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UNITED STATES DEPARTMENT OF COMMERCE
U. S. WEATHER BUREAU
Washington 25

January 2, 1953

AO-1

File: 053.2
054.2

CIRCULAR LETTERS(NO. 1-53). 1953

Subject: Retention of Circular Letters

(CL 1-53 Retention of Circular Letters)

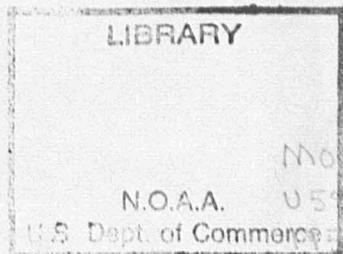
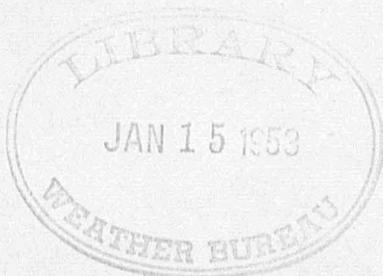
Attached to this letter is a list of Circular Letters in effect on January 1, 1953. All Circular Letters not listed in the attachment to this letter should be removed from files and destroyed.

A revised alphabetical index to cover the Circular Letters given in the attachment to this letter will be issued shortly.

F. W. Reichelderfer
Chief of Bureau

Attachment

RAREBOOK
QB
875
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1953



Washington, D. C.
1/2/53

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National Oceanic and Atmospheric Administration Weather Bureau Circular Letters

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December 6, 2007

Attachment to Circular Letter 1-53

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

January 2, 1953

AO-1

Circular Letters for Years 1940-52
in effect on January 1, 1953

Serial Number	Date of Issue	Issued by	Subject	File Number
11-40	7/17/40	SR&F-wi	Credit for Weather Forecasts & Data Published in Newspapers	
71-41	6/17/41	Chief-ms	Official Visits by Representatives of Government Departments & Bureaus	070.1 (030.6)
96-41	8/6/41	Adm-Er	Tentative Instructions for the Operation, Identification, etc., of Government Motor Vehicles	490
9-42	1/20/42	Chief-Ka	Handling of Secret & Confidential Information	000 (080)
24-43	3/3/43	SR&F-Ev	Preparation and Use of Washington Map Analysis and Supplementary Transmissions	600.00
48-43	5/18/43	Pers-Gr	Effective Dates of Personnel Actions	100
83-43	8/25/43	SR&F-Ke	Approval Required for New Codes	610.3
39-44	5/8/44	SR&F-Wi	Description of CTK Air Mass Designator as Used by the Analysis Center	600.00
47-44	6/14/44	SR&F-Iv	Changes in Forecasts on Automatic Telephone	622.11
54-44	6/27/44	SR&F-Gr	Special Advises & Forecasts for Agriculture	622.1 (622.5)
85-44	11/20/44	SR&F-Ke	Continuity in Weather Information Released to Press & Radio	621.5 (620.1)
26-45	3/26/45	SR&F-Jm	Amendments to "Preparation of Weather Maps"	730.4
45-45	5/10/45	Asst Ch Adm-Hi	Regional Authority to issue Letters of Authority for Employment of Emergency Assistance	103

Serial Number	Date of Issue	Issued by	Subject	File Number
21-46	3/27/46	Asst Ch Adm-McC	Discontinuance of WB Forms 2022 & 2023, Reports on Employment of Emergency Assistance	103 (750)
36-46	5/13/46	Pers-Ma	Citizenship	100
38-46	5/14/46	SR&F-Ko	Forwarding Copies of Daily Weather Bulletins to Central Office	730.5
39-46	5/14/46	Pers-CO	Duty Status - New Employees	102.4 (202)
70-46	8/21/46	Chf-Wd	Interdepartmental Policy on Publication of Weather Forecasts	620.1 (622.1) (622.2) (621.5)
73-46	9/18/46	SR&F-Ev	Broadcast of Local Terminal Forecasts over CAA Range Stations	622.5 (620.11)
95-46	11/22/46	Asst Ch Adm-He	Use of Automotive Equipment	080.1 (480)
5-47	1/22/47	Chf-Ta	Alleged Interference in the Reporting of Weather for Aircraft Clearances	603.51
15-47	3/11/47	SR&F-Be	Specialized Forecasts and Advices for Agriculture	620.43
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
35-47	5/12/47	MPO-lmb	Registration of Field Personnel Visiting the Central Office	030.6
46-47	6/9/47	Instr-Br	Raob, Rason and Cellometer Programs	080 451.1 451.2 031.1 601.4
55-47	7/7/47	SSS-in	Artificial Inducement of Precipitation	045
65-47	8/4/47	SR&F-cjc	Code for Transmission of Micro-seismic Data	040 610.3 621.6

Serial Number	Date of Issue	Issued by	Subject	File Number
70-47	8/18/47	Pers-Fo	Appointment of sub-professionals directly to stations in Alaska	110 080.1
75-47	8/26/47	Chf's Off	Artificial Inducement of Precipitation	045
85-47	9/23/47	SR&F-cjc	Transmission of "Downtown Data" by Portland, Maine	601 610 730.5
91-47	10/16/47	Pers-Fo	Restoration or Reemployment after Military Service	130.4 110.3
101-47	11/13/47	Pers:Tr-Lo	An Opportunity to Receive Credit for the Equivalence of College Education	031.2 151
114-47	12/15/47	Pers-ng	Loyalty Investigation Forms for New Appointees after September 30, 1947	100
7-48	1/27/48	MPO/Jb	Private Business Activities of Employees	100 153
8-48	2/10/48	SR&F-Haw	Specialized Forecasts for Agriculture	620.43
22-48	3/9/48	Chf's Off-Oc	Policy with Respect to Private Practice of Meteorology and instructions Regarding Cooperation with Private Meteorologists	070.2 000 420.3 620.8 622.1
28-48	3/19/48	SR&F-AI	2-Hour Terminal Forecast Program	620.11
30-48	3/30/48	Pers:Tr-Lo	Evaluation of Scores in Graduate Record Examination for Equivalence of College Education	031.2 151
47-48	6/4/48	Libr/RCA	Foreign exchange of station Publications	700.6 070.2
54-48	6/22/48	Pers:Tr-Lo	Examinations Administered by Field Aides	151
58-48	6/30/48	Chf's Off-Wd	Cooperation with Amateur Weathermen of America	070.2
59-48	6/30/48	Adm-Vo	Accident Reporting & the Processing of Claims under the Federal Tort Claims Act	480 155
88-48	10/6/48	O-5.32	Local Public Service Weather Teletype Circuits	622.1 420.3

Serial Number	Date of Issue	Issued by	Subject	File Number
100-48	11/18/48	O-5.23	Teletype Identifications for Locations in Mexico	610.4
101-48	11/30/48	O-4.3	Dew Point Conversion Scales, WB Forms 1187A and 1187B	750 601
104-48	12/6/48	A-4	Reemployment Rights of Employees Following Military Service Under The Selective Service Act of 1948	130.4 153.2 160
106-48	12/6/48	O-5.31	Changes in Codes and Procedures, January 1, 1949	740.1 610.3 601
115-48	12/27/48	O-2.13	Conversion of Dewpoint and Relative Humidity Records to an "Over Water" Basis for Comparative Data	601 903
117-48	12/29/48	O-5.21	Mexican Synoptic Code; 1949 Edition	740.1 610.3 601
1-49	1/5/49	O-5.21	Digest of Pan American Airways Synoptic & Aero Code Forms, 1949 Edition	610.3
6-49	1/12/49	R-3	Preparation of Form for Individual Listing of Scientific Papers	750 700.1 150.9
8-49	1/17/49	O-5.32	Identification of Local Forecasts	620.2
12-49	1/25/49	O-5.21	Instructions for Coding Additive Data Groups to Hourly Observations on Service "A"	740.1 601 610.3
16-49	2/8/49	A-4.3	Revision of Multiple Address Letter dated 1/5/48, & Amendment dated 4/20/48 Delegation of Authority to approve Personnel Actions Involving Adjustments for Differentials, Deductions for Quarters, Fuel and Light & Deductions for Quarters and Subsistence	202.11 202.12
17-49	2/9/49	O-5.1	Three-Hourly Analyses	600.00
20-49	2/21/49	O-5.32	Radiosonde Code - 1949 Edition Amendments	601.4
23-49	3/4/49	O-5.32	Agricultural Forecast Services	620.43

Serial Number	Date of Issue	Issued by	Subject	File Number
27-49	3/11/49	O-5.21	Coding Present Weather (W)	610.3
30-49	3/22/49	O-5.21	Conversion of 3 & 6 hourly Synoptic Reports to the Airway Hourly Report Form for Transmission on Service "A"	610
31-49	3/24/49	A-4.3	Amendment to Circular Letter No. 16-49 dated 2/8/49, File A-4.3, to complete instructions regarding inclusion of Territorial Cost of Living Allowance, Territorial Post Differential & Foreign Post Differential in lump sum payments for annual leave upon separation	202.11 x202.12
37-49	4/11/49	CWB	Policy-Development of General Public Service Wherever Practicable in Lieu of Replies to Individual Inquiries	622.1 620.8
43-49	4/18/49	O-3.4	Recovered Radiosondes	451.1
46-49	4/27/49	O-5.31	Minimum Ceiling & Visibility Requirements for VFR Flight & use of the term VFR in Pilot Briefing	600.21 x601.2
47-49	4/28/49	O-4.1	Local distribution of airway weather information by weather Teletograph Circuit	420.3
48-49	4/29/49	A-4.3	Differential & Allowance: Effective Date of Beginning & Ending	202.11 x202.12
54-49	5/25/49	O-5.31	Responsibility in Giving Out Forecasts & in Pilot Briefing	600.21
56-49	6/1/49	A-3.53	Property Regulations	401
60-49	6/15/49 Revised 9/9/49	A-3	Dangers Attending Burned Out Fluorescent Tubes	410.1 x080 x155
61-49	6/17/49	O-5.32	Establishment of an Independent Forecast Office at New York City	620.03 620.1 620.2 622.1
63-49	6/20/49	O-5.2	Local Public Service Weather Teletype Circuits	420.3 622.1
67-49	6/20/49	O-5.21	Terminal Forecast Group being used by U.S.A.F., Air Weather Service Stations, Correction to	610 610.3 620.11

Serial Number	Date of Issue	Issued by	Subject	File Number
71-49	6/30/49	O-5	Terminal Forecasting Reference Manual	620.11
72-49	7/1/49	AO-1	Measurement of Precipitation for Rain Insurance	153.1 130.1 603.22
73-49	7/7/49	O-5.4	Weather Reports from Foreign Countries	601.2 600.0 070.2
78-49	7/27/49	A-3.53	Transfer of Property	750 400.3
80-49	8/1/49	CWB	Reports of Inadequacies in Airways Weather Service	600.21 070.2
81-49	8/2/49	O-5.21	Reports from U. S. Coast Guard Light ships; Coding & Transmission thereof	604 610
84-49	8/12/49	O-4.10	Policy concerning the establishment of cooperative climatological sub stations at Radio Stations, Newspapers & Public Agencies	531.2
87-49	8/15/49	O-5.31	Weather Bureau Liaison with State Aviation Officials	070.2 080 600.21
88-49	8/15/49	O-5.21	Synoptic Code, 1949 Edition; Amendment No. 1 thereto	610.3
89-49	8/22/49	O-5.31	Collection & Utilization of Pilot Weather Reports	600.22
103-49	9/13/49	O-5.1	Transmission of Canadian Analysis on Service C	610 600.00
104-49	9/22/49	A-4.2	Reporting Injuries Employees compensation Act	154
106-49	9/27/49	A-3.5	Property Regulations	400 400.3 400.4
108-49	10/3/49	A-3	Fire Prevention	340.2
109-49	10/4/49	O-5.21	Synoptic Code, 1949 Edition; Amendment No. 2 thereto	610.3
113-49	10/7/49	O-2.13	Free Receipt of Weather Bureau Publications by Russell C. Jones	700.6

Serial Number	Date of Issue	Issued by	Subject	File Number
115-49	10/13/49	O-4.1	Local Distribution of Airway Weather Information by Weather Telegraph Circuit	420.3
128-49	11/14/49	O-5.1	Changes in WBAN Analysis Center Transmissions	610 600.00
137-49	11/28/49	O-3	Instrumental Equipment	450 401.5
143-49	12/8/49	O-5.21	Radiosonde & Rawinsonde Code, 1949 Edition; Amendment 2	610.3
146-49	12/21/49	O-5.21	Reporting Height of 700mb Surface; Leadville, Colorado	610
148-49	12/22/49	O-4.2	On-Station Maintenance Program	450 350.1 750
4-50	1/10/50	O-5.21	Weather Analysis Symbols	730.4
5-50	1/13/50	A-3.5	Excess Property	401.4 750
7-50	1/18/50	O-5.32	Weather Forecasts in Newspaper Ads	622.2
8-50	1/18/50	O-4.1	Administration of the Hydroclimatic Network	532.21 080
10-50	1/25/50	O-4.3	Geostrophic Wind Scales Designed to Give Wind Velocities in Knots	410.2
14-50	2/2/50	O-5.31	Aviation Weather Services, Lapse Rate Briefing	600.21
15-50	2/8/50	O-5.21	Forms of Synoptic Messages; Pacific Ocean Area	610.3 604
17-50	2/17/50	A-3.5	Sale of Surplus Property	401.5
27-50	3/22/50	A-3.5	Reports on Procurement	400
28-50	3/28/50	O-5.21	Radiosonde and Rawinsonde Code, 1949 Edition; Amendment No. 3, thereto	610.3
29-50	3/29/50	O-5.32	Teletype Distribution of Experimental Thirty-Day Outlook	622.1 723.6 620.7
32-50	4/3/50	O-2.13	Conversion of Relative Humidity Data in Station Climatological Record and for Publication in Local Climatological Summaries	601 903 723.3

Serial Number	Date of Issue	Issued by	Subject	File Number
33-50	4/6/50	A-3.5	Unserviceable and Obsolete Instrumental Equipment	401
38-50	4/18/50	O-3	Instrument Clocks and Gears	410.1
40-50	5/11/50	O-4.1	First Amendment to Circular Letter No. 8-50	532.21 080
43-50	6/16/50	A-3	Reporting Occurrence of Fires	340.2
46-50	6/16/50	O-5.31	Improvement of Pilot Briefing Services	600.21
50-50	7/3/50	O-5.21	Synoptic Code, 1949 Edition; Amendment No. 3, thereto	610.3
52-50	7/12/50	O-5.33	Statements Concerning Tornado Forecasting	621.5
55-50	8/11/50	CWB	Release of Weather Bureau Reserve Personnel to the Military Service	153.2
61-50	8/29/50	A-3	New Weather Bureau Form - Receipts for Cash Received	750
67-50	9/20/50	AO-1	Rendition of WB Form 4008, Station Service Sample	750
68-50	9/22/50	O-5.33	Alert for Winter Weather Service	621.3 622.1
71-50	10/5/50	O-5.32	Revised Service "C" Distribution Patterns	610
73-50	10/11/50	A-4	Policy and Procedures in Requesting Delay in Call to Active Duty of Members of Reserve Components of the Armed Forces and Interim Policy Governing Requests for Deferment Under The Selective Service Act of 1948	130.4
75-50	10/16/50	A-4.4	Administering Oaths in Connection with Federal Employment	111
76-50	10/26/50	A-4	Designation of Beneficiary - Civil Service Retirement Act	102.3 160.5
78-50	11/2/50	O-2.13	Adjustment of Monthly Average Station Pressure Data	601 903
80-50	11/6/50	A-4	Effect of Section 1302 of the Supplemental Appropriation Act of 1951 on Personnel Actions	110 120.1

Serial Number	Date of Issue	Issued by	Subject	File Number
83-50	11/14/50	A-4.3	Acquisition of Competitive Status Under Executive Order 10157, dated August 28, 1950	110.3 010.8
84-50	11/17/50	O-5.32	Newspaper Clippings and Data in Local Press	030
87-50	11/22/50	O-2.13	Revision of Normals of Precipitation, Temperature, and Degree Days	903
91-50	12/11/50	O-5.1	Changes in WBAN Analysis Center Transmission	600.00
92-50	12/12/50	O-5.31	Display of Manus. Surface Weather Maps	730.4
93-50	12/15/50	O-5.21	Manuscript Map Supply	730.4 610.4
94-50	12/15/50	A-3.5	Mandatory Use of Supply Contract Standard Forms	250 750
95-50	12/22/50	O-4.2	Artificial Rain Making	045
97-50	12/26/50	A-4.3	Acquisition of Competitive Status Under Executive Order 10157, dated August 28, 1950	110.3 010.8
98-50	12/26/50	O-5.21	Reporting of 700mb and Freezing Level Data	610.3 601.3
3-51	1/5/51	A-4.2	Superior Accomplishment Salary Step Increases	146 253
5-51	1/25/51	A-3	Publication of Statistical Information Affecting National Security	055 700
9-51	3/1/51	O-5.23	Encoding Correction Messages for 6-hourly, 3-hourly, & Upper Wind Reports	630
10-51	3/6/51	CWB	Statement on Artificial Rainmaking	814.1
11-51	3/14/51	R-3	Civil Defense Activities	041
12-51	3/16/51	A-4.5	Reorganization of the Training Section	131 x051
13-51	4/9/51	O-5.22	Reporting Wind, Weather, Wave, & Ice Data from Substations on the Great Lakes	761 615.2 630
18-51	6/13/51	R-3.1	Fees for Station Publications	038.1
19-51	6/26/51	AO-1	Choice of Principal Assistant	114 051.1

Serial Number	Date of Issue	Issued by	Subject	File Number
24-51	7/26/51	AO-1	Military Duty, and Procedure for Notification to Central Office	124
26-51	8/6/51	A-3	Security Regulations Handbook	055
27-51	8/17/51	A-3.5	Contract Provisions as to Compliance with Ceiling Price Regulations	403
30-51	9/13/51	CWB	Reorganization of the Division of Climatological and Hydrologic Services	050
31-51	9/11/51	AO-1	Announcements regarding Legislative and Budget Proposals	030 014 210
32-51	9/17/51	A-3	Security Clearances	055.1
33-51	9/20/51	O-5.32	Specialized forecasts for Agriculture - Sample copies	653.1
36-51	10/3/51	A-4	Types of Actions for which Fanfold SF-50 will be Discontinued	780 100
37-51	10/3/51	A-4.5	Inauguration of Training Course Wx briefers	131
38-51	10/30/51	AO-1	Joint Civil-Military Use of Airfields	041
39-51	11/19/51	A-3	Security Regulations	055
42-51	12/6/51	A-4	Effect of section 1310 of the Supplemental Appropriation Act, 1952 (Whitten Amendment) on Promotion, Reduction in Force and Transfer Actions	113 115.1 115.4
43-51	12/17/51	O-3.4	Ceiling and Pilot Balloons for the 1952 Fiscal Year	458.3
4-52	1/14/52	A-3.5	Furnishing Helium to Other Agencies	458.4
5-52	1/23/52	O-2.13	Station Names on Local Climatological Data	733
6-52	1/30/52	O-2.13	Additional Pages for Station Climatological Record, WB Forms 5332 A,B,C, & D	733
8-52	2/26/52	O-2.13	Normals for February 29th	920
10-52	3/17/52	O-2.13	Change in Routing of Records Shipments	921

Serial Number	Date of Issue	Issued by	Subject	File Number
11-52	3/17/52	A-4.2	Appraisal of Performance, Conduct, and General Character Traits During Probationary or Trial Period	100
12-52	3/26/52	O-5.32	Severe Local Storm Warnings	656.5
14-52	4/2/52	CWB	Tornado Warnings	656.6
16-52	4/18/52	O-5.31	Collection & Dissemination of Pilot Weather Reports	611
17-52	4/21/52	O-2.13	Revision of Format for Preparation of Monthly Issue of Local Climatological Data	733
18-52	4/23/52	O-4.1	Participation of WB in Tower-INSAC Consolidations	041
19-52	5/19/52	O-5.23	Instructions for Service A Transmission of Precipitation & Extreme Temperature Data from Selected Stations on Reduced Hours of Operation	630.1
20-52	5/19/52	A0-1	Severe Weather Bulletins	630.1
21-52	5/22/52	O-2.13	Change in Routing of Winds Aloft Forms	921
22-52	5/29/52	O-5.32	Television	657.1
23-52	6/5/52	A-4	Fee Employees	253
24-52	6/12/52	O-2.13	Entry of Data of Occurrence of Maximum Precipitation Values on Forms 5332 A-D, Climatological Record, 1951-1970	733
25-52	6/19/52	O-5.32	Reporting Tornado Occurrences	656.6
26-52	6/26/52	O-2.1	Requests for Climatological Data from Military Agencies and Military Contractors	038.5
28-52	7/24/52	O-2.13	Interpolation of Missing Precipitation Records	920
30-52	8/22/52	O-5.32	Severe Local Storm Warning Networks	613
31-52	8/25/52	A-4	Delegation of Authority to Regional Directors to Administer Personnel Activities	100
32-52	9/2/52	O-5.31	Terminal Forecast Assignments for FAWS Centers	652.1

Serial Number	Date of Issue	Issued by	Subject	File Number
33-52	9/12/52	A-3.34	Standard Form 150 (Revised) - Standardized Government Travel Regulations, as amended 8/1/52	270
34-52	9/16/52	A-3.5	U. S. Government Bills of Lading	271
35-52	10/14/52	O-5.23	Earlier Transmission of Continental U.S. Raob Reports on Service C	630.1
36-52	10/17/52	O-4.11	XREP Experimental Project	520 652.11
37-52	10/24/52	O-5.1	Changes in Analysis Transmissions (U.S. Surface Analysis, MA DCA on Service "C")	630.1 811.3
38-52	11/12/52	A-4.1	Classification Appeals	102
39-52	11/13/52	A-3.54	Reclassification of Property	401
40-52	11/14/52	O-4.11	Substation Activities at SAWRS	520
41-52	11/28/52	O-5.32	SKRW T-log p Adiabatic Diagram	770
42-52	12/10/52	R-3.1	Meteorological terminology: Celsius (Centigrade)	600.1
43-52	12/18/52	O-2.13	Daily and Monthly Temperature and Precipitation Normals	920
44-52	12/18/52	A-3.3	Disposition of Money Received in Connection with the Location of Vending Machines in Government Offices	250
45-52	12/22/52	O-2.13	Instructions for Computing Weekly Means data	612.3

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

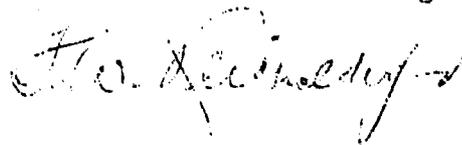
January 19, 1953

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CIRCULAR LETTER NO. 2-53
(To All Regional Offices and First Order Stations)

Subject: Subrenting of Government Housing

Now and then a report to the Central Office discloses that a field official does not understand regulations regarding the subrenting of Government housing. Federal law makes it clear that compensation of a Government employee is not to be supplemented through the personal use of property of the United States, either directly or indirectly. The foregoing instruction accordingly prohibits the subrenting of Government housing, and it should be carefully observed by all employees charged with the administration of Bureau-owned housing.



F. W. Reichelderfer
Chief of Bureau

File: 310

(Circular Letter No. 2-53

: Subrenting of Government Housing)

Washington, D. C.
1/19/53

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
January 26, 1953

0-5.22

JAN 29 1953

File: 761
615.2
63C

CIRCULAR LETTER NO. 3-53
(To all First Order Stations)

Subject: Reporting Wind, Weather, Wave and Ice Data from
Substations on the Great Lakes, 1953 Season.

Reference: Circular Letter No. 13-51

Six-hourly reports from the subject stations will be coded in accordance with instructions contained in the publication entitled, "Code Circular--Great Lakes Substations", dated April 1, 1951. Additional supplies of this circular will be furnished on request to the Central Office Publications Unit.

Existing arrangements for obtaining the data from substations will continue in effect. Substation 6-hourly reports will be transmitted on Service "C" in accordance with the times given in CAA drawing "M-10" for the transmission of "MT Reports". These reports will be entered on Service "C" as "MT Reports" in the order as scheduled in the Manual therefor and in the form shown in the Code Circular as follows:

Letter identification Nddff VVwwW ld_wd_wP_wH_w ICE.

Great Lakes first-order and substations will add ICE information only to their 0730 and 1930 EST, MT reports during the spring months; such data to be reported until all ice has disappeared from the Lake in their respective vicinities. Similar data will be included in the reports during the closing days of the navigation season, when required. The Meteorologist in Charge at Detroit, Michigan has been assigned responsibility for notifying all Weather Bureau offices concerned as to the dates when ICE reports should begin for the Spring and Fall months each year.

On Service "A" substation reports will be transmitted in accordance with the times given in CAA drawing "M-11" under the heading "Supplementary Reports" in the airway symbol form. In "Supplementary Reports", wind direction will be given in compass points, wind speed in miles-per-hour, visibility in miles and fractions and wave data indicated in a five-figure code group "ld_wd_wP_wH_w" as given in the Code Circular. ICE data will not be included in reports entered on Service "A".

Circular Letter No. 13-51 is now obsolete and should be cancelled.

F. W. Reichelderfer

F. W. Reichelderfer,
Chief of Bureau.

(Cl. 3-53 Reporting Wind, Weather, Wave and Ice Data from
Substations on the Great Lakes, 1953 Season)

Washington, D. C.
1/26/53

Library

21

February

United States Department of Commerce
Weather Bureau
Washington 25
January 26, 1953

File: 813.5
x630.1

O-5.32

CIRCULAR LETTER NO 4-53
(To All First Order Stations)

Subject: Utilization of Pressure Jump Data

Effective February 1, pressure jump data to be used in the severe storm warning program will be transmitted on Service A by selected stations as a part of hourly aviation weather reports. To assist field offices with the forecasting of severe local storms a description of the pressure jump method with suggestions as to the application of pressure jump data is attached to this letter. Additional copies may be obtained by request to the Regional Office concerned.

Utilization of the data in routine operations will provide an opportunity for constructive comment on the usefulness of this technique in severe local storm forecasting. All field offices are invited to report their opinions of the value of pressure jump data in forecasting, after a representative trial period.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachment



(CL-4-53 Utilization of Pressure Jump Data)

Washington, D. C.
1/26/53

Library

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
January 29, 1953

0-5.23

CIRCULAR LETTER NO. 5-53
(To all First-Order Stations)

Subject: Transmission of Extra Reports on Service "A"

Reference: Circular Letter No. 68-50

JAN 29 1953

Instructions in Circular Letter No. 68-50 call for local offices not regularly providing 24-hour service to extend their hours of operation when severe weather conditions are expected or occurring. It is important that these offices take and transmit record and special observations during all periods when the office hours are extended due to severe weather conditions. The following procedure will be followed:

Hourly aviation weather reports, taken by stations on reduced schedule of operations at times other than those indicated in the Service A DOWS Sequence Collection listing can be transmitted in the regular place in the Aviation Weather Collection. Specials will be sent in the scan periods. This practice can be followed as long as the CAA continues the practice of centralized control of circuits; i.e., calling of each station having a report or reports to transmit (Modified Asid). If the CAA discontinues centralized circuit control, all observations transmitted at times other than as listed in Service A DOWS will be filed immediately following Sequence Collection and before relays begin. Specials will continue to be transmitted in accordance with present instructions. All questions concerning transmission of these reports should be sent to the SR&F Division, Attention: Synoptic Section.



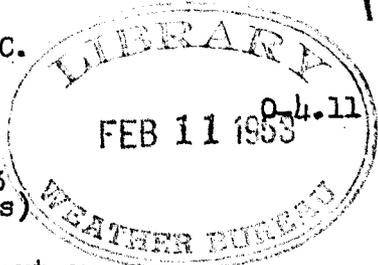
F. W. Reichelderfer
Chief of Bureau

File: 630.1
(CL 5-53 Transmission of Extra Reports on Service "A")

Washington, D. C.
1/29/53

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
February 10, 1953

Library



CIRCULAR LETTER NO. 6-53
(To All First Order Stations)

Subject: Use of Station Information and Report on
Substation Forms (WB Forms 1114A, 1114B,
and 531-1)

Since a few questions have arisen regarding the rendition of Weather Bureau Forms 1114A and B for various stations with particular types of observational programs, the following additional information, interpretations, and instructions are furnished.

In general, "weather reporting stations," as referred to in the instructions on WB 1114A and B Forms, are intended to include only those stations where synoptic, aviation, or upper air observations are made. In line with this interpretation, WB Forms 1114A and B will be rendered for all second-order stations as defined in 1114A and B instructions, and all other stations making synoptic, aviation, or upper air observations that are scheduled for transmission on teletype Service "A" or "C" as individual reports (i.e., not as special groups added to the reports of other stations.)

WB Form 531-1 will be used in place of WB 1114A and B for Coast Guard and hurricane reporting stations not included above, for special meteorological stations, and for other similar stations manned by uncertificated personnel. The functions of these stations making abbreviated observations or reporting single elements such as wind, visibility and fog, sea water temperature, ice thickness, extreme temperatures, etc., are considered substation in nature. At the present time new 531-1 Forms need not be prepared for substations in this category for which 1114A and B Forms showing current information have been submitted. However, when any information on the 1114A or B Forms for any of these substations is in need of revision or new substations of this type are established, 531-1 rather than 1114A and B Forms will be prepared.

Weather Bureau Forms 1114B, as well as 1114A, are desired for all city offices where classified personnel are employed. If at any of these stations no observational program is in effect, a remark should be made accordingly in Block I of WB Form 1114B. If the only observation made is a climatological observation once a day, this should be written in Block F of WB Form 1114B. This is necessary since no WB 531-1 will be prepared for first-order stations. WB Form 531-1 rather than 1114A and B will be submitted for places where the Weather Bureau has closed an office or owns a building and maintains a substation.

F. W. Reichelderfer
Chief of Bureau

File: 530
520

C.L. 6-53 - (Use of Station Information and Report on
Substation Forms)

Washington, D. C.
2/10/53

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25

February 12, 1953

A-4

CIRCULAR LETTER NO. 7-53
(To All First Order Stations)

FEB 18 1953

SUBJECT: Executive Training and Development

The Civil Service Commission has approved an Executive Training and Development Agreement for the Department of Commerce. A copy of the agreement is attached and made a part of this Circular Letter. The agreement provides for, and there has been established, a Weather Bureau Employee Development Board to carry out its provisions. The following persons have been appointed to serve on the Board:

Delbert M. Little - Assistant Chief of Bureau (Operations)
Dr. Harry Wexler - Chief, Scientific Services Division
Lloyd E. Brotzman - Chief, Plans and Program Management Office
C. Garton Swain - Chief, Division of Personnel Management
Albert V. Carlin - Chief, Training Section

The Board has been assigned duties and responsibilities in addition to those outlined in the agreement and an enlarged statement of functions is necessary. The functions of the Weather Bureau Employee Development Board are:

1. Evaluation of training needs and establishment of priorities for training activities.

a. When a training plan is proposed, the need for such a program should be established by the Board.

b. When a need for training is brought to the attention of the Board by operating people, the Board should evaluate the need in terms of over-all Bureau training program. If the need is verified as urgent, the Board should request the Training Section to prepare a training plan to meet the need.

2. Approval of individual or group training plans.

Training plans submitted to the Board by the Training Section or others should be reviewed by the Board with a view toward contributing constructive changes, additions, or deletions prior to approval.

File: 130 C.L. 7-53 (Executive Training and Development)

Washington, D. C.
2/12/53

The Board will be responsible also for the preparation of an individual, written development plan, hand tailored to fit the training needs for each employee or category of employees selected for training in accordance with the provisions of the Department of Commerce Executive Training and Development Program, for submission to the Civil Service Commission for approval. The contents of the plan should meet the requirements set forth in the Department of Commerce Executive Training and Development Agreement.

3. Appointment of Ad Hoc Training Committees.

The Board may find it necessary, in approving a training plan in a highly specialized subject, to appoint an ad hoc committee of subject matter specialists to help the Training Section staff write the training course, or review the training materials of the course.

4. Selection of candidates for training (including those for Weather Bureau scholarships and for various Administrative Intern Programs) after an evaluation of their qualifications, from an analysis of

- (1) Experience
- (2) Education and training
- (3) Performance record and/or test results
- (4) Interview reports
- (5) Supervisor and regional director recommendations
- (6) Other corroborative information

a. The Employee Development Board, being involved in employee evaluation, shall also, with aid from regional office representatives, make evaluations of senior professional employee qualifications for career advancement purposes.

b. Selection of candidates for training may be for at least three different objectives:

- (1) To develop employees who have demonstrated unusual ability and capacity,
- (2) To improve the performance of employees who are not performing at expected standards, or,
- (3) To introduce new or improved methods or operating concepts among employees doing a specific job.

The criteria for selection would be different for each above objective.

5. Certification of successful completion of the training.

This function would be exercised in training programs where prior approval of the Commission is required, in Point IV training programs, in which the Bureau trains foreign nationals, and in other Bureau training programs where such certification is considered desirable.

6. Withdrawal of approval of the training when it appears that the training plan is disregarded or the Training Counselor, when one is required, or Training Section reports failure on the part of the trainee to assimilate the training given.

DEPARTMENT OF COMMERCE

EXECUTIVE TRAINING AND DEVELOPMENT AGREEMENT

A. Purpose

The purpose of the Executive Training and Development Program of the Department of Commerce is to provide for the systematic development of outstanding career employees and increased utilization of their skills. It is planned to improve the qualifications of career employees for the work of the Department by increasing the scope of their knowledge, skills, and abilities. Through this program, selected employees will be enabled more quickly to acquire the special knowledge and skill requisite to successful performance of increasingly responsible management assignments in administrative and professional fields, through a planned program, including special instruction and developmental assignments.

B. Selection of Participants

Participants in this program will be selected from among employees of the Department, other than temporary, who have demonstrated unusual ability and capacity. The selection procedure used will be presented in each individual training plan.

C. Responsibility for Administration

1. Sound administration includes the development of employee skills and efficiency, and the most effective utilization of human resources. Therefore, responsibility for the administration of the Executive Training and Development Program in the Department of Commerce rests with the Secretary of Commerce and the head of each primary organization unit of the Department.

2. The personnel staff of the Department will coordinate, give general guidance, and render staff assistance in all phases of the planning and execution of the program.

3. The personnel officers of the primary organization units will assist the heads of the primary organization units and the Employee Development Boards in the administration of the Executive Training and Development Program within the jurisdictions which they serve, including insuring compliance with the requirements of applicable law, regulations, and Department policy, issuing appropriate procedural instructions, providing guidance in all aspects of the program, and promoting use of the program.

D. Procedures for Administration

An Employee Development Board will be established in accordance with the following principles in each bureau or major operating unit of the Department.

1. Establishment of Board - The Board will consist of sufficient members to represent the major areas in the field of administration. The Board will be supplemented by additional members in administrative positions in the scientific and technical fields as the needs arise. In addition, each bureau may establish similar boards in the field, where necessary.

2. Selection of Board Members - Members will be appointed by the head of the bureau or of the major operating unit, or his designated representative. Board members must possess:

- a. Outstanding administrative, scientific, or technical qualifications in their own specialized fields.
- b. Demonstrated ability to evaluate qualifications and potentialities of their own employees and to train and develop them.
- c. An interest in and acceptance of the objectives of the program.

3. Functions of the Boards - To be responsible for the following activities:

- a. Approval of individual or group training plans.
- b. Selection of candidates for training after an evaluation of their qualifications, from an analysis of

- (1) Experience
 - (2) Education and training
 - (3) Performance record and/or test results
 - (4) Interview reports
 - (5) Other corroborative information
- c. Certification of successful completion of the training.
- d. Withdrawal of approval of the training when it appears that
- (1) The training plan is disregarded, or
 - (2) The Trainee Counselor reports failure on the part of the trainee in assimilating the training given.

4. Training Plan -- There shall be an individual written development plan hand tailored to fit the employee's training needs for each employee, or category of employees, selected under this program, which shall be submitted to the appropriate office of the Civil Service Commission for prior approval. A copy of the proposed plan will also be sent to the Office of Personnel Management. The Bureau personnel office will assist in the preparation of the individual plans. Such plan shall contain all or part of the following to the extent applicable, depending upon the requirements of the particular position and the training needs of the employee selected:

- a. Identification - (1) Name of employee or category of employees, (2) Title, grade, and organization location of current position(s), (3) Type(s) of appointment.
- b. Reason for training program, including the definite type and level of work assignment as the goal. Information will include (1) title, grade, and organization of proposed position(s), (2) years of general and specialized experience required by the Civil Service Commission, (3) total creditable service, and (4) difference.
- c. Outline of the entire training program, listing topics or subjects to be covered and the number

of hours, days, or weeks devoted to each. The outline should include information regarding:

- (1) Orientation in the general field of administration and in the specialized field for which the candidate is being trained.
 - (2) Rotating assignments to other branches, functions, divisions, or locations. Such rotational assignments will be made in those cases where the employee requires additional knowledge of the activities of other organizational or functional units, as an essential for successful performance of the duties for which he is being trained.
 - (3) Participation in individual and staff conferences which may be necessary for proper induction into new areas.
 - (4) Special study or committee assignments, designed to fit specific needs.
 - (5) Participation in regular or special in-service training courses, such as agency training programs, intern programs, seminars, etc.
 - (6) Related study and self-improvement on the part of the employee.
- d. Qualifications of nominee(s) (Standard Form 57) and method of nomination.
 - e. Qualifications of instructors.
 - f. Description of instructional methods, materials, facilities, and equipment to be used.
 - g. Provision for the specific designation of an individual as Trainee Counselor to be responsible for the direction and guidance of the employee, or category of employees, during the course of the training and development plan, and for seeing that there is appropriate follow-up at regular intervals, with changes or amendments in the plan as needed, and that the training objective is met.
 - h. Method of determining when trainees have satisfactorily completed the training and are prepared to perform the duties of the higher grade position.

- i. Duration of development plan to achieve training objective and the length of the training course. Except in most unusual circumstances, the training plan should provide a minimum of six months of training.

E. Applicability

This agreement will be used to effect reassignments and promotions to different types of positions, professional, technical and administrative. However, no detail to duties in connection with the training program may be effected until the individual training plan has been approved by the Commission, and no promotion may be effected until satisfactory completion of the individual plan.

F. Actions Under Authorization

Upon successful completion of the approved training plan, the employee, or employees, may be reassigned or promoted to a position for which trained without regard to the usual qualifications standards, if the individual training is approved as a training agreement under Section 8.109(g) of the Commission's regulations. The promotion(s) would then be subject to the limitations of Section 8.109(g); otherwise, promotions or reassignments will be subject to the limitations of the other paragraphs of Section 8.109 of the Commission's regulations.

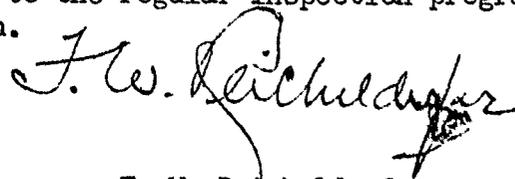
G. Review and Reports

1. Copies of the individual written hand tailored plans, given prior approval under this agreement by the Civil Service Commission, will be sent to the Office of Personnel Management.

2. Copies of the individual training plan and other evidence indicating completion of the plan shall be made a part of the employee's Official Personnel Folder.

3. The programs in the bureaus, or major operating units, of the Department of Commerce will be reviewed periodically by the Department's Office of Personnel Management.

4. The substance of the training and the execution of the training plans will be subject to the regular inspection program of the Civil Service Commission.



F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON
November 13, 1958

IN REPLY, PLEASE ADDRESS
CHIEF, U. S. WEATHER BUREAU
WASHINGTON 25, D. C.
AND REFER TO
A-4.5

FILE: 130
CI-7-53
(Amendment No. 1)

(Weather Bureau Employee Development Board)

WASHINGTON, D. C.
11-13-58

AMENDMENT NO. 1 TO CIRCULAR LETTER NO. 7-53

TO : All First-Order Stations and Central Office Divisions
FROM : Chief of Bureau
SUBJECT : Weather Bureau Employee Development Board

A change has been made in the membership of the Employee Development Board as established by Circular Letter No. 7-53, due to the retirement of two of the members. The following persons are now serving on the Board:

Russell C. Grubb - Assistant Chief for Administration
Dr. Harry Wexler - Director, Office of Meteorological Research
Lloyd E. Brotzman - Assistant Chief for Program Planning
John J. Davis - Chief, Personnel Management Division
Albert V. Carlin - Chief, Training Section.



F. W. Reichelderfer
Chief of Bureau



Vol. 1
1158 10-1

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

January 4, 1960

IN REPLY, PLEASE ADDRESS
CHIEF, U. S. WEATHER BUREAU
WASHINGTON 25, D. C.
AND REFER TO

A-4.5

AMENDMENT NO. 2 TO CIRCULAR LETTER NO. 7-53

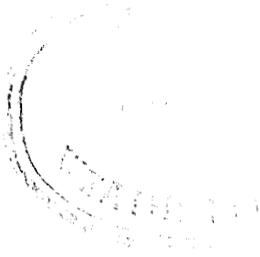
TO : All First-Order Stations and Central Office Divisions
FROM : Chief of Bureau
SUBJECT : Weather Bureau Employee Development Board

A change has been made in the membership of the Employee Development Board as established by Amendment No. 1 to Circular Letter No. 7-53, dated November 13, 1958. The following persons are now serving on the Board:

Mr. James W. Osmun	- Deputy Chief of Bureau
Mr. Russell C. Grubb	- Assistant Chief for Administration
Dr. Harry Wexler	- Director, Office of Meteorological Research
Dr. Helmut Landsberg	- Director, Office of Climatology
Mr. William E. Hiatt	- Chief, Hydrologic Services Division
Mr. John J. Davis	- Chief, Personnel Management Division
Mr. Albert V. Carlin	- Chief, Training Section.



F. W. Reichelderfer
Chief of Bureau



FILE: 130
AMENDMENT NO. 2 to
CL 7-53

(Weather Bureau Employee Development Board)

WASHINGTON, D. C.
1-4-60

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25

February 12, 1953

A-4a2

CIRCULAR LETTER NO. 8-53
(To all First-Order Stations)

Subject: Performance Ratings.

During the past year the Department of Commerce, with the help of the Bureaus in the Department, made an intensive study of the performance rating plan for the purpose of finding out what changes are needed, and putting those changes into effect. As part of the study, opinions and recommendations were obtained from several thousand employees divided about equally among the Bureaus and including both supervisors and employees. It was hoped that the changes could be made in time for the March, 1953 ratings. But although some changes were decided upon, it was also found that other changes were needed which could not be completed in time for this year's ratings. Rather than revise the plan twice in successive years it was decided to wait another year and then make all of the improvements at once. The procedures and forms used this year will therefore be the same as last year.

One of the requirements of the rating plan is that supervisors let their employees know how good or how poor their work is by discussing with them, at the time of the rating, the reasons for each element rating given. It is even more important, from the standpoint of effective supervision, to keep employees informed at all times of the quality of their work. If an employee does unusually good work and you, as his supervisor, let him know that you know it, he is going to feel like doing even better work. If he is doing poor work and you point it out to him and show him how he can do it better, the chances are he will improve, if you tell him in a helpful way. If you, as an employee, feel that you are not doing as good work as you could, ask your supervisor to show you what is wrong. The initiative in these things does not necessarily need to come from the supervisor. With only a few weeks remaining before rating time it would be especially helpful if supervisors and employees would go over any points of weakness now so that what might otherwise be a low rating can be improved upon, or if it is too late for that, at least the official rating will not come as a surprise. See also paragraph I-D-4017 for exceptions to the requirement for discussion of ratings.

Library

File: 143

(CI-8-53 Performance Ratings)

Washington, D. C.
2/12/53

We want to reemphasize one point which did not seem to have been brought out clearly enough in last year's instructions. Ratings of "Satisfactory" and "Unsatisfactory" become official when signed by the reviewing official. It is therefore necessary, except in the case of "Outstanding" ratings, that the reviewing official fill in the "Final Adjective Rating" and "Date of Notification to Employee" spaces on the last line of the form. The date of notification is the date he gives or sends the employee's copy to him.

In those few cases where there is no reviewing official the rating official will sign as both rating and reviewing official and will also complete the last line of the form. After the employee and rating official have discussed the rating the employee will initial all copies as evidence that it has been discussed with him. More complete instructions concerning ratings are found in Chapter I-D-40.



F. W. Reichelderfer
Chief of Bureau

Library

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



February 16, 1953

CWB

CIRCULAR LETTER NO. 9-53

TO ALL STATIONS

Subject: Review of Operating Programs

In line with the policy of promoting efficiency and economy in Government, instructions have been issued to the Weather Bureau to review its activities and particularly its existing service programs with a view to questioning the necessity for all work items. The purpose is to ask the question, "Is this work really necessary?", and to apply this question to all activities of the Bureau, item by item.

The specification "really necessary" means "indispensable in accomplishing the basic functions of the Weather Bureau" which are to provide weather observations, reports, forecasts and warnings; river and flood forecasts; and climatological records and information required for public safety and economy.

Regional Directors and Meteorologists in Charge should make this review for each office and activity under their immediate supervision. Consultation with members of the staff is encouraged to whatever extent is practicable in bringing out constructive suggestions and tangible results.

Your report on the results of this review as it applies to your station or to the offices under your immediate supervision should be mailed to the Central Office as soon as possible and not later than March 1, 1953. Remote stations which cannot reply by this date should mail their replies as soon as practicable.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

NOTE: Obviously questions about necessity for prescribed synoptic observations, radiosondes, and other items in the basic meteorological network have to be decided at the national or international level, and local stations are not in position to determine such questions in most cases. The Review applies primarily to work items which are entirely within the discretion of the local MIC.

FWR

File: 000
J.L. 9-53 (Review of Operating Program)

Washington, D. C.
2-16-53

February



UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
February 20, 1953

A-4.1

CIRCULAR LETTER NO. 10-53
(To All First Order Stations)

Subject: Revision of Annual Salary Authorization for Part-Time Employees

The Civil Service Commission has approved a Weather Bureau request to increase the maximum allowable compensation that may be paid under Schedule A, Section 6.112(a)(5) from \$135.00 to \$190.00 a month. The Commission has also authorized an increase from \$150.00 to \$210.00 a month for such employment in Alaska. No change has been made in the \$1,020.00 per annum rate now authorized under Schedule A, Section 6.101(g).

The Weather Bureau has used Schedule A, Section 6.101(j) as its authority for the employment of part-time employees in Alaska. The Commission has ruled that Schedule A, Section 6.112(a)(5) is the proper authority for making part-time appointments to positions in Alaska as well as elsewhere. Accordingly, Section 6.112(a)(5) has been revised to read as follows, effective with publication in the Federal Register of December 10, 1952:

NC/PD - Agents to take and transmit meteorological observations in connection with airways whose duties require only part of their time, and whose compensation does not exceed \$190 a month; for such employment in isolated locations in Alaska the compensation may not exceed \$210 a month.

The revised maximum annual compensation rates were not requested by the Weather Bureau for the purpose of granting any increase in pay rates for part-time observers. Funds are not available to cover such increases in pay. The maximum allowance will, however, facilitate the appointment and scheduling of observers to duties that may involve a higher total annual amount of compensation for an individual employee without change in total station compensation. This will make it possible to operate second order stations with fewer observers where recruiting is difficult.

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

File: 253
C.L. 10-53 (Revision of Annual Salary Authorization for Part-Time Employees)
Washington, D. C. 2-20-53

Library

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington

March 2, 1953

0-5.32

File: 630

CL 11-53 - (Transmission of Stability Index Values)

CIRCULAR LETTER NO. 11-53
(To All First Order Stations)

Subject: Transmission of Stability Index Values

Beginning March 1, 1953, or shortly thereafter, Weather Bureau raob stations in the continental United States will begin transmitting Stability Index values as part of the regular raob report. A number of stations have been analyzing maps of the Stability Index based on data computed separately at each station and the new arrangement will serve to make the data available quicker and at the same time will reduce the computation workload at using offices.

The Stability Index will be shown by a two-digit group appended to the end of the first transmission of the raob. Coding instructions are given in Amendment No. 9 to the Raob Code. Instructions for computing the Index can be found in Change No. 7 to the Manual of Radiosonde Observations, Circular P, 6th edition.

In addition to Weather Bureau raob stations it is expected that U. S. Navy and U. S. Air Force stations will also participate in the program.

It is not intended that all stations should begin plotting Stability Index charts at this time; rather, the data are being made available so those offices that find the chart of help may construct it with the least delay and with a minimum expenditure of manpower.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau



Washington, D. C.
3-2-53

C.2

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
April 14, 1953

A-4.3

File: 110

CIRCULAR LETTER NO. 12-53
(To all First-Order Stations)

Subject: Placement Follow-up Plan

The placement of employees, while only one part of personnel management, has an important bearing on the efficiency of our many work programs. A job well done requires a person having the necessary skills and abilities and also an interest in the type of job to which he is assigned. Such a combination of skills and interest, engaged to the fullest, can produce work of superior quantity and quality, attended by a high degree of career satisfaction.

The plan being introduced here is only one phase of placement activity but is a feature that looks to making better application of the employees' abilities. In hiring people, and even in subsequent reassignments, transfers, etc., it is not always possible to make the most satisfactory placement, if only for the reason that all factors influencing success cannot be foreseen. This plan involves systematic follow-up on individual progress. The reports are expected to help place employees where they can best perform the duties of assigned jobs. The follow-up will also, in course of time, give a means of evaluating the procedures and methods used in making selections for placement. These points should add up to more effective utilization of employees' time and talents, and result in more efficient operation of work programs.

While the plan we have in mind is somewhat experimental, the primary concern is to maintain simplicity at the same time and establish a standard approach to the above mentioned objectives. For this purpose, we have made (and furnish herewith) a list of items to guide discussion between the immediate supervisors (MIC, FA, Sup. Avia. Fcstr., etc.) and the supervised employee, to bring forth a narrative report.

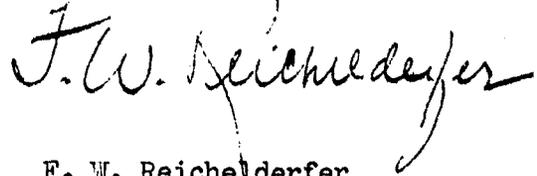
Only brief comments need be made on those items of lesser importance to the particular job and more elaborate comments on those that have a more important bearing on performance by the individual in the job. These narrative reports should be made for each employee entering a new job, either by selection from outside the Bureau or by promotion or transfer from within, and the first such report should be made approximately four to six months after the personnel action has become effective. Reports from the five regions on field employees who have entered grades GS-9 and higher should be submitted to the Personnel Division of the Central Office, through the Regional Office for any appropriate comments with extra copy for regional files. Reports on

C.L. 12-53 (Placement Follow-up Plan)

Washington, D.C.
4-14-53

regional employees below the GS-9 grade should be submitted to the Regional Office, but a copy should be forwarded by the regional office for information of the Central Office. Divisions and stations under supervision of the Central Office will submit reports directly to the Personnel Division.

We believe the plan is self-explanatory; however, should further clarification be desired, please direct inquiry to the Central Office, Personnel Division.



F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
May 19, 1953

0-5.32

CIRCULAR LETTER NO. 13-53
(To All First Order Stations)

Subject: Coding "Downtown Data" in Airport Station Reports

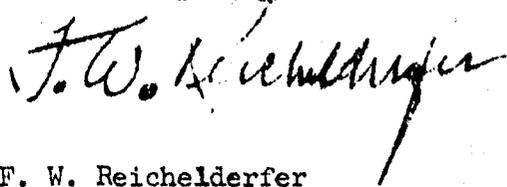
Circular Letter No. 85-47 listed the several offices that were participating in the program for transmission of "Downtown Data" by airport stations in the same metropolitan area. Several changes have been made in the list of stations and this letter is issued to bring the list and accompanying instructions up-to-date. Circular Letter No. 85-47 is therefore cancelled and should be removed from files and destroyed. Multiple Address Letter of December 1, 1949, file 610, subject: "Transmission of Downtown Temperature Data for West Palm Beach" is also cancelled.

"Downtown Data" are added to the synoptic reports at 1230 and 0030Z (0730 and 1930 EST) in order to provide information on maximum, minimum, and current temperature and precipitation amounts recorded at the official downtown location.

The five cities currently participating in this program are: Portland, Maine; Charleston, South Carolina; Duluth, Minnesota; Miami, Florida; and Los Angeles (transmitted with Burbank message at 0030Z only). The code used in transmitting "Downtown Data" on Service C is shown on the reverse of this letter.

In addition, the office at West Palm Beach, Florida includes "downtown temperature data" in the Service A hourly report twice daily in the following form. Each downtown temperature report applies to the 12 hours preceding the time of observation. The maximum temperature is added to the 0030Z report and the minimum temperature is added to the 1230Z report. The downtown data follows the airport maximum or minimum temperature in the additive portion of the hourly report. Two slants (//) are used to separate the airport and downtown temperatures, e.g., 93//88.

"Downtown Data" will be used in all temperature and precipitation bulletins released to the public.


F. W. Reichelderfer
Chief of Bureau

File: 630
1610

C.L. 13-53 - (Coding "Downtown Data" in Airport Station Reports)

Washington, D. C.
May 19, 1953

CODE FOR TRANSMITTING "DOWNTOWN DATA" ON SERVICE C

1230Z - 24-hour maximum, 12-hour minimum, current temperature, and 24-hour amount of precipitation

0030Z - 12-hour maximum, 24-hour minimum, current temperature, and 24-hour amount of precipitation

(Note: The coded data will refer to the 12 or 24-hour periods ending at 1230Z or 0030Z as appropriate.)

The symbolic form of the group and explanation of the symbols are as follows:

$T_x T_x T_n T_n T T R R$

$T_x T_x$ - 12 or 24-hour maximum temperature (12-hour at 0030Z, 24-hour at 1230Z)

$T_n T_n$ - 12 or 24-hour minimum temperature (12-hour at 1230Z, 24-hour at 0030Z)

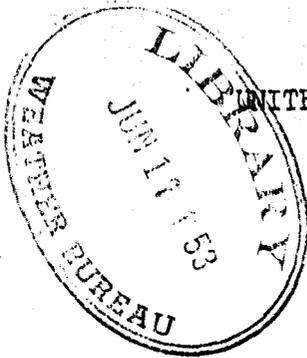
TT - current temperature

RR - 24-hour precipitation amount (Note: RR will always be reported by 2 figures for amounts less than one inch, by 3 figures for amounts from 1.00 to 9.99 inches, and by 4 figures for 10 inches or more. Precipitation amounts will be coded in general accordance with instructions given in the 1949 Synoptic Code for 6-hourly amounts, e.g., Trace is coded as 00, 0.01 inch is coded as 01, 0.14 inches is coded as 14, 1.25 inches is coded as 125, and 10.28 inches is coded as 1028, etc. When precipitation has NOT occurred in the past 24 hours code figures for "RR" will be omitted from the group).

The "Downtown Data" will be coded as a single continuous group which will contain never less than six figures or more than ten. If for any reason (broken or unserviceable instrument, etc.) data for an element are not available two slants (//) will be inserted, as appropriate, in the coded group for the missing data. The order of the elements in the group will always be maintained.

Position of "Downtown Data" Group in the Message

In the 1230Z and 0030Z airport synoptic reports filed on Schedule "C" the "Downtown Data" group will be the last group of the normal synoptic message.



Library

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

June 16, 1953

0-5.31

CIRCULAR LETTER 15-53
(To All First Order Stations)

Subject: Transmission of message NOTAMS by stations performing communications duties.

At CAA combined station/tower locations there is a problem regarding the transmission of locally generated message NOTAMS. Since CAA combined facilities do not normally have sending facilities on Service A, it is necessary for the combined station/tower to transmit its message NOTAMS on Service B to another CAA facility having transmitting equipment on Service A. This involves delay and in some cases it results in the NOTAM being transmitted first on a Service A circuit having less need for the information than the home circuit. The purpose of this Circular Letter is to establish procedures for a more effective distribution of message NOTAMS.

Effective July 1, 1953 airport stations performing communications duties at locations where CAA has a combined station /tower facility will accept message NOTAMS submitted by CAA personnel and will transmit them on Service A in accordance with instructions contained in CAA Operations Manual IIB, Chapter 3, Instructions for Operation of Communications Facilities. To hold transcription errors to a minimum, CAA combined facility personnel will submit the message NOTAM in written form in all cases where it is feasible to do so. CAA personnel will retain responsibility for local distribution of locally generated NOTAM information.

Since message NOTAMS transmitted in scan periods receive the same routing as special weather reports the teletypewriter operator is not required to employ a separate distribution pattern for these messages. With CAA personnel preparing the texts of NOTAMS and handling local distribution, there should be no appreciable increase in workload on the part of Weather Bureau personnel.

At locations where CAA has "satellite SECO" in operation it will not be necessary for Weather Bureau personnel to handle message NOTAM transmissions as they will be accomplished automatically with the satellite equipment. Further development of this equipment and its future installation at other locations is expected to gradually supplant the need for Weather Bureau personnel to handle non-weather transmissions of this nature.

The CAA has issued parallel instructions concerning the transmission of message NOTAMS by Weather Bureau Personnel.

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

File: 630
CL - 15-53 (Transmission of Message NOTAMS by Stations Performing Communications Duties)
Washington, D. C.
6/16/53

LIBRARY
2,
File: 650.1
X652.3
CL 16-53 - (Distribution of forecasts for the State of Utah)
Utah)
June 25, 1953

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

June 25, 1953

0-5.32

CIRCULAR LETTER No. 16-53
(To All First Order Stations)

Subject: Distribution of Forecasts for the State of Utah

Some preliminary discussions have been carried on with field offices in the states surrounding Utah on the subject of Service C distribution of forecasts for the State of Utah. As a result it has been decided to try out a plan whereby state forecasts (FP's) for Utah will be entered on Service C twice a day instead of four times a day as at present. The forecast center at Salt Lake City will file an FP for Utah regularly at 1604Z and 0404Z (0904 and 2104 MST). These two periods have been selected because they best meet the needs in the area.

In order to provide for rapid dissemination of revised forecasts when needed, Salt Lake City will make use of the scheduled FP periods at 1004Z and 2204Z (0304 and 1504 MST) for the transmission of forecast revisions. It is not expected that revisions will be required at each 1004Z and 2204Z period and therefore these transmissions will be on an occasional basis. When no forecast is transmitted Salt Lake City will enter FINO on the FP collective.

It is believed that the above plan will not adversely affect the present program for public distribution of forecasts within the State of Utah. WBAS, Salt Lake City, will continue to provide the public in Utah with weather forecasts and services from that office and WBAS Milford will serve the area surrounding that station.

Effective date for making this change in scheduling will be August 1, 1953. The Service C Manual of Operation will not need to be amended to show this change. Any office which finds that it cannot adjust its local public service program under this plan should inform the Central Office with details as soon as the facts are known.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

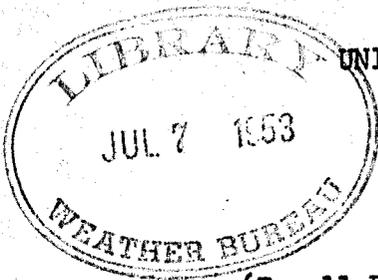


File: 650.1
X652.3

CL 16-53 - (Distribution of forecasts for the State of Utah)
Utah)
June 25, 1953

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C. 2



UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
July 1, 1953

0-5.23

File: 037

CIRCULAR LETTER NO. 17-53
(To all First-Order Stations in Continental U.S.)

Subject: Issuance of Acknowledgement Certificates to Radio Amateurs.

The Weather Bureau often receives valuable and timely assistance from amateur radio operators during emergencies caused by severe storms, floods, etc., and when there is a disruption of normal communications facilities. Official recognition of these services is being effectively handled by local OIC's either by correspondence or by personal contacts. It is agreed that while this form of acknowledgement is satisfactory, the value of assistance rendered by these amateurs in the public interest is deserving of and should receive Weather Bureau recognition in the form of a certificate bearing the printed signature of the Chief of Bureau.

Accordingly, we have made arrangements to issue an acknowledgement certificate which will measure 6 inches by 10 inches with space provided for entering the name and radio call letters of the amateur and for indicating the type of emergency, place, and date of occurrence. Sample copies are being furnished Regional Offices for distribution (one copy) to each first order station.

The certificates will be issued from the Central Office upon recommendation of the Regional Office or field station officials. Recommendations should be directed to the attention of the Synoptic Reports and Forecasts Division and should include the following information:

1. Name, address, and radio call letters of the amateur.
2. Type of emergency in which amateur assisted.
3. Place and date of occurrence.

F. W. Reichelderfer
Chief of Bureau

CL-17-53 - (Issuance of Acknowledgement Certificates to Radio Amateurs)
Washington, D. C.
July 1, 1953

Lib. C.1

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington



July 8, 1953

0-5.32

File: 038.3
X656.6

CIRCULAR LETTER NO. 18-53
(To All First Order Stations)

Subject: Motion Picture Film "Tornado Warnings"

During April of this year the Southwestern Bell Telephone Company, Oklahoma City, contracted with a local advertising agency for preparation of a short motion picture film showing operations connected with issuance of tornado forecasts and warnings. The resulting film was shown on television in Tulsa on April 22 and in Oklahoma City on April 23, 1953.

Preparation of the film involved the cooperation of Weather Bureau personnel at Oklahoma City and Tulsa and Air Force personnel at Tinker Field, as well as Dr. Jones at Oklahoma A&M. Following showing on television, the telephone company supplied the Weather Bureau with a copy of the film with permission to use it for educational purposes. While the original film was a 16 mm silent production with a studio announcer doing the narration, a sound track has since been added so that the film is now available as a 16 mm sound movie. The sound version requires about ten minutes for showing.

Although the film is entitled "Tornado Warnings" and stresses this program, it may also be of interest as a general film showing weather operations. There are included shots of the Corn, Oklahoma, tornado (see TOPICS for February-March 1953, page 22).

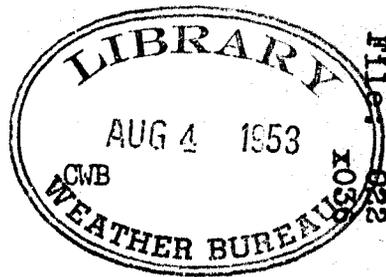
Copies of the film are being deposited at each of the Regional Offices in the United States for loan to first order stations in their regions. The film has been cleared for showing to local groups, for loan to outside agencies for educational purposes, and for showing on television for public education, but not for commercial purposes. When used by outside agencies it should be shown in full since authority to use portions only has not been secured. It is of particular use in organizing and strengthening severe local storm warning networks. Requests for the film should specify the dates on which it is required and should be made far enough in advance to permit adequate scheduling by the Regional Offices.

F. W. Reichelderfer
Chief of Bureau

CL 18-53 - (Motion Picture Film "Tornado Warnings")

Washington, D. C.
July 8, 1953

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
July 10, 1953



CIRCULAR LETTER NO. 19-53
(To all First Order Stations)

Subject: Field Visits of Department of Commerce Advisory
Committee on Weather Services

In order to assist the Weather Bureau in any plans and adjustments that may be necessary to carry out the policies of the Administration with respect to meteorological services of the Federal Government, the Under Secretary of Commerce for Transportation, Mr. Robert B. Murray, Jr., has appointed a Committee of non-partisan meteorologists to review the broad aspects of Weather Bureau services and to consult and advise on major policies. The membership of the Committee is as follows:

- General J. J. George, Chairman
- Mr. Robert D. Elliott
- Colonel A. F. Mewether
- Captain H. T. Orville
- Mr. Charles Pennypacker Smith
- Mr. Kenneth C. Spengler
- Dean A. F. Spilhaus
- Mr. Richard J. Roth

Up to the present time the Committee has visited the Central Office and the Washington National Airport WBAS, and representatives of the Committee have interviewed MICs at New York (Regional Office), San Francisco, and Los Angeles. The Committee as a group plans to visit certain stations, among them Chicago, Fort Worth, Kansas City, Los Angeles, New Orleans, and San Francisco. Insofar as possible other stations which may be visited will be informed in advance of the visit. The MIC in each case should, if possible, plan to be on hand to show the Committee the work of his station and to answer any and all questions in which the Committee is interested.

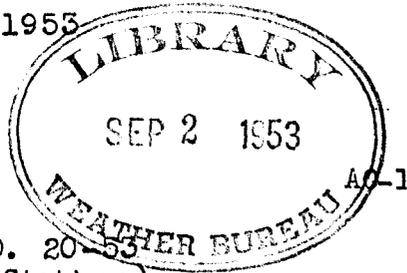
All officials and employees should assist in whatever ways they can to make the visit of the Committee successful and constructive in its evaluation of the work of the Bureau. MICs should be prepared to review their work and responsibilities clearly and concisely.

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

C.L. 19-53 - (Field Visits of Department of Commerce Advisory Committee on Weather Services)
Washington, D.C.
7-30-53

87779

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Library
UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington
August 28, 1953



CIRCULAR LETTER NO. 20-53
(To All First Order Stations)

Subject: Authorized Station Program

Your attention is invited to the fact that inquiries you may receive as to the authorized functions or activities of your station may be answered by reference to pages 95 through 117 of the Budget Digest 1952-1953, copy of which was furnished your station.

Note that the numerals in the columns on the right-hand portion of each page refer to the code on page 94 and do not represent the number of employees.

From time to time changes in functions in some localities are authorized by the Central Office incident to changing requirements locally, changes in the fiscal situation, etc. Such authorizations are made by letter and not by interim amendments to the tables on "STATION COMPLEMENTS AND ACTIVITIES" referred to above.

F. W. Reichelderfer
Chief of Bureau

File: 015
C.L. 20-53 - (Authorization of Station Program)
Washington, D.C.
8-28-53



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

August 31, 1953

0-4.1

CIRCULAR LETTER NO. 21-53
(To all Regional Offices and First-Order Stations)

Subject: Local Distribution of Weather Information by Weather
Telautograph Circuit

Considerable operating experience with weather telautograph circuits has been gained during the past few years. This experience indicates that the telautograph type of communication system is a practicable way of simultaneously distributing local weather information at airports where a large number of interests have need for immediate and positive receipt of the same information. The Weather Bureau proposes to continue with its telautograph program as need arises and funds permit. It is therefore appropriate to consolidate and bring up to date existing instructions; such is the purpose of this issuance which supersedes Circular Letters No. 47-49 and 115-49.

Telautograph is not, as yet, widely used by the Bureau. In view of this fact, advantages of a circuit are given for the information of those who have had little or no contact with the equipment. Of course, benefits which will accrue depend to a certain extent upon the type of communication equipment which is being replaced. Generally one or more of the following advantages are realized: simultaneity of distribution, reproduction of the written message for record purposes, elimination of stand-by time, simplicity of operation, and the absence of disturbing sound.

Requests for service will usually originate at the field level when a Meteorologist in Charge of a Weather Bureau office feels installation of such a system is justified. In all cases, he should forward his recommendations and justifications to the Regional Office. These recommendations should include (1) a statement concerning the views of local CAA officials regarding the proposal, (2) suggestions as to where funds might be saved to offset the cost of the telautograph installation, such as the discontinuance of a local teletypewriter circuit, telephone, etc., and (3) the number of individual distributions (telephone calls, typings, interphone calls, etc.) now required to disseminate each special observation.

If the Regional Office endorses the recommendation of the MIC and has funds to support the installation, it should consult with the CAA Regional Office, advising the attitude of local CAA offices toward the project. If the Regional Offices concur, the Weather Bureau Regional Office should proceed by coordinating each separate plan for telautograph with the Air Transport Association Regional Manager before submitting it to the Central Office. This latter action will obviate need for the MIC to "sell" the plan to local airline offices since the reaction of the scheduled air carriers concerned will be obtained through the ATA. Although opposition by the member airlines through the ATA Regional Manager is not anticipated,

File: 657
K430.0
CL-21-53 (Local Distribution of Weather Information by
Weather Telautograph Circuit)
Washington, D. C.
August 31, 1953

the Central Office will discuss your recommendation further with the Washington office of the ATA in any case where the Regional Manager objects. As a finalizing step, the coordinated overall plan, supported by complete details with recommendations, should then be forwarded to the Central Office for approval.

TelAutograph Telescriber Service is listed under Class 17 of the Federal Supply Schedule. Upon request, Regional Offices will advise where technical information concerning installation of the equipment can be obtained.

In general, installations should be planned around A or AP (exterior service - standard model) equipment, and Central Office authorization must be obtained for the use of the more expensive streamlined CA equipment. Transceivers should be equipped with the weather form lighted platen TelAutograph Corporation No. 6730-Z. For all practicable purposes, there is no limit to the number of receive-only units that may be included in a telautograph circuit; however, for best results the number of transceivers on any one circuit should not exceed six. It is desirable that equipment installed in Weather Bureau and in CAA offices be of the transceiver type in order to promptly clear requests for repetition of doubtful elements. If less than six transceivers are on the circuit after the needs of the Weather Bureau and the CAA have been satisfied, the more active private aviation interests that have expressed a desire to subscribe to the service should be encouraged to have transceivers installed. This would facilitate the transmitting of PIREPS to the Weather Bureau Office. Physical details of each installation should be arranged between the subscriber and the local TelAutograph Corporation representative.

At future installations, responsibility for costs for the Weather Bureau and the CAA will be in accordance with the "Memorandum of Understanding;" i.e., where offices are not adjacent or some other mutually acceptable arrangement is not made, the Weather Bureau will stand the cost of a transceiver drop (including installation of equipment, necessary line circuits, etc.) in one local CAA facility. All expenditures pertaining to installation, service, line circuits, and maintenance of equipment in other offices will be borne by the individual subscribers.

Weather Bureau telautograph circuits are intended solely for local distribution of weather information. The local office of the Bureau therefore acts not only as the initial sponsoring agent for the circuit but also, upon written application of aviation interests for drops, issues permits to the TelAutograph Corporation to install additional receiver or transceiver drops on the circuit. A permit may be cancelled by the Central Office whenever a subscriber makes improper use of the facilities. If a single communication system such as telautograph is available, Weather Bureau personnel will no longer be expected to give routine individualized service by telephone or otherwise to aviation interests in so far as general distribution of local weather information is concerned. Paragraph 9181 of Circular N also points out that observations will ordinarily be distributed over this single system only. It follows that all offices at the airport requiring local weather information on a routine basis should

be apprised of the foregoing and should be subscribers to the Weather Bureau telautograph circuit. Of course, these instructions will in no way affect our normal responsibility of replying to inquiries for weather information.

A general working layout and instructions for operation of weather telautograph circuits are attached. Although the layout considers the maximum number of government offices, in many instances there will be no ARTC or FAWS; and in some cases where there is a FAWS, arrangement may be such that it will not require a drop on the circuit. When any of the foregoing situations prevail, a simplified plan should be followed. For best results, circuits should be installed and operated in accordance with the attachments. Deviations from them must have prior Central Office approval.



F. W. Reichelderfer
Chief of Bureau

Attachments

WORKING LAYOUT OF WEATHER TELAUTOGRAPH CIRCUIT

<u>Station</u>	<u>Identifier</u>	<u>Equipment</u>	<u>Authorized Transmissions</u>
Observer	OBS	*TR	1. All official coded observations including PIREPS 2. 2-hour local forecast
FAWS	FAWS	TR	3. Local warnings
INSAC	COM	TR	1. Acknowledgment of observations 2. PIREPS
Tower or CS/T	TWR	TR	1. PIREPS 2. Visibility observations
ARTC	ATC	TR	1. PIREPS
Others	Determine locally	TR or ** R	1. PIREPS

All stations having TR equipment may send or request corrections.

Forms 3024B and F need not be prepared for INSAC when information is delivered via telautograph.

Towers and Combined Station/Towers may discontinue preparation of Form 1130A for visibility observations transmitted to Observer by telautograph.

PIREPS received from aircraft will be addressed to Observer, who will code them in official form.

A maximum of six transceivers will be permitted on a circuit.

* Transceiver - equipment will transmit and receive messages.
TR at station Observer should be equipped with winder.

** Receiver - will receive messages only.

INSTRUCTIONS FOR OPERATION OF TELAUTOGRAPH WEATHER CIRCUIT

The following instructions will apply when sending a message on the telautograph weather circuit:

Addresses

All messages will bear an address (station identifier) except official observations, forecasts and acknowledgments of receipt by INSAC.

Station Designator

Forecasts and observations pertaining to points other than the local airport will be preceded by the appropriate station designator.

Authorized Transmissions

Only those messages specifically authorized under the column Authorized Transmissions on the preceding page will be sent on the telautograph weather circuit. Acknowledgments of receipt by INSAC may be eliminated if such acknowledgments are found unnecessary.

Signature

All messages will bear the signature (station identifier) of the sending station. The signature on official observations and forecasts will be followed by the filing time. Other messages may include a filing time at the discretion of the sender.

Official Weather Messages

Messages transmitted by either FAWS or OBSERVER and visibility reports by TOWER when TOWER is participating in the Weather Bureau Visibility Program are the only messages which will be considered as official Weather Bureau information. Only those messages bearing the underlined signature of OBSERVER or FAWS will be given long line teletype distribution. Such messages will be written in correct form for teletype transmission.

Practice Transmissions

It is recognized that new personnel will require practice in the use of the telautograph transceiver. In addition, periodic checks by supervisors may indicate need for practice on the part of others. Practice should take place when the weather is such that special observations are not likely to be filed. It should be conducted during the period from 30 minutes after the hour to 45 minutes after the hour. At the beginning of a practice transmission an announcement to that effect will be made, giving the identification of the station conducting the practice and the time that the circuit will be utilized for that purpose. The close of the practice period will be announced by writing END OF PRACTICE followed by station identification and time of circuit release.

RECORD RETENTION

Observer will retain all telautograph transmissions in rolls for three months.

SAMPLE TRANSMISSIONS

1. RECORD OBSERVATION
R 041230M-----
M5008-----
OBS 1225
2. SPECIAL OBSERVATION
S8 1240M E 450-----
OBS 1241
3. CHECK OBSERVATION
1301M 200 9-----
OBS 1301
4. LOCAL EXTRA OBSERVATION
LCL 1345M 501-----
OBS 1345
5. OFFICIAL PIREPS
1350M PIREPS W DEN-----
OBS 1354 or FAWS 1354
6. SYNOPTIC, PIBAL, AND RAOB OBSERVATIONS
46945 83612 017-----
OBS 1115
7. 2-HOUR LOCAL FORECAST
LCL FCST 1445-1645M-----
FAWS 1440
8. PIREPS RECEIVED FROM AIRCRAFT BY TOWER
OBS
PIREPS 400 SCTD 1100CIG 3000 TOP
DC-6 OFF AT 1455E
TWR
9. VISIBILITY OBSERVATION BY TOWER
OBS
TWR VSBY 1522M 2-1/4 GFDEP50
TWR
10. ACKNOWLEDGMENT OF OBSERVATIONS OR FORECASTS BY INSAC
R S8 COM
R R1230 COM
R 1510 FCST COM (1510 REFERS TO FORECAST FILING TIME)

SAMPLE TRANSMISSIONS - Continued

11. REQUEST FOR CORRECTED OBSERVATION

OBS
PLS RPT WND 1530 OBS
COM

12. PIREPS RECEIVED DIRECTLY FROM AIRCRAFT BY INSAC or
AIRLINE OPERATIONS

OBS
PIREPS 30-35N COS 1250M TOVC 115 MSL
DC-6
COM or AIRLINE IDENTIFIER

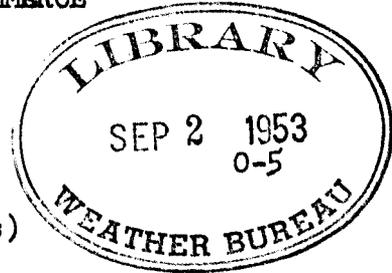
13. (a) PRACTICE TRANSMISSIONS

PRACTICE TRANSMISSION 1330M-1340M
OBS

(b) END OF PRACTICE TRANSMISSION

END OF PRACTICE
OBS 1340

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
September 1, 1953



CIRCULAR LETTER NO. 22-53
(To all First Order Stations)

Subject: Review of the Agricultural Meteorology Program

Reference: Circular Letters 54-44, 15-47, 8-48, 23-49, 33-51
and ~~SLAP~~ 55-52

A review of the Weather Bureau's program for agricultural meteorology is in progress at the Central Office. Although we know that many of our field offices have done outstanding jobs of providing local agricultural interests with warnings and forecasts, we need additional information regarding this service. Also, the question arises, "How can we give better service to local agriculture?" Your comments are solicited.

In order to evaluate what is now being done, we are asking each MIC who has an agricultural program to make a short resume of the activities of his station in this field. We wish to know how many purely agricultural radio broadcasts are made by your station. How much time in the general weather broadcasts is given to information of special value to agriculture? Are these broadcasts seasonal? Who are your local contacts with agricultural interests? Do you make special warnings for agriculture, if so, how often? Do you attend meetings with any local growers' associations from time to time? Your resume should outline the activities of the station back to 1st January 1952.

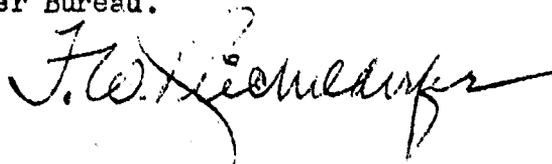
The Weather Bureau as the "executive agency" of the United States with respect to its membership in the World Meteorological Organization, sends experts to the meetings of technical commissions of the Organization. This fall a meeting of the Commission for Agricultural Meteorology will be held in Paris. As part of the documentation, the Weather Bureau was asked to furnish a report on the progress of agricultural meteorology in this country during the last six years. A review of available material shows that relatively little has been written by Weather Bureau personnel during this period. Agricultural meteorology, because of its relation to the vital production of basic foodstuffs, should be no less important than aviation meteorology.

Articles of scientific merit in the agricultural field are invited for publication as appropriate. Many outstanding articles on agricultural meteorology were published before 1940 in the Monthly Weather Review and up-to-date material is still of importance.

File: 653.1

C.L. 22-53 - (Review of the Agricultural Meteorology Program)
Washington, D.C.
9-1-53

A nationwide survey is planned both within the Bureau and with outside agricultural agencies including U. S. Department of Agriculture, agricultural colleges, interested radio stations and others concerned with agricultural problems to determine the most effective programs that can be supported by present funds. A number of local Bureau stations will be included in the survey. Stations selected will be notified when plans are definite. Mr. James M. Beall has been named to carry on this survey, and to specialize in the development of agricultural meteorology for the Weather Bureau.

A handwritten signature in black ink, appearing to read "F. W. Reichelderfer", with a long horizontal flourish extending to the right.

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
September 15, 1953



CIRCULAR LETTER NO. 23-53
(To All First Order Stations)

Subject: Modification of Domestic Aviation Forecast Program

Reference: MAL 149-52 on above subject

Attached are new instructions for the preparation of aviation Terminal Forecasts, Area Forecasts, Winds Aloft Analyses and Regional Prognoses. These instructions, which supersede Chapters B-20 and B-21, Vol. III of the Weather Bureau Manual, will become effective October 15, 1953, subject to verification by GENOT in order to be certain that revised communications schedules now in process of publication are received sufficiently beforehand by all stations. The first forecast to be issued on that date under this modified program will be the 0700Z Area Forecast followed by the Regional Prognoses, Winds Aloft Analyses and Terminal Forecasts in their respective order.

While these are detailed operating instructions for the FAWS centers, it is highly important that all briefing stations examine these instructions, particularly with respect to the type of material they will receive and the times of receipt, so there will be the least amount of disruption to normal station operations and briefing services as a result of the changeover. Stations will be furnished charts showing the 12-hour and 24-hour terminal forecast networks, the winds aloft analysis network, and other reference material to expedite filing and use of the new forecasts.

Some major points of the change as they affect briefing stations are enumerated below:

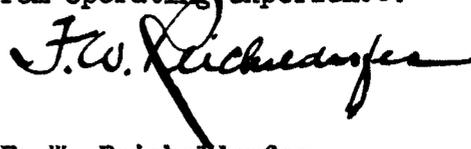
1. All 12-hour terminal forecasts will be received via Service A with approximately 60 terminals scheduled on each circuit, providing complete terminal forecast coverage for the circuit area, plus limited coverage for adjacent areas.
2. All 24-hour terminal forecasts will be received via Service C. Approximately 100 will be received on each Service C circuit, giving national coverage.

File 652.1
CL-23-53 (Modification of Domestic Aviation Forecast Program)

Washington, D. C.
9/15/53

3. Area forecasts, very similar to the present Regional Forecasts, will be received via Service A, giving coverage for the ARTC areas common to the circuit, plus adjacent areas up to a maximum of six area forecasts per circuit.
4. Regional Prognoses, discussing the expected 24-hour movement of main synoptic features and pointing up the more critical weather conditions of importance to long-haul type flights, will be received on Service C. These will be issued by Washington, Chicago, San Francisco and New Orleans for each of their respective regions of responsibility.
5. Winds Aloft Analyses, indicating expected winds aloft for a country wide network of approximately 125 stations, will be received via Services A and C. Each Service A circuit will carry about 30 winds aloft analyses and the Service C circuits will provide additional coverage by carrying approximately 75 analyses. It is intended that this winds aloft information be the basic reference material in dealing with flight operations, both pre-flight and in-flight. For this reason pilot requests for "pibal" information will be answered by referring to the winds aloft analyses unless it is clear that observational information is required rather than current estimates of winds aloft.

It will be noted that the new instructions have been written in Weather Bureau manual style to facilitate their being made a part of the Manual at a later date. In the meantime we will appreciate having field comments on suggested changes resulting from operating experience.



F. W. Reichelderfer
Chief of Bureau

Attachment

CHAPTER B-20. AVIATION FORECASTS (REGIONAL AND AREA).

B-2001. General. The Regional Synopses and The Area Forecasts will be written in accordance with the instructions contained in this Chapter. Succeeding paragraphs through B-2010 describe the format and content for the Regional Synopses and Area Forecasts issued by the FAWS Centers in the continental United States. Differing aviation weather service requirements and other local considerations make it necessary that the content and format of the forecasts issued in Alaska and Hawaii be slightly different from that of the forecasts issued in the continental United States. These differences are discussed in Paragraphs B-2012 and B-2013.

The form and content as prescribed in these instructions has been drawn up with the purpose of including the meteorological information which is of most importance to flight planning, both private and commercial. It is the responsibility of each Supervising Aviation Forecaster to review periodically for accuracy, content and completeness the Regional Synopses and Area Forecasts issued by his staff, and to review occasionally the teletype copies of these forecasts to insure that the prescribed format is being followed. Forecasters are encouraged to review their own forecasts, preferably several days following the date of issue, as a check on clarity and completeness.

B-2002. Areas of Forecast Responsibility.

a. Within the Continental United States.

1. Regional Synopses will be issued by the four designated forecast offices for the regions of responsibility shown in Exhibit B-20-1.

2. Area Forecasts will be issued by the 25 designated forecast offices for the areas of responsibility (approximately the same as the ARTC areas) shown in Exhibit B-20-2 and B-20-3. (It should be noted that Pittsburgh will not issue Area Forecasts.)

b. In the Territories. The forecast center at Anchorage will issue aviation forecasts for the Territory of Alaska as specified in Paragraph B-2012. The forecast center at Honolulu will issue aviation forecasts for the Territory of Hawaii as specified in Paragraph B-2013.

B-2003. Times of Issue of Regional Synopses and Area Forecasts.

Regional Synopses and Area Forecasts will be prepared each six hours and filed with communications operators at least ten minutes prior to their scheduled transmission times. The valid beginning times of both types of forecasts and the beginning teletypewriter transmission times are tabulated below:

	<u>Transmission Times*</u>	<u>Valid Times*</u>
REGIONAL SYNOPSES	0324Z	0400Z
	0924Z	1000Z
	1524Z	1600Z
	2124Z	2200Z
AREA FORECAST	0022Z	0100Z
	0622Z	0700Z
	1222Z	1300Z
	1822Z	1900Z

B-2004. Time and Place References.

Locations and movements of weather systems will be stated with reference to aviation weather reporting stations, state boundaries or well known geographical points. Station names will be written in full but recognized abbreviations for other proper names should be used. Positions will not be stated with reference to portions of the Region or Area, e.g., "SRN BRDR DIST". Times of occurrence will be stated by whole hours (Example: 03C, 21P) of the 24-hour clock using the time zone observed at the forecast center or by reference to well recognized parts of the day, e.g., "NEAR MIDN", "ABT SNRS". A period (.) will be used at the end of each complete statement in the Regional Synopsis and the Area Forecast but is not necessary at the end of a section.

B-2005. Form and Content of the Regional Synopsis.

The Regional Synopsis will be for a 24-hour period and will consist of the following sections:

* Continental U.S. only

1. Heading
2. Forecast Region
3. Prognosis
4. Critical Weather

Each section of the Regional Synopsis and Area Forecast will be written as a separate paragraph. Authorized symbols, abbreviations and word contractions should be used in so far as possible.

a. Headings. The form for the heading is shown in the sample Regional Synopsis included in paragraph B-2007.

b. Forecast Regions. The descriptive terms for the Forecast Regions are shown on Exhibit B-20-1.

c. Prognosis. The PROG section will contain a brief statement about the location, expected movement and development of dominant synoptic features (air masses, fronts and pressure systems) that are expected to materially affect the forecast area during the 24-hour period. The detailed statements of positions of fronts and pressure centers will be confined to the Region for which the forecast center has responsibility. Analytical features falling outside the area should be mentioned as necessary for the sake of continuity with the synopses for adjacent areas, but should be stated in more general terms.

In writing the prognosis it is usually helpful to the users of the forecast if the most important single feature of the synoptic situation is mentioned first, with other significant features following in order of their relative importance. Pressure gradients need not ordinarily be mentioned. When marked changes in the rate of movement of pressure centers and fronts are expected intermediate positions, in addition to those expected at the beginning and ending of the 24-hour valid period, should be given.

In addition to being of particular value to long-haul aircraft operations and general Weather Bureau use, the PROG section will, to a large extent, be the basis for the Area Forecasts issued by **FAWS Centers**. Therefore, the Regional Synopsis should be clear, concise, and complete.

d. Critical Weather. The CRITICAL WX section will contain a statement concerning weather phenomena considered critical for planning long-haul flights, e.g., areas of strong frontal activity, line squalls, heavy thunderstorms, moderate to heavy turbulence and icing, location and movement of the jet stream, and in addition those features lying above an 8,000-foot plane (10,000-foot over the Western Mountain States and Plateau) concerning thick clouds (usually of convective type) covering large areas.*

In writing the CRITICAL WX section forecasters should keep in mind that it is their responsibility to include in one message only the main points about the more critical flying weather conditions over their large area of responsibility and that the Regional Synopsis is intended primarily for planning in connection with long-haul flights. No attempt will be made to include details on ceilings, visibilities and upper winds as these will be included in the area and terminal forecasts.

B-2006. Form and Content of Area Forecasts.

a. General. The Area Forecast will be for a 12-hour period plus a 12-hour outlook and will consist of the following sections:

1. Heading
2. Forecast Area
3. Clouds and Weather
4. Icing
5. Turbulence
6. Outlook
7. Winds Aloft (See B-2006-h.)

It is very desirable that the average length of the Area Forecasts be held to within about 150 words (approximately 15 full lines of teletypewriter copy) so far as possible and yet permit satisfactory description of expected weather conditions. This is necessary in order that the forecasts may be transmitted on the teletypewriter circuits in the available time.

b. Heading. The form for the heading is shown in the Area Forecast example included in paragraph B-2008.

* All heights will be understood to be MSL.

c. Forecast Areas. Exhibit B-20-2 illustrates the forecast areas. The descriptive terms for the forecast areas are listed under Exhibit B-20-3.

d. Clouds and Weather. The CLDS AND WX section will consist of a description of amount and heights of sky cover[#], surface visibility, state of weather/obstructions to vision, surface winds and other information as appropriate to describe the flying weather conditions expected over the region during the 12-hour forecast period. These forecast elements are discussed in detail in succeeding paragraphs. In writing this portion of the Area Forecast, it may often be necessary to refer to the movement of fronts, squall lines or other synoptic features, even though previously mentioned in the Regional Synopsis, in order to clearly describe the moving weather patterns and to include all information of major importance to airmen. The Area Forecast example in paragraph B-2008 illustrates one way of describing the moving weather pattern without making a direct re-statement of the applicable portion of the PROG section of the Regional Synopsis.

The CLDS AND WX section of the forecast should, as a rule, describe first the weather conditions of most importance to aviation, e.g., severe frontal activity, line squalls, thunderstorms or hail. However, this may not always be logical if the only weather conditions of major importance are expected to occur late in the forecast period since the procedure would then result in the weather discussion being very much out of chronological order.

Forecasts should refer to any current tornado warnings issued by the district forecast centers or the WBAN Analysis Center and re-state appropriate portions of these. Cognizance should also be taken of any WBAN severe weather bulletins pertaining to the aviation forecast area.

In this instruction, the terms "heights of cloud bases" and "cloud layers" will be understood to include surface based layers such as snow, smoke or dust that are expected to reduce the vertical visibility to less than the depth of the layer. (Refer to Circular N on reporting of "obscured" sky.)

Forecasters are encouraged to make the CLDS AND WX section of the area forecast as clear and concise as possible.

It is preferred that abbreviated plain language be used in this section of the forecast, but height and amount of sky cover, visibility and state of weather may be indicated by authorized symbols when arranged in the same form as the terminal forecasts. Cloud types will not ordinarily be mentioned but may be included if this contributes materially to the clarity of the forecast.

With heterogeneous weather conditions over most of the district, it frequently may be more desirable for purposes of clarity and readability to divide the forecast region into several parts, separated by a line feed, and to discuss significant aspects of the weather for one such area before going on to the next.

1. Height of Sky Cover. The statement "HEIGHTS MSL UNLESS NOTED" will be included immediately following the "CLDS AND WX" heading, except that when the sky condition forecast is limited to "CLR", /⊙, /⊕, or /⊕, it will be omitted.

Forecasters should feel free to describe cloud heights with reference to "above ground" if this will permit a clearer expression of the forecast. If "above ground" reference is used, it will be indicated by using the contractions "ABV GND" in the description of cloud heights.

Normally, use of "above ground" reference should be limited to description of layers sufficiently near the ground to be of immediate concern to aircraft operating under visual flight rules. Heights will be in hundreds of feet. In so far as it is practicable, the height intervals used will be 100 feet for heights 3,000 feet or less above the highest terrain in the immediate area under consideration. Above this limit, the height intervals used should be 500 or 1,000 feet. Cloud layers above 20,000 MSL will be written as /⊙, /⊕, or /⊕ .

Thin clouds, such as cirrus, above 20,000 feet MSL should be omitted from the forecast when other clouds are indicated for the immediate area under consideration. For example, if scattered clouds at 4,000 feet and thin broken clouds with bases above 20,000 feet MSL are expected, only the lower layer need be stated in the forecast.

A range of variability in the height of cloud bases over an area may be indicated, e.g., 6-10⊕. However, such notations should be used with discretion since to state too wide a range of variability tends to detract from the value of the forecast. Ranges of heights in cloud bases ordinarily should not be stated when the height of the clouds is indicated to be more than 2000 feet above the highest terrain in the immediate area under consideration. In writing forecasts for mountainous areas over which low clouds are expected, it is advisable to include statements such as "MTNS OBSCD ABV 3500 MSL", "ALLEGHENY RIDGES OBSCD", "ALL PASSES CLOSED". The use of notations such as ⊕V⊕, ⊕V⊕, should be kept to a minimum.

Where surface-based layers (such as snow or dust) are expected to reduce vertical visibilities to less than the depth of the layer, these conditions should preferably be stated by such terms as "SNW CIGS 5-10 ABV GND", "DUST CIGS 10-20 ABV GND".

Sky cover will be stated solely on the basis of the expected amount of coverage provided by each individual layer.

2. Cloud tops. The height of cloud tops will be stated only for cloud layers with bases 20,000 feet or lower MSL. Forecasters should not attempt to define tops for each individual cloud layer, but rather, should strive to call attention to expected "clean cut" tops that may be of value to flight planning or air traffic control. Tops of scattered clouds need not be indicated except in the case of cumulus, cumulonimbus, or towering alto-cumulus clouds. In describing the tops of such clouds it is preferable to indicate their upper limits, e. g., "TOPS TO 350". Heights of cloud tops will be written in hundreds of feet, using Mean Sea Level as a reference plane, and will be identified by use of the word "TOPS".

3. Visibility. Surface visibilities of more than eight (8) miles will be omitted from the forecast. When visibilities are indicated to be 6 miles or less, the state of weather/obstruction to vision will be stated.

Visibilities will be in statute miles and the following increments will be used: 0, 1/4, 1/2, 3/4, 1, 1 1/2, 2, 3, 4, 5, 6, 7 and 8. A range of variability in the visibility over an area may be indicated, e. g. VSBY 3-5. However, such notations should be used with discretion; to state too wide a range of variability tends to reduce the value of the forecast.

4. State of weather/obstruction to vision. When included in an abbreviated plain language statement, state of weather/obstruction to vision should be written in contracted form (e. g., SNW, DRZL, etc.). They should be indicated in symbol form, using the plus (+) or (-) sign as appropriate in accordance with aviation weather reporting procedures only when written as a part of a complete symbolic forecast group. Thunderstorms, except when written as part of a complete symbolic group, will be written "TSTM" or "HVY TSTM".

5. Surface Winds. Surface wind directions and speeds will be stated in symbolic form for any areas where surface winds are expected to reach sustained speeds of 25 miles per hour or more. Directions (approximate) will be stated with reference to true north and speeds will be in statute miles per hour. The statement of expected winds should begin with the contraction "SFC WND."

EXAMPLE: SFC WIND WRN KAN ↑30-40

Gusty surface winds may be indicated by adding the words "GUSTY" or "GUSTS TO".

e. Icing. This portion of the forecast will be identified by the contraction "ICG". It will include a statement of the aircraft icing conditions and the height of the freezing level expected during the forecast period. The upper and lower limits of the icing levels should be stated when possible. Heights will be in hundreds of feet above Mean Sea Level. The contract-

ions "ICGIC" and "ICGIP" may be used to indicate icing conditions in clouds or in precipitation, respectively. These may be prefixed with the contraction "CLR" or the word "RIME" as appropriate. Relative icing intensities will be indicated by the descriptive terms "LGT", "MDT" or "HVY". (See Paragraph 2010.) A forecast of no icing should be written "NONE".

EXAMPLES:

ICG. MDT RIME ICG 30-50 SRN IA. FRZG LVL 30
ERN NEB NRN IA SLPG TO 70 SRN KAN

ICG. NONE. FRZG LVL 130-150

f. Turbulence. This portion of the forecast will be identified by the contraction "TURBC" and will be included only when turbulence of an intensity sufficient to materially affect the operation of aircraft is expected. Otherwise the entire turbulence section will be omitted from the forecast. The upper and lower limits of turbulence should be stated when possible and heights will be in hundreds of feet above Mean Sea Level. Relative turbulence intensities will be indicated by the descriptive terms "MDT", "HVY" or "SEVERE" and light turbulence need not be mentioned. (See Paragraph B-2010.) In general, turbulence such as is usually associated with active fronts, squall lines, thunderstorms and strong winds over mountain ridges or through passes should be included in the forecast. Turbulence, such as is usually associated with cumulus or stratocumulus clouds or strong surface winds over relatively even terrain, seldom represents a hazard and ordinarily should not be included in the forecast.

g. Outlook. This portion of the forecast will include a brief statement of the weather conditions expected during the 12-hour period ending 24 hours after the beginning valid time of the area forecast. Emphasis will be on weather conditions that are of most significance to the advance planning of flight operations. General weather conditions will not be described by the terms "VFR" and "IFR".

h. Because of communications requirements, the Winds Aloft Analyses issued by FAWS Centers in the continental United States are written for separate transmission. The format of these analyses is discussed in detail in Paragraph B-2011.

B-2007. Example of Complete Regional Synopsis

FR CHI 170924Z
CHICAGO REGION 04C SUN-04C MON

PROG. COLD FRONT FROM NWRN MINN TO NEAR HURON THEN STNRY WWD TO SHERIDAN AND GREAT FALLS TO WAVE IN NERN WASH AT 03C. COLD FRONT WILL CONT SLOW SEWD MVMT RCHG DULUTH REDWOOD FALLS BY 04C MON WITH REST OF FRONT RMNG ALMOST STNRY XCP THAT WAVE IN NERN WASH WILL MOVE TO NWRN MONT BY 16C TDA AND THEN MOVE SEWD TO NWRN WYO BY 04C MON

CRITICAL WX. WKNG SQAL LINE MARQUETTE TO LA CROSSE AT 03C WILL MOVE SEWD 25 MPH AND DSIPT ABT 09C. STG INDCNS ANOTHER SQAL LINE WILL DVLP ABT 50 MIS AHD OF FNT BY 17C THAT WILL MOVE SEWD 20 MPH WITH LCLY SVR CNDS BUT WKNG AFT MIDN. HVY TURBC IN SQAL LINE. MDT TO HVY ICG 120-180 IN SQAL LINE ZONE. CB TOPS TO 350. BRKN AC BASE 120 TOPS 180 IN DAKOTAS

B-2008. Example of Complete Area Forecast.

FA MSP 171222Z
07C-19C SUN

MINN N DAK S DAK

CLDS AND WX. HEIGHTS MSL UNLESS NOTED. CNDS IN 50 MILE
WIDE SQAL LINE ZONE THRU SERN MINN MOSTLY 60⊕ BUT
VSBYS BRFLY 2-4 AND CIGS NEAR 10-15 ABV GND WITHIN
HVYR TSTM AREAS. THIS SQAL LINE WILL MOVE SEWD ABT
25 MPH AND DSIPT BY ABT 10C BUT LCL AREAS LOW CLDS
6-12⊕ ABV GND WILL PERSIST TIL NOON ALG THE SLOW
MOVG COLD FRONT FROM INTERNATIONAL FALLS TO HURON AT
05C AND STNRY FROM THERE WWD TO BYD RAPID CITY. 100-
120⊕ GNRL IN CNTRL AND WRN PTNS DAKOTAS WITH A FEW
HILVL TSTMS DVLPG IN LATE AFTN

ICG. LGT TO OCNLY MDT ICGIC ABV 120 XCP LCLY HVY IN
TSTM AREAS. FRZG LVL 120-140

TURBC. MDT TO HVY IN TSTMS

OTLK 19C SUN-07C MON. TSTMS CNTRL AND WRN DAKOTAS
WILL END BY ERY EVE BUT ANTHR SQAL LINE WILL DVLP
FROM NERN MINN TO SERN CORNER S DAK BY 20C THAT WILL
MOVE EWD ABT 25 MPH WITH LCLY SVR CNDS AND THEN
DSIPT SHORTLY AFT MID. ELSW UNRSTD VSBYS AND NO CLDS
BLO 100 MSL

B-2009. Amended Forecasts. Amended Regional Synopses and Area
Forecasts should be issued when weather conditions differing
materially from that originally forecast occur or are antici-
pated. The decision as to whether or not to issue an amended
forecast must necessarily rest with the forecaster. He should,
in his decision, be guided by taking into consideration such

weather changes as may be of particular importance to aircraft operations. The forecaster should feel free to issue amendments at any time he may consider it important to the safe and efficient operation of aircraft.

Amended forecasts will be written in the same form as the scheduled forecasts, except that the heading will be preceded by the word "AMENDED". The release time will be the time of filing the forecast (G.C.T.). Amended forecasts will extend only to the end of the current forecast period. Only those sections of the forecast that are being revised will be included in the amended forecast. The "Outlook" will be omitted from the amended Area Forecasts.

B-2010. Intensities of Icing and Turbulence.

a. The criteria herein used to define intensities of turbulence and icing in aviation forecasts correspond to those developed by NACA, which are under consideration by the World Meteorological Organization for use as a guide for the taking of in-flight weather observations. The definitions are as follows:

1. Icing:

Light -An accumulation of ice which can be disposed of by operating de-icing equipment, and which presents no serious hazard. Light icing will not cause alterations in speed, altitude, or track.

Moderate -An accumulation of ice in which de-icing procedures provide marginal protection; the ice continues to accumulate, but not at a rate sufficiently serious to affect the safety of the flight unless it continues over an extended period of time.

Heavy -An accumulation of ice which continues to build up despite de-icing procedures. It is sufficiently serious to cause marked alteration in speed, altitude, or track, and would seriously affect the safety of the flight.

2. Turbulence:

Light -Usually associated with small cumuliform clouds or with low-level flight over rough terrain. Some passenger discomfort.

Moderate -Associated with towering cumulus, average frontal conditions, and in the vicinity (but not interior) of isolated thunderstorms. General passenger discomfort.

Heavy -Usually associated with the interior of thunderstorms, either frontal or isolated. Difficult to maintain flying altitude.

Severe -Rarely encountered. Usually impossible to control aircraft. May cause structural damage.

b. It is recognized that these modifying terms are dependent to a considerable extent on non-meteorological factors such as airplane size and type, air speed, and for icing, the design of the de-icing equipment. Thus, in using these descriptive terms, forecasters should consider them as meaning the intensities that commonly apply to transport type aircraft of the DC-3 category or heavier and that other users of the forecast will need to evaluate the intensities in the light of their own operational limitations.

B-2011. Winds Aloft Analyses.

a. General. Winds aloft analyses will consist of a statement of expected upper winds and forecast changes for significant levels up to 20,000 feet. They will be issued by each of the FAWS Centers for the locations indicated in Exhibit B-20-5, Winds Aloft Analysis Assignments. These forecasts will be written separate from the Area Forecasts and filed approximately ten minutes prior to the scheduled transmission time. The beginning valid times of the winds aloft analyses and the approximate teletypewriter transmission times are tabulated below:

<u>Transmission Times* (Approximate)</u>	<u>Beginning Valid Times*</u>
0322Z	0400Z
0922Z	1000Z
1522Z	1600Z
2122Z	2200Z

b. Format and Content. Each upper wind forecast will be for a 12-hour period and will be written for selected levels up to and including 20,000 feet MSL. The standard levels are:

- 4,000 feet or gradient level¹, whichever is higher
- 7,000 feet
- 10,000 feet
- 15,000 feet
- 20,000 feet

Additional levels may be included if necessary to indicate abrupt changes.

All heights will be above Mean Sea Level, directions will be stated in tens of degrees, and speeds will be in KNOTS. Example: 4-1820, 7-2030. Wind directions less than 100 degrees will be written in the form 09, 03, etc., and wind speeds less than 10 knots will be in the form 08, 05, etc.

1. The gradient level will be the thousand foot interval that corresponds most closely to the gradient level (about 1500-2000 feet above the station) and this level will be selected by the responsible FAWS Center. If the gradient level so selected is higher than 5,000 feet MSL, the forecast should begin with the 7,000-foot level.

* Continental U. S. only.

Forecast winds of less than 5 knots should preferably be described as LGT AND VRBL. Winds of 100 knots or more will be in the form 105, 150, etc.

Forecast changes in direction or speed will be preceded by an appropriate time group. This time group will be stated in the nearest whole hour (10C, 06M) using the time standard in use at the station to which the forecast applies. The following may be used as a guide as to what constitutes a significant change in wind direction and speed:

Wind direction:

45 degrees with wind speeds less than 25 knots.
30 degrees with wind speeds above 25 knots.

Wind direction:

10 knots at wind speeds less than 25 knots.
15 knots at wind speeds above 25 knots.

c. Grouping of Winds Aloft Analyses. It is expected that there will be instances where substantially the same upper wind conditions are expected at two or more stations, in which case the forecasts should be grouped together by listing the station designators to which the forecast applies on the line preceding the forecast.

d. Examples of Complete Winds Aloft Analyses.

WA MSP 170922Z
04C-16C TUE

BIS
04C 4-1830 7-2135 10-2525 15-2720 20-2925
13C 4-3225 7-3025

FAR
04C 4-1620 7-2030 10-2525 15-2720 20-2925
09C 4-1930
15C 4-3225 7-3025

DLH MSP
04C 4-1510 7-2125 10-2525 15-2725 20-2925
09C 4-1825
15C 4-3320 7-3120

B-2012. Alaskan Aviation Forecasts. The forecast center at Anchorage will issue Regional Synopses and Area Forecasts for the Territory of Alaska. Regional Synopses will have the same form and content as described in Paragraph B-2005. Area Forecasts will have the same form and content as described in Paragraph B-2006 except that winds aloft forecasts for selected routes will also be included rather than issuing separate winds aloft analyses as described in Paragraph B-2011. Exhibit B-20-4 shows the Alaskan forecast areas.

The Alaskan Regional Office is authorized to approve such changes in format and forecast filing times recommended by the Anchorage forecast office as necessary to meet territorial requirements.

B-2013. Hawaiian Aviation Forecasts. The forecast center at Honolulu will issue Area Forecasts (but not Regional Synopses) for the Territory of Hawaii. The format and content of these forecasts will be essentially the same as the Area Forecasts issued for the continental U. S. and described in Paragraph B-2006 except that the "CLDS AND WX" section may be expanded as necessary to describe synoptic features having a direct bearing on the forecast weather. The format of the Winds Aloft Analyses will be as shown in paragraph B-2011 and will be prepared for the terminals shown in Exhibit B-20-5.

The Honolulu forecast center is authorized to make such changes in the scheduled forecast preparation times as necessary to meet territorial requirements.

EXHIBIT B-20-2, AVIATION WEATHER FORECAST AREAS AND FAWS CENTERS



EXHIBIT B-20-3

AVIATION FORECAST AREAS

<u>FAWS Center</u>	<u>Region of Responsibility</u>
SEATTLE	Washington, Oregon, Northern Idaho, Coastal waters.
SAN FRANCISCO	Northern and Central California, Western Nevada, Coastal waters.
LOS ANGELES	Southern California, Coastal waters.
GREAT FALLS	Montana.
SALT LAKE CITY	Southern Idaho, Southwestern Wyoming ¹ , Eastern Nevada, Utah.
ALBUQUERQUE	Northern Arizona, Northern and Central New Mexico, Oklahoma Panhandle, Texas Panhandle and South Plains.
EL PASO	Southern Arizona, Southern New Mexico, Southwestern Texas.
DENVER	Northern and Eastern Wyoming ² , Central and Western Nebraska, Colorado.
MINNEAPOLIS	North Dakota, South Dakota, Minnesota.
KANSAS CITY	Kansas, Eastern Nebraska, Iowa, Northwest half Missouri.
FORT WORTH	North-Central and Northeast Texas, Oklahoma except Panhandle.
SAN ANTONIO	South-Central and Southeast Texas, Coastal waters.
CHICAGO	Wisconsin, Northern Illinois, <u>Northern Indiana, Lake Michigan.</u>

1. That part lying west of Continental Divide.
2. That part lying east of Continental Divide.

<u>FAWS Center</u>	<u>Region of Responsibility</u>
ST. LOUIS	Southeast half Missouri, Southern Illinois
MEMPHIS	Arkansas, Northern Louisiana, Central and Western Tennessee, Central and Northern Miss.
NEW ORLEANS	Central and Southern Louisiana, Southern Mississippi, Southern Alabama, Northwestern Florida, Coastal waters.
DETROIT	Michigan.
CLEVELAND	Northern Ohio, Western Pennsylvania, Western New York.
CINCINNATI	Central and Southern Indiana, Central and Southern Ohio, Kentucky, Western West Virginia.
ATLANTA	Eastern Tennessee, Western North Carolina, Western South Carolina, Northern Georgia, Central and Northern Alabama.
JACKSONVILLE	Eastern South Carolina, Southern Georgia, Northern Florida, Coastal waters.
MIAMI	Southern Florida and Coastal waters.
WASHINGTON	Eastern West Virginia, Maryland, Delaware, District of Columbia, Virginia, Eastern North Carolina, Coastal waters.
LA GUARDIA	Eastern Pennsylvania, Central and Southeastern New York, New Jersey, Coastal waters.
BOSTON	Northern New York, New England States, Coastal waters.

EXHIBIT B-20-4, ALASKAN FORECAST AREAS

1. ARCTIC SLOPE
2. AREA NORTH AND WEST ALASKA-ALEUTIAN RANGE
3. AREA SOUTH AND EAST ALASKA-ALEUTIAN RANGE
4. SOUTHEAST ALASKA
5. ALASKA PENINSULA AND ALEUTIAN ISLANDS (ON REQUEST ONLY)

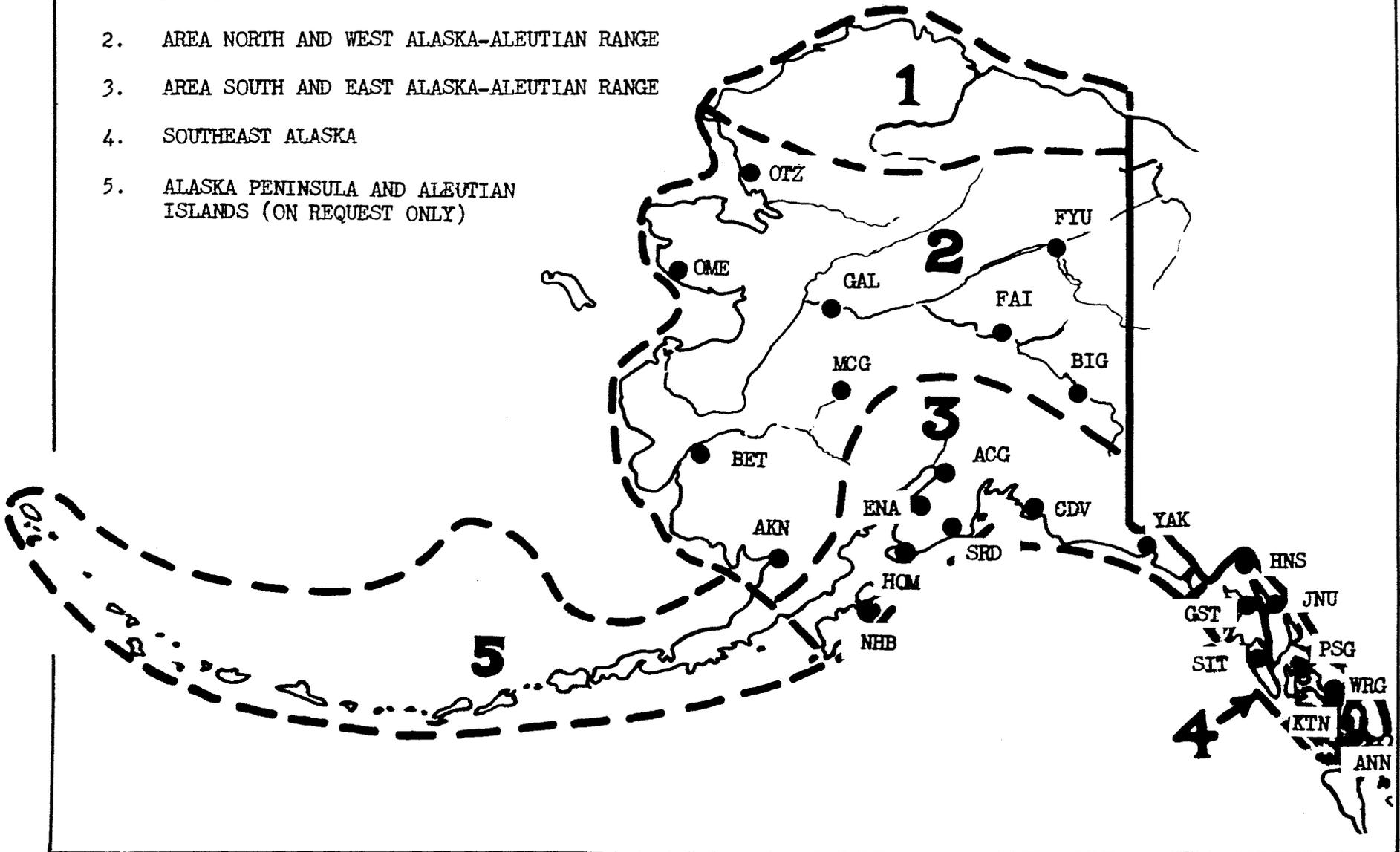


EXHIBIT B-20-5

WINDS ALOFT ANALYSIS ASSIGNMENTS

SEATTLE

SEA	Seattle-Tacoma, Wash.	EUG	Eugene, Ore.
YAK	Yakima, Wash.	MFD	Medford, Ore.
GEG	Spokane, Wash.	LWS	Lewiston, Idaho
PDX	Portland, Ore.	PDT	Pendleton, Ore.

SAN FRANCISCO

RBL	Red Bluff, Calif.	TPH	Tonopah, Nev.
SAC	Sacramento, Calif.	FAT	Fresno, Calif.
SFO	San Francisco, Calif.	RNO	Reno, Nev.

LOS ANGELES

LAX	Los Angeles, Calif.	SAN	San Diego, Calif.
STH	Santa Maria, Calif.	YUM	Yuma, Ariz.
BUO	Beaumont, Calif.	SDB	Sandberg, Calif.

GREAT FALLS

MSO	Missoula, Mont.	BIL	Billings, Mont.
BTM	Butte, Mont.	MLS	Miles City, Mont.
GTF	Great Falls, Mont.		

SALT LAKE CITY

BOI	Boise, Idaho	EKO	Elko, Nev.
PIH	Pocatello, Idaho	MLF	Milford, Utah
RKS	Rock Springs, Wyo.	LAS	Las Vegas, Nev.
SLC	Salt Lake City, Utah		

ALBUQUERQUE

INW	Winslow, Ariz.	ROW	Roswell, N. Mex.
ABQ	Albuquerque, N. Mex.	RTN	Raton, N. Mex.
AMA	Amarillo, Texas	FMN	Farmington, N. Mex.

EL PASO

PHX	Phoenix, Ariz.	ELP	El Paso, Tex.
TUO	Tucson, Ariz.	BGS	Big Spring, Tex.

DENVER

CPR	Casper, Wyo.	PUB	Pueblo, Colo.
CYS	Cheyenne, Wyo.	RAP	Rapid City, S. D.
LBF	North Platte, Nebr.	GLD	Goodland, Kansas
GJT	Grand Junction, Colo.	SHR	Sheridan, Wyo.
DEN	Denver, Colo.		

MINNEAPOLIS

BIS	Bismarck, N.D.	SUJ	Sioux Falls, S. D.
FAR	Fargo, N. D.	MSP	Minneapolis, Minn.
INL	International Falls, Minn.		
DLH	Duluth, Minn.	LSE	La Crosse, Wisc.
PIR	Pierre, S. D.	GRB	Green Bay, Wisc.

KANSAS CITY

OMA	Omaha, Nebr.	ICT	Wichita, Kans.
DSM	Des Moines, Iowa	MKC	Kansas City, Mo.
CNK	Concordia, Kans.	IRK	Kirksville, Mo.
DDC	Dodge City, Kans.	CBI	Columbia, Mo.

FORT WORTH

OKC	Oklahoma City, Okla.	TXK	Texarkana, Ark.
ABI	Abilene, Tex.	ACT	Waco, Texas
ACF	Fort Worth, Tex.		

SAN ANTONIO

CRP	Corpus Christi, Tex.	BRO	Brownsville, Tex.
SAT	San Antonio, Tex.	LRD	Laredo, Tex.
HOU	Houston, Tex.		

CHICAGO

MLI	Moline, Ill.	FWA	Fort Wayne, Ind.
CHI	Chicago, Ill.	MKE	Milwaukee, Wisc.

ST. LOUIS

SPI	Springfield, Ill.	TUL	Tulsa, Okla.
STL	St. Louis, Mo.	MAW	Malden, Mo.
SGF	Springfield, Mo.		

MEMPHIS

BNA	Nashville, Tenn.	LIT	Little Rock, Ark.
MEM	Memphis, Tenn.	JAN	Jackson, Miss.

NEW ORLEANS

LCH	Lake Charles, La.	MOB	Mobile, Ala.
MSY	New Orleans, La.		

DETROIT

INR	Kinross, Mich.	DET	Detroit, Mich.
APN	Alpena, Mich.	MQT	Marquette, Mich.
MKG	Muskegon, Mich.		

CLEVELAND

CLE	Cleveland, Ohio	BUF	Buffalo, N. Y.
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CINCINNATI

IND	Indianapolis, Ind.	HTW	Huntington, W. Va.
EVV	Evansville, Ind.	LEX	Lexington, Ky.
CVG	Cincinnati, Ohio	CMH	Columbus, Ohio

ATLANTA

BHM	Birmingham, Ala.	TYS	Knoxville, Tenn.
MGM	Montgomery, Ala.	SPA	Spartanburg, S. C.
ATL	Atlanta, Ga.		

JACKSONVILLE

CHS	Charleston, S. C.	TPA	Tampa, Fla.
TLH	Tallahassee, Fla.	AMG	Alma, Ga.
JAX	Jacksonville, Fla.		

MIAMI

VRB	Vero Beach, Fla.	EYW	Key West, Fla.
MIA	Miami, Fla.		

WASHINGTON

EKN	Elkins, W. Va.	RDU	Raleigh, N. C.
DCA	Washington, D. C.	IMN	Wilmington, N.C.
ROA	Roanoke, Va.	RIC	Richmond, Va.
ORF	Norfolk, Va.		

PITTSBURGH

PIT Pittsburgh, Pa.

LA GUARDIA

ELM	Elmira, N. Y.	HAR	Harrisburg, Pa.
LGA	La Guardia, N. Y.	PHL	Philadelphia, Pa.

BOSTON

BOS	Boston, Mass.	PWM	Portland, Maine
BTV	Burlington, Vt.	ALB	Albany, N. Y.
PQI	Presque Isle, Maine	SYR	Syracuse, N. Y.

HONOLULU

KHNL	Honolulu, Oahu	LYN	Lanai
LIH	Lihue, Kanai	UPP	Upolo Point, Hawaii
MKK	Kaunakakai, Molokai	KITO	Hilo, Hawaii
KMAU	Maui, Puunene	OGG	Kahului, Maui
HNM	Kana, Maui	KOA	Kailua, Hawaii

CHAPTER B-21. AVIATION FORECASTS (TERMINAL)

B-2101. General. Terminal forecasts will be written in accordance with the instructions contained in this Chapter. The form and content of the terminal forecasts as prescribed in these instructions have been determined with the view toward including meteorological information which is of most importance to flight planning, dispatching, and takeoff and landing operations. It is the responsibility of each Supervising Aviation Forecaster to review periodically for accuracy, content and completeness, the terminal forecasts issued by his staff.

B-2102. Terminal Forecast Assignments. Exhibit B-21-1 lists the places for which preparation of scheduled terminal forecasts has been authorized.

B-2103. Times of Issuance and Periods Covered. Terminal forecasts will be prepared each six hours and filed with communications operators at least ten minutes prior to the scheduled transmission times. Terminal forecasts will be for either a 12-hour or 24-hour period as indicated in Exhibit B-21-1. The beginning valid times of the forecasts and the beginning teletypewriter transmission times are tabulated below:

	<u>Transmission Times</u>	<u>Valid Times</u>
24-hour forecasts	0440Z	0500Z
	1040Z	1100Z
	1640Z	1700Z
	2240Z	2300Z
12-hour forecasts	0422Z	0500Z
	1022Z	1100Z
	1622Z	1700Z
	2222Z	2300Z

a. Heading. The form of the heading is shown in the sample terminal forecast transmissions in paragraph B-2105.

b. Observational Pre-Requisite and Delayed Forecasts. For terminal forecasts to be useful for aviation it is necessary that they contain considerable detail on changes in ceiling, visibility, and weather elements. To do this the forecaster should have current reports so that he will have information on the initial state of the elements to be forecast before projecting them into the future. Accordingly, the Bureau does not favor issuance of

scheduled teletypewriter transmitted terminal forecasts for locations where aviation weather observations are not made. In cases of terminals where hourly aviation reports are available during daytime and curtailed during nighttime hours such that a current report is not available at the scheduled forecast preparation time, the issuance of the terminal forecast will be delayed until receipt of the first observation report of the day. Therefore, in such cases of curtailed observational coverage, a brief message will be filed with the scheduled forecasts indicating the delay and the approximate time the forecast is expected to be issued, e. g., PIA DLAD TIL 0650C. Later, when the delayed forecast is prepared it will be filed for transmission on Service A and headed in the following manner:

PDW FT CHI 11022Z
110700-111700C

PIA - - - - etc.

B-2104. Elements Included in Forecasts. Each terminal forecast will include heights and amounts of sky cover[#], ceiling identifier (when appropriate), visibility, weather/obstructions to vision, surface wind direction and speed, and remarks, in that order in accordance with the following instructions:

a. Heights. The heights of cloud bases will be indicated in hundreds of feet above the ground. The intervals used will be 100 feet for heights up to and including 4,000 feet, 500 feet for heights up to and including 10,000 feet, 1,000 feet for heights up to and including 20,000 feet. Heights above 20,000 feet will be represented by the slant (/), e. g., /①, /②, or /③. A zero ceiling will be written ZERO.

The heights of bases of cloud layers and vertical visibilities will be regarded as having tolerances on the order of $\pm 15\%$. When the variation in height of the layer constituting the ceiling is expected to exceed this percentage, the range of expected variability should be indicated in remarks, e.g., "CIG VRBL 4-6".

In this instruction, the terms "heights of cloud bases" and "cloud layers" will be understood to include surface based layers such as snow, smoke or dust that are expected to reduce the vertical visibility to less than the depth of the layer. (Refer to Circular N on reporting of "obscured" sky.)

b. Layers. Layers will be written in ascending order of height up to and including the lowest layer written as broken, overcast or obscured (X) , without space between successive height-symbol groups. When no clouds or only scattered clouds with bases 20,000 feet or lower are expected, any clouds with bases above 20,000 feet will be written as one composite layer. Sky coverage will be indicated by use of the standard teletype symbols \odot , \oplus , and \oplus , using the minus sign (-) as appropriate to indicate thin clouds. However, surface based layers (such as snow or dust) that are expected to reduce the vertical visibility to less than the depth of the layer will be described by using the symbol "X", with the height ascribed thereto being the estimate of the vertical visibility.

EXAMPLE: 5X

Cloud layers will not be written as variable, e.g., $\odot V \odot$, $\odot V \oplus$, in the body of the forecast.

The description of sky cover in the terminal forecast will be stated on the basis of the sum total coverage provided by the individual layers in accordance with the summation principle used in aviation weather observing procedures.

c. Ceiling Identifier. The forecast ceiling value will be identified by inserting the letter "C" immediately ahead of the height figure(s) for the layer representing the ceiling. For these purposes, the ceiling definition as stated in Circular N will be used. The ceiling identifier will be omitted when the ceiling is forecast to be unlimited or when more than 20,000 feet.

EXAMPLES:

1. Clear would be written \odot .
2. Broken clouds above 20,000 feet would be written $/\oplus$.
3. Scattered clouds at 1500 feet with overcast layer above 20,000 feet would be written $15\odot/\oplus$.
4. Scattered clouds at 600 feet, overcast layer at 1500 feet would be written $6\odot C 15\oplus$.

d. Visibility. When the visibility is expected to be 8 miles or less, a visibility figure (in statute miles) will follow the cloud cover symbol without space. The following increments will be used: 0, 1/4, 1/2, 3/4, 1, 1 1/2, 2, 3, 4, 5, 6, 7 and 8. Visibility will not be described as "variable" in the "general conditions" group, either as a means of forecasting an anticipated range of variation in visibility or as a means of indicating a steady visibility trend. These conditions are more clearly described with appropriate remarks, or by use of specific visibility values and additional time groups as necessary.

e. Weather/Obstructions to Vision. Standard teletype symbols will be used to indicate state of weather/obstruction to vision and will follow the visibility figure without space. A plus (+) or minus (-) sign may be used to indicate "heavy" and "light" intensities of state of weather, respectively, in accordance with aviation weather reporting procedures. Thunderstorms will be written as "T" or "T+".

If no visibility figure is stated, the symbol for state of weather/obstruction to vision will follow the cloud cover symbol without space. If the visibility is forecast to be 6 miles or less, the state of weather/obstruction to vision must be included.

f. Surface Wind. When the surface wind is expected to be 12 miles per hour or more, a wind direction arrow and wind speed figure will be included following the general conditions group and will be separated from it by a space. Wind directions will be based on true north, and wind speeds will be in statute miles per hour. The plus sign (+) will be added to the wind speed figure to indicate gusty surface winds.

g. Remarks. Meteorological conditions considered of importance to aircraft operations and not adequately described in the general conditions group of the terminal forecast may be included under remarks, using authorized contractions and symbols whenever possible. When a thunderstorm is forecast, it will not be necessary ordinarily to mention turbulence or gusty surface winds associated with the thunderstorm, since the forecast of "thunderstorm" already implies the occurrence of such conditions. However this does not preclude the inclusion of additional descriptive terms in the "remarks" section that may be necessary to adequately describe an unusual situation. Icing will not ordinarily be mentioned in "remarks" since this information is included in the Regional Forecast. Strong wind shear (both direction and speed) at low levels over the terminal should be

mentioned when wind speed shear is expected to exceed 25 knots below 500 feet above the ground, or 40 knots below 1000 feet above the ground.

h. Changes in Weather Conditions. The first statement of terminal weather conditions contained in the terminal forecast will be understood to be effective with the beginning of the forecast period, and representative of the average short term weather conditions expected to prevail between that time and the next "part-period" terminal forecast group (if stated). Changes in terminal weather conditions of a magnitude sufficient to materially affect flight dispatching, flight planning, and the control of airport and en route air traffic will be considered significant enough to warrant the inclusion of a new part-period terminal forecast group. Such part-period groups will be identified by writing a complete general conditions group preceded by a four-figure time group indicating the time at which the new general conditions group is effective. Modifying phrases such as "LWRG TO 1 MI BY 0600M", "BCMG 60 BY 0630P" may be used to indicate a gradual transition from one condition to the next. However, care should be taken not to indicate too wide a range of values or too great a period of time through the transition period. Care should also be taken to avoid too frequent reference to use of terms signifying fluctuations within the "part-period" groups, such as 350 OCNLY 0, OCNL SPKL, since these are seldom of operational significance. Beginnings and endings of periods of freezing precipitation will always be stated.

The times given in each terminal forecast will be stated in the standard time (E, C, M, P, H or Z) in use at that terminal. Each part-period forecast will be separated from the preceding part-period forecast by a period (.) and a space, except that no period will be used at the end of the terminal forecast. Each terminal forecast will begin on a separate line.

It is recognized that it will not generally be possible to describe the expected weather developments for the last half of the 24-hour terminal forecasts in as great detail with respect to timing, ceiling and visibility tolerances or times of occurrence of other important weather phenomena. Therefore, it is expected that the latter portion of these forecasts will of necessity contain fewer "part-period" forecast groups.

i. Frontal Passages. Frontal passages will be indicated by writing COLD FROPA, WARM FROPA, OCCLUDED FROPA, UPR COLD FROPA etc., preceded by a four-figure time group indicating the expected time of frontal passage. The statement of frontal passage will be followed by a new general conditions group if a significant change in terminal weather conditions is expected.

B-2105. Examples of Terminal Forecast Transmissions. The following examples illustrate both 12-hour and 24-hour terminal forecast transmissions.

In order to provide the necessary teletypewriter distribution, a separate Service A relay pattern has been established for each individual terminal forecast. For this reason, it is not feasible from a communications aspect to write a single forecast and designate it as applicable to more than one terminal. Instead, it is necessary to write a separate forecast for each terminal.

12-HR TERMINAL FORECASTS

FT LGA 040422Z
00C-12C WED

TEB /04K. 0330E /0
MIV 05H. 0200E /02F. 0500E /01/2F VSBY OCNLY NEAR
ZERO. 0730E 02F. 0830E 1505H
NBB 04F. 0330E 02F. 0830E 07
LGA /04K. 0330E /0
IDL /03HK. 0730E C18005HK *15
EWR /05K. 0730E C18006K *15
PNE /02HK. 0330E C8504HK. 0930E /0
PHL /03HK. 0330E C8504HK. 0930E /07
ABL 30018004K. 0230E 30018002K. 0700E 3005K
HAR 1800. 0200E 4001800. 0630E 403FK. 0830E 1005HK.
1130E COLD FROPA C300 *15
ILG /05K
IPT C3503K. 0330E C2502FK. 0600E COLD FROPA C200 *15
ELM C14004H OCNL RW-. 0330E C4002F. 0600E COLD FROPA
C250 *18+
BGM C14004H OCNL RW-. 0330E C4002F. 0630E COLD FROPA
C250 *18
AVP C16003K. 0200E 250140-02GFK. 0530E COLD FROPA
C200 *20+ OCNL RW-
BDR C1006F. 0330E C602F. 0830E 1007. 1030E /07
HPN /07. 0830E C18007
POU C18007 *15

24-HR TERMINAL FORECAST

FT STL 1710⁴0Z
05C MON-05C TUE

STL C30[⊕] ↑¹² 0CNL RW-. 0600C C20[⊕]6RW- ↑¹⁵. 1100C
C30[⊕] ↑¹⁵. 1300C C35[⊕] ↑¹⁷. 2000C /[⊕]. 0100C C20[⊕]7.
0300C C10[⊕]5F

B-2106. Amended Terminal Forecasts. An amended terminal forecast should be issued at any time the forecaster considers it necessary in the interest of safety and efficiency in flight planning, dispatching, the control of aircraft or the protection of aircraft on the ground. The decision to issue an amended forecast of necessity must rest with the forecaster on duty. No set of rules can take the place of initiative, discretion and good judgment.

In addition to the need for amended terminal forecasts as determined by the duty forecaster on the basis of local operating requirements of each terminal, amended terminal forecasts should be issued for any of the following deviations from the current forecast.

a. Thunderstorms.

1. A thunderstorm was forecast, but later is not expected to occur.

2. A thunderstorm was not forecast, but later is expected to occur.

b. Surface Wind.

1. The surface wind was forecast less than 15 m.p.h., but later is expected to reach 25 m.p.h. or more.

2. The surface wind was forecast 25 m.p.h. or more, but later is expected to be in error by 20 m.p.h. or more.

c. Icing.

1. Freezing precipitation at the surface was forecast, but later none is expected.

2. Freezing precipitation at the surface was not forecast, but later occurs or is expected to occur.

Amended terminal forecasts will be written in the same form as the scheduled terminal forecasts except that the heading will be prefixed by the word "AMENDED". The release time will be the time of filing the forecast ("Z" time). Amended forecasts will extend only to the end of the current forecast period.

B-2107. Consideration of Aircraft Operating Minimums. As a further aid to determining whether to include additional part-period groups in the individual terminal forecast, or to issue an amended forecast, forecasters should become generally familiar with, and give consideration as necessary to the principal VFR AND IFR operating minimums[#] at each of the airports for which they regularly prepare terminal forecasts.

B-2108. Operational Terminal Forecasts. Operational terminal forecasts are prepared for designated terminals at certain times to meet specific aircraft operational requirements. Such terminal forecast assignments are made by the Central Office on an individual basis. Except for the time of issue and the periods covered, which are determined individually, operational terminal forecasts will be prepared in accordance with the instructions contained in this Chapter.

[#] The ceiling and visibility minimums for standard instrument approach procedures (ILS, Low Frequency Range, VHF Range, and Automatic Direction Finding, respectively) are listed in the Flight Information Manual published by the Civil Aeronautics Administration.

EXHIBIT B-21-1

TERMINAL FORECAST ASSIGNMENTS

(Asterisk (*) denotes terminals for which both 12- and 24-hour forecasts are issued.)

Note: For exact order of filing the terminal forecasts issued by the respective FAWS Centers, see the Service A Manual.

By Albuquerque

*AMA	Amarillo, Texas	LVS	Las Vegas, N. Mex.
LBB	Lubbock, Texas	SAF	Santa Fe, N. Mex.
ROW	Roswell, N. Mex.	FMN	Farmington, N. Mex.
TCC	Tucumcari, N. Mex.	INW	Winslow, Ariz.
*ABQ	Albuquerque, N. Mex.	PRC	Prescott, Ariz.
TCS	Truth or Consequences, N. Mex.	GAG	Gage, Okla.
RTN	Raton, N. Mex.	FLG	Flagstaff, Ariz.

By Atlanta

GSO	Greensboro, N. C.	CSG	Columbus, Ga.
INT	Winston-Salem, N.C.	LGC	La Grange, Ga.
AVL	Asheville, N. C.	TRI	Tri-Cities, Tenn.
HKY	Hickory, N. C.	*TYS	Knoxville, Tenn.
SPA	Spartanburg, S. C.	CHA	Chattanooga, Tenn.
CLT	Charlotte, N. C.	*ATL	Atlanta, Ga.
AND	Anderson, S. C.	*BHM	Birmingham, Ala.
GRL	Greenville, S. C.	MGM	Montgomery, Ala.
AGS	Augusta, Ga.		
MCN	Macon, Ga.		

By Boston

PQI	Presque Isle, Me.	CON	Concord, N. H.
MLT	Millenocket, Me.	*BOS	Boston, Mass.
OLD	Old Town, Me.	MSS	Massena, N. Y.
AUG	Augusta, Me.	ART	Watertown, N. Y.
PWM	Portland, Me.	GFL	Glen Falls, N.Y.
BTV	Burlington, Vt.	*SYR	Syracuse, N. Y.
MPV	Montpelier, Vt.	UCA	Utica, N. Y.
LEB	Lebanon, N. H.	*ALB	Albany, N. Y.
ORH	Worcester, Mass.	*BDL	Bradley (Windsor Locks) Conn.
PVD	Providence, R. I.		
ACK	Nantucket, Mass.		

By Chicago

*FWA	Fort Wayne, Ind.	*MLI	Moline, Ill.
*SBN	South Bend, Ind.	MSN	Madison, Wisc.
*CHI	Chicago, Ill.	DBQ	Dubuque, Iowa
*MKE	Milwaukee, Wisc.	CID	Cedar Rapids, Iowa
PIA	Peoria, Ill.	RFD	Rockford, Ill.
BRL	Burlington, Iowa	ORD	O'Hare(Chicago),Ill.

By Cincinnati

EVV	Evansville, Ind.	*SDF	Louisville, Ky.
CHW	Charleston, W. Va.	HUF	Terre Haute, Ind.
HTW	Huntington, W. Va.	LAF	Lafayette, Ind.
*DAY	Dayton, Ohio	PKB	Parkersburg, W. Va.
*CVG	Cincinnati, Ohio (Greater Cincinnati Airport)	ZZV	Zanesville, Ohio.
*IND	Indianapolis, Ind.	*CMH	Columbus, Ohio
LEX	Lexington, Ky.		

By Cleveland

MFD	Mansfield, Ohio	*ROC	Rochester, N. Y.
*CLE	Cleveland, Ohio	ERI	Erie, Pa.
*CAK	Akron-Canton, Ohio	YNG	Youngstown, Ohio
TOL	Toledo, Ohio	BFD	Bradford, Pa.
*BUF	Buffalo, N. Y.		

By Denver

GJT	Grand Junction, Colo.	*CYS	Cheyenne, Wyo.
ALS	Alamosa, Colo.	LAR	Laramie, Wyo.
RWL	Rawlins, Wyo.	RAP	Rapid City, S. D.
*DEN	Denver, Colo.	*LBF	North Platte, Nebr.
COS	Colorado Springs, Colo.	SCT	Scottsbluff, Nebr.
LHX	La Junta, Colo.	*CPR	Casper, Wyo.
TAD	Trinidad, Colo.	SHR	Sheridan, Wyo.
*PUB	Pueblo, Colo.	GRI	Grand Island, Nebr.
		GLD	Goodland, Kans.

By Detroit

CMX	Houghton, Mich.	BTL	Battle Creek, Mich.
INR	Kinross, Mich.	JXN	Jackson, Mich.
PLN	Pellston, Mich.	LAN	Lansing, Mich.
*TVC	Traverse City, Mich.	FNT	Flint, Mich.
SGW	Saginaw, Mich.	DET	Detroit(City Airport) Mich.
MKG	Muskegon, Mich.	*YIP	Detroit(Willow Run), Mich.
GRR	Grand Rapids, Mich.		
RML	Romulus(Wayne Major), Mich.		

By El Paso

INK	Wink, Tex.	MAF	Midland, Tex.
MRF	Marfa, Tex.	SJT	San Angelo, Tex.
*ELP	El Paso, Tex.	DUG	Douglas, Ariz.
CNM	Carlsbad, N. Mex.	*TUO	Tucson, Ariz.
HOB	Hobbs, N. Mex.	*PHX	Phoenix, Ariz.
BGS	Big Spring, Tex.		

By Fort Worth

ADM	Ardmore, Okla.	LLV	Longview, Tex.
ABI	Abilene, Tex.	TYR	Tyler, Tex.
*OKC	Oklahoma City, Okla.	ACT	Waco, Tex.
SPS	Wichita Falls, Tex.	*DAL	Dallas, Tex.
*SHV	Shreveport, La.	*ACF	Fort Worth(Amon Carter Field), Tex.
		TXK	Texarkana, Ark.

By Great Falls

CTB	Cut Bank, Mont.	HLN	Helena, Mont.
FCA	Kalispell, Mont.	*BTM	Butte, Mont.
MSO	Missoula, Mont.	BZN	Bozeman, Mont.
*GTF	Great Falls, Mont.	*BIL	Billings, Mont.
LWT	Lewiston, Mont.	*MLS	Miles City, Mont.

By Jacksonville

DHN	Dothan, Ala.	*TPA	Tampa, Fla.
MAI	Marianna, Fla.	CAE	Columbia, S. C.
TLH	Tallahassee, Fla.	*CHS	Charleston, S.C.
ORL	Orlando, Fla.	*SAV	Savannah, Ga.
AMG	Alma, Ga.	*JAX	Jacksonville, Fla.

By Jacksonville (continued)

DAB	Daytona Beach, Fla.	FLO	Florence, S. C.
VLD	Valdosta, Ga.	MYR	Myrtle Beach, S. C.
ABY	Albany, Ga.	SSI	Brunswick, Ga.

By Kansas City

NFK	Norfolk, Nebr.	TOP	Topeka, Kans.
RSL	Russell, Kans.	STJ	St. Joseph, Mo.
DDC	Dodge City, Kans.	*OMA	Omaha, Nebr.
GCK	Garden City, Kans.	CBI	Columbia, Mo.
CNU	Chanute, Kans.	*DSM	Des Moines, Iowa
PNC	Ponca City, Okla.	UIN	Quincy, Ill.
*ICT	Wichita, Kans.	OTM	Ottumwa, Iowa
HUT	Hutchinson, Kans.	LNK	Lincoln, Nebr.
SLN	Salina, Kans.	SUX	Sioux City, Iowa
*MKC	Kansas City, Mo.		

By Los Angeles

STH	Santa Maria, Calif.	LGB	Long Beach, Calif.
YUM	Yuma, Ariz.	*LAX	Los Angeles, Calif.
ELC	El Centro, Calif.	*BUR	Burbank, Calif.
*SAN	San Diego, Calif.	*PMD	Palmdale, Calif.
BLH	Blythe, Calif.	SBA	Santa Barbara, Calif.
EED	Needles, Calif.	*BFL	Bakersfield, Calif.
DAG	Daggett, Calif.		

By Memphis

BWG	Bowling Green, Ky.	PBF	Pine Bluff, Ark.
GRW	Greenwood, Miss.	*LIT	Little Rock, Ark.
MLU	Monroe, La.	MSL	Muscle Shoals, Ala.
*MEM	Memphis, Tenn.	TCL	Tuscaloosa, Ala.
PUK	Paducah, Ky.	MEI	Meridian, Miss.
*BNA	Nashville, Tenn.	JAN	Jackson, Miss.
ELD	El Dorado, Ark.		

By Miami

VRB	Vero Beach, Fla.	*MLA	Miami, Fla.
FMY	Fort Myers, Fla.	*EYW	Key West, Fla.
*PBI	West Palm Beach, Fla.		

By Minneapolis

MOT	Minot, N. D.	*RST	Rochester, Minn.
GFK	Grand Forks, N.D.	MCW	Mason City, Iowa
JMS	Jamestown, N. D.	SUJ	Sioux Falls, S. D.
BIS	Bismarck, N. D.	*HON	Huron, S. D.
PIR	Pierre, S. D.	STC	St. Cloud, Minn.
ABR	Aberdeen, S. D.	AXN	Alexandria, Minn.
ATY	Watertown, S. D.	*FAR	Fargo, N. D.
DLH	Duluth, Minn.	EAU	Eau Claire, Wisc.
*MSP	Minneapolis, Minn.	GRB	Green Bay, Wisc.
LSE	La Cross, Wisc.	AUW	Wausau, Wisc.

By New Orleans

*MOB	Mobile, Ala.	AEX	Alexandria, La.
*MSY	New Orleans, La.	*LCH	Lake Charles, La.
*BTR	Baton Rouge, La.	*PNS	Pensacola, Fla.
LFT	La Fayette, La.		

By New York

TEB	Teterboro, N. J.	ABL	Allentown, Pa.
MIV	Millville, N. J.	ILG	Wilmington, Del.
NBB	Atlantic City, N.J.	IPT	Williamsport, Pa.
*LGA	La Guardia, N. Y.	ELM	Elmira, N. Y.
*IDL	Idlewild, N. Y.	BGM	Binghamton, N. Y.
*EWR	Newark, N. J.	AVP	Avoca, Pa.
PNE	Philadelphia, Pa. (North Philadelphia Airport)	BDR	Bridgeport, Conn.
*PHL	Philadelphia, Pa. (International Airport)	HPN	White Plains, N.Y. (Westchester County Airport)
HAR	Harrisburg, Pa.	POU	Poughkeepsie, N. Y.

By Pittsburgh

AOO	Martinsburg(Altoona),Pa.	AGC	Pittsburgh, Pa. (Allegheny County Airport)
*PIT	Pittsburgh, Pa. (Greater Pittsburgh Airport)	MGW	Morgantown, W. Va.
		HLG	Wheeling, W. Va. (Wheeling Ohio County Airport)

By St. Louis

*SPI	Springfield, Ill.	*SCF	Springfield, Mo.
FSM	Fort Smith, Ark.	VIH	Vichy, Mo.
*TUL	Tulsa, Okla.	*STL	St. Louis, Mo.
JLN	Joplin, Mo.		

By Salt Lake City

*LAS	Las Vegas, Nev.	PIH	Pocatello, Idaho
CDC	Cedar City, Utah	RKS	Rock Springs, Wyo.
ELY	Ely, Nev.	EKO	Elko, Nev.
DTA	Delta, Utah	IDA	Idaho Falls, Idaho
*SLC	Salt Lake City, Utah	GNG	Gooding, Idaho
OGD	Ogden, Utah	BOI	Boise, Idaho
BYI	Burley, Idaho		

By San Antonio

LFK	Lufkin, Tex.	AOE	Victoria, Tex.
BUJ	Beaumont, Tex.	PSX	Palacios, Tex.
*GLS	Galveston, Tex.	ALI	Alice, Tex.
*HOU	Houston, Tex.	*CRP	Corpus Christi, Tex.
CLL	College Station, Tex.	*BRO	Brownsville, Tex.
*AUS	Austin, Tex.	LRD	Laredo, Tex.
*SAT	San Antonio, Tex	DRT	Del Rio, Tex.

By San Francisco

CEC	Crescent City, Calif.	SCK	Stockton, Calif.
ACV	Arcata, Calif.	*OAK	Oakland, Calif.
RBL	Red Bluff, Calif.	*SFO	San Francisco, Calif.
UKI	Ukiah, Calif.	MRY	Monterey, Calif.
RNO	Reno, Nev.	SNS	Salinas, Calif.
TPH	Tonopah, Nev.	*FAT	Fresno, Calif.
*SAC	Sacramento, Calif.	PRB	Paso Robles, Calif.

By Seattle

OTH	North Bend, Ore.	LWS	Lewiston, Idaho
MFR	Medford, Ore.	BKE	Baker, Ore.
*GEG	Spokane, Wash.	PDT	Pendleton, Ore.
EPH	Ephrata, Wash.	DLS	The Dalles, Ore.
ELN	Ellensburg, Wash.	EUG	Eugene, Ore.
*YKM	Yakima, Wash.	SLE	Salem, Ore.
ALW	Walla Walla, Wash.	TTD	Troutdale, Ore.

By Seattle (continued)

*PDX	Portland, Ore.	*SEA	Seattle, Wash.
AST	Astoria, Wash.	*BFI	Boeing Field, Wash.
OLM	Olympia, Wash.	BLI	Bellingham, Wash.

By Washington

MRB	Martinsburg, W. Va.	*ORF	Norfolk, Va.
*DCA	Washington, D. C.	ECG	Elizabeth City, N. C.
EKN	Elkins, W. Va.	DAN	Danville, Va.
*BAL	Baltimore, Md.	RMT	Rocky Mount, N. C.
*RIC	Richmond, Va.	EWN	New Bern, N.C.
ROA	Roanoke, Va.	*RDU	Raleigh-Durham, N. C.
SBY	Salisbury, Md.	IMN	Wilmington, N. C.
LYH	Lynchburg, Va.		

ALASKA

By Anchorage

*FAI	Fairbanks	NHB	Kodiak
*BIG	Big Delta	HOM	Homer
*ACG	Anchorage	CDV	Cordova
*ENA	Kenai	YAK	Yakutat
*GST	Gustavus	# FYU	Fort Yukon
*JNU	Juneau	# GAL	Galena
*ANN	Annette	# SRD	Seward
OTZ	Kotzebue	# HNS	Haines
OME	Nome	# SIT	Sitka
MCG	McGrath	# PSG	Petersburg
BET	Bethel	# WRG	Wrangell
AKN	King Salmon	# KTN	Ketchikan

HAWAIIAN ISLANDS

By Honolulu

KHNL	Honolulu, Oahu	# LYN	Lanai
LIH	Lihue, Kauai	# UPP	Upolu Point, Hawaii
# MKK	Kaunakakai (Molokai Airport), Molokai	KITO	Hilo, Hawaii (General Lyman Field)
KMAU	Maui, Puunene	# KOA	Kailua (Kona Airport), Hawaii
# HNM	Hana, Maui	OGG	Kahului, Maui

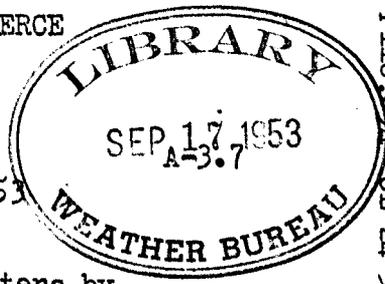
Issued twice - daily only

Library

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

September 16, 1953

CIRCULAR LETTER NO. 24-53
(To all First Order Stations)



File:051-24-53

Subject: Utilization of Federal Records Centers by
Weather Bureau Field Offices

General Services Administration Circular No. 9, dated August 13, 1953, announces the availability of Federal Records Center facilities and Records Management Services in each of the 10 GSA regions. The mailing address and area served by each Federal Records Center are shown at the end of this letter. These Centers may be utilized by Weather Bureau Offices at locations where greater efficiency in operations or economy in the use of office space and filing equipment will be realized without detriment to the overall records program of the Bureau. In order to assist the regional offices and field stations in determining the extent to which Weather Bureau records may be considered suitable for transfer to these centers, the following guidelines have been established.

(Utilization of Federal Records Centers by WB Field Offices)

Correspondence files at the field station level are mainly of a "housekeeping nature". Most of this material is disposable within 3 years. The remainder, pertaining to the stations' operational and service programs, is disposable after 10 years unless it is of historical interest or permanent value. For that reason, correspondence files at field stations can be kept relatively small and should not constitute a storage problem which would necessitate a transfer to a Federal Records Center.

At Regional Offices, if storage space is limited, non-current correspondence files may be regularly transferred to Records Center facilities after they have been screened to eliminate disposable items. The Records Center should be permitted to dispose of additional items on which the retention period expires after the transfer has been made.

Observational Forms and Punch Cards are not transferable to GSA Records Centers. Any storage problems affecting these records should be referred to the Central Office for coordination. The W. B. Climatological Services Division maintains the National Weather Records Center at Asheville, N. C., for servicing records of this type. Its operation is not connected in any way with the GSA Federal Records Center.

Forecasts should not constitute a storage problem, since record copies of forecasts are disposable in accordance with Chapter I-F-3913 of the W. B. Manual.

Washington, D.C.
9/16/53

Manuscript Maps and Charts at field stations are considered non-record and are disposable, usually after a 90-day retention period. At forecast centers they are also non-record; however the primary charts should be retained for approximately 10 years for reference or research purposes. If during this retention period they become a storage problem or may be efficiently stored at a records center, arrangements should be made with the appropriate Federal Records Center to utilize their facilities.

Publications are not transferable to GSA Records Centers. Station libraries are maintained for convenience of reference and should be screened of obsolete or surplus items, as outlined in paragraphs I-F-3407 and 3912 of the W. B. Manual. If this is done, only the publications that are useful will be maintained on the station.

Other Material, consisting of miscellaneous housekeeping records, such as fiscal forms, personnel forms, procurement and property forms, teletype sequences, and auxiliary material, etc., carry very short retention periods since the official record copies are filed elsewhere, usually at the Regional or Central Office. They should be disposed of as soon as their reference value ends. The volume of this material can usually be controlled and should not constitute a storage problem.

At regional offices, where the record copies of some of this material are maintained, the facilities of the Federal Records Centers may be utilized from the time the items become non-current until they are disposable, if storage space is limited.

Although paragraph I-F-3905 of the W. B. Manual predates the establishment of the GSA Records Management Service, the basic instructions which require Central Office review of records transfers are still applicable.



F. W. Reichelderfer
Chief of Bureau

Attachment

FEDERAL RECORDS CENTERS

A. National

<u>GSA Region</u>	<u>Area Served</u>	<u>Mailing Address</u>
	Entire Federal Government (For personnel records of separated Federal employees)	Federal Records Center, GSA 1724 Locust Street St. Louis 3, Missouri

B. Regional

1	Maine, Vermont, New Hampshire Massachusetts, Connecticut and Rhode Island	General Services Administration Post Office and Courthouse Boston 9, Massachusetts
2	New York, Pennsylvania, New Jersey, and Delaware	General Services Administration 250 Hudson Street New York 13, New York
3	District of Columbia, Maryland, West Virginia, Virginia, Puerto Rico, and the Virgin Islands	General Services Administration GSA Regional Office Building 7th and D Streets, S. W. Washington 25, D. C.
4	North Carolina, South Carolina Tennessee, Mississippi, Alabama, Georgia, and Florida	General Services Administration Peachtree-Seventh Building 50 Seventh Street, N. E. Atlanta 5, Georgia
5	Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio	General Services Administration Room 528, U. S. Courthouse 219 South Clark Street Chicago 4, Illinois
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration Room 1800, Federal Office Bldg. Kansas City 6, Missouri
7	Texas, Louisiana, Arkansas, and Oklahoma	General Services Administration 1114 Commerce Street Dallas 2, Texas
8	Colorado, Wyoming, Utah, and New Mexico	General Services Administration Bldg. 41, Denver Federal Center Denver, Colorado
9	California, Arizona, Nevada, and the Territory of Hawaii	General Services Administration 49 Fourth Street San Francisco 3, California
10	Washington, Oregon, Idaho, Montana, and the Territory of Alaska	General Services Administration 909 First Avenue Seattle 4, Washington

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
November 9, 1953

0-5.32

File: 630.1
X811.3

CIRCULAR LETTER NO. 26-53
(To All First Order Stations)

Subject: Changes in Analysis Transmissions, U. S.
Surface Analysis MA DCA on Service C.

Circular Letter No. 37-52 issued on October 24, 1952, announced the discontinuance of coded isobars from the MA DCA messages on Service C. At the same time coded analyses of precipitation areas were added to the MA DCA transmission.

A recent survey of the use being made of the coded precipitation areas indicates that less than 10 per cent of the field stations of the Weather Bureau make use of this portion of the MA DCA. For this reason the precipitation analysis will be deleted from the MA DCA effective December 1, 1953.

Circular Letter No. 37-52 is cancelled and may be removed from station files.



F. W. Reichelderfer
Chief of Bureau



C.L. 26-53 - (Changes in Analysis Transmissions,
Y.S. Surface Analysis MA DCA on Service C)
Washington, D.C.
11-9-53

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
November 17, 1953

0-5.32

CIRCULAR LETTER No. 27-53
(To All First Order Stations)

Subject: Winter Sports Program

Reference: Weather Bureau Manual III-D-55

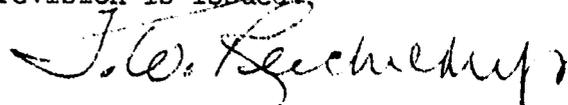
At offices making plans for the coming winter sports season, consideration should be given to the extent of Weather Bureau participation in the winter sports program. It would be appropriate to provide localized forecasts, as has been done in the past, but such forecasts should not be described as "specialized forecasts".

In New York City, the Ski Bureau, operated by the Division of State Publicity, collects the state-wide reports and disseminates them along with the forecasts furnished by the Weather Bureau. At San Francisco, the State Chamber of Commerce collects the information and prepares a snow depth and winter sports news release for distribution to all interests, including Weather Bureau offices. It has been found that the public is better served by arrangements which permit more reports and wider coverage than by having the Weather Bureau collect and disseminate the information.

Weather Bureau participation in the winter sports program should be confined, wherever possible, to providing week-end forecasts, letting other interests receive and distribute reports from the ski areas. This is particularly true at offices where a considerable number of reports result in a significant work load increase. At offices concerned with only a few reports that require very little time for relaying, there would be no objection to continuing the procedures of last season. It is understood, of course, that no communication costs for any part of the winter sports program should be assumed by the Weather Bureau.

A few offices continued to prepare written winter sports bulletins for distribution by mail last season, and this practice should be discontinued. Experience indicates that better public distribution can be provided by radio, press and television than by written bulletins. In any locality where written bulletins are considered essential, arrangements should be made for some other interest to assume this responsibility.

This letter should be considered part of the above Manual chapter of reference until such time as a Manual revision is issued.



F. W. Reichelderfer
Chief of Bureau

File: 653.4

C.L. 27-53 - (Winter Sports Program)

Washington, D.C.
11-17-53

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
November 30, 1953

0-5.23

C. 1

530

CIRCULAR LETTER NO. 28-53
(To all First-Order Stations)

Subject: Contractions

In the interest of simplification, use of the following contractions will be discontinued immediately:

PIBA no pilot balloon observation, no balloons available.
PICO no pilot balloon observation, low clouds.
PIDU no pilot balloon observation, thick dust.
PIFY pilot balloon observation not filed.
PIFO no pilot balloon observation, foggy.
PIHE no pilot balloon observation, no gas available.
PIIO no pilot balloon observation, instrument trouble.
PIKO no pilot balloon observation, smoky.
PIRA no pilot balloon observation, raining.
RAIO no radio upper winds observation, instrument trouble.
RANI no radio upper winds observation, target not intercepted or transmissions not received.
RATA no radio upper winds observation, no targets or transmitters available.

C.L. 28-53 - (Contractions)

The contractions PINO and RANO will be used instead. When a Pibal is missing and it is known that it will not be transmitted later, PINO (Pibal will not be transmitted) will be sent. The contraction RANO (Raob will not be transmitted) will similarly be used for Raobs.

When it is known that either the Pibal or Raob will be transmitted later, the contractions PB DLAD or RS DLAD will be used as appropriate.

Contractions MISG and FIBI will continue to be used as at present. (See Manual II-B-6, page 90, paragraph 10.1.) FINO will be sent when it is definitely known that a report, other than a Pibal or Raob will not be filed.

F. W. Reichelderfer



F. W. Reichelderfer
Chief of Bureau

Washington, D. C.
11-30-53

Library

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington
December 8, 1953

File: 144

CIRCULAR LETTER NO. 29-53
(To All Stations)

A-4.2

Subject: Prohibition Against Acceptance of Gratuities

The following memorandum has been received from the Department of Commerce.

"Administrative Circular No. 212, dated November 24, 1953, reads in part as follows:

"4. No officer or employee of the Department may, at any time, accept or receive any gift or gratuity, even of small value, directly or indirectly, from any person or firm with whom the Department has official relations. Any such gift or gratuity which may be tendered shall be returned forthwith to the sender, with a letter expressing thanks and explaining the Department's policy on the matter. A copy of each such letter shall be filed with the head of the primary organization unit."

The foregoing regulation applies not only at Christmas time but throughout the year, to all employees of the Department, in all parts of the world. It will be incorporated in the next revision of Administrative Order 202-26 (Amended), "Private Business Activities of Employees."

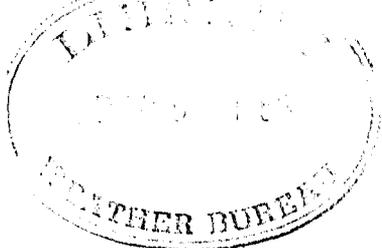
In returning the gift, the employee's letter should read substantially as follows:

"I have received the gift you so kindly sent me, and I want you to know that I greatly appreciate the spirit in which it is offered. A regulation of the Department of Commerce, however, provides in part as follows:

'No officer or employee of the Department may, at any time, accept or receive any gift or gratuity, even of small value, directly or indirectly, from any person or firm with whom the Department has official relations. Any such gift or gratuity which may be tendered shall be returned forthwith to the sender...'

Let me assure you again that your thoughtfulness, and the sentiment behind it as well, is sincerely appreciated.

Very truly yours,
(Name of employee)"



C.I. 29-53 - (Prohibition Against Acceptance of Gratuities) Washington, D.C. 12-8-53

Strict compliance with this regulation is extremely important in protecting the Department from public embarrassment and criticism. I would appreciate your bringing it to the attention of all employees under your supervision."

Compliance by all Weather employees is requested.

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

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
December 10, 1953

0-5.21

CIRCULAR LETTER NO. 3053
(To All Stations)

File: 770
xy38.1

Subject: Furnishing copies of synoptic charts to other agencies:

- I Copies prepared by ozalid or Bruning process,
- II Copies prepared by duplicating facsimile recordings

Reference: W. B. Manual III-D-64

1. Duplicating station synoptic charts and facsimile recordings for use by other agencies involves man hours and some materials for which the Weather Bureau does not receive any reimbursement. The present need for greater economy makes it advisable: a) to revise a policy stated in Circular Letters Nos. 100-46, 85-48, and 59-49, and b) to reduce the work load as much as possible.
2. The following is a statement of policy, effective immediately:

"It is a policy of the Weather Bureau to cooperate with agencies that require detailed current weather information in planning or carrying out their operations by furnishing copies of regularly prepared, completely analyzed, station weather charts, at the discretion of the local meteorologist in charge, provided such action can be justified as the most efficient, or the only means of supplying a valid weather service that is normally a responsibility of his station, but only when such copies can be duplicated with available equipment and personnel using materials furnished by the recipients and prepared without interfering with scheduled Weather Bureau operations."

I Copies prepared by ozalid and Bruning process

3. The following points elaborate the provisions and conditions of the policy. They are stated for the guidance of stations and units concerned:
 - A) The policy is applicable to all recipients. Recipients shall, insofar as feasible, be required to provide the necessary materials including postage and self-addressed envelopes (if required). An exception may be made on authority of the Central Office in the case of a foreign meteorological service, or in the case of a U. S. Government Agency or cooperative project that does not require copies on a regular or continuing basis.
 - B) Equipment and personnel are not specifically provided for duplicating station synoptic charts for any purpose except as required in Weather Bureau operations. However, if equipment and personnel are available, copies of completely analyzed charts may be furnished as an alternative to a more time-consuming or less effective means of providing a necessary weather service.

C.L. - 30-53 - (Furnishing copies of synoptic charts to other agencies)
Washington, D.C.
12-10-53

- C) Copies of unanalyzed charts shall not be furnished to any outside agency, but may be prepared if required for Weather Bureau special or research projects provided this can be accomplished without unduly delaying completion of the station chart.
- D) In no case shall any chart that is not required for regular station work be prepared for the convenience of another agency without special permission from the Central Office.
- E) The meteorologist in charge is not authorized to assume responsibility for obtaining supplies for other than official Weather Bureau use. However, he should assist in effecting a suitable arrangement whereby materials for use in preparing copies of charts for outside agencies are supplied to his station, preferably through a program handled by one of the recipients acting as agent for the others.

II Copies of facsimile recordings

4. The policy stated above and, insofar as applicable, the preceding paragraphs of this letter will govern the duplication of facsimile recordings. In addition the following points will serve for guidance to stations concerned:
- A) To make copies under present procedures requires the use of relatively expensive Timefax-A duplicating paper, which serves to transfer recordings to a gelatin roll for running off copies by the hectograph method. The original recording, used in this process is not suitable for use as a work chart (or for posting). Therefore, where copies are run off for other agencies, arrangements should be made whereby the recipients supply the materials required (Timefax-A duplicating paper, and any special ditto paper or paper of equivalent quality) on some mutual basis to be worked out among themselves. See Paragraphs 3, A and E above.
 - B) Offices desiring to make copies of facsimile recordings for on-station use should request approval therefor from the Central Office giving reasons why copies are required and the number to be made each day.
 - C) Specially constructed duplicators for making copies of facsimile recordings by the hectograph method are furnished to stations on a loan basis by the Times Facsimile Corporation on request by the Division of Synoptic Reports and Forecasts. Stations requiring a duplicator should notify that Division as far in advance of actual need as possible as the Times Facsimile Corporation does not always have this item on hand.
5. It is not intended that immediate or drastic action should be taken to discontinue charts currently being furnished, or to require agencies that are not now doing so to furnish materials in order to continue to receive copies of charts, but the matter should be discussed with them at the first opportunity and arrangements made for them to supply materials if this can be done under normal operating practices of agencies concerned. All station officials are expected to apply the foregoing policy in handling any future requests for copies of charts and to work toward eventual application of the

current policy to all recipients.

General

6. Decision in routine cases of requests for copies of charts must be made by the local official in charge. He should ordinarily deal directly with requesting agencies in accordance with his judgment and the foregoing provisions. He is familiar with the facilities and work load at his station and is in a position to evaluate the requirements of the requesting agency. He may cooperate when the provision of copies can be justified on the basis that a valid and necessary weather service can be furnished to an agency that supplies the materials used. He should say "No" in all cases in which a bona fide requirement cannot be established, or a satisfactory arrangement for providing materials can not be effected, and in cases that may tend to exceed the limitations of available facilities or staff.
7. At some time within the period from 30 to 60 days after date of this letter all stations that are preparing copies of weather charts by ozalid, Bruning or facsimile duplicators will be instructed by Circular Letter to report this activity, giving information under the following headings: "Name of Recipient, Nature of Business, Description of Charts Furnished, Process by which Duplicated, and Arrangements under which Materials are Provided".
8. The referenced chapter of the Weather Bureau Manual (III-D-64) will be revised in accordance with the revised policy.
9. Correspondence relating to the foregoing matters should be marked "Attention: SR&F, 0-5.21.



F. W. Reichelderfer,
Chief of Bureau

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

December 11, 1953

CIRCULAR LETTER NO. 31-53
(To all first-order stations)

Subject: Publication of Report of Advisory Committee on Weather Services

Reference: Circular Letter No. 19-53, dated July 30, 1953

The U. S. Department of Commerce Advisory Committee on Weather Services appointed by Under Secretary Robert B. Murray in May of this year has completed its report and the text has been published as of December 1, 1953.

The report consists of 46 pages of technical discussion, findings and recommendations, with an appendix of 11 pages which includes several Weather Bureau organization and budget exhibits and a re-print of Circular Letter No. 22-48. Because of the limited edition, copies will not be available for distribution to every field office, but employees directly concerned may obtain loan of a copy from the Central Office Library.

In general, the recommendations of the Committee support the policies and plans of the Weather Bureau. The principal distinction is that the Committee urges faster action in carrying out such things as decentralization of forecasting, encouragement of younger well qualified professional personnel, and delegation of certain additional duties to the Regional level. The Bureau undertook some years ago to bring most of these plans into operation but in order to avoid interruption of services and possible dislocation of personnel, the practice has been to modify such programs as forecasting on a step-by-step basis with considerable care and examination of results before proceeding further. This necessarily takes much longer than would be the case under a general reorganization. It was believed to be a more certain - a slow but sure - process that would represent also the least impairment of morale and hardship to personnel involved in transfers under difficult housing conditions and present high costs of moving. With the emphasis on speedier action by the ACWS, a study is being made to see what measures should be taken in the near future. Field personnel will be kept advised of these plans as rapidly as they can be formulated and released for information of all concerned.

We are confident that the constructive changes endorsed by this Committee will in the long run constitute real advances in Weather Bureau organization, operation and services, and we look forward to the cooperation of all in accomplishing these improvements, even though it may mean operation under more or less temporary circumstances for an evolutionary period.

A copy of the Department of Commerce press release dated December 11, 1953, covering the principal features of the ACWS report is enclosed.



J. W. Reichelderfer
J. W. Reichelderfer
Chief of Bureau

Enclosure

File: 010
X022
AO-122

U.S. L. 31-53 - (Publication of Report of Advisory Committee) Washington, D.C. 12-11-53

UNITED STATES DEPARTMENT OF COMMERCE
Sinclair Weeks, Secretary Office of the Secretary
Washington 25, D. C.

PRESS RELEASE FOR USE IN FRIDAY A.M.'s, DECEMBER 11, 1953

G-423

The national weather service can be improved by reorganizing the U. S. Weather Bureau, the Department of Commerce Advisory Committee on Weather Services reported today to Secretary of Commerce Sinclair Weeks.

In a 59-page report, entitled "Weather is the Nation's Business," the committee of eight non-governmental meteorologists under the chairmanship of Joseph J. George, of Atlanta, Ga., suggested that a study be made to determine whether the organic act of 1890 under which the Weather Bureau still operates should be revised.

The committee is one of a series of evaluating committees established by Secretary Weeks to study and suggest improvements in various Commerce Department operations, including transportation, science and census.

Robert B. Murray, Jr., Under Secretary of Commerce for Transportation, declared in a statement:

"The Commerce Department is very much indebted to this Advisory Committee of outstanding experts for their thorough evaluation and constructive recommendations.

"It is reassuring for the public to know how well the Weather Bureau and its personnel are carrying on their duties despite certain handicaps of long years standing.

"We are studying each subject in the report. Some of the recommendations already have been adopted. Ways and means are being considered to further implement the program. Our objective is to so strengthen the organization and operations of the Weather Bureau that it can surpass its record of many years of useful public service."

Outlining its ideas as to the functions of the Weather Bureau under such a revision of the law, the committee listed nine principal recommendations and conclusions as follows:

1. The Weather Bureau at present is highly centralized and should be reorganized with a delegation of both administrative and technical responsibility downwards.

2. Several of the high level assistants of the Bureau have reached, or are approaching, retirement age. Adequate replacements should be selected, trained and given necessary authority and responsibility as rapidly as it is possible to do so.
3. The headquarters in Washington should be a small policy-making staff with all operating functions outside of the Washington area.
4. The personnel policies of the Bureau should provide for a continued influx of young professional meteorologists.
5. The Weather Bureau should assume certain basic duties which are presently being performed by other agencies, notably the military. (In order to assume these duties it will be necessary to increase the budget of the Weather Bureau. However, this will be more than offset by the decrease in the military budget effected thereby.)
6. An aggressive, imaginative "can-do" research program should be set up and undertaken with a budget adequate for its performance.
7. The attitude of the Weather Bureau toward the development of the new profession of private meteorology should be to assist actively the free growth and development of this profession.
8. The forecasting organization should be strengthened by the addition of capable experienced forecasters at both the staff and regional levels.
9. The climatological program of the Weather Bureau should be vigorously renewed.

"With these functions and attitudes as the basis of operation of the Weather Bureau," the committee stated, "the Department of Commerce should strongly support the Bureau in its representations for the necessary funds to carry them through."

The committee, noting that the Weather Bureau "has been frugal to the point of diminishing returns," stated that although the Bureau's budget must be increased to provide greater weather service efficiency, an overall decrease in the nation's weather service budget could be effected by implementing the following suggestions:

1. The return of certain research, climatological and observing functions from the Armed Forces to the Weather Bureau.
2. Arrangements should be made to utilize any appropriate semi-permanent Army GMD-IA installations to replace current observation stations. There is no reason why both functions cannot be served.
3. Fewer major forecast centers. (Reduction from 15 to 5.)
4. Increased efficiency due to decentralization.

5. The continued combination of certain CAA INSAC stations with Weather Bureau observing stations. The utilization of certain low density towers as observing stations when equipped with remote reading instruments.

6. As the growth of private meteorology is encouraged and replaces certain specialized Weather Bureau services to industry, some saving of personnel can be effected. (Reduction and eventual elimination of special services.)

7. Development of a cheaper means of obtaining upper air data over the oceans.

8. The encouragement of state and local governments to participate in programs such as hydrologic observations and the preparation of local climatological summaries.

9. Adequate charges for publications, especially climatological bulletins.

The committee said it was "keenly aware of the many difficulties and problems which have beset the Weather Bureau during the last two decades." "It is only fair to state," the committee added, "that part of the recommendations contained in this report cover deficiencies recognized by Bureau officials and could have been remedied if sufficient appropriations had been available.

"We should like to make it clear that we believe the present Chief of the Bureau has served with a devotion to duty, and conscientious effort, seldom found in any organization."

In studying the budget and fiscal history of the Bureau, the committee said it was impressed by the "frugality of this Bureau's operations" and stated its management "is to be commended in the manner which they have administered public funds. We know of no other governmental agency that has been so economical in the expenditure of its funds." The committee presented a rough comparison of the per capita costs of weather services of other countries showing the United States per capita cost at 18 cents, as compared with England, 20 cents, U. S. S. R., 47 cents, and Canada, 50 cents.

To correct present deficiencies, the committee recommended the Bureau "receive the strongest possible support in budgetary matters at department level," to support such projects as the development of a national radar storm detection network, furnishing facsimile equipment to additional field stations, rehabilitation and modernization of facilities, and research in tornado and severe storm investigation, use of electronic computers in forecasts and publication of the analyzed Northern Hemisphere weather charts.

Until adequate support is given recommended programs, the committee said, the Weather Bureau would be forced to operate on standards 20 to 40 years behind the times.

It deplored the gift of expensive equipment for obtaining wind data at high altitudes to foreign countries before equipping U. S. stations, as well as the lack of a coordinated program to make maximum use of this equipment.

In commenting on the excessive costs of the ocean vessel weather observation program, the committee applauded the efforts of the Bureau in exploring

both the possibilities of utilizing privately operated vessels as stationary observing platforms and ships of the Military Sea Transport Service. "It is important," it said, "that some means of obtaining these observations be continuous after the present methods are abridged or terminated."

The committee reported that the Weather Bureau instrumentation program was in need of improvement in a number of categories, including ground stations and transmitters to obtain reliable upper air soundings to 100,000 feet; ground radar equipment for locating and tracking severe storms, fronts, thunderstorms, and other destructive storms, and remote indicating and recording instruments, especially visibility and cloud height for end of runway observations. It urged that the Bureau give "highest priority" to the development of suitable automatic weather stations (including ocean locations).

The committee expressed concern over "the slow, almost lingering death of real climatology" in the Weather Bureau. The climatological laboratory, it said, should devote itself to broad, basic problems which concern large segments of the population, such as those dealing with land utilization on a large scale, water supplies, climatic changes. "Practically no scientific and analytical work has been done by the Weather Bureau on these problems in the last ten or fifteen years," the committee said.

The committee recommended that the forecasting service be reorganized. The number of forecasts issued regularly to the public should be reduced to two a day, subject to amendment when revision is needed.

The WBAN Center (Weather Bureau, Air Force, Navy) maintained in Washington, the committee said, should function as the National Weather Analysis Center, budgeted for by the Weather Bureau and operated by Weather Bureau personnel. In each of the Bureau's five regions a Regional Weather Central should be set up, whose analyses and prognoses would be coordinated with those of WBAN. The existing district forecast centers and the present severe weather unit in WBAN would be abolished. The Regional Weather Centrals would issue forecasts, for professional consumption only, to the first order stations in their regions, who would be responsible for issuance of the public forecasts for their areas. The present airways forecast centers would remain as at present, except that wherever possible they would be combined with a local first order station, and the same forecasters charged with issuing both the local public forecasts and the airways forecasts.

To establish a basis for cost and efficiency comparisons, the committee suggested that one or two Weather Bureau stations be contracted to private agencies on a bid procedure.

Examining present communications practices, the committee recommended greater attention to investigating new communication techniques, including expansion of automatic telephone forecast service to all major cities, automatic dissemination of forecasts to radio and television stations and to the press, and the use of commercial television facilities for nation-wide transmission of weather maps and charts at high speed.

The committee favored an end to the control by the Weather Bureau of the issuance of licenses for obtaining access to weather teletype and facsimile

circuits. "Any taxpayer willing to bear the cost of the special equipment needed should have unrestricted access to the communication channels over which weather observations and services are disseminated," the committee said. Should abuses occur, corrective measures can be taken.

On research and development, the committee said "we are inescapably drawn to the conclusion that research is given too little attention in the Bureau. . . . It is therefore recommended that the research budget be materially increased."

On the subject of private meteorology, the committee noted a feeling among many Weather Bureau employees "that encouragement of private meteorology is incompatible with growth of the national weather service (Weather Bureau). This is not in accordance with the American philosophy of private enterprise and competition. We believe the progress of one is indissolubly bound to that of the other. This concept should be stressed at all levels." The committee also recommended that the Bureau encourage professional meteorologists to set up radio and television programs without censorship of any kind.

Establishment of the Department of Commerce Advisory Committee on Weather Services was announced by Under Secretary Murray on July 8, 1953. Its membership, all of whom signed the report issued today, comprises:

Joseph J. George, B/Gen. AFRES
Superintendent of Meteorology
Eastern Air Lines, Inc.
Municipal Airport
Atlanta, Georgia

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Chief Gas Dispatcher and Meteorologist
Pacific Gas and Electric Company
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A. F. Merewether, Col. AF (Ret)
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Bendix Aviation Corporation
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Athelstan F. Spilhaus, Dean
Institute of Technology
University of Minnesota
Minneapolis, Minnesota

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