "X" whenever it obscures 0.6 or more of the sky. When clouds are below the base of an obscuration, the number of tenths of clouds plus the number of tenths of the obscuration visible must equal 0.6 or more before the obscuration may be coded as "X". For instance, if 0.5 stratus at 1500 feet were observed below the base of a high smoke layer covering an additional 0.1 of sky, the combination would be coded as "X/150". When all clouds present are above the base of an obscuration, the obscuration alone must obscure 0.6 or more of the sky before it may be coded as "X".

## 3. CEILING WITH "X"

3.0. VERTICAL VISIBILITY. All ceiling values of vertical visibility are estimations and are classified as indefinite ceilings (W) or precipitation ceilings (P). The circumstance that a ceilometer or ceiling light is used to determine the height corresponding to the top of the projector beam does not require that the ceiling be regarded or classified as measured. The ceiling value is properly reported as vertical visibility only when the obscuring phenomenon is not thin enough to see through when looking vertically upward.

3.1. OBSCURATION WITHOUT CLOUDS. When clouds are not visible and an obscuration is present, regardless of whether its base is at or above the surface, the ceiling will be reported as unlimited if the sky can be seen overhead.

Supplement I to 11th Amendment to Circular N, "Instructions Effective  
for Airway Meteorological Service," Fifth Edition 8/1/47

If, in this case, the base is above the surface, its height will be reported in "Remarks". Whenever the sky cannot be seen through the obscuration, an estimate will be made of the vertical visibility into the obscuration. Note that when the base is above the surface the vertical visibility to be reported will be equal to the height of the base above the surface plus an estimate of the distance it is possible to see into the obscuration.

Examples:	Ceiling & Sky Condition	Remarks
Obscuration with base at the surface, sky visible overhead . . . . .	-X	
Obscuration with base 9750 feet or less above the surface, sky visible overhead	-X	BASE K LYR E6 HND
Obscuration with base at the surface, sky not visible overhead . . . . .	W3X or P3X	
Obscuration with base aloft but with base 9750 feet or less above the surface, sky not visible overhead . . .	W7X	BASE K LYR E6 HND
Obscuration with base more than 9750 feet above the surface, sky visible through it . . . . .	-X/	K LYR ALF
Obscuration with base more than 9750 feet above the surface, sky not visible	X/	K LYR ALF

3.2. OBSCURATION WITH CLOUDS. When an obscuration in combination with clouds is observed, the phenomena coded in the fourth group will be reported in descending order of height with respect to their distribution in space; that is, when the top of an obscuring phenomenon is below or coincides with the base of a cloud layer visible through the obscuration, the symbol corresponding to the cloud will be reported first, followed by "-X". In this case, the ceiling reported will be that pertaining to the base of the cloud. The ceiling value will be classified in accordance with the method used to determine it, e.g., if there is no doubt that the top of the ceiling light or ceilometer beam coincides with the base of clouds above the obscuring phenomenon, the ceiling value will be classified as measured (M); if a measurement is impossible and the use of a ceiling balloon impracticable, the cloud height will be estimated and classified as "E". Note that if the sky or high clouds, rather than low clouds, were observable through the obscuring phenomenon, the ceiling would be reported as unlimited. When the base of an obscuring phenomenon is above the surface and clouds are observable through the obscuring layer, the height of the base of the obscuring layer will be reported in "Remarks" and will not be used as the ceiling value, e.g., 35 ⊕-X; remarks, "BASE K LYR E4 HND."

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Examples:	Ceiling & Sky Condition	Remarks
High clouds visible through obscuring layer whose base is at the surface . .	⊕/-X	
High clouds visible through obscuring layer whose base is above the surface but 9750 feet or less . . . . .	⊕/-X	BASE K LYR E8 HND
High clouds visible through thin obscuration whose base is above 9750 feet. .	-X/	HI CLDS VSB THRU K LYR ALF
Low clouds visible through thin obscuration whose base is at the surface . .	M160-X	
Low clouds visible through thin obscuration whose base is aloft but beneath the cloud layer . . . . .	E470-X	BASE K LYR E8 HND
Low scattered clouds beneath thin obscuration whose base is 9750 feet or less above the surface . . . . .	-X330	BASE K LYR E80 HND
Low scattered clouds beneath obscuration whose base is 9750 feet or less above the surface . . . . .	A80X330	PIREPS BASE K LYR 120 MSL
Low scattered clouds beneath obscuration whose base is above 9750 feet. .	X/330	K LYR ALF
Low broken clouds beneath obscuration whose base is above 9750 feet . . . . .	M30X/⊕	K LYR ALF

4. PIREPS OF VERTICAL VISIBILITY

4.0. It is recognized that owing to the difficulty of making accurate estimates of vertical visibility from the ground, pilots, who have the surface as a background or target, may report values that differ widely from those of an observer. Since this situation commonly exists, observers should be especially alert to accept and disseminate pIREPS of vertical visibility.

4.1. After the pilot's report has been disseminated as a pIREPS, the report of ceiling will be disseminated in a special or local extra observation, depending upon whether the change in ceiling value between the pIREPS and preceding special or record observation satisfies the criteria for special or local extra observations. The ceiling value reported by the pilot will be classified as an aircraft (A) ceiling in the special or local extra observation. The duplication of reports is necessary, in the case of a PIREPS, to disseminate the information as rapidly as possible; and in the

Supplement I to 11th Amendment to Circular N, "Instructions Effective  
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case of the observation, to place the pilot's report in a form that accords with official Weather Bureau observation.

5. AIR CARRIER OPERATING MINIMA

5.0. Since changes in marginal and submarginal weather over short periods of time are of importance to air carrier operators in effecting landings and takeoffs, personnel at all weather stations will inform themselves of various air carrier operating minima applicable to the local airport. The ground personnel of airlines affected will be informed whenever weather conditions change to a value above, equal to, or below each minimum. In effect, this will amount to a standing request for the local extra observations referred to in paragraph 20132. The additional local extra observations will be required only when takeoffs and landings impend. Suitable arrangements will be made at each station to keep informed of scheduled arrivals and departures as well as of operations involving delayed schedules.

6. CLOUD HEIGHTS ABOVE 9750 FEET

6.0. Heights of cloud layers above 9750 feet, regardless of whether the layers are coded in the fourth group or reported above an overcast or obscuration by a pilot, will be reported in "Remarks" provided the heights can be classified as measured, aircraft, or balloon. A classification letter, "M", "A", or "B", as appropriate, will be prefixed to the height. The height will be reported in hundreds of feet to the nearest 1000 feet, e.g., "measured 12,000 feet" would be coded as "M120". Whenever the cloud layer is visible from the ground, it will be coded in a sky condition symbol selected in accordance with the summation principle. Note that this symbol may not be the same as the symbol for high clouds used in the fourth group if more than one high cloud layer is coded in the latter symbol. This is illustrated in the following examples:

Clouds Visible	Coded in Fourth Group (Summation Principle)	Reported in Remarks (Summation Principle)
4 Cs, 2 As (no lower clouds)	⊙/	M1300 (this refers to the As layer)
2 Cs, 5 As (no lower clouds)	⊙/	B2100 (this refers to the Cs layer)
3 Ci, 1 Ac 5 Sc, 1 St	⊕/⊙	A1100 (this refers to the Ac layer which, in combina- tion with lower clouds, covers 0.6 of the sky and is therefore coded as broken)

Supplement I to 11th Amendment to Circular N, "Instructions Effective  
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Clouds Visible	Coded in Fourth Group (Summation Principle)	Reported in Remarks (Summation Principle)
3 St visible through 0.7 thin obscuration - pilot reports high scattered cloud layer above	⊕-X	PIREPS HI SCTD CLDS 140 MSL

6.1. If the heights of both upper cloud layers in the foregoing examples were known, both values would be reported in "Remarks."

#### 7. PUBLIC REPORTS OF TORNADOES

7.0. Tornadoes reported by the public will be disseminated as special observations as soon as possible, but not later than six hours after the time of occurrence. Even when reports are five or six hours old, they might well be of extreme interest to a pilot proceeding into their general area by instrument flight rules or under conditions of poor visibility. So far as possible, the following information will be included in special observations disseminating public reports of tornadoes:

1. The location of the tornado with reference to the weather reporting station or to a city or town.
2. The direction toward which the tornado is moving.
3. The time the tornado was observed.

7.1. Public reports will be described as "unconfirmed" in accordance with the following examples:

1. As a special: WD S5 1650C UNCONFIRMED TORNADO 20 MIS  
S MOVG NE 1600C
2. As a remark: /UNCONFIRMED TORNADO 15 MIS W WD MOVG  
N 1600C

7.2. On Form 1130, in addition to the information required by paragraph 31404 of Circular N, the source of information should be indicated.

7.3. Officials in Charge should make arrangements with local news agencies, state or local police departments, or other organizations having special communication facilities to insure that reports of tornadoes in the vicinity will be relayed promptly to their stations.

Supplement I to 11th Amendment to Circular N, "Instructions for Airway Meteorological Service," Fifth Edition      Effective 8/1/47

## 8. PSYCHROMETRIC DATA AT LOW TEMPERATURES

8.0. Relative humidity, dew point, and vapor pressure data will not be derived at temperatures lower than  $-35^{\circ}$  Fahrenheit for airway and synoptic observations. At temperatures lower than  $-35^{\circ}$  Fahrenheit the wet bulb will not be read. For purposes of entries in forms and transmission in weather reports the wet bulb reading and humidity data will be regarded as missing.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

JUL 22 1947

July 18, 1947

SR&F-A1

(File No. 622.5,  
600.21, 620.11)

CIRCULAR LETTER NO. 63-47  
(To all First Order Stations)

Subject: Commercial Radio Broadcasts of Flying Weather.

The continually increasing demands for flying weather broadcasts for private pilots has made it necessary to review the question of policy to be followed in carrying on a program of supplying such information over commercial radio stations. As a result of considerable study and discussion, the following revised outline of policy has been formulated for use in the field in dealing with the subject of broadcasts from commercial radio stations of flying weather information:

- (1) Unless specifically authorized, "sequence" or spot weather reports should not be a regular feature of the weather broadcast.
- (2) Where flying weather information is desired locally, it should, if possible, be included as part of the general weather broadcast.
- (3) Where this is impracticable, flying weather information may be given in a special flying weather broadcast. Where special flying weather broadcasts are made, the following should be taken into consideration:
  - (a) Such broadcasts should be scheduled at hours when private pilots would be expected to listen and when the general public will usually not be listening in large numbers--preferably in the early morning.
  - (b) During the course of the broadcast, reference should be made to any later general and flying weather broadcasts which may be scheduled at the radio station.
  - (c) When weather conditions are critical for private flying, reference should be made during the course of the broadcast to the availability of the latest weather information at the local or nearby Weather Bureau office, provided that the increased demands resulting from such reference can be handled satisfactorily.
- (4) The information given on the flying weather broadcast should not be too detailed or technical. Private pilots are no longer required to take meteorological tests; their knowledge of technical terms cannot be assumed to be much above the level of the general public.
- (5) To insure that private pilots get the latest forecasts and weather information, it is highly desirable that broadcasts be made directly from the local Weather Bureau office.
- (6) Where direct broadcasts are not feasible (on account of cost, distance from broadcasting studios, union regulations, or insufficient personnel), the Weather Bureau office may, at the expense of the radio station for communication charges, furnish a script of flying weather information

by TWX, telephone or telegraph which shall be read verbatim by radio station personnel. This script should be broadcast within a reasonable time after its release (about one hour). The script may be renewed for later release only upon review and approval by the issuing Weather Bureau office after the original deadline has passed.

- (7) When the official airway forecast is at variance with locally observed weather conditions, common sense should be used by the local Weather Bureau personnel in adapting the forecast to such conditions, and forecasts should be interpreted for trend as well as specific weather items.
- (8) Authority should be obtained from the Central Office in advance of arrangements for new flying weather broadcasts to be made at or prepared by the local Weather Bureau office. WB Form 1040 should be used for reporting all significant changes in regular broadcast programs of all kinds.



F. W. Reichelderfer,  
Chief of Bureau.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-A1  
(File No. 600.23)

August 4, 1947

CIRCULAR LETTER NO. 64-47  
(To All First Order Stations)

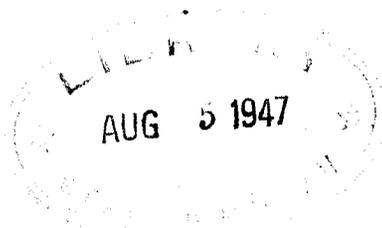
Subject: Aircraft Accident Report (WB Form 1120-Revised)

Effective immediately the number of copies of WB Form 1120-Revised (Aircraft Accident Report) prepared at stations may be reduced by one. Hereafter only one copy of the form will be required by the Central Office instead of two as heretofore.

Existing Regional Office instructions concerning the number of copies to be furnished for station, forecast center, and Regional Office files will remain unchanged.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F/cjc  
(File No. 040,  
610.3, 621.6)

August 4, 1947

CIRCULAR LETTER NO. 65-47  
(To All First Order Stations)

Subject: Code for Transmission of Microseismic Data.

We have been advised that the attached SEISMO code will be used for the transmission of microseismograph reports effective August 1, 1947.

The microseismic program is experimental and has its most immediate application in the Hurricane Warning Service. The reports are being given a limited distribution on the Hurricane teletype circuits and on Service "O" at the present time. However, the code is being issued as a circular letter so that all First-Order Stations will be informed regarding the present microseismic program.

  
F. W. Reichelderfer,  
Chief of Bureau.

Attachment.

AUG 6 1947

ATTACHMENT TO CIRCULAR LETTER NO. 65-47

REVISED CODE AND INSTRUCTIONS FOR TRANSMITTING SEISMO DATA

The following revised code will be used to transmit all SEISMO data to the Navy Hurricane Weather Central, NAS, Miami, Florida, on and after 1 August 1947.

- |        |        |       |                              |
|--------|--------|-------|------------------------------|
| SEISMO | AAAPP  | CBDDD | For all tripartite stations. |
| SEISMO | AAAPPC |       | For all single stations.     |
- AAA Double trace amplitude in tenths of millimeters. Average for hour reported.
- PP Period in tenths of seconds. Average for hour reported.
- C Characteristics of microseisms, as below:
- 0 regular, azimuth not determined.
  - 1 irregular, azimuth not determined.
  - 2 regular, azimuth determined but its accuracy is doubtful.
  - 3 irregular, azimuth determined but its accuracy is very doubtful.
  - 4 regular, azimuth fairly well determined.
  - 5 irregular, azimuth fairly well determined.
  - 6 regular, azimuth well determined.
  - 7 irregular, azimuth well determined.
- B Orientation of seismograph, as below:
- 0 Free end of pendulum toward north.
  - 1 Free end of pendulum towards N 45 E.
  - 2 Free end of pendulum towards east.
  - 3 Free end of pendulum towards S 45 E.
- DDD Azimuth from which microseisms arrive in degrees true 000 to 359. If the azimuth cannot be calculated, give one of the following:
- 500 Amplitude too small to determine azimuth.
  - 550 Microseisms too confusing and too irregular to calculate a bearing.
  - 600 Recorder difficulties; should be repaired before next report.
  - 601 Should be repaired in one day; 602, in two days, etc.
  - 699 Cannot be repaired locally.
  - 700 Seismograph difficulties; should be repaired before next report.
  - 701 Should be repaired in one day; 702, in two days, etc.
  - 799 Cannot be repaired locally.
  - 800 Galvanometer difficulties; should be repaired before next report.
  - 801 Should be repaired in one day; 802, in two days, etc.
  - 899 Cannot be repaired locally.
  - 900 Line transmission difficulties; should be repaired before next report.
  - 901 Should be repaired in one day; 902, in two days, etc.
  - 999 Instrumental difficulties; need technical assistance.

---END---

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

Pers.-66  
(File No. 100)

August 4, 1947

CIRCULAR LETTER NO. 66-47  
(To all Stations)

Subject: Membership in Employee Organizations.

1. In a policy statement dated October 21, 1940, copies of which were issued to all Weather Bureau field offices, the Office of the Secretary of Commerce stated:

"The policy of the Department of Commerce with respect to employee organizations is that every employee has a right to determine for himself whether to join any organization or association of employees, and that no employee and no one seeking appointment shall be required as a condition of employment, transfer, promotion, or retention in the service, to join or refrain from joining any organization or association of his own choosing."

"Furthermore, no supervisor or administrative official of the Department shall interfere with, coerce, or restrain any employee or employees from joining an organization or association, nor shall such membership or non-membership subject the employee to fear of discrimination or reprisal."

2. This policy was restated in 1946 in the following language, quoted from Department of Commerce Administrative Order No. 202-11:

"Employees of the Department of Commerce have the right to organize or join unions or other employee organizations of their own choosing and to designate representatives for purposes of consultation, conference, and cooperation with administrative and supervisory officials and for other lawful purposes. In the exercise of these rights they shall be free from all restraint, interference, and coercion on the part of administrative and supervisory personnel or other employees."

3. The employee rights set forth in the preceding policy statements are subject to the following exceptions, as provided by the Federal Personnel Manual:

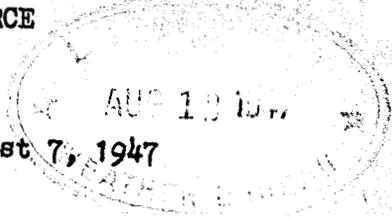
"(a) They may not have membership in organizations or associations which directly, or by affiliation with other organizations or associations, impose upon them an obligation or duty to engage in, or assist in, any strike against the United States."

"(b) They shall not have membership in any political party or any organization which advocates the overthrow of our constitutional form of Government in the United States."

*F. W. Reichelderfer*  
F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.



SR&F/cjc  
(File No. 604)

August 7, 1947

CIRCULAR LETTER NO. 67-47  
(To All Stations)

Subject: Reports from U. S. Coast Guard Lightships;  
Coding and Transmission thereof.

1. GENERAL

1.1 The purpose of this circular letter is to inform all concerned of the general arrangements that have been made with the U. S. Coast Guard to obtain abbreviated synoptic reports from lightships stationed along the eastern seaboard. Necessary detailed operating instructions will be issued individually to stations concerned by the Central and Regional Offices, as appropriate.

2. PARTICIPATING LIGHTSHIPS

- 2.1 The individual lightships will begin reporting as soon as arrangements have been completed.
- 2.2 The complete program calls for participation by eleven (11) lightships. There are many factors involved, such as staffing, communications, etc., which may require changes in the list. Such changes will be promulgated by the most efficient means, probably a WAMES on Service "C".
- 2.3 It is expected that the following lightships will eventually participate in the program:

Weather Bureau Region I

	Lat. (N)	Long. (W)
Portland Lightship	43° 31.6'	70° 05.5'
Pollock Rip Lightship	41° 36.1'	69° 51.1'
Nantucket Lightship	40° 37.0'	69° 37.0'
**Ambrose Lightship	40° 27.1'	73° 49.4'
Barnegat Lightship	39° 45.8'	73° 56.0'
Five Fathom Lightship	38° 47.3'	74° 34.5'
Chesapeake Lightship	36° 58.7'	75° 42.2'

Weather Bureau Region II

Diamond Shoals Lightship	35° 05.3'	75° 19.7'
Frying Pan Shoals Lightship	33° 28.0'	77° 33.8'
Savannah Lightship	31° 56.6"	80° 39.8'
St. Johns Lightship	30° 23.5'	81° 18.0'

\*\*NOTE: The existing arrangements which provide for full 3- and 6-hourly synoptic reports from Ambrose Lightship will be continued. These arrangements are in no way effected by this circular letter. Ambrose Lightship has been included in the list in order to show all cooperating Lightships on the eastern seaboard. (OVER)

3. TIME OF OBSERVATION

- 3.1 The lightships will take four (4) observations per day.
- 3.11 These observations will be taken at the standard synoptic hours; i.e., 0030, 0630, 1230, and 1830 G.C.T. (Z). In the majority of cases it will be necessary for the observation to be started earlier than at land stations so that sufficient time will be allowed for preparing the data in time to meet transmission schedules on Service "C".

4. COMMUNICATIONS

- 4.1 In accordance with individual instructions and arrangements the lightships will forward the observations in plain language to designated Weather Bureau Offices where they will be coded in the numeral code and entered on Service "C".
- 4.2 Service "C" schedules will be revised, as required, to provide for the transmission of these reports in so far as feasible.

5. CODING

- 5.1 The Coast Guard plain language messages will be coded in the first four groups of the 1942 Weather Code plus appropriate Special Phenomena groups, as follows:

III//    ww///    DDF//    PPPTT    OS<sub>p</sub>S<sub>p</sub>S<sub>p</sub>S<sub>p</sub>

- 5.11 Sea water temperature will be included in the Special Phenomena group when available. Additional Special Phenomena groups will be included when appropriate or when called for by forecast centers (e.g., lowest pressure, maximum wind, sea and swell, etc., and time of occurrence of these phenomena, during passage of a severe storm or during periods of severe or unusual local weather).
- 5.12 The use of the standard code form with slants to indicate data not included is considered preferable to the introduction of a special code form.
- 5.13 When any of the data indicated in paragraph 5.1, above, is missing from the plain language report for any reason whatsoever, slants will be used in place of the missing data so that the continuity of elements in the group and the groups in the message will be maintained.

6. IDENTIFICATION

- 6.1 Index numbers will be used to identify the reports.
- 6.11 Appropriate index number assignments will be sent over Service "C" in the form of a WAMES as required.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Sebrany*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 401)

August 12, 1947

CIRCULAR LETTER NO. 68-47  
(To all First Order Stations)

Subject: Delegation of Authority.

Effective with this letter, Regional Offices are authorized to take official action to drop unserviceable property and serviceable property which the Bureau has been authorized to transfer to the War Assets Administration or sell. This delegation of authority is attended by the following changes in procedure.

1. The Central Office will discontinue issuing Form 2055, except in case of lost or damaged property. Hereafter this form will be issued by the Regional Office for all other cases.
2. Form 2005 will no longer be forwarded to the Central Office. This form will be submitted to the Regional Office only.
3. The Regional Office will forward to the Central Office copies of all Forms 2055 issued to provide information for posting to the appropriate fiscal ledgers.
4. In case that disposition of the property is made by sale, in accordance with instructions in Circular Letter 92-45, Par. 2 (a), the check for such a sale shall be forwarded to the Central Office along with the copy of Form 2055.

All uncompleted actions involving the disposition and dropping of property still requiring the submission of Form 2005 will be handled in accordance with the new procedures.

The provisions of MAI dated January 1, 1944 and Circular Letter 94-45 which are inconsistent or in conflict with the above instructions are hereby amended or superseded.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

AUG 1 1947

Accts.-Inrs  
(File No. 901, 200)

August 15, 1947

CIRCULAR LETTER NO. 69-47  
(To all First Order Stations)

Subject: Procedure for procurement of and payment for  
postage stamps.

The following procedures covering the payment for postage stamps based on regulations prescribed by the Secretary of the Treasury issued pursuant to Comptroller General's Decision B-66188, dated July 7, 1947 will be adopted by the Weather Bureau effective immediately.

(1) Standard Forms 1034 (with copies on S. F. 1034a) will be prepared as follows:

(a) The name of the payee in the caption of the voucher will be shown as follows: "Postmaster, (Name of city)"; e. g., "Postmaster, Omaha, Nebraska".

(b) The space for the address of the payee will be completed by entering "Send check to" followed by the title of the Weather Bureau official and the address of the Weather Bureau Office; e. g., "Send check to Official in Charge, Weather Bureau, Omaha, Nebraska".

(c) Details as to quantities and denominations of stamps must be given on the voucher.

(d) The voucher will not be presented to the Postmaster for signature but the following will be typed in the first certificate thereof on the "Payee" line: "C. G. Dec. B-66188".

(e) The voucher will be certified in the second certificate by the official in charge of the station.

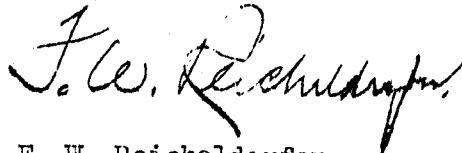
(2) The vouchers will be forwarded (through the Regional Offices) to the Central Office for payment in the usual manner except for stations such as San Juan, P. R., where authorization has been given for having payments made locally.

(3) Field purchase orders will not be drawn since entries to the Memorandum Allotment Records in the Regional Offices and to the allotment records at the Central Office will be made from the vouchers.

(4) Upon receipt at the station the check issued in payment of the voucher will be presented to the Postmaster. The Postmaster will deliver the stamps.

(5) The memorandum copy of the voucher retained at the station will be annotated to show delivery of the stamps (with date of delivery).

The needs of the office should be anticipated as much as possible so that the number of vouchers processed may be kept to a minimum. Local station officials whose stamp requirements do not exceed \$60.00 a year should, if possible, include their needs for the fiscal year on one voucher.

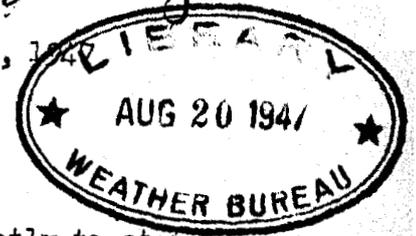


F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
File 110, 080.1

August 18, 1941



CIRCULAR LETTER NO. 70-47  
(To all First-Order Stations)

Subject: Appointment of sub-professionals directly to stations in Alaska.

In order to facilitate the direct appointment of sub-professional employees recruited in the States for assignment to stations in Alaska, the Regional Office, Anchorage, is hereby authorized to handle all necessary negotiations including issuance of the original appointment fanfold. In this connection Anchorage may communicate with first-order stations in the States without going through the Central Office or other Regional Offices, although informational copies of such correspondence should be sent to the Region of residence.

Upon receipt of a Form CD-29 and notification from Anchorage that an appointment is approved, the Central Office will issue travel authority, transportation requests, and, if necessary, the Government Bill of Lading.

It has been ascertained that travel and transportation of household goods at Government expense may be authorized prior to signing of the Oath of Office. Travel per diem in lieu of subsistence for the journey from the point of engagement begins with the quarter-day period in which travel starts. Salary will begin with the date of the start of travel if that date is a normal work day (Monday through Friday) and if travel starts between 8:00 a.m. and 5:00 p.m. If travel is started before noon, salary will be allowed for a full day and if after noon, for a half day. If travel does not begin with a normal work day or begins after 5:00 p.m. on a normal work day, salary will start with the first working day thereafter. The Oath of Office will be signed after arrival at the official station in Alaska.

In the rare cases when the appointment of an SP-7 or SP-8 is contemplated, the proposed action should be submitted to the Central Office for prior approval before any action toward effecting the appointment is undertaken.

It is desired that all offices cooperate in this matter in order to effect Alaska appointments with a minimum of correspondence and lapse of time.

With reference to inquiries from applicants regarding Alaskan employment in the sub-professional grades and applications received in Regional Offices for such assignment, it is suggested they be referred directly to the Anchorage Regional Office, with acknowledgement and notice of such reference to the applicant by the recipient office.

(Note that this Circular Letter pertains only to original appointments to Alaska in SP-6 and below, not transfers of those already employed)

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Library.*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

SR&F-Hu  
(File No. 102.4,  
103)

August 25, 1947

CIRCULAR LETTER NO. 71-47  
(To All First-Order Stations)

Subject: Emergency Assistance and Overtime.

Weather Bureau employees have traditionally met emergency conditions with a whole-hearted resolution to see them through and to serve the public with all available facilities. An excellent record in storm and flood has set a pattern to be proud of.

Written instructions cannot completely cover such cases. However, Circular Letters 99-46 and 16-47 outline the policy and procedures governing overtime work and the authorization of overtime duty. Instructions and custom in services such as River and Flood, Fire-Weather, Hurricane, and Fruit-Frost place a responsibility upon officials and employees far beyond that required in the routine operation of the offices concerned and the success of those services reflects the acceptance of this responsibility.

The purpose of this Circular Letter is to emphasize once again that all offices and all Officials-in-Charge have the responsibility and the authority for taking any necessary extra-ordinary measures during emergency conditions to maintain public service.

Good administration will usually permit some degree of advance planning. When this is not possible or does not cover a particular situation, the responsible official will take the necessary steps to obtain the assistance or facilities required to maintain service. He will follow the usual administrative channels if possible, but if they are not adequate or are not available he will act as necessary on his own authority, reporting the circumstances and actions as soon as possible after the emergency passes.

*F. W. Reichholderfer.*

F. W. Reichholderfer,  
Chief of Bureau.

**WEATHER BUREAU LIBRARY**

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

HPO/GDM/ticC  
(File No. 090,  
100)

August 26, 1947

CIRCULAR LETTER NO. 72-47  
(To all First Order Stations)

**Subject:** Selections for Regional Office Administrative Assistants.

**Reference:** Circular Letter 43-46.

The list of employees who applied for administrative assignments in response to Circular Letter 43-46 has been very helpful in filling vacancies in the CAF service. In view of this success, the Central Office is announcing in this Circular Letter specific job opportunities and requesting applications therefor. These applications will supplement our present list and it is hoped will give the Central Office a larger panel from which to make a selection.

As vacancies occur in the **administrative assistant (CAF-9)** positions in Regional Offices, the Central Office and the Regional Offices will wish to fill these positions with the best candidates available. To assist us in selecting personnel for these assignments it is requested that each employee who wishes to be considered as a candidate submit an application by letter to the Central Office.

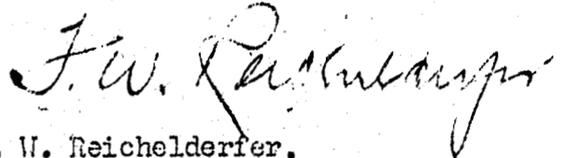
Applicants should possess the following minimum qualifications:

Four years of progressively responsible experience, a substantial part of which has included the successful performance of administrative duties involving budgetary or personnel work, office management, administrative analysis, or comparable functions. The experience must clearly indicate that the candidate is capable of assuming responsibility at this level.

Education in a college or university of recognized standing may be substituted for experience at the rate of one year of education for six months of experience up to a maximum of four years of education for two years of experience.

In addition to these basic requirements which have been established by the Civil Service Commission for CAF-9 administrative assistant positions, applicants should meet the qualifications outlined in the attachment, entitled "General Qualifications Required for Administrative Positions at Grade CAF-9 in the Weather Bureau".

All applications should be forwarded to the Central Office through Official in Charge and Regional Director. These officials are requested to endorse applications and make comments thereon regarding their appraisal as to the applicant's ability to do administrative work. Specific comments should be made in these endorsements with regard to each of the numbered requirements in the "General Qualifications" list. Wherever possible, an adjective rating should be supplied, such as "weak", "average" or "outstanding", with respect to each numbered element of the list. Appraisals of this type made by officials who are acquainted with the employee and who have observed his performance, are of utmost importance. Generally, this information is not on record in the Central Office. All comments will be made and treated as a "confidential" report.



F. W. Reichelderfer,  
Chief of Bureau.

(Attachment)

ATTACHMENT TO CIRCULAR LETTER NO.72-47

GENERAL QUALIFICATIONS REQUIRED FOR ADMINISTRATIVE POSITIONS  
AT GRADE CAF-9 IN THE WEATHER BUREAU

Employees to be considered for the position of Administrative Assistant, CAF-9, in regional offices should possess all or most of the following qualifications, in addition to basic experience or training requirements established by the Civil Service Commission for this type of position.

1. Since this position is a key administrative position in the regional office, and the incumbent must provide leadership under the direction of the regional director in the fields of personnel, fiscal and materiel administration, it is essential that the candidate have a broad knowledge of at least two of these fields of activity and preferably all three. This knowledge need not encompass detailed information regarding procedure or regulations, but rather a sound understanding of the fundamental principles upon which effective administration in personnel, fiscal and materiel work must be based.
2. He should have ability to plan and manage the diverse activities of these spheres of regional administration and possess the perspective that enables him to relate all details to the broader elements of his organization and responsibilities, without becoming engrossed in small matters to the detriment of his leadership.
3. He should possess an inquiring mind, together with an inventive aptitude. These qualifications will be helpful in devising short cuts in office operations, utilizing office facilities, and in studies looking to more efficient production; he will be expected to develop the procedures and implement the new methods necessary to produce the improvement desired. He must, at the same time, know when to submit his ideas for prior review and approval, if changes in prescribed methods or procedures are involved.
4. The incumbent should be a leader. He should be capable of obtaining results through the efforts of others. He should be able to direct activities without resorting to the use of orders which would receive recognition only by virtue of the fact that they are orders from a superior, but rather by reason that his directives are recognized as being "the right way for doing things". He should be capable of delegating authority and instilling a sense of responsibility in subordinates. He should have initiative and ability to assume responsibility and to act without procrastination.

5. He should possess clarity of thought; this must have been demonstrated in his effective presentation of ideas and facts, either orally or in writing.
6. He should have demonstrated ability to organize his own work and the work of subordinates, to the extent that maximum production is achieved with minimum effort and maximum teamwork. He should have demonstrated the ability to review and check the work of others quickly, without going through every process himself.
7. His personal traits and his own work performance should be of the type which promotes high working morale. This means that he must be honest, loyal, truthful, fair, tolerant and firm. He should have demonstrated ability to understand readily, to reason from facts, to recognize the need for assistance from competent sources, to draw sound conclusions and then act. He should possess a sense of humor and an ability to adapt to the occasion and compromise, if necessary, so long as essential principles are held intact. He should be tactful in his dealings with others and be willing to cooperate. His own industry and production must be an example for others, that commands respect.
8. He should have a desire to acquire more knowledge in the field of administration and management, and be willing to expend effort outside of his regular working hours to acquire this knowledge.

*Librany*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

Pers.-60  
(File No. 130.4)

August 26, 1947

CIRCULAR LETTER NO. 73-47  
(To all First Order Stations) ~~WEATHER BUREAU LIBRAR~~

Subject: Military Leave

Reference: Circular Letter No. 57-47 and Public Law 153, 80th Congress, approved July 1, 1947.

Public Law 153 amends existing laws relating to military leave of certain employees of the United States or of the District of Columbia so as to equalize rights to leave of absence and reemployment. The main features of the Act are:

1. Limitation of military leave that may be granted to employees who are members of the National Guard to fifteen days in any one calendar year.
2. Extension of military leave privileges to Enlisted Reserve Corps of the Army. (Employees who are in the Enlisted Reserve of the Navy, including Marine Corps and Coast Guard, already have that privilege.)
3. Extension of military leave privileges to "Temporary Indefinite" employees.
4. Extension of reemployment rights to employees who are members of the Naval Reserve Corps and the National Guard. (Members of the Army Reserve Corps already have that privilege.)
5. Elimination of dual employment restrictions extended to members of the Officers' Reserve Corps or Enlisted Reserve Corps of the Army and of the National Guard. The Naval Reserve Act of 1935 eliminated the dual employment restriction in the case of members of the component Naval Reserve Corps.

In accordance with the foregoing, Paragraphs one, two and three and Parts A2 and C of Circular Letter No. 57-47 are amended to read as follows:

Paragraph 1. Members of National Guard (State or Territory) - Military leave without loss of pay, time, or efficiency rating shall be granted to civilian employees who are members of the National Guard on "all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act (39 Stat. 203), for periods not to exceed fifteen days in any one calendar year"  
(Pub. Law 153).

Paragraph 2. Members of National Guard of District of Columbia - Military leave with pay shall be granted civilian employees who are members of the National Guard of the District of Columbia when ordered to active duty for parades or encampment purposes or when ordered to engage in field or coast-defense.

Paragraph 3. Members of Officers' Reserve Corps or Members of Enlisted Reserve Corps - A civilian employee who also is a member of the Officers' Reserve Corps or Enlisted Reserve Corps is entitled (40 Stat. 72) to military leave with pay when ordered to active duty for training for a period of not to exceed fifteen days in any one calendar year whether the order be with or without the officer's or enlisted reservist's consent (Pub. Law 153; 7-1-47; 18 Comp. Gen. 236). Members of Officers' Reserve Corps or Enlisted Reserve Corps who are ordered to duty by proper authority shall, when relieved from duty, be restored to the positions held by them when ordered to duty (40 Stat. 72).

Part A2. Before any employee is permitted to be absent on military leave, he will be required to furnish a certified copy, in duplicate, of his military orders.

Part C. Eligibility for Military Leave:

(1) All officers and employees of the United States or of the District of Columbia, permanent or temporary indefinite, without regard to classifications or terminology peculiar to the Federal Civil Service System, and who are members of the Reserve components of the Armed Services, as hereinbefore enumerated, are entitled to military leave with pay. This includes indefinite war service employees, temporary employees pending certification of eligibles, indefinite excepted employees appointed under A-1-7, A-1-9, etc.

(2) Temporary employees appointed for limited periods not to exceed one year or less, are not entitled to military leave with pay. However, such employees may be granted annual leave or leave without pay when requested in order to accept orders for military training duty. Part time and intermittent employees also are not entitled to military leave with pay.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

*Library.*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-A1  
(File No. 610.3,  
724.3)

August 26, 1947

CIRCULAR LETTER NO. 74-47  
(To All First Order Stations)

Subject: Winter Sports Code.

The attached code, which is self-explanatory, is furnished for the use of stations having occasion to transmit or receive winter sports reports via teletype during the winter of 1947-1948. Extra copies may be obtained from the Central Office on request.

Transmission of winter sports reports and forecasts on Service "C" is explained in the Manual of Operations B-6-3, paragraph 1.0. These transmissions are classified as unscheduled priority traffic, and as such can be transmitted on the circuit during any available idle period.

Although transmissions may be made during any idle period on Service "C", it is to be noted that the circuit is comparatively free of other transmissions during the period 1415Z to 1445Z. If reports can be filed with the CAA Communications Office about 1410Z, transmissions under normal conditions should be made within about thirty minutes.

If stations other than those listed in B-6-3, paragraph 1.010, have winter sports reports or forecasts to transmit, the Central Office should be informed so that schedules may be arranged.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

Enclosure.

*Library* *Cancelled memo 9/27/43 FWR*  
UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

*note 11/2/43*

RESTRICTED

Office of Chief  
(Chf.-Oc.)  
(File No. 045)

August 26, 1947

CIRCULAR LETTER NO. 75-47  
(TO ALL STATIONS)

Subject: Artificial Inducement of Precipitation

Effective immediately and until further notice all official Weather Bureau statements for publication on the results of artificial inducement of rain or snow will be cleared with the Central Office before release. This applies in particular to observations or conclusions with reference to the results of tests of artificial nucleation by means of dry ice or other reagent. In cases of urgency where clearance for immediate publication is necessary, field officials are authorized to obtain clearance by telegram or telephone call to the Central Office but these cases should be kept to the minimum.

Prior clearance is not necessary for statements containing the substance of Circular Letter 55-47 in reply to specific inquiries for information for publication but in every case Weather Bureau officials should be noncommittal as regards the immediate practical results or possible commercial value of artificial production of rain or snow. As stated in previous correspondence, it is the policy to discourage sporadic experiments which are without systematic planning and scientific supervision. In many cases unrelated experiments would lead to premature and erroneous conclusions. Local enthusiasts who desire to make immediate experiments should be informed that the Federal Government is carrying on very extensive research in this field and will obtain conclusive evidence as soon as possible; also, that uncoordinated local tests may delay rather than hasten the development. There are <sup>loga</sup> questions and other problems involving conflicting views and interests which may cause serious trouble.

The reason for requiring clearance before publication of opinions or conclusions as to rainmaking experiments is that the implications and probable legal consequences of recent public statements on this subject have caused concern among the several Departments of Government interested in this research. Editing of statements for publication and coordination with general plans in this field will assist in avoiding the difficulties referred to. When newspaper representatives press for an immediate statement on the results of tests, they should be informed that the results will have to be studied in relation to radiosonde observations before definite statement can be made since meteorological conditions may be such that rainfall would have occurred without artificial aid. This will give an opportunity to obtain clearance as requested herein.

It is not desired to place unnecessary restrictions on the relationships between local officials and the press but it is necessary to have some degree of national coordination and to avoid unilateral conclusions which may be misleading and result in serious local and even national consequences. It continues to be the policy to discourage local tests which are not part of the official research program. Weather Bureau officials should act as observers in local tests only after clearance with the Central Office and as a last resort when it is obvious that the test would otherwise be conducted without Weather Bureau observers.

F. W. Reichelderfer  
Chief of Bureau.

*F. W. Reichelderfer*

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO/GDH/McC  
(File No. 340.32)

August 29, 1947

CIRCULAR LETTER NO. 76-47  
(To all First Order Stations)

Subject: Telephone Directory Listings

Instructions have been issued recently by the Department, prescribing a uniform method for listing the field offices of Bureaus of the Department of Commerce in local telephone directories. These instructions require that in each city where there are field offices of Department Bureaus in addition to the Weather Bureau and the Civil Aeronautics Administration, there be shown in the local telephone directory one listing under the heading "Department of Commerce", containing the names of all field offices. The listing under the heading "Department of Commerce" should appear in the U.S. Government Section of all directories having such a section, and offices should be listed alphabetically by name in accordance with the following pattern:

Commerce - Department of

Census, Bureau of  
Civil Aeronautics  
Coast and Geodetic Survey  
Department Field Service  
Inland Waterways Corporation  
Patent Office  
Standards, National Bureau of  
Weather Bureau

Any necessary additional sub-listings may be made, as for example:

Weather Bureau  
Regional Office.

In all local telephone directories the Weather Bureau Office shall be listed under "W" regardless of whether or not a listing is made under the heading "Department of Commerce", in accordance with the above instructions.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*  
UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

C&HS-Mo  
(File No. 903.1, 410.3,  
750)

August 29, 1947

CIRCULAR LETTER NO. 77-47  
(To All First Order Stations)

Subject: Inauguration of Machine Processing of Weather  
Records.

With Congressional approval of appropriations to mechanize the Bureau's weather records checking and processing, we are now ready to begin the inauguration and implementation of the mechanization program. The program has been thoroughly and successfully field-tested in Region 4 and with the exception of certain final phases, the program is in complete operation in that region.

The first phase of the program will be represented by the installation of a card punch machine at your station. The punch will be sent to your station within the next 30 to 90 days and a regional representative will call on you to instruct your observer staff in the use of the punch.

As soon as the regional weather records processing center can be established and fully implemented in your region, the punched cards produced at your station will be used to check and summarize all observations.

This procedure will apply to all first-order stations except those at which special arrangements may be required because of particular problems which cannot be solved by the procedure. Such stations will be analyzed individually to determine what modification of procedures, if any, will be necessary.

A new Form W.B. 1130, which will incorporate most of the features of the present Forms 1130, 1001 and 1014, is being designed for field test purposes. After this form has been successfully field tested, it will be put into effect, about January 1, 1948. The punched cards and punching instructions, which are to be issued to your station shortly, have been based on the new form. The present Form 1130, however, can be used for punching all elements except the cloud observations. You will be instructed, therefore, to use the punched cards based on the new form with the exception of cloud observations which will not be punched until the new Form 1130 becomes effective.

It is realized that numerous questions will naturally arise on the details of the program, but it is requested that they not be made the subject of letters to the Central Office at this time. More information will be furnished as rapidly as the development of the program progresses.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau

CC: All Regional Offices  
To stations in Region 4, and outside  
Continental U. S., for information only.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

September 5, 1947

Mat.-THE:RE  
(File No. 410.1,  
310)

CIRCULAR LETTER NO. 78-47  
(To all First-Order Stations)

Subject: Reduction in Post Office Department F. Y. 1948  
Appropriation for "Furniture, Carpets and Safes".

The 1948 appropriation for the Post Office Department has been reduced 25% with respect to **the amount** allowed for "Furniture, Carpets and Safes", which is available for standard office furnishings for occupants of buildings under the administration of the Post Office Department.

In view of this reduction, our field stations housed in Government-owned Post Office buildings are requested to cooperate with local postmasters on the fullest use of all items of serviceable furniture until they can no longer be repaired and placed in serviceable condition. It will not be possible to furnish floor coverings or replace usable furniture. The transfer of inactive records to storage, thereby providing space for active files instead of requesting additional cabinets, will be most helpful. Economy in the use of electric current must also be rigidly adhered to.

Where it is shown that additional furnishings are essential it is possible that the Post Office Department may have to reduce quantities or defer action altogether.

*F. W. Reichholderfer*

F. W. Reichholderfer,  
Chief of Bureau.

SEP 10 1947

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

September 8, 1947

Pers.-co  
(File No. 100)

CIRCULAR LETTER NO. 79-47  
(To All First Order Stations)

SEP 10 1947

Subject: Federal Employees Loyalty Program.

(1) General statement.

The new Federal Loyalty Program established by Executive Order No. 9835, on March 21, 1947, requires that new fingerprint charts and certain personal data be obtained from all employees who are on the Bureau's pay roll on September 30, 1947. In addition, the Civil Service Commission has issued a portion of Chapter 12, "Investigation", in which the Federal Employees Loyalty Program and necessary procedures in connection with it are discussed in detail.

(2) Employees to whom the Program applies.

Forms will be secured from all full-time employees holding regular or excepted appointments. This includes Foreign nationals who are on Bureau rolls. The Bureau has been instructed by the Department of Commerce not to secure forms from "without compensation" employees nor from emergency assistants and substation observers (including airway observers), nor to prepare lists of such employees as suggested in Paragraph (3), Column 2, Page 12-5, Federal Personnel Manual. There are other exceptions which will probably not apply to Weather Bureau personnel. If operating officers have questions, they may refer their questions to Regional and Overseas offices which will obtain the answers for them. In case of any reasonable doubt, the necessary forms should be secured.

(3) Forms to be used.

Three forms will be used in this Program, namely:

- (a) Standard Form 84 (Request for Report on Loyalty Data - 4 sheet fanfold)
- (b) Standard Form 84A (Request for Report on Loyalty Data - single sheet)
- (c) Standard Form 86 (Fingerprint Chart)

These forms have been received by the Central Office and are being distributed to Regional and Overseas offices. The supply is extremely limited and we have been required to allow for only 10% wastage in ordering the forms. Field offices will receive their supplies from appropriate Regional and Overseas offices.

(4) Procedure to be followed in operating offices.

Operating officials will instruct their employees to complete Form 84A, except for Items 14 and 15 and to sign the form in Item 16. The employee will also be instructed to enter the information requested on the reverse side of the Fingerprint Chart. The employee's name should be typed at the top of the

page of the Fingerprint Chart. The name of the Department and Bureau should be typed there also. If there are no provisions for fingerprinting in local offices, the employee should request the assistance of the local Post Master or of some Government Agency having fingerprint equipment. Regional and Overseas offices may, if they so desire, hold fingerprint charts of employees who enter on duty after issuance of this Circular Letter and prior to September 30, 1947, and submit these charts with the loyalty forms, to avoid taking two sets of fingerprints.

The completed Forms 84A and 86 will be returned by the employee to operating officials, who will then have the information on Form 84A typed on fanfold Form 84. In space 16, on the multiple fanfold form, in place of the employee's name, there should be typed the following: "Division of Personnel, U. S. Weather Bureau, 24th & M Streets, N. W., Washington 25, D. C." These forms must be typed and checked at the stations and operating offices because neither the Regional Personnel Units nor the Central Personnel offices are equipped to handle a typing task of this magnitude.

Operating officials will fasten corresponding Forms 84A, 84 and 86 together with a paper clip (do not staple) and will forward them to their respective Regional offices or Overseas offices, as the case may be. Central office operating officials will forward the forms to the Division of Personnel Management. Operating officers will, in transmitting the completed forms, include a simple certificate to the effect that forms are included for all employees who were on their rolls as of September 30, 1947, and will list the exceptions, if any.

(5) Procedure to be followed in Regional and Overseas offices.

Regional and Overseas offices will acquaint themselves with Pages 12-3 through 12-8, of the Federal Personnel Manual. These offices should prepare additional skeleton copies of their pay rolls for the period including September 30, 1947. These pay rolls will serve as check lists. These offices will also prepare two lists as instructed in Paragraph (4), Column 2, Page 12-5, of the Federal Personnel Manual. When all possible forms have been secured within a Region or Overseas area, a certificate will be prepared, using the form suggested on Page 12-7, of the Federal Personnel Manual and the two lists previously mentioned will be attached in duplicate to that certificate. The certificate and attached lists will be forwarded to the Division of Personnel Management, Central Office, Washington, D. C. The forms and a copy of the check list will be forwarded under separate cover to that same office.

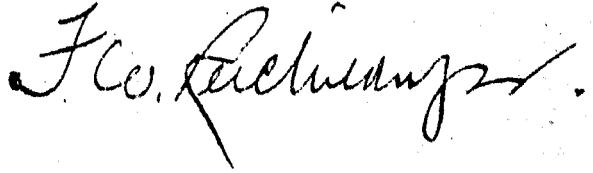
(6) Schedule to be followed:

The Department of Commerce has made tentative arrangements for these forms to be submitted on a staggered schedule by Bureaus. The date assigned to the Weather Bureau is December 22, 1947. Accordingly, Regional and Overseas offices will make every effort to have forms and necessary certifications in the Central Office, no later than November 22, 1947. This will allow more than two months for operating and regional offices, and will give the Central Office ample time to check the forms, accomplish the necessary clerical work, and finally certify for the Bureau. Regional and Overseas offices may set

up schedules, as they see fit, which conform to the preceding deadlines.

(7) Final disposition of forms.

Form 84A, signed by the employee, will be filed in the employee's personnel folder at the Central Office. One copy of Standard Form 84 will be filed there too. All other forms will be transmitted to the Federal Bureau of Investigation by the Central Office. No copies are to be retained in operating units or in Regional and Overseas offices.



F. W. Reichelderfer  
Chief of Bureau

*Librany*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
(File No. 130.1)

September 8, 1947

CIRCULAR LETTER NO. 80-47  
(To all First-order Stations)

SEP 10 1947

Subject: Accumulated Annual Leave

The emergency period during which annual leave was allowed to accumulate up to a maximum of 90 days ended on July 24, 1947. The Civil Service Commission therefore has amended the leave regulations to provide as follows:

"30.202 Accumulated Annual Leave. Accumulated annual leave may be carried forward for use in succeeding years until it totals not exceeding 60 days. Provided: That additional leave up to 30 days which was accumulated during the emergency period from September 8, 1939 to July 25, 1947 and which remains unused may be carried forward into succeeding years until used."

With respect to this revision of the leave regulations, the Comptroller General has ruled in Decision B-68709 dated August 25, 1947 that an employee should be permitted to charge all annual leave (not exceeding 26 days) taken during the calendar year 1947 against the 26 days annual leave earned for that calendar year irrespective of whether taken before or after an equivalent amount of leave had accrued to his account. Any leave taken during the calendar year 1947 in excess of 26 days must be charged against accumulated leave, if any, to his credit as of December 31, 1946. The Comptroller General further ruled that the most leave which any employee can have to his credit January 1, 1948, subject to the 90 day limitation, is the total accumulated as of January 1, 1947, plus that accrued between January 1, 1947 and July 25, 1947, which had not been used during that period.

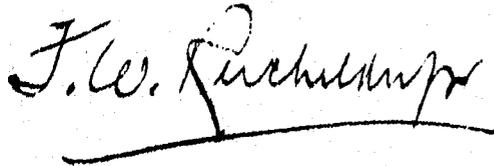
ILLUSTRATIVE EXAMPLES

1. "A" has 90 days accumulated leave as of January 1, 1947. During 1947 he takes 26 days leave or less. His accumulated leave as of July 25, 1947 and January 1, 1948 is 90 days.
2. Should "A" above take 30 days leave during 1947, 4 days should be deducted from the 90 days accumulated leave to his credit on January 1, 1947 and his carry over on January 1, 1948 would be 86 days. This becomes a new maximum which cannot be exceeded.
3. "B" has 70 days of accumulated leave as of January 1, 1947. Prior to July 25, 1947 he uses 10 days; from January 1, 1947 through July 24, 1947 he earns 14 days, 4 hours; as of July 25, 1947 he would have to his credit 74 days, 4 hours, of accumulated leave. This is the maximum that he can carry over on January 1, 1948 or to any succeeding year.

4. "C" has 50 days as of January 1, 1947. He does not use any prior to July 25, 1947 and earns 14 days, 4 hours during the same period. The accumulated leave as of July 25, 1947 is 64 days and 4 hours.
5. "D" has 40 days accumulated leave on January 1, 1947. He takes no leave prior to July 25, 1947 and earns 14 days, 4 hours during the same period. His accumulated leave on July 25, 1947 is 54 days and 4 hours. He is therefore subject to the 60-day leave accumulation limitation and cannot carry over more than that on January 1, 1948 or any succeeding year.

The accumulated leave of an employee having more than 60 days to his credit can only be reduced by the employee taking in excess of 26 days leave during the calendar year. The resulting carry over becomes a new maximum which cannot be exceeded in any succeeding year.

Instructions are being prepared by the Budget Office of the Department, relative to uniform procedure to be followed by leave clerks in any adjustment of leave records that may be necessary. These instructions will be forwarded as soon as they are received.



F. W. Reichelderfer,  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SEP 12 1947

SR&F-Hu  
(File No. 610)

September 11, 1947

CIRCULAR LETTER NO. 81-47  
(To All First Order Stations)

Subject: Refile of PBA Messages Via Western Union.

Reference: Topics and Personnel January 1947 and July 1947.

Arrangements have recently been made by the Public Building Administration whereby the teletype system operated by that agency will accept government messages for transmission to any address, government or otherwise, within the United States. PBA will accomplish delivery of messages addressed to cities to which its teletype network does not extend by refileing such traffic with the Western Union Telegraph Company. This refile will be made at the PBA office nearest the destination of the message. It should be understood that whereas PBA will refile messages with Western Union, no arrangements have been made whereby Western Union will refile messages with PBA for further transmission.

It is requested that Weather Bureau offices having access to the PBA system make the fullest practicable use of this channel for transmission of dispatches of an administrative nature not requiring fast handling. Messages containing current weather observations, forecasts, warnings and advisories should not be sent via PBA teletype system. All messages for refile should be classified by the sender i.e. marked day letter, night letter or straight telegram. Messages not requiring refile to reach destination should not be classified.

The PBA bills the Weather Bureau for all messages sent by the Central Office or field offices over the PBA teletype network and also for charges made by Western Union on Weather Bureau messages refiled by PBA. Certification of all bills is handled by PBA and it will not be necessary for Weather Bureau officials to submit reports to the Central Office of messages routed by them over the PBA system. It is desired however that copies of all messages sent via PBA be retained by the originating office for reference in case a check back should prove necessary.

On the reverse side of this letter is the latest list of stations that may send messages via the PBA system. It is requested that officials at each of the Weather Bureau offices listed make arrangements with the local PBA office to send and receive messages via telephone if this has not already been done. Where more than one office is located in a city, suitable identification of each office should be established. Also if toll charges are involved in calling from PBA to the Weather Bureau office, arrangements should be made for the Weather Bureau to assume these costs.

Any previous instructions regarding PBA teletype facilities which conflict with the above are hereby amended.

*F. W. Reichelderfer*  
for F. W. Reichelderfer,  
Chief of Bureau.

List of Stations in Cities having PBA teletype facilities

**Albany, N. Y.	*Louisville, Ky.
**Albuquerque, N. Mex.	**Memphis, Tenn.
*Atlanta, Ga.	**Milwaukee, Wis.
*Baltimore, Md.	*Minneapolis, Minn.
**Birmingham, Ala.	**Nashville, Tenn.
**Boise, Idaho	*New Orleans, La.
*Boston, Mass.	*New York, N.Y.
**Buffalo, N. Y.	Oakland, Calif. (VIA San Francisco)
**Charleston, W. Va.	*Oklahoma City, Okla.
*Chicago, Ill.	*Omaha, Nebr.
*Cincinnati, Ohio	*Philadelphia, Pa.
*Cleveland, Ohio	*Phoenix, Ariz.
**Columbia, S. C.	*Pittsburgh, Pa.
*Columbus, Ohio	*Portland, Oreg.
*Dallas, Tex.	**Raleigh, N. C.
*Denver, Colo.	*Richmond, Va.
**Des Moines, Iowa	*St. Louis, Mo.
*Detroit, Mich.	St. Paul, Minn. (VIA Minneapolis)
**El Paso, Tex.	*Salt Lake City, Utah
*Ft. Worth, Tex.	*San Antonio, Tex.
**Hartford, Conn.	*San Francisco, Calif.
*Helena, Mont.	*Seattle, Wash.
*Houston, Tex.	*Spokane, Wash.
**Indianapolis, Ind.	*Tulsa, Okla.
**Jacksonville, Fla.	*Washington, D. C.
*Kansas City, Mo.	**Wichita, Kan.
*Little Rock, Ark.	
*Los Angeles, Calif.	

\*PBA-operated facilities, private line points  
\*\*PBA-operated general usage TWX points.

Note: Additional copies of this list are being furnished Regional Offices for distribution to stations requiring extra copies for posting.

List of Stations in Cities having PBA teletype facilities

**Albany, N. Y.	*Louisville, Ky.
**Albuquerque, N. Mex.	**Memphis, Tenn.
*Atlanta, Ga.	**Milwaukee, Wis.
*Baltimore, Md.	*Minneapolis, Minn.
**Birmingham, Ala.	**Nashville, Tenn.
**Boise, Idaho	*New Orleans, La.
*Boston, Mass.	*New York, N.Y.
**Buffalo, N. Y.	Oakland, Calif. (VIA San Francisco)
**Charleston, W. Va.	*Oklahoma City, Okla.
*Chicago, Ill.	*Omaha, Nebr.
*Cincinnati, Ohio	*Philadelphia, Pa.
*Cleveland, Ohio	*Phoenix, Ariz.
**Columbia, S. C.	*Pittsburgh, Pa.
*Columbus, Ohio	*Portland, Oreg.
*Dallas, Tex.	**Raleigh, N. C.
*Denver, Colo.	*Richmond, Va.
**Des Moines, Iowa	*St. Louis, Mo.
*Detroit, Mich.	St. Paul, Minn. (VIA Minneapolis)
**El Paso, Tex.	*Salt Lake City, Utah
*Ft. Worth, Tex.	*San Antonio, Tex.
**Hartford, Conn.	*San Francisco, Calif.
*Helena, Mont.	*Seattle, Wash.
*Houston, Tex.	*Spokane, Wash.
**Indianapolis, Ind.	*Tulsa, Okla.
**Jacksonville, Fla.	*Washington, D. C.
*Kansas City, Mo.	**Wichita, Kan.
*Little Rock, Ark.	
*Los Angeles, Calif.	

\*PBA-operated facilities, private line points  
\*\*PBA-operated general usage TWX points.

Note: Additional copies of this list are being furnished Regional Offices for distribution to stations requiring extra copies for posting.

*Subram*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

MPO-lmb  
(File No. 610, 901)

September 19, 1947

CIRCULAR LETTER NO. 82-47  
(To All First Order Stations)

Subject: Regulations affecting International  
Communications

Reference: Circular Letter 58-47

Since the issuance of Circular Letter No. 58-47 we have received amending instructions from the Security Advisory Board, concerning restrictions affecting international communications.

These instructions, in part, state that up-to-date notification of changes in International Mail Restrictions to all federal employees is impracticable. Therefore, such notices will be discontinued. Individuals desiring to forward mail or parcels to occupied areas should check with local postmasters for latest regulations governing international mail.

The above instructions supersede those contained in Circular Letter 58-47.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

SEP 23 1947

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F/cjc  
(File No. 604,  
610)

September 23, 1947

CIRCULAR LETTER NO. 83-47  
(To All Stations)

Subject: Reports from U. S. Coast Guard Lightships;  
Coding and Transmission Thereof.

Reference: Circular Letter No. 67-47, same subject.

The purpose of this circular letter is to correct several minor errors in Circular Letter No. 67-47. The following paragraphs are numbered in accordance with corresponding paragraphs in Circular Letter No. 67-47:

2.3 A recheck of the Coast Guard records indicate that the longitudes furnished for two of the lightships (Nantucket and Five Fathom) were in error. The correct locations of these lightships are:

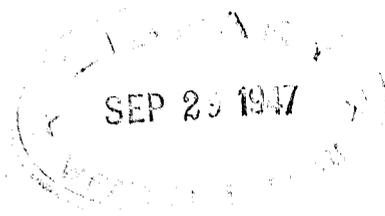
• N Nantucket Lightship N 40° 37.0' W 69° 38.3'

Five Fathom Lightship N 38° 47.3' W 74° 34.6'

5.1 Visibility was omitted inadvertently from the list of elements to be reported by the lightships. Correct the second group of the code form to read "wwV//".

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



*Librony*  
UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

SEP 24 1947

MPO/lmb  
(File No. 400.2)

September 23, 1947

CIRCULAR LETTER NO. 84-47  
(To All First Order Stations)

Subject: Preparation and Use of Field Purchase Orders

Reference: Circular Letters 54-45 and 55-45.

Variations in the preparation and use of Field Purchase Orders are being observed in the processing of these forms and associated vouchers. The Field Purchase Order was originally designed to permit greater flexibility in the Bureau's purchasing procedures and to provide a means for reflecting local expenditures as quickly as possible in the official ledgers. If the fullest benefits are to be derived from the use of the Field Purchase Order it is especially important that the following instructions be adhered to strictly:

1. Field Purchase Orders should be prepared and issued at the time the order is placed. Delay in issuance of the Field Purchase Order defeats the purpose of the form. The Field Purchase Order is the local official's "order blank" and should be used for that purpose. The pink copy serves as a document from which entries are made in ledgers to earmark money for the expenditure, and must be forwarded immediately to the Regional Office upon issuance of the order. Authority to make local purchases will be withdrawn by the Regional Director from officials who do not comply with this instruction.

2. In no instance should Field Purchase Orders be prepared in Regional Offices when bills are received in those offices covering purchases made at field stations. This practice results in duplicate payments. If bills are received for which Field Purchase Order has not been received, Regional Offices should request the immediate submission of an order from the field station together with an explanation why an order was not issued previously.

3. Careful attention should be given by field officials to the completion of the yellow copy of the Field Purchase Order which contains the inspection certificate. This yellow copy must be executed promptly upon delivery of the goods and forwarded to the Regional Office. The preparation and release of the voucher is delayed if this copy is not submitted promptly.

4. Field Purchase Orders should not be used for procurement of non-expendable property except in emergency.

*F. W. Reichelderfer*  
F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F/cjc  
(File No. 601, 610,  
730.5)

September 23, 1947

CIRCULAR LETTER NO. 85-47  
(To All First Order Stations)

Subject: Transmission of "Downtown Data" by Portland, Maine.

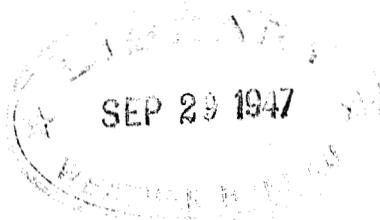
References: Circular Letters Numbered 117-43 and 125-43.

Effective as soon as local arrangements can be completed the Portland, Maine, Weather Bureau Airport Station is authorized to add "Downtown Data" to its 0730 and 1930 EST (1230 and 0030Z) synoptic reports. These "Downtown Data" consist of maximum, minimum, and current temperature, and precipitation amounts recorded at the climatological station located in the downtown section of Portland.

The Portland "Downtown Data" will be coded and transmitted in accordance with the instructions given in Circular Letter No. 117-43, dated November 29, 1943.

With the inauguration of this program at Portland there will be six (6) stations including "City Office" or "Downtown Data" in their reports. These stations are Charleston, Los Angeles, Miami, Savannah, Duluth, and Portland. The "Downtown Data" will be used for Portland in all temperature and precipitation bulletins released to the public.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

September 29, 1947

Pers.-co  
(File No. 100,  
030.7)

CIRCULAR LETTER NO. 86-47  
(To All First Order Stations)

Subject: Employee Suggestion Program.

(1). General.

The Employee Suggestion Program is designed to reward employees for approved and adopted suggestions which will result in economy or improvement in Weather Bureau activities. Such suggestions may help do work better, faster or cheaper. They may speed up production, improve administrative routines, conserve supplies, improve working conditions, provide better service to the public, or otherwise better the operations of the Bureau. The program is expected to contribute towards (1) improved operating efficiency and economy; (2) improved employee relations; (3) the development of constructive thinking by employees; and (4) the discovery and utilization of valuable ideas and abilities that would otherwise remain hidden.

(2) Policy.

It is the policy of the Bureau to encourage the active participation by all employees, including supervisory personnel, in the Employee Suggestion Program. Officials at all levels will publicize, promote, and administer the Suggestion Program in a manner designed to foster fullest possible employee participation. Every effort must be made to assure sound administration of the program.

(3) Legal Basis.

Section 14 of Public Law 600, 79th Congress, provides:

"The head of each department is authorized, under such rules and regulations as the President may prescribe, to pay cash awards to civilian officers and employees (or to their estates) who make meritorious suggestions which will result in improvement or economy in operations of his department and which have been adopted for use and to incur necessary expenses for the honorary recognition of exceptional or meritorious service; Provided; That no award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position. \*\*\*\* the amount of any one award shall not exceed \$1000 \*\*\*\*. A cash award shall be in addition to the regular compensation of the recipient and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs or assigns."

(4) Relationship to program of within-grade salary advancements for superior accomplishment.

There is no immediate relationship between the Suggestion Program and the program of within-grade salary advancements for superior accomplishments. A within-grade salary advancement is one of the highest awards that can be given. However, personnel regulations prohibit granting both a within-grade advancement and a cash award for a suggestion unless the suggestion is being considered for extended application. The Bureau may recommend a within-grade salary advancement as a reward for a suggestion adopted for use, if the Chief of Bureau considers that such a reward is justifiable. Such recommendations will be sent to the Department of Commerce Committee on Superior Accomplishment for final action.

(5) Participation and eligibility.

All officers and employees of the Bureau are eligible for awards for adopted suggestions which will result in improved efficiency or increased economy in the Bureau. The suggestion must be in writing and signed by the suggester. It must be adopted for use or placed in effect within 2 years from the date received by the Employee Awards Committee. Informally submitted suggestions that have been placed in effect must be resubmitted in written form through suggestion channels within 60 days from the date they were put into operation. Employees will not be paid cash awards for: (1) suggestions pertaining to projects or subjects assigned to the suggester for research or development; (2) suggestions pertaining to problems assigned to the suggester for solution; (3) suggestions normally expected in line of duty or that can be effectuated without higher supervisory approval; and (4) other suggestions that in the Committee's opinion are normally required of the employee's position.

(6) Employee Awards Committee;

A five man Employee Awards Committee has been appointed. The Committee is representative of all phases of the Weather Bureau's program and will consider suggestions submitted in the Employee Suggestion Program. The Committee will cooperate and consult with operating officials, but it is not primarily responsible for accepting or rejecting suggestions. Final decision to accept or reject an employee suggestion will be made by operating officials.

(7) Suggestion Boxes and Forms.

Suggestion boxes will be placed at prominent locations in buildings occupied by Central Office employees. Central Office employees may drop suggestions in these boxes. The suggestion should be submitted on Form CD 36 which will be available at the suggestion box. Field employees may submit their suggestions directly to the Secretary, Employee Awards Program, Central Office, U. S. Weather Bureau, Washington 25, D. C. The suggestion need not be forwarded through the usual administrative channels.

All suggestions will be acknowledged. Each will receive careful consideration by the Employee Awards Committee and will be referred to appropriate operating officials. The name of the employee submitting a suggestion will not be divulged to operating officials who will evaluate it and employees need have no concern that investigation of their suggestion will result in embarrassment to them. Form CD 36 has been designed especially so that the upper portion, which identifies the employee making the suggestion, may be removed.

(8) Awards Standards.

In general, the Employee Awards Committee will give favorable consideration to suggestions which result in: (1) conservation of manpower, material, time or space; (2) elimination of unnecessary processes or improvement of existing methods; (3) improvement of conditions affecting safety and health; (4) increased productivity; (5) elimination of excess, or improvement of existing tooling or equipment; (6) improvement of quality; (7) invention of a mechanical device, which when adopted proves to be of value; and (8) conservation of critical material and the utilization of material previously scrapped.

(9) Amount of Award.

In the case of suggestions which lend themselves to the computation of savings, the award normally will not exceed 5 percent of the savings expected to be effected within the Bureau during the first year following adoption of the suggestion. Awards for suggestions for which the cash value cannot be readily calculated will be graded on an estimated annual savings basis. The Employee Awards Committee, after investigation of a suggestion, may recommend the payment of an initial award of not less than \$10 nor more than \$250. Recommendations for payment of any award above \$250 will be submitted to the Employee Awards Board of the Department of Commerce for final determination. This board may authorize payments up to \$1000 to any one employee, which is the maximum allowed by law.

(10) Payment of Awards.

Payment of cash awards will be by check. The cash award is considered to be additional compensation and is not a part of the employee's basic pay. It is subject to withholding tax, but not to retirement deductions. A cash award is not affected by the computation for salary differentials.

(11) Patent Rights.

Form CD 36 contains the following agreement which will be executed by the employee before any award may be paid:

TO WHOM IT MAY CONCERN: The use by the United States of my suggestion concerning: \_\_\_\_\_

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shall not form the basis of a further claim of any nature upon the United States, by me, my heirs, or assigns; application for patent in any way related to the suggestion has not been made.

Field employees to whom Form CD 36 is not available should include the above stated agreement as a part of the informal letter in which they submit their suggestions directly to the Secretary, Employee Awards Program.

A handwritten signature in cursive script, reading "F. W. Reichelderfer". The signature is written in dark ink and is positioned in the center-right of the page.

F. W. Reichelderfer  
Chief of Bureau

*Library*  
OCT 1 1947  
UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo.  
(File No. 120.1,  
102.2)

October 1, 1947

CIRCULAR LETTER NO. 87-47  
(To all First-order Stations)

Subject: Civil Service Regulations Effective August 30, 1947  
in connection with Promotion and Reassignment  
Requirements.

Civil Service regulations which became effective August 30, 1947 revised to some extent the Commission's promotion and reassignment requirements. An employee considered for promotion to a higher grade or reassignment to a different line of work must meet the following five conditions:

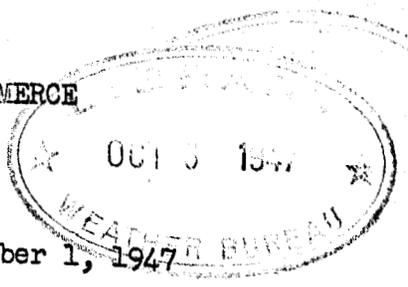
1. If applicants for original appointment to the position are required to meet positive education requirements the employee considered for promotion or reassignment must likewise meet those requirements.
2. If a written Civil Service test has been given for the position since March 1946, the employee considered for promotion or reassignment must take the test and make a passing grade unless he has already qualified in a probational written examination for some grade of position within the same classification series as the position to which he is to be promoted.
3. The employee must have served 6 months in his present or comparable grade for graded positions or 30 days in present position for ungraded (wage board) positions. This rule does not apply in reassignments when no increase in basic salary is involved. In computing this time the experience need not be immediately prior to the proposed personnel action nor in the employee's present agency.
4. A war service or temporary employee converted to probational status must serve 6 months from date of such conversion before becoming eligible for promotion or reassignment.
5. Experience and training standards established for the position must be met. If an examination has been announced and the announcement establishes experience and training requirements those requirements are used. If examination standards have not been established, the Civil Service Commission's standards\* in use at the present time will be continued until an examination is announced.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau

\* Regional Offices will find reference to these standards on page A6-62 of the Federal Personnel Manual.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.



Opr-A  
(File No. 604)

October 1, 1947

CIRCULAR LETTER NO. 88-47

(To All First Order Stations)

Subject: Atlantic Weather Patrol.

Reference: Circular Letter No. 59-47.

Atlantic Weather Ship Station Able (62°00' N, 33°00' W) is scheduled to be resumed on September 27, 1947.

The foregoing will provide two Atlantic ship stations in operation, the other being Station Charlie (52°45' N, 35°30' W).

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

Pers:Tr-Lo  
(File No.102.2)

October 6, 1947

CIRCULAR LETTER NO. 89-47  
(To All First-Order Stations)

Subject: Civil Service Examination for Meteorological Aids.

Announcements for the forthcoming Civil Service Examination for Meteorological Aid have now been issued by all Weather Bureau Regional Office Boards of Examiners. All Temporary and War Service Meteorological Aids should read the announcement issued by their respective Regional Offices and send in an application for the examination well in advance of the closing date. The following information is offered:

1. All persons taking the examination will be required to take the general test. To establish eligibility for the SP-5 to SP-8 grades, employees must specify one (not both) of the following options and must take a second part of the examination consisting of questions in the option specified:

- a. Weather Observing and Weather Computing.
- b. Weather Data Plotting.

2. Although some Weather Data Plotters are in CAF grades, and some in SP grades, all map plotters (employees whose duties consist chiefly of the plotting of surface and upper level charts) should take the examination for SP Weather Data Plotters. The positions of Weather Data Plotters are confined to the Analysis Center and some of the larger forecast offices. Observers at most of our field stations, who plot maps as an incidental part of their observing duties should not take the Weather Data Plotter examination.

Questions concerning the examination should be sent to the appropriate Regional Offices.

*F. W. Reichelderfer*



F. W. Reichelderfer  
Chief of Bureau

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-Fo:  
File 101, 110

October 16, 1947

CIRCULAR LETTER NO. 90-47  
(To all First-order Stations)

Subject: Completion of Civil Service Commission's Standard Form 57, Application for Federal Employment, for Examination for Probational Appointment.

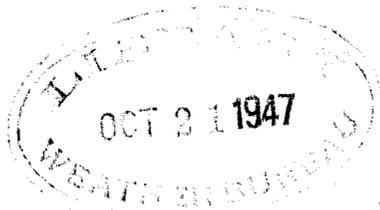
In many instances, applicants for federal employment are ruled ineligible because they do not complete the application form in sufficient detail. Temporary and War Service employes of the Bureau who must take Civil Service examinations to acquire probational status should not regard the filing of applications as a routine matter, but should be careful to describe fully all qualifying education, training, and experience.

Operating officials and supervisors at all levels are strongly urged to impress upon Temporary and War Service employes the importance of carefully and completely executing the applications which they submit in Civil Service examinations.

The fact that his name is already on the rolls does not give a Temporary or War Service employee a vested right to probational or permanent appointment. Each such employee must compete on equal terms with all persons who desire to apply for the position involved and each such employee must face possible displacement by a person who obtained a higher eligible rating. For this reason, the importance of complete application forms cannot be overemphasized.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

Pers.-To.  
File: 130.4, 110.3

October 16, 1947

CIRCULAR LETTER NO. 91-47  
(To all First-order Stations)

Subject: Restoration or Reemployment after Military Service

Present regulations provide that an employee who has been restored after military duty and then leaves his position to reenlist in the armed forces has restoration rights if provisions of law which require restoration are in existence when he is subsequently released from active duty and if he meets the conditions prescribed. Employees who desire to reenlist, therefore, should be advised that no definite assurance can be given as to restoration or reemployment rights unless there is legal provision therefor at the time the employee desires to return to civilian duty.

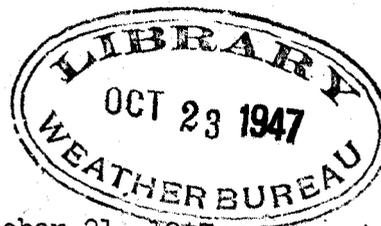
The reemployment provisions of the Act of August 27, 1940 have not been terminated and the restoration rights of persons who enter upon active duty in the armed services continue for the time being.

However, since a veteran's right to mandatory restoration is the same whether he is separated from his civilian position or placed on military furlough or leave without pay, and because of the uncertainty as to future rights of such veterans, employees who henceforth desire to enter the armed forces for an indefinite period shall be "Separated for Military Service" instead of being furloughed. This does not apply, however, to personnel who merely enter on Military Leave for brief periods of reserve training.



F. W. Reichelderfer,  
Chief of Bureau

DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.



Accts-jfb  
(File No. 130.1)

October 21, 1947

CIRCULAR LETTER NO. 92-47  
(To All First Order Stations)

Reference: Circular Letter No. 80-47, dated September 8, 1947.

Subject: Procedure for computing the maximum accumulation of annual leave.

1. The following method should be used prior to the end of the calendar year 1947 in determining the maximum amount of annual leave that may be carried over to calendar year 1948. Computations should be shown under "Remarks" or on the reverse side of S.F. 1130 (Time and Attendance Report) for the period July 13 to July 26, 1947:

a. Show the amount of accumulated leave as of January 1, 1947, or of the date of entrance on duty for transferred employees.

b. Add the amount of annual leave earned during the period January 1, 1947 through July 24, 1947, (14 days and 4 hours for employees who earn 26 days during the calendar year or 16 days 5 hours for employees outside the continental United States who earn 30 days a year).

c. Subtract the amount of leave used during the period January 1, 1947 through July 24, 1947, but not in excess of 14 days and 4 hours or 16 days 5 hours, whichever is applicable.

d. The result, if more than 60 days, (480 hours) will be the maximum amount of leave that may be carried over on January 1, 1948 subject, of course, to the 90 days (720 hours) limitation. However, should the resultant amount of leave be less than 60 days, (480 hours) the employee will be permitted to accrue additional leave during the year, but the carry-over on January 1, 1948 will be subject to the 60 day (480 hours) limitation.

2. The new leave year will begin December 28, 1947 and leave accruals for the period December 28, 1947 to January 10, 1948 will be credited at that time. However, since the 26/30 days leave earned during the calendar year 1947 are for use during any part of that year, any leave used on December 28, 29, 30, and 31 must necessarily be charged to 1947 accruals. Therefore, any employee who plans to be on leave during any portion of the period December 28 through

December 31, 1947, should advise his supervisor in order that an allowance for such leave may be made when the accumulated leave balances are carried over to 1948.

The balances as of the termination of December 31, 1947, will be subject to the maximum accumulations as of July 24, 1947 as indicated in "ld" above. Therefore, determination of the amount of leave which may be carried over to the next calendar year will require a check for each employee as to the maximum amount he is permitted to carry over as determined on July 24, 1947.



F. W. Reichelderfer  
Chief of Bureau

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

SR&F/ojc

October 21, 1947

File No. 610

610.3

620.11

CIRCULAR LETTER NO. 93-47  
(To All Stations)

**Subject: Terminal Forecast Group Being Used by  
U.S.A.A.F. Air Weather Service Stations.**

**Reference: Weather Bureau Circular Letter No. 103-46.**

Attached is a copy of the "Terminal Forecast Code" which was recently furnished to the Weather Bureau by the Army at an interdepartmental committee meeting. The code is now being used by designated U.S.A.A.F. Air Weather Service Stations to transmit terminal forecasts for the issuing station for the time period indicated in the coded group(s).

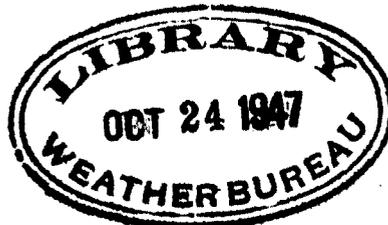
The terminal forecast will consist of one or more five-figure groups having the form "HHVTW". The coded group(s) will be added to the end of the station's hourly weather report transmitted on Service "A" and will follow other data in the message except radio navigation facility flash notices.

The instructions contained in Weather Bureau Circular Letter No. 103-46, dated December 1946, are hereby rescinded.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

Attachment.



ATTACHMENT

Page 1

(Circular Letter No. 93-47)

TERMINAL FORECAST CODE

1. The Terminal Forecast Group is a five (5) figure group which will be appended to every AAF hourly surface weather observation transmitted when a qualified forecaster is on duty. The group has the form HHVTW where:

HH is the forecast ceiling height in hundreds of feet.

V is the forecast visibility in miles.

T is the time in hours from the present observation to the forecast time of the first significant change in ceiling (HH), visibility (V), and/or weather (W), or, if no such change is forecast, to the end of the nine (9) hour forecast period, (see paragraph 2). If more than (1) terminal forecast group is used, the time (T) of the additional group or groups will be the time in hours from the valid time of the immediately preceding group to the next significant change.

W is a code figure for the weather phenomena which is forecast.

2. When no significant change in ceiling height, visibility, and/or weather is forecast to occur during a nine (9) hour forecast period, the group ///9/ will be transmitted in which case the conditions in the reported observation on the same transmission will be considered to be the forecast for the nine (9) hour period.

3. Examples are given below:

0030 OBSERVATION/ ///9/ -- Existing conditions, as given in the 0030 observation, will continue for nine hours following 0030, or until 0930.

0030 OBSERVATION/HHV4W -- Existing conditions, as given in the 0030 observation, will continue four (4) hours following 0030, or until 0430, at which time they will change to HHVW and continue without further change through the remainder of the nine (9) hour forecast period.

(ATTACHMENT TO CIRCULAR LETTER NO. 93-47)

- 2 -

0030 OBSERVATION/HHV4W H'H'V'3W -- Existing conditions, as given in the 0030 observation, will continue for four (4) hours following 0030, or until 0430. At 0430 conditions will change to HHVW and continue for the next three (3) hours (the value of T in the second group), or until 0730. At 0730 conditions will change to H'H'V'W' and continue without further change for the remainder of the nine (9) hour forecast period.

0030 OBSERVATION/ ///9/ HHV4W -- The first group indicates that existing conditions, as given in the 0030 observations, will continue for nine (9) hours following 0030, or until 0930. The second group indicates that the same conditions will continue for an additional four (4) hours, or until 1330, when they will change to HHVW.

4. Significant changes are defined as follows:

- a. A rise in ceiling and/or visibility to twice the values reported in the observation, or a lowering of ceiling and/or visibility to one half the values reported in the observation, or a rise or lowering of ceiling and/or visibility to or beyond locally established weather minima for closes, instrument, or contact field conditions.
- b. Forecast change in any weather phenomena listed in paragraph 5d (1).
- c. Changes in ceiling and/or visibility which, in the opinion of the forecaster, are of importance to the clearance and safe operation of the aircraft.

(ATTACHMENT TO CIRCULAR LETTER NO.93-47)

- 3 -

5. With the exception of the last figure, the Terminal Forecast Group permits direct reading of forecast values. Tables of these values are as follows:

a. HH (Ceiling height)

00..... Less than 100 feet  
01.....100 feet.  
  
etc.  
98..... 9800 feet.  
99..... Unlimited, or no clouds.

b. V (Visibility)

0..... Less than 1 mile.  
1..... 1 mile or more but less than 2 miles.  
  
etc.  
8..... 8 miles or more but less than 9 miles.  
9..... 9 miles or more.

c. T (Time)

0..... Within 1 hour  
1..... In 1 hour (or between 1 and 2 hours).  
  
etc.  
8..... In 8 hours (or between 8 and 9 hours)  
9..... No change during the 9 hour forecast period.

d. W (Weather)

(1) Code.

0.....No weather phenomena.  
1..... Obstruction to vision other than fog.  
2..... Frontal passage, or other synoptic model.  
3..... Strong gusty surface winds.  
4..... Fog.  
5..... Freezing precipitation, sleet, or hail.  
6..... Continuous rain.  
7..... Continuous snow.  
8..... Showery precipitation, conditions variable.  
9..... Thunderstorm at, or within sight of, the field.

(ATTACHMENT TO CIRCULAR LETTER NO. 93-47)

- 4 -

d. W (Weather) Continued:

- (2) The following rules will govern the selection of the coded figure for weather:
  - (a) The weather (W) which has the greatest detrimental effect on safe aircraft operation will always be forecast. For example, if a frontal passage is forecast to occur, accompanied by thunderstorms and strong gusty surface winds, then figure 9 will be used.
  - (b) The weather (W) which is forecast should be expected to occur at time T, or within the succeeding hour.

- END -

*Subray.*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr-A  
File No. 604

October 24, 1947

CIRCULAR LETTER NO. 94-47

(To All First Order Stations)

Subject: Atlantic Weather Stations.

The following foreign weather ship stations have now begun operating on the Atlantic:

Station I, latitude 60°00'N, longitude 20°00'W; operated by Great Britain; surface reports being received regularly by the Weather Bureau and winds aloft and raob reports only occasionally.

Station J, latitude 53°50'N, longitude 18°40'W, operated by Great Britain; surface reports only being received by the Weather Bureau.

Station K, latitude 47°00'N, longitude 15°00'W; operated jointly by Belgium and The Netherlands; surface reports only being received by the Weather Bureau.

Announcement will be made as additional weather ship stations are inaugurated.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Pers.-00  
(File No. 130)

October 24, 1947

CIRCULAR LETTER NO. 95-47  
(To All First Order Stations)

Subject: Leave Regulations effective July 1, 1946.

Reference: Circular Letter No. 71-46 dated August 28, 1946.

Some difficulty has been experienced in applying the instructions as worded in Paragraph 1(c) concerning the crediting of accrued sick leave and the deducting of sick leave accumulations in excess of 720 hours. Therefore, in order to facilitate the application of the principles involved, paragraph 1(c) is amended to read as follows:

(c) Sick Leave for Permanent Employees. Sick leave accrues at the rate of  $1\frac{1}{4}$  days (10 hours) for each month of service. Normally, sick leave will be credited at the beginning of the first pay period following the first day of the calendar month. However, should the beginning of a pay period occur on the first day of the month, sick leave will be credited at the beginning of that period. Employees entering on duty on other than the first day of the month will be credited with sick leave as follows:

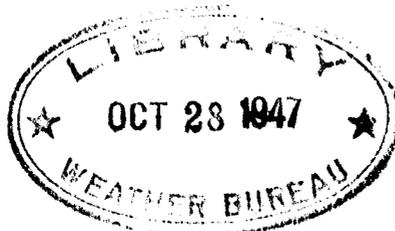
<u>Day of Month</u>	<u>Credit</u>
2nd through 4th	9 hours
5th " 7th	8 "
8th " 10th	7 "
11th " 13th	6 "
14th " 16th	5 "
17th " 19th	4 "
20th " 22nd	3 "
23rd " 25th	2 "
26th " 28th	1 "
29th or later	None

Sick leave accumulations in excess of 720 hours will hereafter be deducted at the end of the last full pay period in each month. (The minimum charge for sick leave shall be one hour, and additional leave in multiples of one hour.) In computing sick leave to be credited to employees resigning prior to the end of the month use the above table in reverse.

Respectfully,

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Syn-1v  
(File No. 610.2)

October 29, 1947

Circular Letter No. 96-47  
(To All Stations)

Subject: Teletype Transmission Errors

It has been noted by those who use the teletype material that there is a large number of errors in the observations as transmitted. Some of these errors are corrected by subsequent "CQN" messages. However, many are left uncorrected or else the "CQN" fails to be relayed to circuits beyond the circuit of origin. This results in incorrect maps, and since these maps are of historical value for future study, every effort should be made to have the data as accurate as possible. It is very desirable that any erroneous message be corrected as soon as practicable after transmission, but an excessive number of "CQN" messages takes up additional teletype time which can be used to good advantage in the transmission of other material.

It is requested that all observers closely check each observation before it is filed for transmission. In some cases it may be necessary to start the observation a minute or two earlier than is now being done in order to have sufficient time to make this check. However, accuracy in the transmitted observations can not be overstressed and all officials in charge should take whatever steps are necessary to insure the accuracy of the reports.

uncorrected

As a safeguard against errors of transmission it is also essential that the observer check the report as transmitted on the teletype circuit and if errors are detected a "CQN" message should be filed immediately.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-A1  
(File No. 030.4)

October 29, 1947

CIRCULAR LETTER NO. 97-47  
(To All First-Order Stations)

Subject: Conference of Forecasters.

The conference of district and airway forecasters which was planned to be held in Washington late this year will be postponed until the Spring of 1948. The Conference of Directors of the International Meteorological Organization, which convened in Washington September 22, extended beyond the time originally scheduled, and the numerous follow-up activities which have resulted from this conference have occupied considerable time of Central Office officials who had planned to participate in the conference of forecasters.

Furthermore, it was brought to the attention of the Central Office by field officials that holding the conference of forecasters at the originally scheduled time would have resulted in a wholesale absence from their stations of our experienced forecasters at a time when severe winter conditions could pose difficult forecast problems. In the interest of maintaining the highest degree of service, it is, therefore, deemed advisable to delay the intended forecasters' conference until after such a potentially critical period.

In accordance with the request contained in Multiple Address Letter of September 9, 1947, practically all papers on topics assigned to the various forecast centers have now been received by the Central Office. These papers will soon be ready for distribution.

In view of the postponement of the conference, it is now planned to have all offices receiving copies of these papers submit in writing their reactions to the proposals contained in those papers. Papers will be distributed in groups according to related topics. Where the written reactions indicate a fairly general agreement, it is planned to initiate positive action as soon as feasible. Debatable subjects will be postponed until further discussion can be had at the forecasters' conference.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



*Liberty*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

Office of Chief/Oc.

October 31, 1947

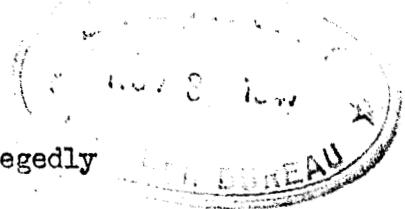
RESTRICTED (For Weather Bureau Only)

URGENT

(File No. 045)

CIRCULAR LETTER NO. 98-47  
(TO ALL STATIONS)

Subject: Legal Aspects of Rainfall Allegedly  
Produced by Artificial Means.



Because of the intense popular interest in artificially induced precipitation and the susceptibility of the subject to sensational headlines, the press and radio are inclined to headline comments on this subject in a manner open to misinterpretation. Several instances have occurred during recent weeks where careful statement by Weather Bureau officials in reply to questions have been inaccurately reported and in some cases implied a meaning opposite to that intended. Some of the reports might carry serious legal implications. To safeguard the Federal Government, the Bureau and its employees against legal involvement, the following directive is hereby adopted.

Weather Bureau officials and employees in general should not express opinions for publication, either directly or in letters and conversations, with persons who might make the statements public, if such statements might form the basis for legal action of any kind. This applies particularly to statements implying that artificial nucleation was the cause of precipitation or other modification of the weather in forms that might cause damage to private property or private interests.

The directive does not apply to statements of meteorological observations and other factual data in connection with artificial nucleation experiments when the statements do not express opinion as to whether precipitation or other weather changes have been the result of artificial techniques or natural processes. Moreover, the directive does not apply to ~~discussions of this subject within~~ intramural discussions of these subjects with other officials in the conduct of official business in connection with artificial nucleation and other experimental projects.

These instructions are not intended to limit or restrict except with reference to legal implications. In order that the policy of the Bureau may be understood and not be misinterpreted as indifferent or negative with respect to this important subject, the following brief restatement of policy is given:

The practical possibilities of artificial inducement of precipitation are still unknown. It is highly desirable to determine the possibilities without delay. The Bureau therefore has inaugurated

a research program and is cooperating closely with other research agencies in experiments to determine the possibilities. The Bureau's policy therefore is one of maintaining an open mind and assisting in a constructive research program in this field. It is also desirable to avoid a negative attitude on this subject when questions are received from the public or representatives of the press. It is appropriate to state that the Weather Bureau is vitally interested in the subject and is actively participating in the research program. It is also appropriate to release factual data and authenticated observations of such information as amount of precipitation, unless release has been specifically prohibited. The important point is to avoid statements that might be used to fix responsibility for storm damage. When such questions are asked, it may be stated that the causes have not been accurately determined and we do not have enough information to say whether the results were due entirely to natural processes or not.

The provisions of Circular Letters No. 55-47 dated July 7, 1947, and No. 75-47 dated August 26, 1947, remain in effect.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-A1  
(File No. 620.11)

October 31, 1947

CIRCULAR LETTER NO. 99-47  
(To All First-Order Stations)

Subject: Winds Aloft in Airway Regional Forecasts.

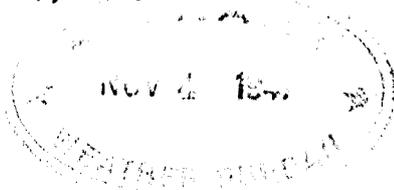
Increased operation of commercial aircraft at high altitudes has resulted in recommendations that the regional airway forecast include wind forecasts for the level from 18,000 to 25,000 feet. A survey of all airway forecast centers earlier this year as to the desirability and practicability of expanding the winds aloft section of the airway regional forecasts to include winds up to 30,000 feet has caused us to decide that data at 20,000 feet may be forecast as a satisfactory sample of wind in the layer from 18,000 to 25,000 feet. Accordingly, the following instructions are issued to be effective November 15, 1947:

1. Beginning with the first transmission on November 15, 1947, all regional airways forecasts shall include winds aloft data at 20,000 feet MSL, in addition to winds aloft data now being prepared.
2. At the same time, representation of altitude, wind direction, and velocity in the winds aloft forecast shall be changed to a hyphenated figure group made up as follows:

Altitude, in thousands of feet, shall be shown by a one or two figure group, and an altitude interval shall be indicated by two such groups separated by a hyphen. A three figure group shall be used to show wind direction, in degrees, and a one, two, or three figure group shall show velocity, in miles per hour.

Examples:

- (a) 2-030-15: 2,000 MSL, direction 30°, velocity 15 mph.
  - (b) 8-15-320-110: 8,000 to 15,000 MSL, direction 320°, velocity 110 mph.
  - (c) 2-5-230-20 shftg 1030C to 2-5-280-40: 2,000 to 5,000 MSL, direction 230°, velocity 20 mph, shifting at 1030C to direction 280°, velocity 40 mph.
  - (d) 20-320-50: 20,000 MSL, direction 320°, velocity 50 mph.
3. The Multiple Address Letter of October 13, 1942 (To All Airway Forecast Centers), Subject: "Airway Forecasts," should be amended accordingly.



*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Librany.*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Ch  
(File No. 601.2,  
620.11, 622.5)

November 10, 1947

CIRCULAR LETTER NO. 100-47  
(First-Order Stations)

Subject: Policy with Respect to Broadcasting Sequence  
Weather Reports.

Recent reports indicate that some commercial radio stations have been broadcasting "sequence" or spot weather reports as a regular feature of their aviation weather broadcasts. In most cases it has been found that these reports have been made available to broadcasters by local Weather Bureau stations.

In this connection, attention is invited to Item I in Circular Letter No. 63-47, dated July 18, 1947, and to the next to the last paragraph on Page 77 of the November 1946 TOPICS AND PERSONNEL item entitled "Inclusion of Flying Weather in Radio Broadcasts." Occasional spot weather reports for purposes of illuminating aviation weather information, and reports of temperature, state of weather and sky coverage (but not ceiling or visibility), wind direction, and velocity are not considered objectionable under the provisions of the aforementioned Circular Letter and the TOPICS AND PERSONNEL item.

Where an unauthorized practice of broadcasting sequence weather reports has grown up, local officials are requested to exercise tact in suggesting the discontinuance of this practice. Care should be exercised to avoid making the suggestion appear unreasonable, or an undue interference; emphasis should be placed on the fact that the broadcast of sequence reports at infrequent intervals is too limited to be suitable for flight planning, and that it may prove hazardous where rapid weather changes take place and further reports are not broadcast at regular and frequent intervals.

Another consideration is that listeners who are not interested in flying may find such reports monotonous. Radio stations, as well as the Weather Bureau, are interested in maintaining a high level of listener interest in weather broadcasts.



*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Pers:Tr-Lo  
(File No. 031.2,  
151)

November 13, 1947

CIRCULAR LETTER NO. 101-47  
(To All First-Order Stations)

Subject: An Opportunity to Receive Credit for  
the Equivalence of College Education.

From time to time efforts have been made to inform Weather Bureau personnel regarding the importance of college education as one element in the practice of meteorology. While the demonstration of over-all ability is the major promotional factor, it is necessary that meteorology, as a profession, be supported by the introduction of a standard of qualification in terms of basic academic training comparable to that which characterizes other professions, such as medicine, engineering, and the physical sciences generally. Therefore, educational qualifications must be scrutinized closely in evaluating the merits of personnel for advancement into or within professional grades in the Weather Bureau.

Many persons who have not pursued formalized college courses, have nevertheless gained through less formal means of education, a respectable acquaintance with specific areas of knowledge of the sort required as the basis for professional work in meteorology. To measure such knowledge, an elaborate set of examinations, called the Graduate Record Examination, has been laboriously and scrupulously devised and standardized by the Carnegie Foundation for the Advancement of Teaching. These tests measure knowledge in the following areas: General Mathematics, Physics, Chemistry, Biology, Social Science, Literature, Fine Arts, and Verbal Factor (largely vocabulary) at the undergraduate college level. In addition, a person may choose to take one advanced test in any of some twenty subject-matter fields including the above, depending on his field of specialization, and corresponding to a college "major." Weather Bureau personnel should consider the advanced test for Physics or Mathematics.

A prospectus of the examination and a list of examination centers are attached.

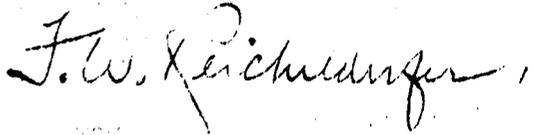
These are the advantages to taking the examination if college credits are lacking:

1. If the examinee receives scores above the average score of college seniors, the Bureau will credit the equivalent of four years of college.

2. If the examinee fails to attain scores as high as those specified above, no credit will be given but the examination results will show weak points, upon which study may be concentrated, and the same tests may be taken at a later time, but not earlier than one year after the previous test. The later scores will be evaluated as specified above.

Employees are invited to apply for and take these examinations. Application forms may be obtained from The Graduate Record Office, 437 West 59th St., New York 19, New York, or from your nearest Examination Center (see attached list).

If you wish to receive Bureau credit for the examination, please request the Graduate Record Office to send a copy of your examination scores to the U. S. Weather Bureau, Training Section, Washington 25, D. C.



F. W. Reichelderfer  
Chief of Bureau

Attachment

*Subranj*  
*attachment to Circular letter No 101*

REGIONAL DIRECTORY #1  
 EXAMINATION CENTERS AND EXAMINERS

The Graduate Record Examination will be administered in almost all centers listed. Applications should be addressed to Examiners to ascertain whether the Examination will be available at the Center of your choice. The Professional Aptitude Test of the Association of American Medical Colleges will be given only in centers marked by an asterisk.

**CONNECTICUT**

\* Connecticut College for Women  
 New London  
 Dr. Vera M. Butler  
 Dept. of Education

\* Connecticut, University of  
 Storrs  
 Dr. J. R. Gerberich  
 Director, Bureau of Educational Research and Service

Saint Joseph College  
 West Hartford  
 Sister Rosa  
 Dean

\* Trinity College  
 Hartford  
 Dr. Irvin A. Boell  
 Dept. of Education  
 To be appointed

\* Wesleyan University  
 Middletown  
 Dr. Paul S. Burnham  
 Assoc. Director, Student Appointment Bureau

\* Yale University  
 New Haven

**DELAWARE**

Delaware State College  
 Dover  
 Prof. W. H. A. Booker

\* Delaware, University of  
 Newark  
 Mr. Charles W. Bush  
 Registrar and Director of Admissions

Wesley Junior College  
 Dover  
 President O. A. Bartley

**DISTRICT OF COLUMBIA**

\* American University  
 Dr. Ellis Weitzman  
 University Examiner

\* Catholic University of America  
 Registrar  
 Miss Catherine R. Rich

Dunbarton College of Holy Cross  
 Sister Mary Frederick  
 President

\* Georgetown University  
 Rev. C. L. Coolahan, S.J.  
 Dean, College of Arts and Sciences

Georgetown Visitation Junior College  
 Prof. Anno D. McLaughlin  
 Dean of Studies

\* George Washington University  
 Dean Henry G. Doyle  
 Columbian College

\* Howard University  
 Dr. Martin D. Jenkins  
 Dept. of Education

Trinity College  
 Sister Catherine Dorothea  
 President

\* Washington Missionary College  
 Dean F. O. Bittenhouse

**INDIANA**

Anderson College  
 Anderson  
 Dr. Carl Kardatzke  
 Dept. of Education

\* Ball State Teachers College  
 Muncie  
 Dean Ralph Noyer

\* Butler University  
 Indianapolis  
 Dr. Ray C. Friesner  
 Division of Graduate Instruction

\* De Pauw University  
 Greencastle  
 Dr. J. C. Heston, Director  
 Bureau of Testing and Research

\* Evansville College  
 Evansville  
 Dr. G. R. McCoy  
 Registrar and Director of Admissions

\* Goshen College  
 Goshen  
 Dean Carl Kreider

Hanover College  
 Hanover  
 Prof. Ned Guthrie

Huntington College  
 Huntington  
 Mrs. W. D. Edgington  
 Head, Dept. of Psychology

Indiana Central College  
 Indianapolis  
 Dr. W. P. Morgan

\* Indiana State Teachers College  
 Terre Haute  
 Prof. W. P. Allyn  
 Head, Dept. of Zoology

\* Indiana University  
 Bloomington  
 Dr. Merrill T. Eaton  
 Director, Bureau of Measurements

\* Manchester College  
 North Manchester  
 Dean Carl W. Holl

\* Notre Dame, University of  
 Notre Dame  
 Dr. Leo F. Kuntz  
 Head, Dept. of Education

\* Purdue University  
 Lafayette  
 Dr. H. H. Remmers  
 Director, Division of Educational Reference

\* St. Joseph's College  
 Collegeville  
 Rev. Walter Pax  
 Dean  
 To be appointed

Taylor University  
 Upland  
 Dr. F. R. Elliott  
 Head, Dept. of Biology

\* Valparaiso University  
 Valparaiso  
 Prof. J. Crawford Polley  
 Dept. of Mathematics

\* Wabash College  
 Crawfordsville

**MAINE**

\* Bates College  
 Lewiston  
 Prof. G. Paul Whitbeck  
 Dept. of English

\* Bowdoin College  
 Brunswick  
 Dr. Walter H. Clark  
 Dept. of Psychology

\* Colby College  
 Waterville  
 Prof. Lester F. Weeks

\* Maine, University of  
 Orono  
 Prof. D. L. Quinsey  
 Dept. of Psychology

**MARYLAND**

Goucher College  
 Baltimore  
 To be appointed

Hood College  
 Frederick  
 Miss Grace N. Brown

\* Johns Hopkins University  
 Baltimore  
 Dr. Arthur Lichtenstein  
 Dept. of Education

\* Loyola College  
 Baltimore  
 Mr. Walter S. Dawkins  
 Dept. of Mathematics

\* Maryland, University of  
 College Park  
 Dr. Denzel C. Smith  
 Asst. Prof. of Psychology

\* Morgan State College  
 Baltimore  
 Prof. C. L. E. Monroe  
 Head, Science Division

Mount St. Mary College  
 Emmitsburg  
 Rev. Francis P. McNellis  
 Dean

Notre Dame of Maryland, College of  
 Baltimore  
 Sister Mary Frances  
 President

Princess Anne College  
 Princess Anne  
 Prof. W. B. Turner  
 Dept. of Chemistry

\* Saint Joseph's College  
 Emmitsburg  
 Sister Robertine  
 Dean of Studies

Washington College  
 Chestertown  
 Dean F. G. Livingood

\* Western Maryland College  
 Westminster  
 Prof. Daniel S. Sanford  
 Dept. of Psychology

**MASSACHUSETTS**

American International College  
 Springfield  
 Dr. Charles R. Gadaire  
 Chairman, Division of Science

\* Amherst College  
 Amherst  
 Prof. R. B. Whitney  
 Dept. of Chemistry

Assumption College  
 Worcester  
 Rev. Henry J. Moquin

Atlantic Union College  
 So. Lancaster  
 Miss Dorothy E. Bartlett  
 Registrar

\* Boston College  
 Chestnut Hill  
 Rev. Dr. James F. Moynihan, S.J.  
 Director of Guidance

\* Boston University  
 Boston  
 \*Mr. Harold S. MacAdoo  
 Assoc. Director, Office of Statistical and Research Service

\* Clark University  
 Worcester  
 Dr. S. J. Brandenburg  
 Dept. of Economics and Sociology

\* Harvard University  
 Cambridge  
 Mr. Stanley Leonard  
 College of Arts and Sciences

\* Holy Cross, College of the  
 Worcester  
 Rev. J. E. Fitzgerald, S.J.  
 Director, Student Personnel

Massachusetts Institute of Technology  
 Cambridge  
 Prof. Irwin W. Sizer  
 Dept. of Biology

\* Massachusetts, University of  
 Amherst  
 Dr. W. S. Ritchie  
 Dept. of Chemistry

Mount Holyoke College  
 South Hadley  
 Prof. Jane L. Russell  
 Classical Dept.

Northeastern University  
 Boston  
 Prof. Harold W. Melvin  
 Dean of Students

Our Lady of the Elms, College of  
 Chicopee  
 Sister Helen Joseph  
 Registrar

Radcliffe College  
 Cambridge  
 Miss Ruth Davenport  
 Registrar

Regis College  
 Weston  
 Sister M. Margarita  
 Dept. of Education

\* Smith College  
 Northampton  
 Miss Esther L. Mirmow  
 Dept. of Psychology

\* Springfield College  
 Springfield  
 Dr. H. Harrison Clarke  
 Director of Graduate Study

\* Tufts College  
 Medford  
 Dean John P. Tilton  
 Graduate School

\* Wellesley College  
 Wellesley  
 Miss Kathleen Elliott  
 Recorder

Wheaton College  
 Norton  
 Jane L. Chidsey  
 Dept. of Zoology

\* Williams College  
 Williamstown  
 Prof. Theodore G. Mehlin  
 Dept. of Astronomy

**MICHIGAN**

Adrian College  
 Adrian  
 Prof. Miles L. Peelle  
 Dept. of Biology

\* Albion College  
 Albion  
 Dean Emil Leffler

Alma College  
 Alma  
 Prof. Robert W. Clack  
 Dept. of Mathematics and Astronomy

\* Calvin College  
 Grand Rapids  
 Dean Henry J. Ryskamp

\* Central Michigan College of Education  
 Mount Pleasant  
 Prof. Karl C. Pratt  
 Dept. of Psychology

\* Detroit, University of  
 Detroit  
 Dr. C. E. Schrader, S.J.  
 Director, Graduate Division

\* Emmanuel Missionary College  
 Berrien Springs  
 Dean A. H. Rulkoetter

\* Hope College  
 Holland  
 Prof. Garrett VanderBorgh  
 Dept. of Education

Kalamazoo College  
 Kalamazoo  
 Prof. Frances Diebold  
 Dept. of Biology

Michigan College of Mining and Technology  
 Houghton  
 Mr. Edwin G. Spacie  
 Student Counselor

\* Michigan State College  
 East Lansing  
 Dr. P. L. Dressel  
 Chairman, Board of Examiners

\* Michigan, University of  
 Ann Arbor  
 Dr. Robert W. Travers  
 Institute of Human Adjustment

Muskegon Junior College  
 Muskegon  
 Dr. A. G. Umbreit  
 Director

Northern Michigan College of Education  
 Marquette  
 Prof. Charles S. Clucas  
 Dept. of Education

\* Wayne University  
 Detroit  
 Dr. M. M. Ramsey  
 Ass't to the Dean of the Graduate School

\* Western Michigan College  
 Kalamazoo  
 Mr. H. L. J. Carter  
 Director, Psycho-Educational Clinic

**NEW HAMPSHIRE**

\* Dartmouth College  
 Hanover  
 Dr. Clark W. Horton  
 Consultant, Educational Research

\* New Hampshire, University of  
 Durham  
 Dr. Everett B. Sackett  
 Dean of Student Administration

\* St. Anselm's College  
 Manchester  
 Prof. Donald M. Tilder  
 Dept. of Chemistry

**NEW JERSEY**

\* Drew University  
 Madison  
 Mrs. Virginia P. Elder  
 University Examiner

Immaculate Conception Seminary  
 Darlington  
 Rev. Henry G. J. Beck  
 Dept. of History

\* Newark College-Rutgers University  
 Newark  
 Prof. Horace E. Wood,  
 Dept. of Biology

\* New Jersey College for Women  
 New Brunswick  
 Prof. N. G. Hanawalt  
 Rutgers Univ. Examin

New Jersey State Teachers College  
 Glassboro  
 Dean S. G. Winans  
 Dept. of Education

\* Princeton University  
 Princeton  
 Prof. Dean R. Rexford  
 Dept. of Chemistry

\* St. Peter's College  
 Jersey City  
 Dr. John J. McGill  
 Head, Dept. of Biology

\* Seton Hall College  
 South Orange  
 Rev. Michael Fronczak  
 Head, Dept. of Biology

Upsala College  
 East Orange  
 Dr. E. F. Bostrom  
 Head, Dept. of Biology

**NEW YORK**

\* Adelphi College  
 Garden City  
 Mr. Curtis H. Moore  
 Director, Student Personnel and Dean of Men

\* Alfred University  
 Alfred  
 Dean M. Ellis Drake  
 College of Liberal Arts

Bard College  
 Annandale-on-Hudson  
 Dean Grace S. Forbes

\* Brooklyn College  
 Brooklyn  
 Dr. L. V. Buckton  
 Dept. of Education

\* Buffalo, University of  
 Buffalo  
 Miss Margaret Winters  
 Secretary to the Dean, College of Arts and Sciences

\* Canisius College  
 Buffalo  
 Dr. J. H. Crowdle  
 Head, Dept. of Chemistry

\* City College of New York, The  
 New York  
 Dr. Louis Long  
 Director, Testing and Guidance Division

\* Colgate University  
 Hamilton  
 Dr. George E. Schlessler  
 Chairman, Dept. of Education

\* Columbia University  
 New York  
 Prof. C. R. Dawson  
 Chief Pre-Medical Adviso

\* Cornell University  
 Ithaca  
 Dr. A. D. Woodruff  
 Director, Univ. Testing Service

Elmira College  
 Elmira  
 Dr. Lewis Eldred  
 Prof. of Education

\* Fordham University  
 New York  
 Dr. Robert T. Rock, Jr.  
 Dept. of Psychology

\* Hamilton College  
 Clinton  
 Prof. W. N. Hess  
 Dept. of Biology

Hartwick College  
 Oneonta  
 Dean Wallace R. Klinger

\* Hofstra College  
 Hempstead  
 Dr. Marcus C. Old  
 Dept. of Biology

\* Houghton College  
 Houghton  
 Dr. G. E. Moreland  
 Chairman, Division of Science & Mathematics

\* Hunter College  
 New York  
 Assoc. Dean Marie K. Gallagher  
 Educational and Vocational Guidance Bureau

\* Long Island University  
 Brooklyn  
 Dr. Jacob I. Hartstein  
 Dept. of Education and Psychology

\* Manhattan College  
 New York  
 Brother Celestine  
 Head, Biology Dept.

Manhattanville College of The Sacred Heart  
 New York  
 Mr. Cecil J. Haggerty  
 Dept. of Chemistry

Mary Immaculate, Seminary of  
 Garrison  
 Rev. Father Bertrand  
 Scully, O.F.M. Cap.  
 Director of Students

Marymount College  
 Tarrytown  
 Mother Regina, R.S.H.N.

EXAMINATION CENTERS AND EXAMINERS - continued

Mount St. Vincent, College of New York	Sister Catharine Marie Dean	Lake Erie College Painesville	Prof. C. Townsend Ruddick Dept. of Philosophy	Pennsylvania College for Women Pittsburgh	Dr. James S. Kinder Dept. of Education
New Rochelle, College of New Rochelle	Mother M. Xavier Registrar	Marietta College Marietta	Dr. Bruce Blackburn	Pennsylvania Military College Chester	Dr. Joseph J. Storlazzi Head, Dept. of Biology
New School for Social Research New York	Mrs. Helen M. Hacker Student Adviser	Mary Manse College Toledo	Sister M. Mercedes Head, Dept. of Mathematics	* Pennsylvania State College State College	Dr. Alvin R. Grove Dept. of Botany
* New York State College for Teachers Albany	Prof. Ralph A. Beaver Extension Teaching Division	* Miami University Oxford	Prof. Richard C. Crosby Dept. of Psychology	* Pennsylvania, University of Philadelphia	Dr. Paul C. Kitchen The Graduate School of Arts and Sciences
New York State Teachers College Oneonta	Dean Louise A. Walcutt	Mount St. Joseph College Mount St. Joseph	Sister Maria Corona Dean	* Pittsburgh, University of Pittsburgh	Prof. Ralph E. Jensen Asst., Division of Psychological Services
New York State Teachers College Plattsburg	Mr. Edward E. Redcay Director of Admissions	* Mount Union College Alliance	Dean Melvin W. Hyde Dept. of Education	Pittsburgh, University of Johnstown Center Johnstown	Dr. Adrian Tieleman
* New York University-University Heights New York	Dr. C. J. Sandstrom Dept. of Biology	* Muskingum College New Concord	Dr. L. D. Hartson Dept. of Psychology	St. Francis College Loretto	Rev. Bonaventure Kiley Head, Dept. of Social Science
* New York University-Washington Square New York	Prof. P. Culley Chairman, Comm. on Recommendations to Medical and Dental Schools	* Oberlin College Oberlin	Mr. A. J. Woofter Registrar	* St. Joseph's College Philadelphia	Mr. Michael P. Boland Registrar
* Niagara University Niagara University	Prof. George B. Banks Dept. of Physics	* Ohio State University, The Columbus	Dr. Ronald B. Thompson Registrar and University Examiner	* St. Vincent College Latrobe	Rev. Dr. Maximilian S. Duman, O.S.B.
Pratt Institute Brooklyn	Prof. Gladys Boughton The Library School	* Ohio University Athens	Dr. Gaige B. Paulsen Dept. of Psychology	* Scranton, University of Scranton	Dr. Leonard N. Wolf Dept. of Biology
Queens College Flushing	Prof. Alfred F. Huettner Chairman, Dept. of Biology	* Ohio Wesleyan University Delaware	Prof. Chester O. Mathews Dept. of Education	* Seton Hill College Greensburg	Sister Maurice McManama
Rensselaer Polytechnic Institute Troy	Mr. H. N. Chamberlain Head, Dept. of Counseling and Testing	* Otterbein College Westerville	Dr. E. W. E. Scheer Chairman, Dept. of Biology and Geology	State Teachers College Clarion	Prof. C. F. Becker Director of Teacher Training
Rochester, University of Rochester	Mrs. Bertha P. Harper Dept. of Education	Our Lady of Cincinnati College Cincinnati	Sister M. Virginia, R.S.M. Dean	State Teachers College Shippensburg	Dr. Earl Wright Dean of Instruction
Russell Sage College Troy	Dean Doris L. Crockett	* Toledo, University of Toledo	Dr. P. W. Stansbury Director, Division of Graduate Study	Susquehanna University Selinsgrove	Dr. G. Morris Smith President
St. Bonaventure College St. Bonaventure	Dr. John L. Worden Dept. of Biology	* Western Reserve University Cleveland	Prof. Clare Graves Dept. of Psychology	* Swarthmore College Swarthmore	Prof. Walter J. Scott Dept. of Zoology
St. John's University University College Brooklyn, New York	Dr. J. C. McDermott Chairman, Dept. of Education	* Wilberforce University Wilberforce University	Dean James H. Robinson College of Liberal Arts	* Temple University Philadelphia	Mr. John M. Rhoads Registrar
St. Joseph's College for Women Brooklyn	Prof. R. C. Strassburger Dept. of Psychology	Wilmington College Wilmington	Mrs. Ruth Skimming Director of Personnel	* Thiel College Greenville	Dean H. G. Gebert
St. Lawrence University Canton	Miss Helen E. Whalen Registrar	* Wooster College Wooster	Mr. Arthur F. Southwick Registrar	* Ursinus College Collegeville	Dr. J. H. Brownback Dept. of Biology
Sarah Lawrence College Bronxville	Mrs. Esther Raushenbush Director of Education	* Xavier University Cincinnati	Dr. R. McCoy, Chairman Dept. of Education	* Villanova College Villanova	Dean Edward M. Dwyer
* Seneca, Colleges of the (Hobart) Geneva	Mr. Calvin W. Miller Director of Testing	* Youngstown College Youngstown	Dean George M. Wilcox	* Washington and Jefferson College Washington	Prof. C. D. Dieter Dept. of Biology
Siena College Loudenville	Rev. Roman A. Pfeiffer Head, Biology Dept.	<b>PENNSYLVANIA</b>			
Skidmore College Saratoga Springs	Prof. G. J. Borst Dept. of Education and Measurement	* Albright College Reading	Dr. Milton G. Geil Dept. of Psychology	Westminster College New Wilmington	Prof. Peter J. Zuchero Acting Chairman, Dept. of Biology
* Syracuse University Syracuse	Miss Elizabeth Coleman Psychol. Services Center	* Allegheny College Meadville	Miss Aileen G. Dain Registrar	* Wilkes College Wilkes-Barre	Mr. Herbert J. Morris Registrar
* Union College Schenectady	Mr. Wilford H. Ketz Assistant to the Dean	* Bryn Mawr College Bryn Mawr	Mrs. Reavis Cox Bryn Mawr Educational Service	Wilson College Chambersburg	Dr. E. E. Anderson Head, Dept. of Psychology
United States Military Academy West Point	Lt. Col. George J. Weitzel Dept. of E. G. and H.	* Bucknell University Lewisburg	Dr. W. H. Sauvain The Graduate Division	<b>RHODE ISLAND</b>	
* Vassar College Poughkeepsie	Prof. Arlene B. Deyo Dept. of Psychology	Carnegie Institute of Technology Pittsburgh	Dr. Robert Watson Bureau of Measurement and Guidance	* Brown University Providence	Dr. Andrew H. MacPhail Director of Educational Measurement
Wagner College Staten Island	Dr. L. Y. Davidhelser Chairman, Dept. of Chemistry	Chestnut Hill College Philadelphia	Sister Catharine Frances Dean of Students	* Providence College Providence	Dr. R. S. McGonagle
Wells College Aurora	Dean Evelyn C. Rusk	Crozer Theological Seminary Chester	Dean Charles E. Batten	* Rhode Island State College Kingston	Dean Harold W. Browning School of Science
<b>OHIO</b>					
* Akron, The University of Akron	Dean Howard R. Evans College of Education	* Dickinson College Carlisle	Prof. Russell I. Thompson Dept. of Education and Psychology	<b>VERMONT</b>	
* Antioch College Yellow Springs	Dr. O. F. Mathiasen Dept. of Education	* Duquesne University Pittsburgh	Dr. A. M. Snyder Director of Testing	* Bennington College Bennington	Mrs. M. A. Griswold Dept. of Education
Ashland College Ashland	Mr. Arthur P. Pettit Alumni Secretary	* Franklin and Marshall College Lancaster	Prof. S. E. Munson Dept. of Education	* Middlebury College Middlebury	Prof. R. G. Sholes Dept. of Sociology
* Baldwin-Wallace College Berea	Mr. J. J. Petty Registrar	* Geneva College Beaver Falls	Dr. Theodore H. McMillion Dept. of Biology	Norwich University Northfield	Prof. Clarence F. Willey Dept. of Psychology and Education
* Bluffton College Bluffton	Dean J. S. Schultz	Gettysburg College Gettysburg	Mr. Henry C. Kogler, Jr. Director of Veterans Testing	St. Michael's College Winooski Park	Prof. John C. Hartnett Dept. of Biology
* Bowling Green State University Bowling Green	Mr. K. H. McFall Dean of Freshmen	* Grove City College Grove City	Dr. Harold O. White Registrar	* Vermont, University of Burlington	Dr. Paul A. Moody Director of Graduate Studies
Capital University Columbus	Dr. K. G. A. Burch Dept. of Chemistry	* Haverford College Haverford	Dr. Archibald MacIntosh Vice-President	<b>WISCONSIN</b>	
* Cincinnati, University of Cincinnati	Mrs. M. L. Chamberlin Sec. of the Graduate School	Immaculata College Immaculata	Sister Anastasia Maria Registrar	* Beloit College Beloit	Dr. Lester E. Wiley Head, Dept. of Psychology
* Dayton, University of Dayton	Mr. Lloyd Rensel Guidance Center	* Juniata College Huntingdon	Prof. H. C. Will Chairman, Science Division	Carroll College Waukesha	Prof. Joseph E. Runkel Dept. of Psychology
* Defiance College Defiance	Prof. E. M. Hinds Chairman, Dept. of Psychology	* Lafayette College Easton	Prof. B. W. Kunkel Head, Dept. of Biology	Institute of Paper Chemistry, The Appleton	Dr. J. E. Todd Assistant Dean
* Denison University Granville	Dr. Cyril F. Richards Dean of the College	LaSalle College Philadelphia	Brother D. Vincent, F.S.C. Dept. of Psychology	* Marquette University Milwaukee	Allan C. Siebers Director, Guidance Clinic
Fenn College Cleveland	Prof. Thomas L. Dotson Director, Student Counseling Service	* Lebanon Valley College Annville	Dr. S. Hoffman Derickson Dept. of Biology	Milwaukee-Downer College Milwaukee	Prof. Elda E. Anderson Dept. of Physics
* Findlay College Findlay	Dr. W. C. LeVan Dept. of Biology	* Lehigh University Bethlehem	Dr. H. P. Thomas Head, Dept. of Education	* St. Norbert College West DePere	Rev. P. P. Pritzl Director, Veterans Counseling Center
Heidelberg College Tiffin	Dean F. D. Lemke	* Lincoln University Lincoln University	Dr. Harold F. Grim Dept. of Biology	* State Teachers College Eau Claire	Mr. W. E. Slagg Chairman, Biology Dept.
* Hiram College Hiram	Dean Frederick J. Holter	Marywood College Scranton	Sister M. Cuthbert Dean	State Teachers College Superior	Prof. E. L. Bolender Dept. of Biology
* John Carroll University Cleveland	Rev. E. C. McCue, S.J. Dean	Mercyhurst College Erie	Sister M. Fidelis Head, Dept. of Chemistry	* State of Wisconsin Teachers College Oshkosh	Dr. May M. Beenken Director, Division of Pre-professional Education
* Kent State University Kent	Dr. Raymond M. Clark Dept. of Psychology	* Moravian College and Theological Seminary Bethlehem	Prof. Marlyn A. Rader Dept. of Mathematics	* Wisconsin, University of Madison	Prof. Kai Jensen Dept. of Education
* Kenyon College Gambier	Mr. Stuart R. McGowan Registrar	Moravian Seminary and College for Women Bethlehem	Prof. Rose M. Davis Dept. of English	Ripon College Ripon	Prof. George F. Dudycha Director of Student Personnel
		* Muhlenberg College Allentown	Dr. Carl W. Boyer Director, Personnel Consultation and Test Bureau		

# The Graduate Record Examination

## *Profile Tests*



## A PROSPECTUS

Copyright 1947  
The Graduate Record Office  
Carnegie Foundation for the  
Advancement of Teaching  
New York City

## TO THE CANDIDATE

This Prospectus describes the nature and purpose of the Graduate Record Examination and provides directions for arranging to take it.

### WHY IS THE EXAMINATION DESIRABLE?

Colleges and universities have long recognized the desirability of dependable examinations for measuring the educational attainments of college students. Examinations, however, are of primary importance to you. Their results can reveal what you have attained—what you may expect to undertake with confidence.

Today, when college and professional study is being emphasized more than ever, a valid, objective appraisal of your attainment and ability should be of particular importance to you. Your scores on the Graduate Record Examination should prove valuable to you in one or more of several respects. You may derive satisfaction simply from knowing more definitely where you stand among your fellows. Your scores on the Examination will supplement your college record as evidence of your fitness for graduate or professional study. If you are one of those whose college career was interrupted by the war or whose curriculum was restricted to military purposes, your scores on the Examination will assist you and college officials in reaching an evaluation of your level of educational development. If you had an opportunity during war service to advance your knowledge by means of individual study and observation, your scores on the Examination should reveal this development.

Many leading graduate and professional schools request that whenever possible the Examination results be submitted by students seeking admission. Some institutions have used the Examination results as a partial basis for the awarding of assistantships and scholarships, and for counselling students regarding their educational programs.

### WHAT IS THE GRADUATE RECORD EXAMINATION?

The Graduate Record Examination is a series of tests designed to show the nature and extent of your knowledge and understanding in comparison with that of other college students. The Profile Tests of the Examination cover broadly the principal subjects of a liberal education. There are eight general tests

in the series: Mathematics, Physics, Chemistry, Biological Science, Social Studies (History, Government, and Economics), Literature, Fine Arts, and Verbal Factor (a general vocabulary test). In addition to taking all of the general tests, each candidate takes an Advanced Test in his major field of study. Advanced Tests are now available in twenty different fields of undergraduate study.

All of the tests were prepared by committees selected from the faculties of several colleges and universities. Consequently the tests do not follow the curriculum of any one institution. Without regard to particular courses anywhere, they are broadly conceived as tests of the whole subject.

Instead of examining you on specific courses just completed, the Examination tests you on the content of your mind, on what you have learned and retained, regardless of the source or method of your learning.

#### *The Test Scores are Meaningful*

Your scores on the Examination represent your standing with respect to knowledge in the fields presented. They are the results of your ability to answer questions, to solve problems, and to exercise judgment based on knowledge of the material.

#### *The Scores are Trustworthy*

The scores you receive can be trusted. You will be given approximately six hours to demonstrate your competency. The scores obtained for your performance can be depended upon as a good measure of your status.

A serious defect in some examinations has been that the results vary widely for the same examinees, depending upon who marks the papers. All of the Graduate Record Examination tests are objective. Answers are recorded on special answer sheets which are scored accurately and objectively by machine and checked carefully by expert scoring clerks. Favoritism or opinion do not enter into computing your scores.

#### *The Scores are Significant*

Even though you have a score you can trust, it is meaningless for you unless you also have a significant basis with which to compare it. During the academic year of 1946-47 alone, some 17,000 students took the Profile Tests of the Graduate Record Examination.

The test scores of these students afford a meaningful basis for evaluating your scores. Test scores from these thousands of students are analyzed according

to kind of institutions attended, major department, level of educational experience, sex, age, and vocational goal. Thus there are available many different norms or averages from which you may select those which are significant for you.

#### *The Examination is Too Broad to "Cram"*

The character and scope of the Examination is such that special preparation for it is scarcely possible. An intensive review of college courses will undoubtedly help you to regain the spirit of these subjects in a relatively short time, but to attempt to "cram" new concepts would be futile.

#### *The Examination Requires About Seven Hours to Administer*

Administered in two half-day sessions, the Examination requires approximately six hours of actual working time. The sessions are scheduled on separate days in order to minimize fatigue. Each test in the series is timed separately to insure that you have an opportunity to demonstrate your ability on each test. Although the time limits are generous, it is not expected that each student will complete all of the tests.

### HOW MAY THE EXAMINATION BE TAKEN?

You may take the examination even though you are not enrolled in a college or university.

#### *Application Procedures*

Apply directly to the Graduate Record Office Examiner in your college or university or, in the event you are not enrolled in college, write directly to the Graduate Record Office in New York City. Complete the application materials received from the Examiner or the Graduate Record Office in accordance with the instructions provided. You must register with an Examiner. Do not send your Registration Card or Application Schedule directly to the Graduate Record Office.

#### *When*

The Graduate Record Examination is administered in a nationwide testing program on four regularly-scheduled dates each year.

#### *Where*

More than 700 Examination Centers distributed throughout the United States, Canada, and certain foreign countries administer the Graduate Record Examination. Any recognized college or university

can administer the tests, if you apply in time to enable the institution to make all necessary arrangements.

You may select the Examination Center which is most convenient for you. Candidates in or near New York City may be tested at the Graduate Record Office. A list of Examination Centers in your area will be provided upon request.

#### *Fees*

The basic examination fee is five dollars (\$5.00). Pay this fee to the Examiner only on the day the Examination is given, unless otherwise directed.

The fee must be paid in the form of a personal check or postal money order made payable to the Graduate Record Office. A check or money order with your Admission Card will admit you to the first session of the Examination. Without this fee in the prescribed form, you will not be admitted to the testing room, unless your own college or university has made special arrangements for paying your fee.

Do not bring cash. It will not admit you to the Examination.

### WHAT REPORTS WILL BE MADE?

#### *Personal Report*

**ONE!** Your personal report will include your test record and an interpretative leaflet which instructs you how to compare your scores with those of various groups of students.

#### *Institutional Reports*

**ONE!** Your test record will be sent to one college without further charge. The report of your test performance is strictly confidential. It will be sent to your college or university if you are tested in an institutional testing program.

#### *Additional Reports*

**ANY NUMBER!** Transcripts of your record beyond the one official record sent your college, or the college you designate on the day of testing, will be sent only upon your direction. A fee of one dollar (\$1.00), payable in advance, is charged for each transcript sent.

## SAMPLE TEST QUESTIONS

The following sample test questions are intended to familiarize you with the types of questions used in the Profile Tests of the Graduate Record Examination and with the manner in which responses are recorded on special answer sheets.

### VERBAL FACTOR

#### Sample Directions:

In answering the questions in this test, decide which of the five suggested answers has most nearly the same meaning as the word in heavy type. In each question, one of the suggested answers is definitely better than any of the others. You are to select this best answer.

#### Sample Questions:

1. Persistent
    - 1) unusual
    - 2) repeated
    - 3) ordinary
    - 4) successful
    - 5) illegal
  2. Mores
    - 1) knowledge
    - 2) laws
    - 3) thoughts
    - 4) customs
    - 5) superstitions
  3. Audacious
    - 1) splendid
    - 2) loquacious
    - 3) cautious
    - 4) auspicious
    - 5) presumptuous
- \* \* \* \* \*

In Question 1, suggested answer 2 is the "best" answer. Therefore, space 2 on the sample answer sheet is blackened. Indicate your answers to the other sample questions in a similar manner.

## PHYSICS

#### Sample Directions:

Each of the questions in this test is followed by five suggested answers. You are to select the answer that best answers the question and mark the corresponding space on the answer sheet. Be sure to make your marks heavy.

#### Sample Questions:

6. When both the pressure and absolute temperature of a sample of gas are doubled, the volume of the gas is multiplied by a factor of
  - 1) One
  - 2) Two
  - 3) Eight
  - 4) Four
  - 5) Sixteen
7. Two condensers of 3 and 7 microfarads respectively are connected in series and a 100 volt difference in potential is applied to the combination. What is the potential difference across the 3-microfarad condenser?
  - 1) 21 volts
  - 2) 30 volts
  - 3) 50 volts
  - 4) 70 volts
  - 5) 90 volts

## SOCIAL STUDIES

#### Sample Directions:

The statements in Group I characterize or suggest one of the five words in Group II. Select the word with which each statement is most significantly associated or to which it applies, and mark the corresponding blank on the answer sheet. *Note that an answer may be used more than once.*

#### Sample Questions:

- | Group I   | Group II      |
|---|---------------|
| 8. Worked intimately with Garibaldi.  | 1. Cavour     |
| 9. Believed that Italy could be united through teaching of republican principles to young Italians. | 2. Turgot     |
| 10. Was minister to France during the boyhood of Louis XIV.   | 3. Mazzini    |
|   | 4. Richelieu  |
|   | 5. Allegratti |

## MATHEMATICS

#### Sample Directions:

Some of the problems in this test are followed by four suggested answers and a fifth response, *Answer not given* or *None of the above*. In working these problems, pay no attention to the suggested answer until you have obtained your own answer. There are many problems to which the correct answer is not given. Do not rework a problem simply because your answer is not among those suggested. Instead, mark the fifth space (*Answer not given*) and go on to the next problem.

#### Sample Questions:

11. What shape is the graph of the equation  $3x^2 + 4y^2 + 2x - 5y = 4$ ?
  - 1) Hyperbola
  - 2) Circle
  - 3) Ellipse
  - 4) Parabola
  - 5) Answer not given.
12. One factor of the expression  $6x^3 - 3x^2 - 10x + 5$  is
  - 1)  $2x - 5$
  - 2)  $3x^2 - 2x$
  - 3)  $3x^2 - 5$
  - 4)  $3x + 5$
  - 5)  $2x - 1$

\* \* \* \* \*

### 1948 SCHEDULE FOR INDEPENDENT STUDENTS

TESTING DATES	REGISTRATION DEADLINES
<b>FEBRUARY</b>	
Monday, February 2 Tuesday, February 3	Noon, January 15
<b>MAY</b>	
Monday, May 3 Tuesday, May 4	Noon, April 15
<b>AUGUST</b>	
Monday, August 2 Tuesday, August 3	Noon, July 15
<b>OCTOBER</b>	
Monday, October 25 Tuesday, October 26	Noon, October 7

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

C&HS/FS/Wy  
File No. (724.2)  
(610)  
(602)

November 14, 1947

CIRCULAR LETTER NO. 102-47  
(To All First-Order Stations)

Subject: Resumption of Snow and Ice Bulletin

Snow and ice reports for the "Weekly Weather and Crop Bulletin" will begin this year with those for the 7:30 p.m., observation, Monday, December 8, 1947.

Stations that forwarded reports last year, either by special message or by adding snow depth or ice code groups to their weekly means message, will resume such reports based on the 7:30 p.m., observation, Monday, December 8, 1947. Coding will be in accordance with the "Instructions for Computing and Coding Weekly and Monthly Mean Temperatures, Total Precipitation, Degree Days and Snow and Ice Data, effective September 1, 1944." Reference is also made to Circular Letter No. 20-45, "Transmission of Weekly and Monthly Mean Data on Schedule C." The absence of the snow group will be taken to indicate bare ground and of the ice group that there is not sufficient amount to warrant telegraphing.

Section centers and other collecting points will arrange for opening service under the same conditions as last year. The composite message should reach the Central Office as soon as conveniently possible on Tuesday a.m., beginning December 9, 1947. A report, showing the station's number or order in the telegram, the elevation of each, and their positions plotted on a map, should be submitted by December 2, 1947. It is also desired that rivers, bays, harbors, etc., in which ice measurements are made be given.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



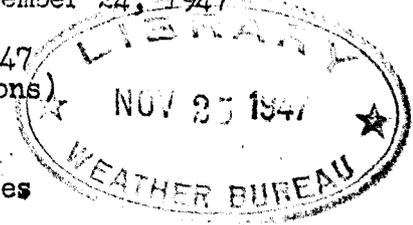
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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

November 24, 1947

SR&F-Kc  
(File No. 610)

CIRCULAR LETTER NO. 103-47  
(To All First Order Stations)



Subject: Increase in Telegraph Rates

Effective October 24 the Federal Communications Commission granted the Western Union Telegraph Company an increase in rates applicable to government domestic telegrams. This increase eliminates the government differential so that hereafter government telegrams will be charged for at a rate equivalent to the commercial rate. This is applicable to all messages in all rate classifications

The increase in telegraphic expense to the Weather Bureau due to elimination of the government differential will be substantial. Economy in the use of communication funds requires that the following steps be taken:

- (1) Use of PBA networks and refile system whenever possible and expedient for administrative messages and messages other than observations, forecasts, warnings and dispatches of an urgent character requiring immediate forwarding.
- (2) Use whenever practicable of day letter, night letter and serial classifications whichever rate is the most appropriate and economical. Day letter and night letter rates afford the advantages of both increased length and lower rate with but little delay in delivery. The composite word count applicable to messages sent "serial" makes it desirable that this classification be used in all cases where two or more messages of the same type, such as forecasts and observations, are to be forwarded within the same 24-hour period. Telegrams should not be sent at "straight" message rates when it is practicable to use one of the special rates mentioned above.
- (3) An examination of present routing of all regular and occasional telegrams (other than observations) by the office of origin, or office of destination in the case of collect messages, to determine whether such messages should be re-routed via TWX or telephone if a saving in cost can thereby be effected.
- (4) A careful appraisal by officials concerned of all forecast and other miscellaneous messages now being sent by telegraph at government expense to determine whether such messages are justified. In this connection it is requested that each Weather Bureau office submit to the Central Office (attention SR&F Division) a list showing all addresses to which such messages are telegraphed on a regular basis (daily or otherwise) at government expense with appropriate recommendations.

The Central Office is making a survey of routings employed in transmitting observations for entry on CAA teletype circuits and other purposes and will communicate with the offices concerned in the event that any change in routing seems desirable.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

November 25, 1947

CIRCULAR LETTER NO. 104-47  
(To all First-order Stations)



File No. 141

Pers.-Fo.

SUBJECT: Candidates for Overseas Assignments

In order to supply forecasters to meet overseas requirements, the Weather Bureau is surveying its present personnel for candidates for possible assignments outside the states. Vacancies now exist at the following locations: Alaska; Guam, Marianna Islands; Lagens, Azores; Los Negros Islands; Manila, P. I.; Wake Island; Narsarssuak, Greenland; Okinawa, R. I., and various stations in Japan.

These overseas positions are in the P-3 grade at \$4149.60 per annum plus approximately 25% foreign allowance. Applicant should plan to remain overseas 12 months unless the project should terminate before that time or there are other reasons beyond his control necessitating his return. Present indications are that some of these stations will not continue after June 30, 1948. The positions at Wake Island and Manila, P. I., will continue for an indefinite period; those in Alaska are regular Weather Bureau positions. If the position to which the employee is assigned is abolished before he has served one year's time, he will be offered reassignment in the States or to other overseas positions.

Desirable qualifications are a Bachelor's Degree with "A" Course or Enlisted Forecasters Course or twenty or more hours of meteorology, and three years of professional meteorological experience including a reasonable amount of aviation forecasting. All airway forecasters in the P-3 grade can qualify. Employees in lower grades, who can meet the above qualifications, are also invited to apply.

No commitment can be made as to the taking of dependents. The employee will have to go alone at first. If he is successful in finding accommodations for dependents, they may follow later at government expense.

Employees who would like to avail themselves of this opportunity to broaden their experience should list as many locations as would be acceptable and send their applications immediately to the Central Office through their respective Regional Offices.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Ch  
(File No. 600.21,  
620.11)

November 26, 1947

CIRCULAR LETTER NO. 105-47  
(To All First-Order Stations)

1

**Subject: Weather Bureau Responsibility in Pilot Briefing.**

From time to time pilots have complained to the Central Office that pre-flight weather advice given them by a Weather Bureau office failed to verify during flight. In the investigating of these complaints, it frequently develops that only sequence weather reports were requested by the pilot and furnished by the briefer. It appears that many pilots are of the opinion that they are checking the weather for a flight when they ask: "What is the weather between here and there?", although it is obvious to Weather Bureau employees that information about current weather alone is often insufficient for safe flight planning.

According to the Civil Aeronautics Act of 1938, "In order to promote the safety and efficiency of aircraft to the highest possible degree", the Weather Bureau is responsible for weather service on civil airways, and this responsibility requires the furnishing of such reports, forecasts, warnings and advices as will result in safety in air navigation. Weather Bureau personnel briefing pilots should keep in mind that our responsibility in briefing pilots does not cease with furnishing sequence reports, even though the pilot fails to request any further information. It is incumbent upon Weather Bureau personnel to supply forecasts, as well as current weather information, when briefing pilots.

It is suggested, therefore, that in response to requests for current weather, Weather Bureau personnel provide both forecasts and current weather information. By giving some attention to phrasing of the advices, it should be possible to present a clear, well-integrated picture to the pilot. For example; in response to, "What's the weather at Pittsburg?", a statement may be made that, "At 10:30 Pittsburg was reporting fourteen hundred overcast six miles with light rain, but it is anticipated that ceilings will lower to seven hundred and visibility to one mile, with gusty surface wind in squalls for a couple of hours beginning about noon. It is expected that weather will improve during the middle and late afternoon to eighteen hundred scattered, visibility ten miles with fifteen to twenty-mile northwest winds".

It is believed that this special effort to insure the release of more complete weather information will help to meet our obligation for increased air safety.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Librarian*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
WASHINGTON 25

LAT/THE/Re  
(File No. 451.7)

November 26, 1947

CIRCULAR LETTER NO. 106-47  
(To all First Order Stations)

Subject: Transportation of helium gas and return of empty cylinders.

Reference: Circular Letter No. 72-45 dated September 19, 1945,  
(LAT:THE:No)

The statement quoted in the referenced circular letter applies to freight shipments, and should appear on all copies of the bill of lading when empty cylinders are returned by the delivering carrier, in order to take advantage of the one-half return rate.

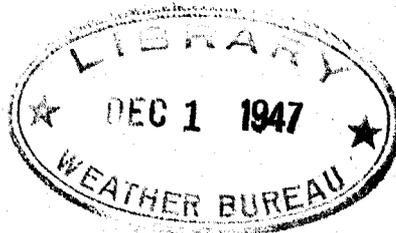
When empty cylinders are returned by other than the delivering carrier, all copies of the bill of lading should bear the following statement:

"The empty cylinders listed herein are not returned by the delivering carrier for the \_\_\_\_\_ reasons."

This information is necessary for the General Accounting Office in determining the reasons for not taking advantage of the one-half return rate.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.



*Subram*

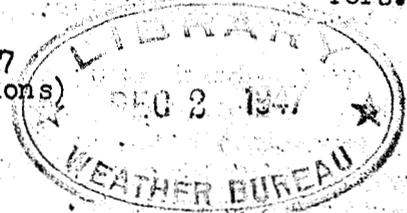
UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington, D.C.

File No. 130.3

November 28, 1947

Pers.-fo.

CIRCULAR LETTER NO. 107-47  
(To all First-order Stations)



Subject: Leave Without Pay to Attend School.

In forwarding to the Department of Commerce for approval requests for leave without pay to attend school, we have recommended favorable action whenever possible. In only a few cases, where the courses to be taken were entirely unrelated to Bureau work and where there seemed to be little intent to return to the Bureau, has it seemed advisable to deny requests. Recently requests have been much more numerous than had been expected with the result that so many employees are now on LWOP that it has become difficult to maintain a desirable level of operational efficiency in weather service. It is suggested that those who are now making plans to go to school consider whether the subjects they will take will be of direct value in Weather Bureau work, and whether best results will be obtained by going to school now or at some later date.

Sub-professional employees hoping to qualify for professional assignments should seriously consider attending schools offering fairly complete meteorology courses. The number of employees and applicants having more than twenty semester hours of meteorology is steadily increasing with the result that a college degree in sciences other than meteorology will in most cases prove insufficient to meet the increasing competition for professional positions. Before requesting LWOP, those who are planning to take courses which do not include meteorology should carefully consider whether they are hoping to improve their chances for more responsible Weather Bureau positions or are planning to train for some other line of work.

Temporary or war service employees who plan to prepare for some other line of work or who are uncertain about returning to the Bureau after attending school will find little advantage to leave without pay as compared with separation by resignation. When an employee's name comes to the top of the register, he will be offered a probational appointment only if his former supervisor and Official in Charge recommend it on the basis of previous service. Being on LWOP would not guarantee such an offer and a previous resignation for the purpose of continuing his academic training would not adversely affect the chances of being given an offer. As the sub-professional register is now being set up and the professional register will be established before any who might now request leave would be returning from school, it is suggested that temporary and war service employees who wish to go to school and who are uncertain about returning to the Bureau consider resignation rather than LWOP.

Professionals and sub-professionals alike, who plan to attend schools offering meteorology, would do well to inquire into the size of the classes before completing their plans, and requesting leave. In some schools the classes are so large that it might be to the employee's advantage to defer

his schooling until classroom situations become more nearly normal. Where it is found that classes are small enough that good results may be expected from the time spent in school, employees are encouraged to take advantage of the opportunity for additional meteorological training.

It is not the purpose of this letter to dissuade anyone who is planning to go to school to add to his value to the Bureau and increase his opportunity for advancement but, on the contrary, it is intended to make sure that the granting of LWOP requests for this purpose will not be precluded by too many miscellaneous requests.

A handwritten signature in cursive script, reading "F. W. Reichelderfer". The signature is written in dark ink and is positioned to the right of the typed name.

F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr:We

File No. 610- December 1, 1947

CIRCULAR LETTER NO. 108-47  
(To All Stations)

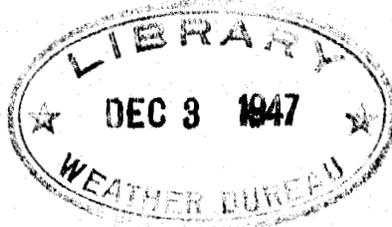
Subject: Canadian Stations Transmitting 850-Millibar  
Data

Effective December 1, 1947, the following Canadian stations  
will include the height of the 850-millibar surface in their  
synoptic reports:

Old Glory Mountain, B.C.  
Carmi, B. C.  
Cowley, Alta  
Calgary, Alta  
Jasper, Alta  
Dog Creek, B. C.  
Rocky Mountain House, Alta  
Aishihik, Y. T.  
Lethbridge, Alta  
Cranbrook, B. C.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau



United States Department of Commerce  
Weather Bureau  
Washington

SR&F-Hu

December 16, 1947.

C  
O  
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Attachment to Circular Letter No. 109-47  
(To All First Order Stations)

T R E A S U R Y D E P A R T M E N T  
Bureau of Federal Supply  
Washington 25

Office of the Director

December 16, 1947

CIRCULAR LETTER B-73

TO: Heads of Departments and Establishments  
FROM: Clifton E. Mack, Director, Bureau of Federal Supply  
SUBJECT: Commercial Telegraph Priorities

By agreement among the Western Union Telegraph Company the Federal Communications Commission and the various Government agencies, the mandatory giving of priorities on all Government domestic telegraph traffic by the Western Union Telegraph Company was cancelled and an agreement made that the Company would give priority only on request. It will therefore now be necessary for all agencies to mark messages requiring preferred handling as indicated by the following instructions being issued by the Western Union Telegraph Company to its offices throughout the continental United States.

For Government full rate and serial messages filed over teleprinter tieline, the sender should indicate priority handling is desired by placing the symbol "XV" on the message and transmit this symbol immediately preceding the message check and separated from it by two spaces. Example: Government agency served by teleprinter tieline with call letters "GB" should transmit "GBI XV 23 GOVT" to obtain priority handling.

For such Government messages picked up by messenger or filed over the counter, the sender should indicate priority handling is desired by conspicuously endorsing the symbol "PRIORITY" on the message blank, preferably in an open space below the message blank heading.

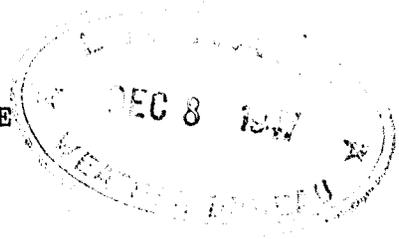
For such messages filed by telephone, the sender should indicate priority handling is desired by informing the recording operator to that effect.

Your cooperation in complying with this new procedure will result in continued preferred service on all traffic requiring expeditious handling.

(s) Clifton E. Mack  
Director, Bureau of Federal Supply.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington



SR&F-Ch  
(File No. 601.2)

December 4, 1947.

CIRCULAR LETTER NO. 110-47  
(To All First-Order Stations)

Subject: Landing Minimums at Fields using CAA  
Instrument Landing Aids.

The CAA has just announced that eleven airlines have been authorized to utilize instrument landing aids in making landings at forty-one cities. Aircraft landing under these conditions will be permitted to operate under appreciably lower minimums than is the case when the aids are not used. One airline has been authorized to lower its landing minimums to 200 feet ceiling and half a mile visibility, while the other ten airlines have authority to lower operating minimums to ceilings of 300 feet and visibility of three-quarters of a mile.

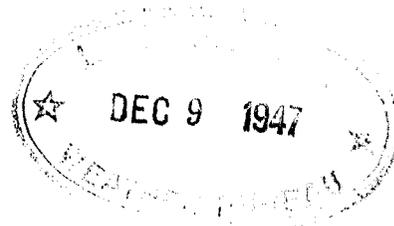
Both observers and forecasters should be aware of the lowered minimums occasioned by the installation of this equipment and should recognize these new critical values in filing special observations and in writing forecasts. At present the equipment is in operation, and its use has been authorized at the following cities:

Hartford	Atlanta	Memphis	Tulsa
New York	Knoxville	Jackson	Wichita
Newark	Cincinnati	New Orleans	Amarillo
Philadelphia	Dayton	Brownsville	El Paso
Washington	Indianapolis	Houston	Albuquerque
Raleigh	Erie	Austin	Denver
Charleston	Buffalo	San Antonio	Cheyenne
Boston	Detroit	Dallas	Arcata
Jacksonville	Chicago	Fort Worth	Los Angeles
Tallahassee	St. Louis	Oklahoma City	Columbus
			Nashville

The CAA is continuing its program of installing additional instrument landing systems, and Weather Bureau personnel should be alert to recognize the inauguration of their use.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25



MPO/lmb  
(File No. 010.5, 030.)

December 5, 1947

CIRCULAR LETTER NO. 111 -47  
(To All First Order Stations)

Subject: Release of Circular Letters or Information  
Contained Therein to the Public.

Recently it has come to our attention that Circular Letters have been made available to persons outside of the Weather Bureau who did not have any official connection with the Bureau. This practice can result in embarrassment to the Bureau; in fact, it has already done so on one occasion.

Circular Letters are issued primarily for official use within the Bureau. Frequently these letters of instruction contain statements of policy for the guidance of personnel responsible for operations. Also, it is often necessary to include a frank discussion of operating problems so that field personnel may be in better position to exercise independent judgment. Naturally, information of this type, while not necessarily confidential or secret, should not be released to the public. Misinterpretation or a lack of knowledge and understanding of the factors and reasons underlying statements contained in Circular Letters may lead to unjust criticism of the Bureau or may force the Bureau to undertake responsibilities or engage in additional activities it cannot readily support at the time.

Cooperation of field personnel is requested in retaining for official use only information given in Circular Letters except in cases where it is obvious that the information is intended for public dissemination.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

Opr-A  
(File No. 604)

December 8, 1947

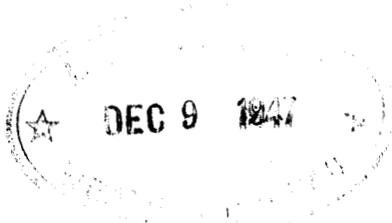
CIRCULAR LETTER NO. 112-47  
(To All First Order Stations)

Subject: Atlantic Weather Ship Station Baker.

The operation of the subject station (56°30'N, 51°00'W) was begun by the Canadian Government on November 26, 1947. The vessel at this station is scheduled to remain until December 17, resuming operation of Station Baker on January 12, 1948. At the present time no relief vessel is available for this station.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau



*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Ch  
(File No. 622.5)

December 9, 1947

CIRCULAR LETTER NO. 113-47  
(To All First-Order Stations)

DEC 11 1947

Subject: Singing Weather Forecast Radio Commercials.

Since the issuance of Circular Letter No. 50-47, dated June 18, 1947, several items have appeared in entertainment and radio trade magazines with reference to the Weather Bureau's attitude toward singing weather forecast commercials as a means of broadcasting official weather forecasts. A recent item implies that the Weather Bureau has withdrawn its objections.

There was a conference in Washington, in October, attended by Central Office officials and the producer of one set of the singing weather forecast commercials and his representatives. In the discussion, Weather Bureau officials pointed out that the commercially prepared recordings are inadequate for broadcasting exact Weather Bureau forecasts, and several specific instances of erroneous presentations were cited. Following the conference, a letter restating the Weather Bureau's position in this matter was sent to the National Association of Broadcasters. The Weather Bureau made it clear that it does not favor the broadcast of incomplete forecasts or paraphrasing of the forecasts. Recordings in the nature of those in question are deemed objectionable because they can rarely, if ever, give complete or exact indication of the Weather Bureau's official forecasts. Commercials of this nature present the Weather Bureau forecast in a more or less distorted form.

We believe it is in the public interest to have the official forecast quoted verbatim wherever possible in order to express the exact intent of the forecaster. It will continue to be the policy of the Bureau to request the cooperation of radio and press with this purpose in view.

While local officials are requested to discourage the use of the singing weather forecast commercials by local radio stations and advertisers, tact must be exercised so as not to incur the ill will of broadcasting stations, as it is the desire of the Bureau to maintain its cooperative relations with the radio industry. The Bureau appreciates the fact that the radio industry has been of tremendous value in the handling of weather information, forecasts, and warnings of vital importance to the public, and desires its continued cooperation in performing this important service which frequently involves the safety of life and property, including crops and livestock.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25



Pers.-ng.  
File 100

December 15, 1947

CIRCULAR LETTER NO. 114-47  
(To all First-Order Stations)

Subject: Loyalty Investigation Forms for New Appointees after  
September 30, 1947.

NOTE: This Circular Letter cancels MAL, same subject as  
above, dated September 26, 1947.

Chapter I-2, pages 9 - 12 inclusive, Federal Personnel Manual, outlines general requirements for loyalty investigations for new appointees who enter on duty after September 30, 1947. Paragraph (A), pages I-2-10, lists the procedural instructions to be followed.

Briefly, the instructions require that SF-57, SF-85, and SF-87 be obtained for each employee appointed after September 30, 1947 and that the forms be transmitted to the appropriate regional office of the Civil Service Commission. No letter of transmittal is required but the office which prepares the official initial appointment fanfold will type thereon, "Forms SF-57, 85 and 87 forwarded to Civil Service Commission (date)". The last copy of SF-85 (signed by the employee) will be transmitted to the Central Office for inclusion in the employee's official personnel folder.

It is suggested that Regional Offices obtain an extra copy of SF-57, over and above their current requirements, so that all files may be complete during the period the Civil Service Commission retains the SF-57 transmitted to it.

A limited supply (1000) of the new forms SF-85 and 87 has been obtained and a small quantity has been forwarded to each Regional Office. This should cover minimum needs for several months if care is exercised in their distribution and preparation. Additional supplies have been ordered and will be provided when received.

When the following types of appointments are effected, the necessary loyalty forms will be secured and disposed of as indicated:

1. Appointment is made within a Region and the fanfold is prepared by the Regional Office. The Regional Office will secure the forms and forward them to the Civil Service Regional Office servicing that area.
2. Appointment is made to a position within a Region and the fanfold is prepared by the Central Office (professional, CAF-8 and over, CPC-9 and over, etc.). In such cases the Central Office will forward to the Regional Office a copy of Form 57\*. When the appointee reports for duty, Forms 85 and 87 will be secured from him. Then the three forms will be

forwarded by the Regional Office to the Civil Service Regional Office servicing that area. After submission of the forms, the Regional Office will notify the Central Office of the date they were transmitted so that the fanfold may be properly completed. This notification should be made at the same time the e.o.d. date is reported.

3. A person is appointed at the request of the Central Office at a domestic station for immediate transfer outside the continental limits of the United States and the appointment fanfold is to be prepared by the Regional Office. The Central Office will forward a copy of Form 57\* to the Regional Office and Forms 85 and 87 will be secured from the appointee. The three forms will then be sent by the Regional Office to the Civil Service Regional Office servicing that area.

At the present time, appointments are not being made under this procedure, however, it is possible that it might be used again some time in the future.

4. A person is recruited by the Anchorage Regional Office through a Weather Bureau office in the States for direct appointment to Alaska and the appointment fanfold is to be prepared by Regional Office, Anchorage. Regional Office, Anchorage will secure the forms prior to beginning of travel of the appointee and, after the effective date of the appointment is determined, will submit them to the Civil Service Regional Office, Seattle, Washington.
5. A person is recruited by the Central Office through a Weather Bureau office in the States for direct appointment outside and the fanfold is prepared by the Central Office. In such cases it will not be necessary for the Weather Bureau office to secure Forms 57, unless requested. The office securing the appointment papers will obtain Forms 85 and 87 and forward them to the Central Office along with the others. If the Oath of Office is taken at a Weather Bureau office subsequent to the time the papers are forwarded to the Central Office, the Central Office is to be immediately advised by telegraph the date of the Oath.

NOTE: In all cases the loyalty forms should be secured prior to official entrance on duty so that any irregularities may be discovered. In 4 and 5, above, the three days allowed for submission of the forms to the Civil Service Commission is not to be strictly construed but any unnecessary delay should be eliminated. \*If Form 57 is more than sixty days old, current information should be furnished on a separate sheet of paper signed by the appointee and attached to the form.



F. W. Reichelderfer,  
Chief of Bureau.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25



MPO/GDM/lmb  
(File No. 102.4)

December 15, 1947

CIRCULAR LETTER NO. 115-47  
(To All First Order Stations)

Subject: Half-Holiday on December 24, 1947.

Executive Order No. 9907 of December 2, 1947 provides for excusing employees from duty for one half day on December 24, 1947.

Pursuant to the provisions of this Order, the Department of Commerce has issued instructions to the effect that all Department of Commerce installations, both departmental and field, shall be closed during the last half of the standard work day on December 24, wherever possible. All employees, whether working the standard work day or engaged in multiple shift activities, shall be excused from duty after completing one-half day's work, provided that employees may be required to perform a full day's work when necessary because of continuing operations, exigencies of service, or requirements of law. Accordingly, officials in charge are authorized to excuse all employees from duty for the last half of the work day for December 24, except those required to maintain essential operations such as forecasting and observing.

Employees required to perform duty during the half day for which they would otherwise be excused under this Order, are entitled to compensation at holiday rates for such duty up to four hours in excess of the first four hours worked on that day; for example, an employee starting a tour of duty at 7:00 p.m. December 23 and ending after three hours December 24 and another tour of duty at 7:00 p.m. December 24 and ending after three hours December 25 will be entitled to nine hours regular and seven hours holiday pay for the two tours of duty if the holidays fall within the employee's regular work week. Compensatory time off may not be granted for the last four hours worked on December 24.

Four hours annual or sick leave or compensatory time or eight hours LWOP will be charged if an employee does not work on December 24.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

*Library*

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington



GR&F-Ch.  
(File No. 500.1)

December 15, 1947

CIRCULAR LETTER NO. 116-47  
(To All First-Order Stations)

Subject: Altitude of airports and landing strips.

In the investigation of a recent complaint concerning aviation weather service, it developed that the forecast error resulted from inaccurate information concerning the altitude of an airport. This discrepancy of 1,500 feet resulted in forecasting an adequate ceiling when, in fact, the ceiling was near zero. A mistake of this character could contribute to a serious accident.

It is suggested that when requests are received for briefing into a field, the elevation of which is unknown to the briefer, reference be made to a tabulation of airport altitudes. One source of this information is the bi-monthly Airmans' Guide.

*F. W. Reichelderfer*

F. W. Reichelderfer,  
Chief of Bureau.

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F - Hew  
(File No. 610)

December 16, 1947

CIRCULAR LETTER NO. 117-47  
(To all Stations)

Subject: Transmission of 24-hour amounts of precipitation.

References: Circular Letters 72-43, 96-43, 10-44.

Beginning with the 1930 EST observation on January 1, 1948, the amount of precipitation for the 24-hour period ending at 1930 EST (0.01 inch or more) will be included in the 1930 EST synoptic reports transmitted on Service "C". Procedures now in effect for reporting 24-hour amounts at 0730 EST will be used. (See reference circulars).

Denver will prepare an evening precipitation bulletin for Service "C" transmission in the same form as now used for the morning bulletin. Arrangements are being made for scheduling this bulletin at 2130 - 2134 EST.

The present morning rainfall bulletins prepared by river forecast centers from Service "A" reports will be continued but, for the present, it is not planned to issue them in the evening.

Stations using Form 1083 will enter the 24-hour amount for the period 1931 EST to 1930 EST on the forms beneath the present 0730 EST 24-hour entries.

Reporting of 24-hour amounts at 0730 EST will continue without change.

*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

DEC 17 1947

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

(File No. 451.7)

Opr:We  
December 16, 1947

CIRCULAR LETTER NO. 119-47  
(To all first- and second-order stations)

**Subject: Discontinuance of Quarterly Helium Reports to Navy**

Effective immediately, the Quarterly Reports of Helium Cylinder Shipments (Form 1415A) should be discontinued for the Navy-type cylinders. The quarterly reports for Bureau of Mines' cylinders should continue to be submitted as in the past.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

DEC 14 1947

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UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D.C.

Pers:Tr-Lo  
(File No. 622.5,  
031.1)

December 17, 1947

CIRCULAR LETTER NO. 120-47  
(To All First-Order Stations)

Subject: Broadcast Training.

A program to assist the stations in their training of personnel to broadcast weather reports is formulating in the Central Office. The need for assistance to the field stations in this field has been recognized for a long time and a definite program is shaping up with the installation of a broadcast training studio in the Central Office and the procurement of recording equipment for speech training.

Pending the initiation of a training program in your area, the Training Section is arranging for personnel who are broadcasting or contemplating direct broadcasts, to have access to the book, "Effective Radio Speaking" by Hoffman and Rogers. Two copies of this book are now available at each Regional Office, and they will be circulated to stations for study.

The Broadcast Unit of the Central Office Training Section will be pleased to assist all stations in any way possible to improve their broadcasts. The proposed training program will include the recording of field broadcasts for self-analysis, together with suggestions for improvement from the Training Section. The program will be coordinated through the Area Training Offices as part of the overall training program.

*F. W. Reichelderfer*

F. W. Reichelderfer  
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

File No. 150.5  
Pers.-Fo.

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December 17, 1947

CIRCULAR LETTER NO. 121-47  
(To all First-order Stations)

SUBJECT: Changes in the Efficiency Rating System

The Civil Service Commission recently announced changes in the efficiency rating system which will go into effect in the Bureaus of the Department of Commerce on January 1, 1948. The major change is the elimination of special ratings. Under the new regulations, there will be but 2 types of official ratings, Entrance and Regular.

An Entrance Rating is an efficiency rating given to an employee when first assigned to a position. If the employee has a current official rating based on work in the position previously held, he shall be given that rating as his Entrance Rating (except that if his previous rating was unsatisfactory his entrance rating for the new position shall be fair. If the employee has no previous official rating his Entrance Rating shall be good.) Accordingly, under this regulation a new appointee is assigned a rating of good when he enters on duty.

A Regular Rating is an efficiency rating based on at least 90 calendar days of service required to be made 6 months after the appointment or change in position of an employee, and annually thereafter. The Regular Rating shall be made for every employee 6 months after probational appointment, 6 months after each change to a position of different service, class, or grade and annually thereafter as of March 31. The annual rating for employees who have had no regular rating made during the previous 3 months will continue to be made on March 31.

Another important change is the recommendation that advance warning should be given to employees to whom there is planned to give fair or unsatisfactory ratings. The warning preferably should be given not less than 3 months and not more than 6 months prior to March 31, 1948 when a regular rating is due. While such warnings are not compulsory under the new regulations the fact that Efficiency Rating Boards of Review are authorized to consider whether or not a warning notice was given as appropriate evidence in connection with appeals from employees makes it important to give such notices. Supervisors should be cautioned that such warning notices should be issued before January 1 to employees to whom they are planning to give fair or unsatisfactory ratings. The warning should specifically inform the employee:

- a. How his performance fails to meet requirements.
- b. How he may improve his performance.
- c. That he has the opportunity to bring about such improvement.
- d. That he will receive a fair or unsatisfactory rating if his performance does not improve to meet required standards.

Detailed procedural instructions relative to the preparation of efficiency ratings for the period ending March 31, 1948 will be the subject of another Circular Letter.

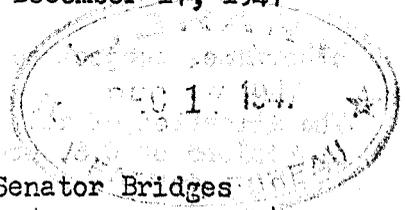
*F. W. Reichelderfer*  
F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25

I'PO/GDI/ilcC  
(File No. 100)

December 17, 1947

CIRCULAR LETTER NO. 122-47  
(To all Employees)



Subject: Information required for Report to Senator Bridges

The Secretary of Commerce has received the following telegram, dated December 11, from Senator Bridges, Chairman of the Senate Appropriations Committee:

"With respect to all executive, professional, scientific, consultant, and CAF grades 11-16 personnel in your department or any unit thereof, you are hereby requested to obtain and furnish forthwith to the Senate Appropriations Committee the following information as to whether such personnel, in any capacity, has purchased, sold or dealt in any commodity included in any government purchase program in futures or commodities themselves, directly or indirectly, or as beneficiaries under any trust or through any corporation or any other device, in the period from July 1, 1946 to and including the date hereof. State the name of purchaser, address of purchaser, date of purchase, name of commodity or future, amount purchased, date of sale, purchase price and sale price."

Accordingly, each employee in grades P-1 through P-8, SP-6 through SP-8, and CAF-11 through CAF-16, is required to furnish to the head of his office information as to whether or not between July 1, 1946 and December 11, 1947 he has engaged in any transaction of the kind described in the telegram. If the answer is in the affirmative, full details as required by the telegram must be supplied by the employee concerned.

Each chief of division, official in charge of station, and regional director, will report, at once, by wire or written communication in keeping with the dates specified below, indicating with respect to his individual unit or office; (a) whether any employee in the categories named has traded in commodities as indicated in the quoted telegram, and (b) if any has so traded, will give the names of those employees, subject to full confidential report by each such employee to be immediately forwarded to the Central Office by airmail, marked for "Assistant Chief for Administration".

~~Reports covering~~ Reports covering all Weather Bureau employees in the Washington area in the grades specified are required to be furnished as specified above not later than 10:00 a.m., Thursday, December 18. In the case of field employees, summary reports must be received in the Central Office not later than Monday morning, December 22, and any affirmative individual reports as soon as airmail can deliver them.

Supervisors, officials in charge, or other administrative heads, will be held responsible for communicating this request to employees off duty, on leave, or otherwise absent (except extended leave without pay), and for making every effort to assure that these employees will comply with the request. Negative reports may be received informally by telephone or

otherwise, subject to written confirmation.

The attention of all employees covered by this inquiry is called to the provisions of U.S. Code, Title 18, Par. 80, which reads in part as follows:

"...whoever shall knowingly and willfully falsify or conceal or cover up by any trick, scheme, or device, a material fact or make or cause to be made any false or fraudulent statements or representations...in any matter within the jurisdiction of any department or agency of the United States or any corporation in which the United States of America is a stockholder shall be fined not more than \$10,000 or imprisoned not more than ten years or both."

In the case of each employee who certifies that he has not conducted a transaction of the sort indicated, a signed statement as follows will be filed with the supervisory official in support of summary report called for above. All such negative statements will be held in local files subject to call or review.

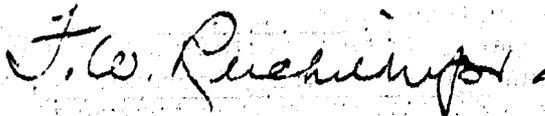
STATEMENT

Place of Assignment \_\_\_\_\_ Date \_\_\_\_\_

I affirm, with knowledge of the pertinent provisions of U.S. Code, Title 18, Par. 80, that I have not in any manner whatsoever, engaged or participated in any speculative transaction in commodities, as defined in Weather Bureau Circular Letter No. 122-47, in the period July 1, 1946 to December 11, 1947.

\_\_\_\_\_  
(Signature)

This matter is urgent and should be attended to promptly. It is of the utmost importance that delay in supplying the information be avoided and that compliance be made with the deadline dates specified in this Circular Letter. If all employees cannot be reached within the time indicated for reply, add information to that effect, with names, in making first summary report called for above, and supply later information as soon as possible.



F. W. Reichelderfer,  
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

C&HS/FS/Mo  
File No. 750

December 24, 1947

CIRCULAR LETTER NO. 123-47  
(To All First-Order Stations)

Subject: Forms 1001 And 1014 For The Year 1948

Forms 1001 and 1014 will continue to be used as the official climatological record through the year 1948 at all first-order stations now preparing these forms. The date for general elimination of Forms 1001 and 1014 has been tentatively set as January 1 1949. In the meantime, however, every effort will be made to relieve local stations of such tasks as computing pilot balloon wind resultants and radiosonde summary sheets before the end of 1948. It is expected that WRPC's will also take over the preparation of Forms 1030 for most stations, especially the smaller stations, before the end of 1948.

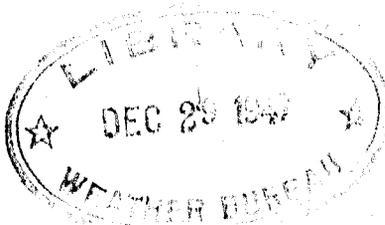
Annual requisitions for Forms 1001, 1002, 1003 and Instructions for Meteorological Forms were filled by shipments made during November. Forms 1014 for all stations were mailed prior to December 15, 1947.

Through a misunderstanding between the Government Printing Office and the Central Office two copies of Form 1014 were sent to certain stations. Offices receiving two copies of Form 1014 should return one copy to the Central Office immediately upon receipt of the second copy.

Any station which has not received a copy of Form 1014 by the 26th of December should inform the Central Office by Air Mail.



F. W. Reichelderfer,  
Chief of Bureau



UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington

SR&F-Ch.  
(File No. 622,5)

December 29, 1947

CIRCULAR LETTER NO. 124-47  
(To All First-Order Stations)

Subject: Direct Radio Broadcasts.

The rapid growth in the number of weather broadcasts by means of radio microphones installed at Weather Bureau offices since 1945 has been encouraging as an indication of the public desire to obtain the latest possible information about weather directly from official sources. According to latest available figures, direct radio broadcasts are being made daily from 132 Weather Bureau offices over 175 radio stations throughout the country. The development of our radio program is the result of cooperation between field Weather Bureau personnel and the radio stations. As indicated in previous circular letters, the Weather Bureau sincerely appreciates the cooperation of the radio industry in helping render one of our most important services to the public.

With the extraordinary growth and popularity of this aspect of Weather Bureau service, a number of problems have arisen which have necessitated a review of the policies involved in carrying on this program. Questions of work load, staffing, demands of other service programs of the Bureau, and competition for desirable broadcast periods on the part of radio stations, as well as the increasing number of radio stations, are some of the factors which must be considered in outlining policy to be followed in the field in dealing with this subject. Present policy governing the matter of direct radio broadcasts is set forth by the following items:

1. Authority should be obtained from the Central Office in advance of arrangements for new direct radio broadcasts from local Weather Bureau offices. Weather Bureau Form No. 1040 will be used for reporting new broadcasts and significant changes in established broadcast programs of all kinds.

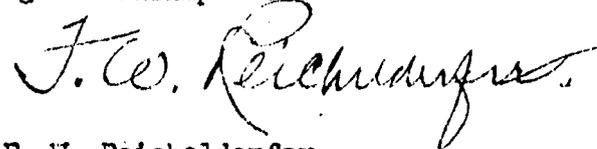
2. Requests for authority to inaugurate new direct radio broadcasts should be supported by statements indicating whether the staff of the local office is adequate to undertake the new program and whether any impairment to other local service may result from such new program.

3. In further extension of this program, local offices should so far as possible avoid undertaking more broadcast programs than one for each 6-hourly synoptic collection. But no request for a new direct broadcast program should be turned down without first reporting it to the Central Office with recommendations and after receiving subsequent instructions.

4. When one or more radio stations are already carrying direct radio broadcasts and another radio station desires to have direct radio broadcasts made from the same 6-hourly synoptic collection, the applicant for the new program should share with the station which has already been rendering such service, either (a) the same time, by making simultaneous broadcasts, or (b) the same script (modified as necessary to present the latest available information) for verbatim use by radio station personnel when simultaneous broadcasts are not feasible.

5. In general, the Weather Bureau prefers to have direct radio broadcasts made without including commercial sponsorship in the broadcast. However, as indicated in the Multiple Address Letter of January 8, 1941, sponsorship of broadcasts is permissible. In some cases, sponsorship may be desirable because sponsored programs usually can be maintained with regularity and can be scheduled for periods which insure a maximum listening audience. Radio stations presumably realize that the success of sponsored weather broadcasts depends to some extent on the discretion of broadcast stations in securing creditable sponsors and keeping the length of advertising announcements to a reasonable minimum. Some radio stations, instead of having direct radio broadcasts sponsored by advertisers, make it a practice to sell time for spot announcements immediately before or after the weather broadcast, inasmuch as the same audience will usually be listening at those periods as during the weather broadcast. Commercially sponsored direct broadcasts require rendition in triplicate of an agreement form by the radio station and local Weather Bureau office concerned. Weather Bureau Form 5033-A-Mis. is used where the participating office is a district forecast center; otherwise, Weather Bureau Form 5033-B is appropriate. Blank forms may be obtained from the Central Office.

The above outline of policy is not intended to cause broad-scale readjustments in service which might create dissatisfaction on the part of radio stations now being served. It is intended to guide Weather Bureau offices confronted with additional demands difficult or impossible to supply individually and to assist in adjustments where the existing programs are working a hardship on Weather Bureau personnel.



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Chief of Bureau.