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CIRCULAR LETTERS (NO. 1-54). 1954.

C.L. 1-54 - (Retention of Circular Letters)

Subject: Retention of Circular Letters

Attached to this letter is a list of Circular Letters in effect on January 1, 1954. All Circular Letters not listed in the attachment to this letter should be removed from files and destroyed.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachment

Washington, D. C.
1-13-54

National Oceanic and Atmospheric Administration
Weather Bureau Circular Letters

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Attachment to Circular Letter 1-54

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

January 2, 1954

AO-1

Circular Letters for Years 1940-53 in effect on January 1, 1954

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
47-44	6/14/44	SR&F-Ev	Changes in forecasts on automatic telephone	622.11
54-44	6/27/44	SR&F-Gr	Special advices & forecasts for Agriculture	622.1 (622.5)
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
21-46	3/27/46	Asst Ch Adm-McC	Discontinuance of WB Forms 2022 & 2023, reports on employment of emergency assistance	103 (750)

Serial Number	Date of Issue	Issued by	Subject	File Number
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 clearance	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	[illegible]PO-lmb	Registration of field-personnel visiting the Central Office	030.6
46-47	6/9/47	Instr-Br	Raob, Rason and Ceilometer programs	080 451.1 451.2 031.1 601.4
55-47	7/7/47	SSS-in	Artificial inducement of precipitation	045
55-47	8/4/47	SR&F-cjc	Code for transmission of Microseismic data	040 610.3 621.6
70-47	8/18/47	Pers-Fo	Appointment of sub-professionals directly to stations in Alaska	110 080.1

Serial Number	Date of Issue	Issued by	Subject	File Number
75-47	8/26/47	Chf's Off	Artificial inducement of precipitation	045
91-47	10/16/47	Pers-Fo	Restoration or re-employment 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
7-48	1/27/48	MPO/Jb	Private business activities of employees	153 100
8-48	2/10/48	SR&F-Hew	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
28-48	3/19/48	SR&F-Al	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
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 and 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
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
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

Serial Number	Date of Issue	Issued by	Subject	File Number
1-49	1/5/49	O-5.21	Digest of Pan American Airways Synoptic and 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, and Amendment dated 4/20/48 Delegation of Authority to approve personnel actions involving adjustments for differentials, deductions for quarters, fuel and light and 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
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 and 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

Serial Number	Date of Issue	Issued by	Subject	File Number
46-49	4/27/49	O-5.31	Minimum ceiling and visibility requirements for VFR flight and use of the term VFR in pilot briefing	600.21
48-49	4/29/49	A-4.3	Differential and Allowance: Effective date of beginning and ending	202.11 x202.12
54-49	5/25/49	O-5.31	Responsibility in giving out forecasts and 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
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
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
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 Lightships; Coding & transmission thereof	604 610
84-49	8/12/49	O-4.10	Policy concerning the establishment of cooperative climatological substations at Radio Stations, newspapers and public agencies	531.2
87-49	8/15/49	O-5.31	Weather Bureau liaison with state aviation officials	070.2 080 600.21

Serial Number	Date of Issue	Issued by	Subject	File Number
88-49	8/15/49	0-5.21	Synoptic code, 1949 edition; Amendment No. 1 thereto	610.3
89-49	8/22/49	0-5.31	Collection and utilization of pilot weather reports	600.22
103-49	9/13/49	0-5.1	Transmission of Canadian analysis on Service C	610 600.00
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	0-5.21	Synoptic code, 1949 edition; Amendment No. 2 thereto	610.3
113-49	10/7/49	0-2.13	Free receipt of Weather Bureau publications by Russell C. Jones	700.6
115-49	10/13/49	0-4.1	Local distribution of airway weather information by weather telAutograph circuit	420.3
128-49	11/14/49	0-5.1	Changes in WBAN Analysis Center transmissions	610 600.00
137-49	11/28/49	0-3	Instrumental equipment	450 401.5
143-49	12/8/49	0-5.21	Radiosonde & Rawinsonde Code, 1949 Edition; Amendment 2	610.3
146-49	12/21/49	0-5.21	Reporting Height of 700mb Surface; Leadville, Colorado	610
148-49	12/22/49	0-4.2	On-Station maintenance program	450 350.1 750
4-50	1/10/50	0-5.21	Weather Analysis Symbols	730.4
8-50	1/18/50	0-4.1	Administration of the Hydroclimatic Network	532.21 080
5-50	1/13/50	A-3.5	Excess Property	401.4 750
10-50	1/25/50	0-4.3	Geostrophic wind scales designed to give wind velocities in knots	410.2
14-50	2/2/50	0-5.31	Aviation weather services, lapse rate briefing	600.21
15-50	2/8/50	0-5.21	Forms of synoptic messages; Pacific Ocean Area	610.3 604

Serial Number	Date of Issue	Issued by	Subject	File Number
17-50	2/17/50	A-3.5	Sale of surplus property	401.5
28-50	3/28/50	O-5.21	Radiosonde and Rawinsonde Code 1949 Edition; Amendment No. 3 thereto	610.3
32-50	4/3/50	O-2.13	Conversion of relative humidity data in station climatological record and for publication in local climatological summaries	601 903 723.2
33-50	4/6/50	A-3.5	Unserviceable and obsolete instrumental equipment	401
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
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
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

Serial Number	Date of Issue	Issued by	Subject	File Number
80-50	11/6/50	A-4	Effect of Section 1302 of the Supplemental Appropriation Act of 1951 on Personnel Actions	110 120.1
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
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	610.3 610.2
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
18-51	6/13/51	R-3.1	Fees for station publications	038.1

Serial Number	Date of Issue	Issued by	Subject	File Number
19-51	6/26/51	AO-1	Choice of Principal Assistant	114 051.1
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
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 Appropriations 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
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

Serial Number	Date of Issue	Issued by	Subject	Fil Number
14-52	4/2/52	CWB	Tornado warnings	656.6
16-52	4/18/52	O-5.31	Collection and dissemination of pilot weather reports	611
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 & transmission of precipitation & extreme temperature data from selected stations on reduced hours of operation	630.1
20-52	5/19/52	AO-1	Severe weather bulletins	630.1
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
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. Rad Reports on Service C	630.1
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
43-52	12/18/52	O-2.13	Daily and monthly temperature and precipitation normals	920

Serial Number	Date of Issue	Issued by	Subject	File Number
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
2-53	1/19/53	O-4.1	Subrenting of Government housing	310
3-53	1/26/53	O-5.22	Reporting wind, weather, wave and ice data from substations on the Great Lakes, 1953 season	761
4-53	1/26/53	O-5.32	Utilization of pressure Jump data	813.5 x630.1
5-53	1/29/53	O-5.23	Transmission of extra reports on Service "A"	630.1
6-53	2/10/53	O-4.1	Use of station information and report on substation forms (WBForms 1144A, 1144B and 531-1)	530 520
7-53	2/12/53	A-4	Executive training and development	130
8-53	2/12/53	A-4.2	Performance Ratings	143
9-53	2/16/53	CWB	Review of operating programs	000
10-53	2/20/53	A-4.1	Revision of annual salary authorization for part-time employees	253
11-53	3/2/53	O-5.32	Transmission of stability index values	630
12-53	4/14/53	A-4.3	Placement follow-up plan	110
13-53	5/19/53	O-5.32	Coding "Downtown Data" in airport station reports	630 x610
14-53	6/1/53	O-5.31	Newspaper publication of aviation weather outlooks	652.1 x657
15-53	6/16/53	O-5.31	Transmission of message NOTAMS by stations performing communications duties	630
16-53	6/25/53	O-5.32	Distribution of forecasts for the State of Utah	630.1 x652.3
17-53	7/1/53	O-5.23	Issuance of acknowledgment Certificates to radio amateurs	037

Serial Number	Date of Issue	Issued by	Subject	File Number
18-53	7/8/53	O-5.32	Motion Picture Film "Tornado Warnings	038.3 656.6
20-53	8/28/53	AO-1	Authorized station program	015
21-53	8/31/53	O-4.1	Local distribution of weather information by weather telautograph circuit	657 x430.0
22-53	9/1/53	O-5	Review of the Agricultural Meteorology Program	653.1
23-53	9/15/53	O-5.31	Modification of domestic aviation forecast program	652.1
24-53	9/16/53	A-3.7	Utilization of Federal Records Centers by Weather Bureau Field Offices	054
25-53	9/29/53	O.5.32	Transmission of a guidance forecast on Service "C" (FPI)	O-5.32
26-53	11/9/53	O-5.32	Changes in analysis transmissions, U.S. Surface Analysis MA DCA on Service C	630.1
27-53	11/17/53	O-5.32	Winter sports program	653.4
28-53	11/30/53	O-5.23	Contractions	550
29-53	12/8/53	A-4.2	Prohibition against acceptance of gratuities	144
30-53	12/10/53	O-5.21	Furnishing copies of synoptic charts to other agencies	770

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
February 10, 1954

0-5.32

CIRCULAR LETTER NO. 2-54
(To All First Order Stations)

Subject: Coding "Downtown Data" in Airport Station Reports

Circular Letter No. 13-53 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 since that time and this letter brings the instructions up-to-date. Circular Letter 13-53 is cancelled and should be removed from files and destroyed.

"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.

Every effort is being made to keep the number of "Downtown Data" cases at a minimum because of communication difficulties and lack of teletype time. Five cities now send the data as follows: Portland, Maine; Charleston, South Carolina; Duluth, Minnesota; Miami, Florida; and Los Angeles (transmitted with Burbank message at 0030Z only). The coding instructions for reporting "Downtown Data" as part of the synoptic message are given in paragraph 2002 of the Synoptic Code (1949 Edition).

In addition, the offices at West Palm Beach, Florida and Asheville, North Carolina include "downtown temperature data" in the Service A hourly report twice daily in the following form. Each downtown temperature report applies to the 12 hours preceeding 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

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
February 11, 1954

0-5.21

File: 770 x038.1

CIRCULAR LETTER NO. 3-54
(To All Stations)

Subject: Furnishing copies of synoptic charts to other agencies

Reference: Circular Letter No. 30-53

1. All stations that are currently preparing copies of weather charts by ozalid, Bruning or facsimile duplicators are instructed to review the contents of the referenced Circular Letter and report the details of this activity.

2. The following information is requested; and should be presented in a condensed form using abbreviations where possible:

   a) Process by which charts are duplicated.

   b) Name of each recipient, including other Weather Bureau units, charts furnished, means of delivery and arrangements under which materials are provided.

   c) Pertinent information regarding any transactions that are not in accord with policy.

3. Stations that do not duplicate charts, and/or stations that prepare carbon copies, tracings or sketch maps which do not involve the use of special materials should not reply to this letter.

4. The Central Office (SR&F, 0-5.21) should be informed of any material changes that are made in the duplicating program after the information requested in paragraph 2 has been reported.

F. W. Reichelderfer
Chief of Bureau

C.L. - 3-54 - (Furnishing copies of synoptic charts to other agencies)

Washington, D.C.
2-11-54

C.1

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D.C.
March 9, 1954

File: 780

AO-1

CIRCULAR LETTER NO. 4-54
(To all first order stations)

Subject: Rendition of WB Form 051-1, Station Service Sample

The next rendition of WB Form 051-1, Station Service Sample, should be made during July 1954. (The April rendition will be omitted.) Thereafter, renditions will be made on a semi-annual basis during January and July.

Otherwise, instructions on the form should be followed as before.

This Circular Letter supersedes Circular Letter 67-50 which may be destroyed.

F. W. Reichelderfer
Chief of Bureau

C.L.-4-54 - (Rendition of WB Form 051-1, Station Service Sample)

Washington, D.C.
3-9-54

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
March 10, 1954
CIRCULAR LETTER NO. 5-54 0-5.32
(To All First Order Stations)

Subject: Localized Forecasts and Advices for Agriculture

Reference: Circular Letters 15-47; 8-48; and 25-53

In regions where agriculture is an important activity, local offices have for a number of years been furnishing special forecasts for the local farming operations. Forecast district centers have assisted in this program by furnishing guidance material, often extending into the third day, which is then used by local offices in preparing the local agricultural advices for distribution to the farming public.

The suggestion has been made that the FP 1 transmissions on Service C plus the Summary of Prognostic Reasoning included in the MFAM could be used to replace the guidance material sent by telegram, telephone, or TWX from forecast centers to some local offices during the agricultural season. A survey of a number of field offices was made to determine the feasibility of adopting this arrangement. Replies indicated general agreement with the plan and as soon as the following procedures are implemented, forecast district centers should discontinue transmitting separate agricultural guidance material to local offices.

During the normal growing season forecast district centers preparing FP 1 messages for transmission at 1031Z (0531E) are requested to include, whenever the forecaster feels such extension is warranted, information covering meteorological developments that might affect the weather for the third day ahead. Since the FP 1 as it appears on Service C is not intended for public distribution, reference to meteorological developments or trends expected to take place during the regular forecast period can be expressed in such a way as to provide the most help to local officials. In extending the FP 1 to cover the third day it may not be possible to include more than a statement that precipitation is or is not expected or that conditions are "unsettled." It is not intended that the forecast district center prepare the FP 1 as an agricultural forecast but rather that sufficient technical information be included so that personnel at local offices can prepare localized agricultural forecasts for their service areas.

In preparing agricultural forecasts, local offices should take into account the state of agricultural operations in their service area so that the forecasts will cover elements of precipitation, temperature, wind, humidity, etc., of maximum value to the user. Consultation with county agents and other local agricultural officials will be helpful in this connection. There are times when farming operations are such that issuance of a third day outlook will be particularly useful. During such periods, local officials may extend the forecast into the third day using material

in the FP 1, MFAM, FE, and the longer range prognostic charts for guidance. Because of the length of period covered, extension of the forecast into the third day will normally consist of generalized statements regarding showers, rain or no rain, and the temperature trend. Local offices that are operating on a reduced schedule and/or that do not have Service C available may require some additional guidance material from the forecast district center for use in preparing local agricultural forecasts, and where such is indicated, request may be made to the Central Office through the forecast district center for approval of communication costs.

It is proposed to alter the present schedule for entry of FP 1s to include more transmissions, especially at the 1031Z (0531 E) period. Effective date will be given by GENOT following final change over to 75 wpm on all Service C circuits. The following schedule is proposed for revision of FP 1 entries and comments from field offices on this subject will be welcome:

To Circuit	Send at 0431Z and 1631Z	Send at 1031Z and 2231Z
30	DCA BOS	DCA BOS
31	DCA MSY MIA	DCA ATL MSY
32	MSY MKC CHI DEN	MSY MKC CHI DEN
33	MKC CHI	MKC CHI GTF
34	SFO DEN SEA	SFO DEN CTF SEA
35	MSY LAX SFO DEN	MSY SFO DEN

While this letter suggests that during the normal growing season third day guidance information will be included in the 1031Z (0531 E) FP 1 transmission those forecast centers not now transmitting FP 1s at that period or who will not transmit at that time under the revised plan, are encouraged to include third day information in the 1631Z (1131 E) transmissions. The FP 1 may likewise be extended at other periods if the forecaster feels the information will be of assistance to local offices in the district.

It is anticipated that the above procedures will save considerable communications costs by eliminating the bulk of the special messages sent in previous years from forecast district centers to local offices. Professional responsibility for the localization of the forecast and for the addition of details relating to farming operations will rest with the local offices concerned.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BURLAU
Washington 25, D. C.
March 11, 1954

CIRCULAR LETTER NO. 6-54
(To all first-order stations)

Subject: Specialized Forecasts for Agriculture

As in previous years the Central Office wishes to call attention to the agricultural program for the approaching growing season for those areas which do not have year around farming. This year we wish to critically examine the program with a view to instituting some changes designed to give better service to our farming communities. A good number of Weather Bureau offices have been doing excellent work in agricultural meteorology. It is hoped that during this year some of the other offices will take up the challenge to make impressive gains in this field of applied meteorology.

The long term objective is to provide the farmer by radio at his breakfast hour with weather advice suited to his requirements, as localized as possible, for as long in advance as we can prepare reliable outlooks. While the noon weather broadcast has timely news value and can be worked in with market reports and other farm material into a program of wide interest, surveys indicate that it does not meet agricultural operational requirements as well as an early morning broadcast. This is because usually the last time that the farmer can weigh all the factors, including the weather forecast, and change his plans without sustaining some financial loss is in the morning immediately before commencing on a unit of field work.

Local conditions and crop practices vary from community to community and it must be realized that modern farming is a highly complicated technical business operated for the most part on a small margin of profit and that with the modern technological advances the weather requirements have become more exacting. For example, dew forecasting was undreamed of as a meteorological requirement as recently as ten years ago in the areas where cotton defoliation is practiced. Where farming groups have made their needs known the Weather Bureau has met the requirements. Some examples are the citrus fruit frost warning service, the apple scab warning service, and the cranberry frost warning service.

From a recent survey it appears that the state forecast does not mention enough weather parameters to be of maximum value to the farmer. To meet needs of a diversified agricultural area the information listed below is considered to be the minimum which should be provided.

First day material:
Today -- weather; cloud cover; wind direction and velocity; maximum temperature; humidity, as required; precipitation, type and amounts expected.
Tonight -- weather; cloud cover; wind direction and velocity; minimum temperature; humidity, as required; precipitation, type and amount expected.

Second day material:
Tomorrow and tomorrow night -- precipitation; cloud cover; wind during the day; maximum temperature; humidity trend; rainfall, type.

Third day material:
Drying conditions, i.e., rain, no rain, or indeterminate trend; temperature trend.

Fourth and Fifth day material (Tuesdays and Fridays):
Statement of the outlook for the period, weather, temperature, and precipitation.

Summary material:
Material which is broadcast for the benefit of farm interests should include such items as: Climatic data, the number of days since last rain when important, excessive amounts of precipitation, etc.; agricultural material when available and applicable, such as percentage of moisture in corn in Iowa during the harvest season, soil temperatures, state of the tobacco crop in North Carolina, etc.

In addition, local offices are encouraged to make detailed forecasts relating to specialized crops in areas when intensive cropping subject to weather hazard is a local problem.

We have recommended that crop calendars be constructed for each station and we feel that they can be used to indicate the emphasis that should be placed on forecasting various meteorological parameters during the growing season. Examples of two types of excellent crop calendars are attached for guidance in preparation of local calendars.

In order to assist first order stations, more timely guidance material will be provided this year. As covered in Circular Letter No.5-54, the FP-1 during the early morning will often contain meteorological information covering the third day and we are looking into arrangements to issue the FE material approximately two hours earlier. Notice will be made by GENOT as to the exact time and date this change will be made.

The recommended format to distinguish agricultural forecasts from routine state forecasts and others issued to the general public is: AGRICULTURAL WEATHER BULLETIN FOR (_____). The blank should be filled with the appropriate name of a specific locality, county, section of state, or other well known geographic area. The text of the bulletin should be

written to clearly. It should be remembered that the user must understand the forecast material when it has been read to him only once. Operational decisions, based in part on the Agricultural Weather Bulletin which may mean the gain or loss of a major portion of the income of the listener for the year, may hinge on presentation of accurate and timely forecast material in clear, understandable form.

In most cases it will only be necessary to prepare one agricultural weather bulletin each day, early enough to be used either by studio announcer or by direct broadcast if now authorized during the early morning hours. The same bulletin can be used for a farm show during the noon hour if care is taken to insure that the forecasts agree with the latest general public forecast for today and tomorrow. However, the forecast for the ensuing third day outlook and the fourth and fifth days on Tuesday and Friday should not normally be changed from the bulletin issued in the morning.

Cooperative programs with county agents, radio and television farm program directors and broadcasters should be continued. Local officials who have not already done so are encouraged to become personally acquainted with the county agent and radio farm broadcasters in their vicinity and to discuss with them the weather service requirements and problems of the farmers in their areas. They can often offer helpful suggestions on the particular weather elements which should be in the material furnished in the Agricultural Weather Bulletin.

Notes should be taken during the growing season and a summary of this season's activities reported to the SR&F Division, Central Office, within thirty days after the growing season is over. In those stations where farming is a year long activity an annual report should be furnished for the year ending with 30 October 1954. A copy of at least one sample bulletin should be included.

All offices should continue to coordinate important changes in service to agriculture with the Central Office and obtain prior approval before inaugurating important or extensive new services.

This circular letter supersedes Circular Letter 54-44, 15-47, 8-48, 23-49, 22-53, which should be removed from the files and destroyed.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Sacramento

CROP SEASONS and WEATHER HAZARDS
Sacramento Crop District
(based on crop reports for years 1933 through 1951)

	Average	Earliest	Latest	Weather Hazards
ALFALFA CUTTINGS				
First	April 13 (19 yrs)	March 29, 1941	April 27, 1935	Rain following cuttings(seldom occurs 2nd through 5th. cut).
Second	May 25 (19 yrs.)	May 5, 1934	June 26, 1948	
Third	July 1 (17 yrs)	June 18, 1938	July 22, 1933	(Sprays for weed control are applied Dec. thru Feb.depending on the weather)
Fourth	Aug.10 (18 yrs.)	July 9, 1949	Aug. 21, 1937	Heavy Rain also a hazard on stacked hay in late summer or autumn.
Fifth	Sept.8 (19 yrs)	Aug.12, 1950	Sept. 28,1935	
Sixth	Oct.14 (13 yrs.)	Oct. 3, 1936	Oct. 26, 1946	
ALMONDS				
Bloomed	Feb. 19 (19 yrs)	Jan.31, 1948	March 4, 1933	Frost, or Heavy Rain during blossoming period interferes with polonization
Harvest	Aug. 9 (19 yrs)	July 14,1934	Aug.21, 1948	
APRICOTS				
Bloomed	March 2 (18 yrs)	Feb.15, 1941	March 13, 1948	Frost,or Heavy Rain during blossoming period interferes with colonization
Green pack	May 31 (17 yrs)	May 9, 1936	June 12, 1937	Rain on blossoms also favorable to brown rot & blight (shot hole fungus)
Drying and Canneries	June 22 (17 yrs.)	June 2, 1934	July 15, 1933	High Temperature sometimes injures fruit towards end of season
ASPARAGUS*				
Harvest (in other months also, but peak mov't estimated here)	April 8 (19 yrs.)	March 1,1934 and 1947	May 17, 1941	Frost sometimes damaging, seldom serious Prolonged cool weather retards normal development Heavy Rain (late in spring)saturates soil & makes harvest difficult.

CROP SEASONS and WEATHER HAZARDS
Sacramento Crop District
(based on crop reports for years 1933 through 1951)

	Average	Earliest	Latest	Weather Hazards
BEANS				
Planting	May 6 (18 yrs)	April 18, 1936	May 29, 1948	Light Rain causes mildew in cut beans
Harvest	Sept.5 (19 yrs)	August 4, 1943	Sept.30, 1933	Heavy Rain early in autumn saturates soil, causes seepage from streams, & makes threshing of late varieties difficult
BERRY HARVEST				
Strawberries	April 20 (19 yrs.)	March 24, 1934	May 13, 1933	Frost damages blossoms in March
Blackberries	June 1 (12 yrs.)	May 12, 1934	June 10, 1944	Moderate or heavy showers damage strawberries in April or May.
CATTLE				
Mov't to high summer pastures	June 2 (17 yrs.)	May 17,1947	June 22, 1946	Droughts in spring or early summer lead to serious shortage of native feed.
Return of herds to low elevations	Oct.16 (14 yrs.)	Sept.27,1947	Nov. 5, 1949	Early Heavy Snow (autumn) interferes with return of herds to low elevation.
				Heavy Snow, plus a cold wave in winter causes alarm to all livestock interests
				River Flooding of lowlands(winter & spring) necessitates removal herds to drier foothills(because of hoof injury,standing in water or wet soil.
CELERY				
Planting	June 25 (8 yrs)	May 12,1934	July 10,1937	Prolonged wet weather at harvest time may lead to slight losses.
Harvest	Nov.3 (15 yrs.)	Sept. 23,1944	Nov. 28, 1942	
CHERRIES				
Bloomed	March 15(18 yrs.)	Feb.22, 1936	March 31,1938 & 1945	Rain injures blossoms(in Feb.or Mar.)
Harvest of early varieties etc.	May 5 (19 yrs.)	April 22,1939	May 15, 1948	Showers split ripening fruit(May & June) and cause brown rot in fruit
				Late Frosts injure early fruit sets, and foliage.

WBO Phoenix, Ariz.

CRITICAL PERIODS FOR ADVICES TO AGRICULTURE - ARIZONA

MONTH	COUNTY	CROP	OPERATIONS	TYPE WEATHER	CRITICAL PERIOD	ADVICE TO BE GIVEN
January	Graham	Cotton	Picking	Rain	1-31	Hasten Picking
	Pinal	Cotton	Picking	Rain	1-31	Hasten Picking
	Yuma	Flax	Irrigation	Frost	1-31	Irrigate
			Irrigation	Frost	1-31	Irrigate
		Lettuce	Harvest	Rain	1-31	Hasten Harvest
	Maricopa	Cotton	Picking	Rain	1-31	Hasten Picking
		Citrus	Fruit Setting	Frost	1-28	Irrigate
		Lettuce	Harvest	Rain	1-15	Hasten Harvest
February	Graham	Cotton	Picking	Rain	1-28	Hasten Picking
	Maricopa	Cotton	Picking	Rain	1-28	Hasten Picking
		Citrus	Fruit Setting	Frost	1-28	Irrigate
		Lettuce	Harvest	Frost	25-28	Hasten Harvest
	Pinal	Cotton	Picking	Frost	1-28	Hasten Picking
	Yuma	Lettuce	Irrigation	Frost	1-28	Irrigate
		Lettuce	Harvest	Rain	1-28	Hasten Harvest
		Flax	Irrigation	Frost	1-28	Irrigate
March	Coconino	Peaches Apples	Blooming	Frost	15-31	Protect by Heating
	Graham	Peaches	Blooming	Frost	20-31	Protect by Heating
	Maricopa	Lettuce	Harvest	Rain	1-31	Hasten Harvest
		Cantaloupes	Planting	Rain	1-31	Delay Planting
	Yuma	Flax	Irrigation	Rain	1-15	Irrigate

MONTH	COUNTY	CROP	OPERATIONS	TYPE WEATHER	CRITICAL PERIOD	ADVICE TO BE GIVEN
March, Cont'd.	Yuma	Lettuce	Harvest	Rain	1-31	Hasten Harvest
		Flax	Irrigation	Frost	1-15	Irrigate
April	Coconino	Apples Peaches	Blooming	Frost	1-30	Protect by Heating
	Maricopa	Cotton	Planting	Rain	1-30	Delay Planting
		Lettuce	Harvest	Rain	1-15	Hasten Harvest
	Maricopa Pinal Pima	Cotton	Planting	Rain	1-30	Delay Planting
	Yuma	Cantaloupe	Planting	Rain	1-15	Delay Planting
		Lettuce	Harvest	Rain	1-10	Hasten Harvest
May	Maricopa Yuma Graham Cochise Pima Pinal	Cotton	Planting	Rain	1-20	Delay Planting
	Maricopa	Alfalfa	Harvest	Rain	1-20	Hasten Baling
June	Yavapai Coconino	Pinto Beans	Planting	Frost	1-10	Delay Planting
	Maricopa	Grapes	Harvest	Rain	15-30	Hasten Harvest
		Alfalfa	Harvest	Rain	1-30	Hasten Baling
July	Maricopa	Alfalfa	Harvest	Rain	1-31	Hasten Baling
	Yuma	Alfalfa	Seed Harvest	High Wind & Rain	1-31	Hasten Harvest

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
March 16, 1954

0-5.31

CIRCULAR LETTER NO. 7-54
(To All Stations)

Subject: Use of Winds Aloft Forecasts.

Stations have inquired about the proper procedures to be followed in providing pilots with winds aloft information when the recently completed winds aloft observation shows winds substantially different from those indicated in the WA for the station. Also, it has been pointed out that in some instances the local CAA communications personnel are undecided whether to use the WA or the winds aloft report in meeting in-flight requests.

This problem would be alleviated considerably if it were possible for the FAWS Center to issue the WA's within an hour or so after the latest winds aloft observations are transmitted. Plans are being developed to permit earlier issuance of WA's but since changes in teletypewriter and facsimile schedules are involved, more time is needed to come up with a practicable solution. Therefore, we believe some interim action is necessary to ensure the best possible winds aloft information service to pilots.

Accordingly, it is requested that each winds aloft observing station for which the FAWS Center issues a WA compare the latest WA for the station with its new winds aloft observation immediately upon completion of computations to note any significant differences between observed and forecast conditions. If there are significant differences, the WA for the local station should then be adjusted for local use in pilot briefing. For example, if the WA indicates winds of 270 40 for a particular level and the observed conditions show variation of more than about 20 degrees in direction or on the order of about 10 knots difference in speed, then the local WA should be adjusted to reflect essentially the new values. Paragraph B-2011b of C.L. 23-53 should be used as a guide in this respect.

A copy of the revised WA should be furnished the local CAA communications station for use in handling in flight requests until such time as a complete amended WA is received from the FAWS Center or the next scheduled WA is transmitted.

To provide a more objective measure of the degree of accuracy of WA's stations are requested to make an extra copy of locally revised WA's and at the end of each week to mail them to the Central Office, Attention: Domestic Aviation Section, SR&F Division. This procedure should be carried out for a six week period after which the extra copies may be dispensed with.

FAWS Centers will issue amended WA's as soon as it is possible to do so, but it should be noted that due to time needed to communicate the reports by teletypewriter, to prepare the amendment at the FAWS Center, and to transmit the amendment on Service A, there is a minimum lapse of from one to two hours.

F. W. Reichelderfer
Chief of Bureau.

library

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
March 18, 1954

0-5.32

File: 631.1
X652.1

CIRCULAR LETTER NO. 8-54
(To All First Order Stations)

Subject: Distribution of FP Forecasts Issued at New York City

Reference: Circular Letter No. 16-53

The circular letter of reference set up the program whereby state forecasts (FP's) for Utah are regularly transmitted only twice a day on Service C. A survey has been made to determine the feasibility of adopting the same procedure for FP forecasts issued at New York City. Results of the survey indicated that such a practice would not seriously affect the distribution of weather forecast information to the public and it has been decided to try out regularly scheduled distribution twice a day at New York City.

Effective April 1, 1954, the WBO at New York City will regularly enter FP forecasts on Service C only at 1010Z and 2210Z (0510 EST and 1710 EST). Forecast revisions should be transmitted at the other two scheduled periods, 1610Z and 0410Z, and at such other times as are required by changing weather conditions. If no revision is needed at 1610Z or 0410Z, New York City will enter FINO on the FP collective at these times.

Any office that experiences difficulty due to this change in transmission of state forecast material should inform the Central Office.

F. W. Reichelderfer
Chief of Bureau

C.L.-8-54 - (Distribution of FP Forecasts Issued at New York City) Washington, D.C. 3-18-54

Library

File: 630
x610

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D.C.
March 19, 1954

0-5.32

CIRCULAR LETTER NO. 9-54
(To All First Order Stations)

Subject: Coding "Downtown Data" in Airport Station Reports

Circular Letter No. 2-54 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 since that time and this letter brings the instructions up to date. Circular Letter No. 2-54 is cancelled and should be removed from files and destroyed.

"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.

Every effort is being made to keep the number of "Downtown Data" cases at a minimum because of communication difficulties and lack of teletypewriter time. Six cities now send the data as follows: Portland, Maine; Charleston, South Carolina; Duluth, Minnesota; Miami, Florida; Corpus Christi, Texas; and Los Angeles, California (transmitted at 0030Z only). The coding instructions for reporting "Downtown Data" as part of the synoptic message are given in paragraph 2002 of the Synoptic Code (1949 Edition).

In addition, the offices at West Palm Beach, Florida and Asheville, North Carolina include "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

F. W. Reichelderfer
Chief of Bureau

C.L.-9-54 - (Coding "Downtown Data" in Airport Station Reports) Washington, D.C. 3-19-54

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D.C.
March 25, 1954 0-5.23

CIRCULAR LETTER NO. 10-54
(To all First-Order Stations)

Subject: Service A Transmissions of Aviation Weather Forecasts.

Higher teletypewriter speed, from 60 to 75 words a minute, makes it possible to increase, by 20, the number of terminal forecasts transmitted on each Service A circuit. Forecasts to be added are given in attachment A. Some of these additions are based on requests of Airlines, CAA and Weather Bureau stations, Canada, etc. Others were added, with some exceptions, in line with the practice of giving priority to FT's which are close to the circuit being served. Wherever feasible, an effort was made to minimize the number of 24 hour FT's added to avoid duplicate transmissions between Services A and C. Maximum benefit is thus obtained from each Service.

Experience gained with the present method of transmitting terminal forecasts on Service A indicates that it would be advantageous to again combine forecasts for different locations, provided these forecasts receive identical distribution. To assist FAWS Centers in easily determining which forecasts receive the same teletypewriter distribution, we have prepared attachment B. The attachment may also be of some value to other offices.

This system would differ from that used previously inasmuch as each forecast designator would be on a different line. For example assuming that one forecast would apply to the airports at BUR-Burbank, Calif., LAX-Los Angeles, Calif., and LGB-Long Beach, Calif., the text would be given following the identifier for Burbank and the contraction "DO" after identifiers for Los Angeles and Long Beach as shown below:

BUR O ↓18+. 1730E O
LAX DO
LGB DO
BLH 45Ø ↓↘18+ OCNL C4ØØSW --. 1630E C5ØØ ↓18+.
1830E O
ELC DO

Ditto (DO) will be written even in those instances where the preceding forecast indicates clear weather, and uses only one symbol for the entire forecast. This is done in the interest of uniformity although one impulse less would be called for if the clear symbol were used. In such cases it is felt that uniformity of rules governing FT transmissions outweighs the disadvantage of using one extra impulse.

We recognize that the vertical method of transmitting the identifiers will use more teletypewriter paper than would be required by the horizontal system of collection. However it is believed that the vertical system will make it considerably easier to locate specific FT's when speed in locating information is essential, such as when serving aircraft in flight.

From time to time recommendations have been received from our offices to insert a date time group preceding each block of FT's which originate from the FAWS. Insertion of this group, it was said, would facilitate the filing of forecasts in the standard pilot briefing display. Although we feel that the suggestion has merit, the CAA informs us that it can not be accomplished without imposing an additional and undesirable workload on their personnel at the relay centers.

FAWS Centers are being asked through copy of this Circular Letter to implement this program of transmitting forecasts on Service A upon receiving an appropriate Genot establishing an effective date. After this method of transmitting forecasts has been in effect for about 14 days we would appreciate receiving comments from the field regarding its effectiveness.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachments (7)

Attachment A

~~PROPOSED~~ ADDITIONS TO THE PRESENT SERVICE A DISTRIBUTION OF FT'S

CKT 1.

INR	PKB
TVC	EKN
GRR	ROA
FNT	LYH
LAN	RMT
BTL	SBY
JXN	MIV
MFD	NDB
CMH	OW
ZZV	UL

CKT 2.

OLD	CHA
PWM	TYS
BTV	BWG
PVD	EVV
GSO	PIA
CLT	MLI
INT	MKG
AVL	SGW
ATL	FNT
BFD	SPI

CKT 3.

BDL	BWG
POU	MSL
AVP	TCL
IPT	MEI
AOO	BUJ
PIT	MGM
MGW	DHN
PKB	TLH
EVV	ORL
PUK	FMY

CKT 4.

PIT	AND
DCA	SSI
CHW	BWG
RIC	PUK
ORF	PBF
RDU	FSM
GSO	OKC
IMN	ADM
FLO	SPS
HLG	CLL

CKT 5.

MFD	OTM
PKB	MCW
AVL	LSE
MSL	DBQ
JAN	MSN
AEX	RFD
LFK	ORD
ADM	ETL
GAG	LAN
DDC	TLH

CKT 6.

DCA	VIH
BUF	CNU
ERI	SLN
MFD	GRI
DAY	OFK
CVG	HON
EVV	ABR
HUF	BIS
SPI	JMS
STL	GFK

CKT 7.

ERI	AMA
TOL	ALS
AUW	RWL
EAU	RKS
DBQ	DTA
BRL	OGD
VIH	PIH
TUL	BLI
OKC	CTB
LVS	HLN

CKT 8.

MGM	DEN
MEI	LHX
JAN	ALS
GRW	LVS
ELD	SAF
PBF	INW
FSM	TCS
LNK	DUG
GLD	LIT
MEM	TUO

CKT 9.

GAG	RBL
SPS	MFR
INK	BOI
MRF	GNG
STH	IDA
PRB	CPR
SNS	SCT
OAK	LBF
SFO	GLD
SAC	RSL

CKT 10.

GFK	AXN
MSP	LAS
ATY	CDC
SUX	ELY
OMA	TPH
GRI	RNO
GLD	ACV
GCK	MFR
FMN	OTH
SUJ	SFO

CKT 11.

GFK	DEN
BIS	GJT
MLS	FMN
CTB	INW
LWT	PHX
SHR	PRC
CPR	FLG
RWL	EED
LAR	LAS
CYS	CDC

CKT 12.

ALW	ALS
LWS	TAD
BTM	MSO
RWL	SAF
CYS	LVS
DEN	TCC
GJT	TCS
COS	FMN
PUB	INW
LHX	FLG

Attachment B

DISTRIBUTION OF TERMINAL FORECASTS ARRANGED ACCORDING TO FAWS CENTERS.

Albuquerque

AMA Amarillo, Texas 7-8-9
LBB Lubbock, Texas 8-9
ROW Roswell, N. Mex. 8-9
TCC Tucumcari, N. Mex. 8-9-12
ABQ Albuquerque, N. Mex. 8-9-10-12
TCS Truth or Consequences, N.Mex. 8-9-12
LVS Las Vegas, N.Mex. 7-8-9-12
SAF Santa Fe, N. Mex. 8-9-12
FMN Farmington, N.Mex. 9-11-12
INW Winslow, Ariz. 8-9-11-12
PRC Prescott, Ariz. 9-11-12
GAG Gage, Okla. 5-7-8-9
FLG Flagstaff, Ariz. 9-11-12

Atlanta

GSO Greensboro, N.C. 2-3-4
INT Winston-Salem, N.C. 2-3-4
AVL Asheville, N.C. 2-3-4-5
HKY Hickory, N.C. 3
SPA Spartanburg, S.C. 3
CLT Charlotte, N.C. 2-3-4
AND Anderson, S.C. 3-4
GRL Greenville, S.C. 3
AGS Augusta, Ga. 3-4
MCN Macon, Ga. 3-4
CSG Columbus, Ga. 3-4
LGC La Grange, Ga. 3-4
TRI Tri-Cities, Tenn. 2-3-4-5
TYS Knoxville, Tenn.2-3-4-5
CHA Chattanooga, Tenn. 2-3-4-5
ATL Atlanta, Ga. 2-3-4-5
BHM Birmingham, Ala. 4-5
MGM Montgomery, Ala. 3-4-8

Boston

PQI Presque Isle, Me. 1
MLT Millenocket, Me. 1
OLD Old Town, Me. 1-2
AUG Augusta, Me. 1
PWM Portland, Me. 1-2
BTV Burlington, Vt. 1-2
MPV Montpelier, Vt. 1
LEB Lebanon, N. H. 1
ORH Worcester, Mass. 1
PVD Providence, R. I. 1-2
ACK Nantucket, Mass. 1
CON Concord, N. H. 1
BOS Boston, Mass. 1
MSS Massena, N.Y. 1
ART Watertown, N.Y. 1
GFL Glen Falls, N.Y. 1
SYR Syracuse, N.Y. 1
UCA Utica, N.Y. 1
ALB Albany, N.Y. 1
BDL Bradley (Windsor Locks) Conn. 1-2-3

Chicago

FWA Fort Wayne, Ind. 2-5-6
SBN South Bend, Ind. 2-5-6
CHI Chicago, Ill. 1-2-5-6
MKE Milwaukee, Wisc. 2-6
PIA Peoria, Ill. 2-5-6
BRL Burlington, Iowa 5-6-7
MLI Moline, Ill. 2-5-6
MSN Madison, Wisc. 5-6
DBQ Dubuque, Iowa 5-6-7
CID Cedar Rapids, Iowa 6
RFD Rockford, Ill. 5-6
ORD O'Hare (Chicago), Ill. 5-6

Cincinnati

EVV Evansville, Ind. 2-3-5-6
CHW Charleston, W. Va. 1-2-3-4-5
HTW Huntington, W. Va. 2-3-5
DAY Dayton, Ohio 2-5-6
CVG Cincinnati, Ohio 2-3-5-6
(Greater Cincinnati Airport)
IND Indianapolis, Ind. 2-5-6
LEX Lexington, Ky. 2-3-5
SDF Louisville, Ky. 2-5
HUF Terre Haute, Ind. 2-5-6
LAF Lafayette, Ind. 2-5-6
PKB Parkersburg, W. Va. 1-2-3-5
ZZV Zanesville, Ohio 1-2
CMH Columbus, Ohio 1-2-6

Cleveland

MFD Mansfield, Ohio 1-2-5-6
CLE Cleveland, Ohio 1-2-6
CAK Akron-Canton, Ohio 1-2-6
TOL Toledo, Ohio 1-2-5-6-7
BUF Buffalo, N.Y. 1-2-6
ROC Rochester, N.Y. 1-2
ERI Erie, Pa. 1-2-6-7
YNG Youngstown, Ohio 1-2-6
BFD Bradford, Pa. 1-2

Denver

GJT Grand Junction, Colo. 9-10-11-12
ALS Alamosa, Colo. 7-8-9-10-12
RWL Rawlins, Wyo. 7-9-10-11-12
DEN Denver, Colo. 7-8-9-10-11-12
COS Colorado Springs, Colo.7-8-9-10-12
LHX La Junta, Colo. 7-8-9-10-12
TAD Trinidad, Colo. 7-9-10-12
PUB Pueblo, Colo. 7-9-10-12
CYS Cheyenne, Wyo. 7-9-10-11-12
LAR Laramie, Wyo 7-9-10-11
RAP Rapid City, S.D. 7-10
LBF North Platte, Nebr. 7-9-10
SCT Scottsbluff, Nebr. 7-9-10
CPR Casper, Wyo. 7-9-10-11
SHR Sheridan, Wyo. 7-10-11
GRI Grand Island, Nebr. 6-7-10
GLD Goodland, Kans. 7-8-9-10

Detroit

CMX Houghton, Mich. 6
INR Kinross, Mich. 1-6
PLN Pellston, Mich. 6
TVC Traverse City, Mich. 1-6
SGW Saginaw, Mich. 2-6
MKG Muskegon, Mich. 2-6
GRR Grand Rapids, Mich. 1-2-5-6
RML Romulus (Wayne Major),Mich. 2-6
BTL Battle Creek, Mich. 1-2-5-6
JXN Jackson, Mich. 1-2-6
LAN Lansing, Mich. 1-2-5-6
FNT Flint, Mich. 1-2-6
DET Detroit (City Airport),Mich. 2-6
YIP Detroit(Willow Run),Mich. 1-2-6

El Paso

INK Wink, Tex. 8-9
MRF Marfa, Tex. 8-9
ELP El Paso, Tex. 8-9-12
CNM Carlsbad, N. Mex. 8-9
HOB Hobbs, N.Mex. 8-9
BGS Big Spring, Tex. 8-9
MAF Midland, Tex. 8-9
SJT San Angelo, Tex. 8-9
DUG Douglas, Ariz. 8-9-12
TUO Tucson, Ariz. 8-9-12
PHX Phoenix, Ariz. 9-11-12

Fort Worth

ADM Ardmore, Okla. 4-5-8
ABI Abilene, Tex. 4-8
OKC Oklahoma City, Okla. 4-5-7-8-9
SPS Wichita Falls, Tex. 4-5-8-9
SHV Shreveport, La. 4-5-8
LLV Longview, Tex. 4-5-8
TYR Tyler, Tex. 4-5-8
ACT Waco, Tex. 4-5-8
DAL Dallas, Tex. 4-5-8
ACF Fort Worth (Amon Carter Field), Tex. 4-5-8
TXK Texarkana, Ark. 4-5-8

Great Falls

CTB Cut Bank, Mont. 7-10-11
FCA Kalispell, Mont. 10-11
MSO Missoula, Mont. 10-11-12
GTF Great Falls, Mont. 7-10-11
LWT Lewiston, Mont. 7-10-11
HLN Helena, Mont. 7-10-11
BTM Butte, Mont. 10-11-12
BZN Bozeman, Mont. 10-11
BIL Billings, Mont. 7-10-11
MLS Miles City, Mont. 7-10-11

Jacksonville

DHN Dothan, Ala. 3-4
MAI Marianna, Fla. 4
TLH Tallahassee, Fla. 3-4-5
ORL Orlando, Fla. 3-4
AMG Alma, Ga. 3-4
DAB Daytona Beach, Fla. 3-4
VLD Valdosta, Ga. 3-4
ABY Albany, Ga. 3-4
TPA Tampa, Fla. 4
CAE Columbia, S.C. 3-4
CHS Charleston, S.C. 3-4
SAV Savannah, Ga. 3-4
JAX Jacksonville, Fla. 3-4
FLO Florence, S.C. 3-4
MYR Myrtle Beach, S.C. 3
SSI Brunswick, Ga. 3-4

Kansas City

OFK Norfolk, Nebr. 6-7
RSL Russell, Kans. 7-8-9
DDC Dodge City, Kans. 5-7-8-9
GCK Garden City, Kans. 7-8-9-10
CNU Chanute, Kans. 5-6-7-8
PNC Ponca City, Okla. 5-7-8
ICT Wichita, Kans. 5-7-8
HUT Hutchinson, Kans. 5-7-8
SLN Salina, Kans. 5-6-7-8
MKC Kansas City, Mo. 5-6-7-8
TOP Topeka, Kans. 5-6-7-8
STJ St. Joseph, Mo. 5-6-7-8
OMA Omaha, Nebr. 5-6-7-10
CBI Columbia, Mo. 5-6-7
DSM Des Moines, Iowa 5-6-7
UIN Quincy, Ill. 5-6-7
OTM Ottumwa, Iowa 5-6-7
LNK Lincoln, Nebr. 6-7-8
SUX Sioux City, Iowa 6-7-10

Los Angeles

STH Santa Maria, Calif. 9-11-12
YUM Yuma, Ariz. 9-12
ELC El Centro, Calif. 9-12
SAN San Diego, Calif. 9-11-12
BLH Blythe, Calif. 9-12
EED Needles, Calif. 9-11-12
DAG Daggett, Calif. 9-12
LGB Long Beach, Calif. 9-11-12
LAX Los Angeles, Calif. 9-11-12
BUR Burbank, Calif. 9-11-12
PMD Palmdale, Calif. 9-11-12
SBA Santa Barbara, Calif. 9-11-12
BFL Bakersfield, Calif. 9-11-12

Memphis

BWG Bowling Green, Ky 2-3-5
GRW Greenwood, Miss. 3-4-5
MLU Monroe, La. 4-5-8
MEM Memphis, Tenn. 4-5-8
PUK Paducah, Ky. 3-4-5
BNA Nashville, Tenn. 3-4-5
ELD El Dorado, Ark. 4-5
PBF Pine Bluff, Ark. 4-5-8
LIT Little Rock, Ark. 4-5-8
MSL Muscle Shoals, Ala. 3-4-5
TCL Tuscaloosa, Ala. 3-4
MEI Meridian, Miss. 3-4-8
JAN Jackson, Miss. 3-4-5-8

Miami

VRB Vero Beach, Fla. 4
FMY Fort Myers, Fla. 3-4
PBI West Palm Beach, Fla. 4
MIA Miami, Fla. 4
EYW Key West, Fla. 4

Minneapolis

MOT Minot, N. D. 7-10
GFK Grand Forks, N.D. 6-7-10-11
JMS Jamestown, N.D. 6-7-10
BIS Bismarck, N.D. 6-7-10-11
PIR Pierre, S. D. 7-10
ABR Aberdeen, S.D. 6-7
ATY Watertown, S.D. 6-7-10
DLH Duluth, Minn. 6-7
MSP Minneapolis, Minn. 6-7-10
LSE La Cross, Wisc. 5-6-7
RST Rochester, Minn. 6-7
MCW Mason City, Iowa 5-6-7
SUJ Sioux Falls, S.D. 6-7-10
HON Huron, S.D. 6-7-10
STC St. Cloud, Minn. 6-7
AXN Alexandria, Minn. 6-7-10
FAR Fargo, N.D. 6-7-10
EAU Eau Claire, Wisc. 6-7
GRB Green Bay, Wisc. 6
AUW Wausau, Wisc. 6-7

New Orleans

MOB Mobile, Ala. 4-8
MSY New Orleans, La. 4-8
BTR Baton Rouge, La. 4-8
LFT La Fayette, La. 4-8
AEX Alexandria, La. 4-5-8
LCH Lake Charles, La. 4-8
PNS Pensacola, Fla. 4

New York

TEB Teterboro, N.J. 2
MIV Millville, N.J. 1-2-3
NBB Atlantic City, N.J. 1-2-3
LGA La Guardia, N.Y. 1-2-3
IDL Idlewild, N.Y. 1-2-3
EWR Newark, N.J. 1-2-3
PNE Philadelphia, Pa. 1-2-3 (North Philadelphia Airport)
PHL Philadelphia, Pa. 1-2-3 (International Airport)
HAR Harrisburg, Pa. 1-2-3
ABL Allentown, Pa. 1-2-3
ILG Wilmington, Del. 1-2-3
IPT Williamsport, Pa. 1-2-3
ELM Elmira, N.Y. 1-2
BGM Binghamton, N.Y. 1-2
AVP Avoca, Pa. 1-2-3
BDR Bridgeport, Conn. 1
HPN White Plains, N.Y. 1-2 (Westchester County Airport)
POU Poughkeepsie, N Y. 1-3

Pittsburgh

AOO Martinsburg (Altoona), Pa.1-2-3
PIT Pittsburgh, Pa. 1-2-3-4-6
(Greater Pittsburgh Airport)

AGC Pittsburgh, Pa. 1-2
(Allegheny County Airport)
MGW Morgantown, W. Va. 1-2-3
HLG Wheeling, W. Va. 1-2-3-4
(Wheeling Ohio County Airport)

St. Louis

SPI Springfield, Ill. 2-5-6
FSM Fort Smith, Ark. 4-5-8
TUL Tulsa, Okla. 5-7-8
JLN Joplin, Mo. 5-7-8

SGF Springfield, Mo. 5
VIH Vichy, Mo. 5-6-7
STL St. Louis, Mo. 5-6-7

Salt Lake City

LAS Las Vegas, Nev. 9-10-11-12
CDC Cedar City, Utah 9-10-11-12
ELY Ely, Nev. 9-10-11-12
DTA Delta, Utah 7-9-10-11-12
SLC Salt Lake City, Utah 9-10-11-12
OGD Ogden, Utah 7-9-10-11-12
BYI Burley, Idaho 9-10-11-12

PIH Pocatello, Idaho 7-9-10-11-12
RKS Rock Springs, Wyo. 7-9-10-11-12
EKO Elko, Nev. 9-10-11-12
IDA Idaho Falls, Idaho 9-10-11-12
GNG Gooding, Idaho 9-10-11-12
BOI Boise, Idaho 9-10-11-12

San Antonio

LFK Lufkin, Tex. 4-5-8
BUJ Beaumont, Tex. 3-4-8
GLS Galveston, Tex. 8
HOU Houston, Tex. 4-8
CLL College Station, Tex. 4-8
AUS Austin, Tex. 4-8
SAT San Antonio, Tex. 8

AOE Victoria, Tex. 8
PSX Palacios, Tex. 8
ALI Alice, Tex. 8
CRP Corpus Christi, Tex. 8
BRO Brownsville, Tex. 8
LRD Laredo, Tex. 8
DRT Del Rio, Tex. 8

San Francisco

CEC Crescent City, Calif. 11-12
ACV Arcata, Calif. 10-11-12
RBL Red Bluff, Calif. 9-11-12
UKI Ukia, Calif. 11-12
RNO Reno, Nev. 9-10-11-12
TPH Tonopah, Nev. 9-10-11-12
SAC Sacramento, Calif. 9-11-12

SCK Stockton, Calif. 11-12
OAK Oakland, Calif. 9-11-12
SFO San Francisco, Calif.9-10-11-12
MRY Monterey, Calif. 11-12
SNS Salinas, Calif. 9-11-12
FAT Fresno, Calif. 9-11-12
PRB Paso Robles, Calif. 9-11-12

Seattle

OTH North Bend, Ore. 10-11-12
MFR Medford, Ore. 9-10-11-12
GEG Spokane, Wash. 10-11-12
EPH Ephrata, Wash. 10-11
ELN Ellensburg, Wash. 10-11
YKM Yakima, Wash. 10-11-12
ALW Walla Walla, Wash. 10-11-12

LWS Lewiston, Idaho 10-11-12
BKE Baker, Ore. 10-11-12
PDT Pendleton, Ore. 10-11-12
DLS The Dalles, Ore. 10-11-12
EUG Eugene, Ore. 10-11-12
SLE Salem, Ore. 10-11-12
TTD Troutdale, Ore. 10-11-12

Seattle (continued)

PDX Portland, Ore. 10-11-12
AST Astoria, Wash. 10-11
OLM Olympia, Wash. 10-11
SEA Seattle, Wash. 10-11-12
BFI Boeing Field, Wash. 10-11-12
BLI Bellingham, Wash. 7-10-11-12

Washington

MRB Martinsburg, W. Va. 1-2-3
DCA Washington, D.C. 1-2-3-4-6
EKN Elkins, W. Va. 1-2-3
BAL Baltimore, Md. 1-2-3
RIC Richmond, Va. 1-2-3-4
ROA Roanoke, Va. 1-2-3
SBY Salisbury, Md. 1-3
LYH Lynchburg, Va. 1-3
ORF Norfolk, Va. 1-3-4
ECG Elizabeth City, N.C. 3
DAN Danville, Va. 3
RMT Rocky Mount, N C. 1-3
EWN New Bern, N.C. 3
RDU Raleigh-Durham, N.C. 3-4
IMN Wilmington, N.C. 3-4

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
April 7, 1954

CIRCULAR LETTER NO. 11-54
(To All First-Order Stations)

Subject: Delegation of Administrative Authority under Public Law 600 - 79th Congress, as Amended.

With reference to Departmental Order No. 58 (Amended) on the foregoing subject, Regional Offices are hereby delegated authority, as provided under Section 4.02 of the Order, to publish advertisements in local newspapers for the sale of excess property when it is in the best interest of the Government to obtain more complete publicity coverage than is possible by the posting of notices.

The authority to advertise locally is also granted to Regional Offices when special local advertising is for the purchase of commodities to be obtained within a commodity-merchandising area, such as lumber for crating and other items purchased from regional allotments. A commodity-merchandising area is one contiguous to the community in which the commodity is required and in which local carrier distribution of the newspaper is effected.

The exercise of this authority shall be in accordance with Section 5, which states, "The authority delegated herein shall be exercised in accordance with departmental policy and procedures as set forth in Part 2 of the Department of Commerce Manual of Orders and with applicable Federal laws, executive orders (particularly Executive Order 9805, as amended), regulations and rulings."

F. W. Reichelderfer
Chief of Bureau

Feb

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
April 15,1954 A-3.5

File: 403

CIRCULAR LETTER NO. 12-54
(To All First-Order Stations)

Subject: Procedures to Insure Nondiscrimination in Fulfilling Contracts.

Department of Commerce Administrative Order No. 201-14 describes policies and procedures to be followed to insure that contracts and agreements to which the Department is a party will be carried out without discrimination because of race, color, creed, or national origin. The legal basis for this order is Executive Order 9346, dated May 27, 1943, and Executive Order 10479, dated August 13, 1953.

In accordance with existing laws and regulations, the Chief of Bureau is the official contracting officer for the Weather Bureau, which authority is delegated by him to the Chief of the Procurement and Supply Section. The Departmental Order states, "The contracting officer, or his designee, of each primary organization unit shall be the compliance officer of such unit and shall be responsible for insuring compliance therein with the provisions of this order."

Section 4, Scope, of the same order states:

01. The compliance and reporting procedures under this order shall apply only to contracts involving the employment of labor, amounting to $10,000 or more, and performed within the continental limits of the United States and its territories and possessions.

02. Complaints of discriminatory practices shall be considered under this order only when made not later than 60 calendar days from the date of alleged discriminatory action.

Section 5, Nondiscrimination Clause in Contracts, reads as follows:

The following clause shall be included in all contracts or agreements executed by the Department or any of its primary organization units beginning with the effective date of this order:

"In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, creed, or national origin; and further agrees to insert the foregoing provisions in all subcontracts hereunder except subcontracts for standard commercial supplies or for raw materials."

C.L.-12-54 : (Procedures to Insure Nondiscrimination in Fulfilling Contracts)

Washington, D.C.
4-15-54

Complaints or other advice of discrimination or discriminatory practices from any source shall be referred to the Chief, Procurement and Supply Section for action.

Weather Bureau officials performing inspection services as outlined in Section 6.01 of the Departmental Order shall submit a report of discriminatory practices when found, in accordance with the attached form, to the Chief, Procurement and Supply Section.

Whenever any division proposes factory inspection of procurements in which the contract exceeds $10,000, the Chief, Procurement and Supply Section, should be notified in order that the inspector may be designated authority to investigate nondiscrimination compliance.

For F. W. Reichelderfer
Chief of Bureau

Attachment

REPORT OF DISCRIMINATORY PRACTICES BY WEATHER BUREAU CONTRACTOR

1. Name and address of complainant;

2. Description of complainant's employment qualifications relating to the contract involved in complaint. This should indicate length of experience and education if pertinent to the complaint;

3. Full name and address of contractor;

4. Detailed explanation and description of the discrimination incident experienced by the complainant, including:

   (1) Date and place, such as personnel office or employment office,

   (2) Name and position of contractor's representative with whom complainant dealt,

   (3) Specific act or statement made which complainant alleges to be discriminatory,

   (4) Names and addresses of witnesses, if any,

   (5) Citation of any discriminatory recruitment devices being used, such as newspaper advertisements, and any improper questions on application form,

   (6) Copies of any newspaper advertisements or other recruitment notices published by the contractor for persons having the same skill as that required for the job the complainant applied for, and

   (7) Statement as to whether or not contractor is still hiring under the contract involved in complaint since alleged discriminatory act occurred.

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

20 April 1954

CIRCULAR LETTER NO. 13-54 C#E
(TO ALL STATIONS)

Subject: Cooperation With Meteorologists in Industry

Enclosures: (A) REVISED STATEMENT recommended by Advisory Committee on Weather Services - RELATIONSHIPS, WEATHER BUREAU AND INDUSTRIAL WEATHER CONSULTING SERVICES, January 18, 1954
(B) Policy Statement - Weather Bureau on above subject

In its interviews with field employees last summer the Advisory Committee on Weather Services found many who stated that they were not certain about the policies of the Bureau with respect to cooperation in the development of the private practice of meteorology. Accordingly, the Committee has recommended to the Bureau that further statements be issued on this subject and that the statements drafted by representatives of the American Meteorological Society and private meteorologists in 1948 be published to all employees. The 1948 statements are quoted in Enclosure (A).

In Enclosure (B) the principal policy statements issued by the Bureau on this subject are repeated. The policy may be stated briefly in these words - The Weather Bureau is not authorized to render individual consultant services to private businesses or to individuals for private purposes. This means that offices are prohibited from giving meteorological services that are in the nature of regular individual consulting services to private enterprise. Special services for aviation are authorized by law in interest of safety in air commerce, and certain other services to agriculture and the general public have long been recognized as authorized functions of the Bureau and are not prohibited.

Individual inquiries for service are discouraged but this policy does not prohibit reply to individual calls for general weather information within the normal weather reports and forecasts of the Bureau and it does not prohibit action reasonably to be expected of a public official for protection of life in storms and other weather emergencies. As specified in previous Circular Letters, general publication and broadcast channels are to be used whenever possible in preference to individual channels, but individual calls from any source, public, private or corporate must be received impartially and answered briefly unless they call for specialized consulting services for private purposes. Service for the latter purposes must be withheld and the inquiry referred to recognized sources of private consultant information. This limitation does not apply to aviation weather services, to official government inquiries nor to agriculture and emergency services as excepted in the preceding paragraph.

The instructions in the Weather Bureau Manual and in C.L. 22-48 on this subject are explicit. Reported infractions will be promptly investigated. The emergency provision stated in the last paragraph of C.L. 22-48 is not to be interpreted as a suspension or modification of the policy; its sole purpose is to give sufficient flexibility under emergency conditions to enable Weather Bureau employees to take action which the Congress, the Administration and the Public could reasonably expect a government service to provide when safety of life is involved. Certain flexibility is required to meet the different circumstances and public requirements encountered at the numerous and diversified field stations of the Bureau. To repeat, the general policy is definite -- the Weather Bureau must keep out of private business. Specialized services by the Bureau for private enterprise are prohibited.

Meteorologists in charge are requested to ascertain that all employees under their supervision are familiar with this policy. If there are uncertainties as to its implication, they should be referred to the Central Office for consideration and consultation if necessary with higher policy authorities on questions of public service.

F. W. Reichelderfer

F. W. Reichelderfer,
Chief of Bureau.

(first drft 2/3/54)

Enclosure (A)
January 18, 1954

REVISED STATEMENT
recommended by
Advisory Committee on Weather Services
RELATIONSHIPS
WEATHER BUREAU AND INDUSTRIAL WEATHER CONSULTING SERVICES

1. Among the subjects discussed by the Advisory Committee last summer during its interviews with meteorologists, both private meteorologists and Weather Bureau employees, was the policy of the Bureau with respect to relationships with private practice of meteorology. The Committee found many who apparently did not understand the policy. At request of the Advisory Committee as expressed in its published report dated December 1, 1953, page 46, the following statements revised by the Committee from paragraphs drafted by representatives of the American Meteorological Society and industrial weather consulting services in Washington on March 31, 1948, are quoted: (For guidance, see paragraphs 2, 3, below)

(A) "Advise all field offices that industrial meteorology is a legitimate field of endeavor and should be encouraged and aided by the Weather Bureau in the interest of national economy and defense."

(B) "Advise all organizations now served by the Weather Bureau that they are not getting individualized and specialized weather information and refer them to the American Meteorological Society for a listing of consulting meteorologists."

(C) "Advise individuals or organizations seeking specialized services that it is not a Weather Bureau function and refer these individuals directly to the American Meteorological Society for a list of meteorological consultants."

(D) "Advise all Weather Bureau personnel that they should be alert to point out and develop cases in business where the employment of a consulting meteorologist would aid in developing applied meteorology."

(E) "Accept grants from individuals or organizations for research and statistical surveys only when they cannot be accomplished by or with private consulting meteorologists."

(F) "The service of looking after interest of private concerns and the initiating of special advices for commercial uses is the field of consulting meteorology and the Weather Bureau will make it a practice to refer to the field of consulting meteorologists requests for services of this kind."

2. Although the quoted paragraphs are not appliable directly as policy instructions they are similar in substance to the policies prescribed for the Weather Bureau in the Circular of May 25, 1939 and other policy directives contained in the references given in Enclosure (B) herewith, and, subject to the interpretations in paragraph 3, below, express the intent of long established policies of the Bureau. The Advisory Committee in its interviews heard many reports that our field stations do not understand these policies or are slow to act in accordance with their intent. The Circular Letter which transmits these enclosures aims to leave no question as to the policy and its mandatory provisions. The quoted paragraphs recommended by the Advisory Committee are transmitted in hope of promoting cooperation and bringing about closer working arrangements between private meteorologists and the Bureau. These paragraphs do not represent a change in policy and it would be misleading and perhaps confusing to Bureau employees to regard them as a change in policy. They simply express in different words parts of policy and authorized practices which the Bureau has had in effect for many years. Those cases reported by the Advisory Committee in which field practices have not been in accord with these policies are not condoned. Such unauthorized practices have been in the past and will in the future, be investigated and corrected whenever brought to attention.

3. For Weather Bureau Guidance: The policies of the Bureau with respect to development of applied meteorology and cooperation with those engaged in private practice are given in Enclosure (B) herewith. For clarity in reading the quoted paragraphs above as they relate to the Bureau the following interpretations are given: (The letters refer to the similarly lettered quoted paragraphs).

(A) and (F). These are statements of principle or fact and do not involve field action. They might well be combined as the opening paragraph and regarded as statements of the policy on which the successive action recommendations are based. This policy has been stated repeatedly. See Enclosure (B) herewith. The action implied in paragraph (A) refers to Central Office responsibility and was originally taken many years ago. The Central Office continues to take this action whenever occasion arises.

(B) and (C). These two paragraphs cover the same subject, one for the present, the other for the future. They may be combined and regarded as parallel to the action provided in paragraph 4 of C.L. 22-48 and in Manual instructions in effect. All employees of the Bureau are expected to comply with the previous instructions which had fully covered the intent of quoted (B). All stations and offices have been instructed to discontinue specialized private services, some of which were authorized during the War for defense industries when weather news was restricted.

(D). This action also is provided in C.L. 22-48 and in the Manual. It is interpreted as intending to cover the professional interest expected of every career meteorologist who should cooperate

in advancement of the science and its applications. It should not be interpreted as authorizing employees to act as special sales representatives of private business nor to engage in activities which interfere with their official duties of weather observing, forecasting for publication, etc.

(E). Very few Weather Bureau field offices have occasion to consider grants from individuals or organizations for research and surveys and this paragraph refers therefore primarily to Central Office action. The Weather Bureau adopted this policy in 1940 and it continues in effect. If field stations are asked to consider grants of this kind, the case should be referred to the Central Office for review and reference to the Department for adjudication if appropriate.

4. All Weather Bureau stations and offices should be thoroughly familiar with these Enclosures (A) and (B) and with the Circular Letter transmitting them. The instructions contained therein are obligatory.

COOPERATION WITH METEOROLOGISTS IN INDUSTRY

ENCLOSURE (B) (Policy Statements - Weather Bureau)

In May 1939 in a Circular Letter to all field stations on "Weather Bureau Policy and General Plans" all employees were informed that "Modern conditions have given the meteorological profession a recognized place in private enterprise, as well as in educational institutions, where the meteorologist performs functions not charged to the Weather Bureau. Full cooperation with those engaged in such legitimate functions and in giving service not rendered by the Bureau is in the interest of progress and general welfare; it also cultivates the satisfaction and support of the general public which is to the best interests of the Weather Bureau's present and future service." (Weather Bureau Circular Letter issued by Chief of Bureau on May 25, 1939).

In a talk before the Newark, N. J. Meteorological Seminar in June,1939: "The broadened field of applied meteorology has enlarged the opportunities for the professional meteorologists. Private enterprise, particularly in aeronautics, needs the assistance of the meteorological experts in duties which are not within the function of government to perform. Hence, the increased place for the private meteorologist." (In public address, Newark, June 5, 1939, by Chief of Weather Bureau).

At a meeting of the Hydraulics Power Committee with attendance of about 200 engineers and meteorologists in Washington, D. C., in January,1940: "It is in the interest of the science and the profession of meteorology to organize and develop so that the Weather Bureau and the private meteorologists can meet these modern business needs.....the profession in this private field will increase enormously as the science develops further. It will be the policy of the Weather Bureau to assist the private meteorologist in every way practicable in his legitimate field." Also in a later paragraph: "There are a number of ways in which the respective fields of the Weather Bureau and the private meteorologist may be organized so that they are complementary rather than competitive.....in other cases private meteorologists may desire to have teletype connection to the government weather reporting system so that one or two weather maps per day may be drawn in their own offices, while information on the upper-air analysis and intermediate surface maps may be obtained from the Weather Bureau office." (Public meeting of Pennsylvania Hydraulics Power Committee, Washington, January 18-19, 1940, paper delivered by Chief of Weather Bureau).

At Annual Meeting of American Meteorological Society, Philadelphia, December 30, 1940: "It is only within comparatively recent years that the possibilities of meteorology as a private profession have received serious consideration. It is to the interest of the private meteorologist as well as the government weather service to have as adequate and efficient a national weather service as possible for the success of both alike depends

upon the basic meteorological observations ..... In other professions the private practitioner or consultant has been a vital force in advancement of the applied sciences and this in turn, a great force of stimulation to progress in the pure science. We should not be surprised if we are on the threshold of a similar development in the field of meteorology." (Presidential address, AMS, by F. W. Reichelderfer, Chief of Weather Bureau).

In an address by Assistant Secretary W. A. M. Burden before the graduating class in meteorology, University of Chicago, September 6, 1943, "Future Opportunities in Meteorology": "As for personal opportunities in the private practice of meteorology after the war, no one can state the prospects with certainty. In the United States the official attitude towards the development of this field has been more liberal and progressive than in any other country..... In the United States, we believe there are great opportunities for the private meteorologist." (This paragraph was written by Chief of Weather Bureau for public statement by Assistant Secretary of Commerce, September 6, 1943.)

In "Remarks on Weather Bureau Policy, Plans and Program", in January 1946: "What are the plans and policy of the Weather Bureau as regards cooperation with those engaged in the private practice of meteorology? We believe that modern meteorological services have grown beyond the scope of government activities in a country whose economy is based on free enterprise. We believe that it will be good for business and industry in general, good for the public and will contribute to general progress in meteorology if the private practice of the profession is expanded on a sound and ethical basis .....The Bureau will encourage and cooperate in the development of private meteorology to extend the benefits of the science.....We believe the general responsibility for safeguarding the ethics of professional practices belongs to a recognized professional organization -- The American Meteorological Society." (Public discussion AMS Annual Meeting, New York City, January 28, 1946, statement by Chief of Bureau).

Cooperation in the advancement of applied meteorology and in limiting the services of the Bureau to those provided by law and by Federal government policy is set forth also in C.L. 22-48, C.L. 97-48, C.L. 37-49 and in Weather Bureau Manual Vol. III - Chapter 6 - 0130 c; 0150 e; 0160 c; 0300 and 0350 a. The availability of special services from consulting meteorologists and their advantages have been repeatedly publicized by the Bureau in the series of Map Back articles on "Industry's Own Weather Men" with separate issues on the airline meteorologist, the consultant meteorologist, the company meteorologist, etc. Frequently, at public meetings and in individual letters the Bureau has sponsored development of the services of the consulting or industrial meteorologist, for example, at an International Meteorological Meeting in London in 1946 with representatives from more than 40 nations, and in letter to President, AMS, about the possibilities of developments through CIBAM, letter dated March 27 1947. The substance of these policy statements has been brought to the attention of all Weather Bureau stations and all employees in official instructions issued from time to time.

In direct cooperation to extend the government meteorological teletype facilities to company meteorologists the CAA and Weather Bureau made circuit connections available to the airlines in the 1930s and the Bureau proposed the first extension of these services ever authorized for a private meteorologist other than airlines meteorologists in a connection provided for a private meteorologist in Cincinnati on July 20, 1940. In subsequent years the Bureau made working agreements which offered these teletype synoptic weather reports to universities and other private interests including private meteorologists.

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
April 30,1954

A-4.2

CIRCULAR LETTER NO. 14-54
(To All First Order Stations, Central Office
Divisions and Sections)

Subject: Jury Service

Jury service is considered to be one of the most important civil responsibilities we have, and cooperation of the executive branch of the Federal Government with the courts is essential to improvement in the administration of justice.

For the foregoing reasons, the following policy and procedure are hereby adopted, effective immediately:

1. Requests for an official or employee to be deferred or excused from jury duty are not to be submitted to the courts except in cases of imperative necessity from the standpoint of the efficiency of the public service.

   a. Requests are to be based solely on the requirements of the public service, not the personal wishes, convenience, or interests of the employee.

   b. Requests are not to be made merely on the basis that the employee's qualifications can be more profitably utilized by the Government in his official duties than as a juror.

   c. Normally, requests shall be based on circumstances which show that irreparable harm to a highly important program, or gross waste of public funds in such a program, would be unavoidable if the employee's services were not available during the period in question.

   d. Requests should make clear that no reasonable alternative (e.g., temporary replacement of the employee) is available to the Bureau.

   e. Employees in higher grade-levels are expected to set good examples in performing jury service when called, and requests for the excuse or deferment of such employees shall be studied with special care.

   f. No request shall be submitted for excuse from jury service whenever a request for deferment from jury service will meet the operating requirements of the Bureau.

2. Where the circumstances in a particular case meet the foregoing criteria, the Chief of Bureau, or Regional Director, may write directly to the court in making application for the employee to be deferred or excused from jury service.

3. Each such letter shall be fully self-explanatory of the necessity for the request, and a copy of each such letter shall be sent to the Central Office for forwarding to the Department Office of Personnel Management for post-audit.

This Circular Letter supplements the instructions contained in D-5507 c. of the Weather Bureau Manual which will be amended accordingly when the leave chapter is next revised. In the meantime it is suggested that you make a pen and ink note in your Manual to the effect that copies of letters requesting deferment from Jury Service will be forwarded to the Central Office for forwarding to the Department.

For F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
May 10, 1954

AO-1

File: 051
x051.1

CIRCULAR LETTER NO. 15-54
(To all First-order stations)

Subject: Choice of Principal Assistant.

Reference: Circular Letter No. 19-51, dated June 26, 1951

The reference Circular Letter requested the Meteorologist in Charge at each station without a regularly appointed Principal Assistant to keep the Central and Regional Offices advised as to who was acting as Principal Assistant.

It has now been determined that the desired information may be obtained from appropriate personnel evaluation forms. Therefore the special reports may be discontinued and the last paragraph of Circular Letter 19-51, dated June 26, 1951, is rescinded. The remainder of the Circular Letter remains current.

F. W. Reichelderfer
Chief of Bureau

C.L.-15-54 - (Choice of Principal Assistant)

Washington, D.C.
5-10-54

Lib

File: 813.71
X 041

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25

May 27, 1954 R-3

CIRCULAR LETTER 16-54
(To All First-Order Stations)

C. L. 16-54 (Fallout of Radioactive Debris from Atomic Bombs)

Subject: Fallout of Radioactive Debris From Atomic Bombs

All field personnel should become familiar with techniques for computing fallout of radioactive debris resulting from atomic explosions in order that they will be able to provide information to Civil Defense authorities in the case of a disaster or in connection with Civil Defense exercises, such as described in the memorandum to all stations dated May 18, 1954, reference A-2, on the subject "Civil Defense Test Exercise."

A paper on the meteorological aspects of the fallout of radioactive debris from atomic explosions is attached. All personnel should work out a sufficient number of examples to become completely familiar with the procedure of computing fallout.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachment

Washington, D. C.
5-27-54

U. S. DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington, D. C.
May 27, 1954

FALLOUT OF RADIOACTIVE DEBRIS FROM ATOMIC BOMBS

Introduction

Beyond the area of blast and thermal damage from an atomic explosion, a potential hazard exists from the fallout of radioactive particles created by the detonation. Since the movement of this radioactive debris is governed by the wind field through which it falls, it is a meteorological problem.

For purposes of this discussion, atomic detonations may be divided into two classes:

> Surface bursts, in which the fireball (the intensely hot, luminous core which develops within the first second following a detonation) intersects the ground; and Air bursts, which are detonated far enough above the surface so that the fireball does not intersect the ground.

A nominal bomb of the Nagasaki-Hiroshima type has a fireball radius of about 500 feet. The fireball radius varies somewhat with the power of the bomb.

For air bursts, the radioactive debris consists of the remains of the bomb, casing, and auxilliary equipment which are vaporized by the heat of the explosion and subsequently recondense. The amount of foreign material involved in air bursts is relatively minor and the particles created are very small, so that in the absence of precipitation the fallout hazard beyond the blast and thermal damage area is negligible. However, for a surface burst, tons of soil and debris are carried aloft and these particles are not only made radioactive by the burst itself, but also serve as condensation surfaces for the vaporized material, so that the radioactivity attaches itself to particles larger than those associated with an air burst.

Initial Stages of Cloud Development

About one second after detonation, the fireball from an air or surface burst attains its maximum diameter and after a short period of "hovering" the buoyant bubble of intensely heated gases begins to accelerate upwards, attaining a maximum upward velocity of about 300 feet per second within a few seconds. The ascent continues until the gases cool, by radiation, entrainment of ambient air, and adiabatic expansion, to the temperature of the environment.

During its ascent, the cloud evolves into the familiar mushroom shape. The mushroom top consists initially of a vigorous "boiling" motion which gradually decreases as the cloud rises and, for a nominal bomb, has a thickness of about 10,000 feet after the cloud stabilizes. This normally occurs when the cloud enters the base of the stratosphere. about 30,000-40,000 feet in temperate latitudes.

Fallout Diagrams

Some idea of the probable location of the fallout from an atomic bomb can be obtained by constructing a "fallout diagram", which graphically integrates the effect of the wind field on falling particles. A simple fallout diagram can be constructed as follows:

a. Locate the site of the burst on an appropriate map (1 in. = 10 mi. is a convenient scale) and label this point 0 (a transparent overlay may be used).

b. Obtain the upper wind observation, or prognosis, most representative of conditions at, or shortly following, burst time (the complete wind observation is desirable, however, the coded PIBAL message can be used).

c. Find the mean wind direction and speed in each 5,000-foot layer from the surface to the top of the cloud. If the coded PIBAL message is used, it is most convenient to use 5,000-foot layers centered at multiples of 5,000 feet

above sea level, i.e., 2,500-7,500 feet, 7,500-12,500 feet, etc. The lowest layer (e.g. the ground to 2,500 feet) would, in general, be less than 5,000 feet thick; however, this is taken into account in step d. An average of the 14,000- and 16,000-foot winds can be used for the 12,500-17,500-foot layer.

d. From O, lay off a vector corresponding to a one-hour movement of the mean wind in the lowest 5,000-foot layer. If the lowest layer is less than 5,000 feet thick, lay off the appropriate fraction of a one-hour movement, e.g., if the lowest layer is 2,000 feet thick, lay off a vector corresponding to two-fifths of the one-hour movement. Label the endpoint of the vector A.

e. From A, lay off a vector corresponding to the one-hour movement of the mean wind in the next higher layer, label the endpoint B. Repeat this process for each succeeding 5,000-foot layer to the top of the atomic cloud (or the base of the stratosphere, if the cloud height is unknown).

f. Draw lines from O extending through points A, B, C, etc. (See Figure 1.)

(Note: Pilot-balloon plotting boards can be utilized in drawing the fallout diagram, if available. Actually, if the pilot-balloon run is already on the board, the small change in ascension rate with altitude can be ignored and a map of approporate scale and orientation can be placed with the burst site over the center point of the plotting board. Lines corresponding to OA, OB, OC, etc., can be constructed through points determined from the time altitude relationship of the pilot balloon.)

An example of a fallout diagram is shown in Figure 1. The line OG represents the locus of particles on the ground which fell at various rates from the 32,500-foot level, and the point G represents the location of particles falling at the rate of 5,000 feet per hour (particles approximately

100 microns in diameter). Similarly, the line OF represents the locus of particles which fall from 27,500 feet and the point F the location of particles which fall at the rate of 5,000 feet per hour from that level, etc. The time at which fallout occurs for various fall rates can also be estimated. The line OAB...G represents the locus of particles on the ground which fell from various portions of the cloud at 5,000 feet per hour; it follows that the point G represents the location of particles which fall from 32,500 feet to the ground (500 feet, MSL) at 5,000 feet per hour, i.e., particles which fall out 6-2/5 hours after the cloud stabilizes. Similarly, point F represents fallout from 27,500 feet after 5-2/5 hours. The dashed lines in Figure 1 are isochrones of fallout determined from linear interpolation along the lines OA, OB, etc.

Any estimates of areas of fallout made from a fallout diagram should be increased slightly to correct for small-scale diffusion which is ever-present. An approximate correction can be made by increasing the size of the area by displacing the boundary points about one mile for each seven miles distance from the burst site (about 8°).

Shortly after the detonation, the larger radioactive particles will have fallen out near the burst site. However, much of the remaining activity will be carried up in the mushroom as a result of the vigorous vertical accelerations, so that, in Figure 1, more fallout would be expected in the sector bounded by the lines OE and OG several hours after the burst than in the remaining sectors.

Limitations

It is important to realize that the fallout diagram described above can only serve as a rough guide. In actual practice, particle-size distribution and rates of fall will be unknown. The distribution of radioactivity with height can only be estimated from the visual appearance of the atomic cloud. In addition, winds will change with time and the effects of sharp wind shears in thin layers have been neglected. The diffusion correction may be in error for a given situation as well as the assumption of a constant rate of fall for the particles.

Scavenging by Precipitation

If rain (or snow) is occurring at the time of detonation, or begins shortly thereafter, a more serious fallout hazard exists, since the falling precipitation will scavenge large amounts of debris from the atmosphere and even fallout from an air burst may be significant. Since the fall rates of rain drops are relatively fast (>10,000 feet per hour), the hazard will be principally in the area close to the burst if rain is occurring at the time. If, on the other hand, rain begins shortly after the burst, or the atomic cloud moves into a rain area, such information should be incorporated into the estimates of where serious hazards exist.

Procedure in the Absence of Winds Aloft Observations

In the event no upper wind information is available, it will be necessary for the meteorologist to use his knowledge of the synoptic pattern and, if possible, visual estimates of the direction of the cloud movement to complete the picture. It should be noted that surface winds alone will not provide adequate information to estimate fallout patterns.

The material contained here is of a preliminary nature. As more information is made available by the Atomic Energy Commission addition instructions will be issued. The procedures outlined above have proved workable for atomic bombs and should be applicable to thermonuclear bombs. No information can be given, at present, relative to the intensity of the radiation hazard or the times or distances for which fallout should be computed.

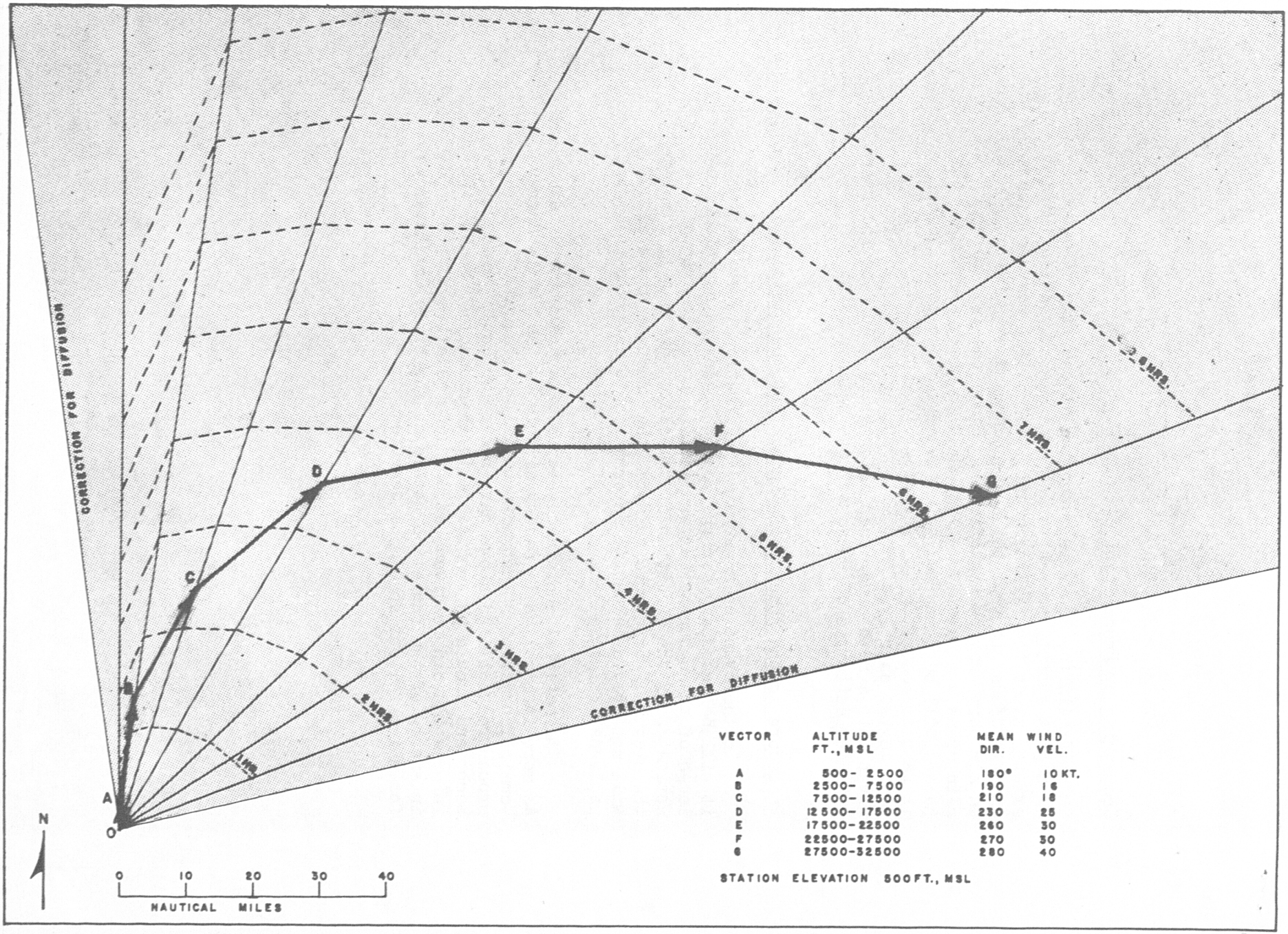

FIGURE 1. EXAMPLE OF A FALLOUT DIAGRAM

1.6 C.2

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25,D. C.
June 9, 1954

File: 611 X037

0-5.31

CIRCULAR LETTER NO. 17-54
(To All First Order Stations)

Subject: Recognition of outstanding pilot weather reporting

C.L.-17-54 - (Recognition of outstanding pilot weather reporting)

The value of timely pilot weather reports in the aviation service of the Weather Bureau is well known. In order to give pilots formal recognition for outstanding reporting of in-flight conditions the Weather Bureau is planning a program in which letters of appreciation for services rendered, signed by the Chief of Bureau, will be sent to pilots who are known to have made particularly significant contributions in this field.

To carry out the program it will be necessary for field stations to bring to our attention cases of outstanding pilot weather reporting service. Therefore, it is requested that, in the future, MIC's of all offices responsible for aviation services forward to us reports of known instances where a pilot has (1) consistently and over a period of at least several months voluntarily furnished a large number of useful pilot reports or (2) volunteered in-flight weather information that was of outstanding value to the Weather Bureau in the issuance of special forecasts or warnings for the protection of life and property.

Reports of cases considered to warrant special recognition should be reasonably well documented so that the review board may have a basis for decision. It will be very helpful to the board to know the place, date and time of occurrence. Also, the letter should state in what way the report was of particular value. The name of the pilot should be given if possible. We realize that in many cases the identity of the pilot will not be known, but we may be able to determine the pilot's name if other identifying information such as aircraft registration number, make and model, airline trip number or other related facts can be furnished.

For convenience, stations may wish to use a locally prepared form to note pertinent information on outstanding pilot reports as they are received. This practice would make it easy to periodically check for cases that should be brought to the attention of the Central Office. Nominations for outstanding pilot weather reporting recognition should be sent to the Central Office,Attention: Domestic Aviation Section, SR&F.

It is hoped that this program, which will be on a continuing basis, will serve as a means not only to express to pilots our thanks for their valued assistance,but may be an encouragement to others to provide helpful reports.

W. F. Reichelderfer
for JUN 17 1954
Chief of Bureau.

WEATHER BUREAU

Washington, D. C.
6-9-54

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

A-3.5

June 10, 1954

CIRCULAR LETTER NO. 18-54
(To all First Order Stations)

Subject: Monthly Helium Cylinder Description.

The Central Office has been advised that the present description covering the shipment of empty helium cylinders is not in accordance with United Freight Classification No. 2, and as a result the Weather Bureau is not availing itself of the lowest applicable rate by using the description, shown in Weather Bureau Manual, Volume I, Chapter E-2107.

Beginning immediately, the description of empty cylinders shipped to supply centers will be as follows: Cylinders, Steel, for Shipping Air, Gas or Liquids under Pressure NOIBN, Old, Loose.

The foregoing description will be incorporated in Chapter E-21, when it is revised.

C. F. Van Thullenar

for F. W. Reichelderfer,
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON 25
June 21, 1954
CIRCULAR LETTER NO. 19-54 A-4.1
(To all First-Order Stations)

File: 101 x102

C.L.-19-54 - (Distribution of Civil Service Commission Reports of Classification Post-Audits)

Washington, D.C. 6-24-54

Subject: Distribution of Civil Service Commission Reports of Classification Post-Audits

In the past, the Civil Service Commission has notified the Department of Commerce of its findings resulting from the classification post-audit program in the field by sending two copies of the audit report to the Department. The Department then would forward a copy to the Weather Bureau for completion of necessary action within a specified time. This procedure has led to some delay in conforming to Commission requirements and in resolving problems to the satisfaction of all offices concerned.

The Department has obtained the Commission's approval of an alternative procedure for the distribution of post-audit reports involving Department of Commerce field installations. Under this new procedure, the Commission will forward one copy of each report to the field organization unit audited and two copies to the Department, which will transmit one copy to the Weather Bureau. In this way the Department, the Bureau Headquarters Personnel Office, and the Organization Unit audited will be assured of receiving prompt notification of the Commission's findings and recommendations, and there will be opportunity to coordinate efforts in bringing such matters to a satisfactory conclusion.

The Commission requires a statement of the Department's action on the audit recommendations and findings. The Meteorologist in Charge receiving the Commission's report on positions audited at his station should state in what respects, if any, he desires reconsideration of the recommendations, particularly those in which the Commission recommends downgrading of positions. The statement of the Meteorologist in Charge with the formal audit report should be forwarded to the Weather Bureau Regional Office. The Regional Office will review the entire file and prepare its recommendations for transmittal with those of the Commission and Meteorologist in Charge to the Central Office in an envelope marked for attention of the Classification Section. The Regional Office will retain in its files the copy of the audit report received from the station.

If the Department's reply is not forwarded to the Commission within 30 days, the Commission will issue certificates of classification decision for the positions listed in the audit report as incorrectly classified. It is essential, therefore, that

the comments of the station and Regional Office be received in the Central Office within two weeks. If additional time is required by these offices in formulating their objections to the audit findings, the Regional Office should transmit a brief statement of objection, with general reasons. The Department of Commerce, Office of Personnel Management will use this statement in requesting an additional 30 days before deadline. This will give the field units necessary time to prepare detailed job justifications where necessary.

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
July 15, 1954

File: 630
X655

0-5.32

CIRCULAR LETTER NO. 20-54
(To All First Order Stations)

Subject: 30-Day Outlook on Facsimile

Arrangements have been completed for facsimile transmission of some 30-day outlook material twice each month. The transmissions will be in the form of a composite chart consisting of the prognostic mean 700 mb. contours and the expected temperature and precipitation anomalies. This chart will be entered on the circuit at 0030 EST (0530Z) on a Wednesday or Saturday near the first and fifteenth of each month. The scheduled dates for release this year are: July 17 and 31, August 18, September 1 and 18, October 2 and 16, November 3 and 17, and December 1 and 18.

F. W. Reichelderfer
Chief of Bureau

C.L.-20-54 - (30-Day Outlook on Facsimile)

Washington, D.C.
7-15-54

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington, D. C.
July 19, 1954

0-2.13

File: 612.3
x630.1

CIRCULAR LETTER NO. 21-54
(To All Stations)

Subject: Forwarding Weekly Means Data

Reference: Par. C-0745 of Chapter C-07, Volume III of the Weather Bureau Manual

Effective with data for the week ending at midnight on Sunday August 1, 1954 the period covered by weekly means data should be changed from midnight, local standard time on Monday to midnight, local standard time on Sunday. When midnight values are not available the week should end at 0130 EST on Monday.

Stations that have been specially designated to add thickness of ice in rivers, harbors, and lakes to the weekly means message should use the thickness at 1930 EST Sunday instead of 1930 EST Monday.

The data should be added to the 0730 EST synoptic report on Monday, or the next working day if Monday falls on a holiday.

The Weather Bureau Manual will be changed accordingly.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

C.L.-21-54 - (Forwarding Weekly Means Data)

Washington, D.C.
7-19-54

C.L.

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
July 20, 1954

0-2.13

CIRCULAR LETTER NO. 22-54
(To All First-Order Stations)

Subject: Section Center Consolidation

In order to provide (a) a more effective climatological service and, at the same time, (b) urgently needed relief to our critical budgetary situation, Section Center consolidation as such will be discontinued and the following arrangement substituted.

1. The title 'Section Director' and the station designation as 'Section Center' will be discontinued.

2. Until such time as the need for a full-time Climatologist develops and necessary funds become available, the MIC at the station designated to carry out the State Climatologist functions will act as the State Climatologist. However, in those States where sufficient need develops, we visualize the eventual assignment of a full-time staff member to be designated as the State Climatologist or in some special cases the designation of a separate State Climatologist office.

3. All substation reporting and recording forms (except from reporting stations such as water supply forecast stations, river, river and rainfall, and rainfall (river) stations) will be routed directly from the observer to the WRPC. The office of the State Climatologist will receive promptly from the WRPC a carbon copy of Form 1009 and 1024. He will receive a carbon copy of Form 1006 from the River District Office; the original of Form 1006 will be relayed to the WRPC by the River District Office. Originals of forms from water supply forecast stations will be sent to WRPC after extraction, by the State Climatologist Office, of the monthly data required by the Water Supply Forecast Units.

4. The substation observer will be supplied directly from the WRPC.

5. Payrolls for observers, except for reporting stations, will be prepared at the WRPC.

6. Most of the elements of substation management formerly vested in the Section Center will be transferred to the WRPC.

7. Substation Inspectors will eventually be located at State Climatologist Offices and under the immediate supervision of those offices with WRPC and other supervising offices sharing in network control guidance.

051

C.L.-22-54 - (Section Center Consolidation)

Washington, D.C.
7-20-54

These arrangements will retain the advantages of present weather Bureau-State relationships, permit earlier receipt of original data at WRPCs and of processed data at State Climatologist Offices, eliminate duplication of checking-in forms 1009s at both Section Centers and WRPCs, allow for economies in bulk handling of supplies and forms, and relieve the State Climatologist of routine non-technical administrative responsibilities.

The State Climatologist Office is designated as the official Weather Bureau office for climatological liaison with other government, state and/or private interests.

The foregoing does not apply to Alaska, Hawaii and the West Indies. Network management should continue as at present in those three sections.

This change is to be effective with forms for August 1954 for the following pairs of states: Arizona - New Mexico, Kansas - Nebraska, Kentucky - Tennessee; and in all other U. S. sections with forms for September 1954.

A detailed list of actions that should be taken as the change is made will soon be issued and action should be started on these items at the earliest opportunity. Letters regarding other aspects of this change will follow at an early date.

F. W. Reichelderfer
Chief of Bureau

c.1

U. S. DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25

August 10, 1954

0-2.13

ADDENDUM TO CIRCULAR LETTER NO. 22-54
DATED JULY 20, 1954
(To All First-Order Stations)

Subject: Section Center Consolidation

Reference: Circular Letter No. 22-54

Attached is a list of actions that should be carried out as soon as practicable, in connection with the change in substation network administration outlined in the referenced Circular Letter No. 22-54.

F. W. Reichelderfer
Chief of Bureau

Attachment

2.

2. Substation supplies, forms, copies of Circular B and similar material, in excess of working supply needed by State Climatologist's Office.

3. A supply of smaller substation equipment (such as thermometers, Townsend supports and rain gage sticks in excess of working supply needed by State Climatologist's Office. (Surplus rain gage clocks should be sent to the Regional Office.)

SEND TO NATIONAL WEATHER RECORDS CENTER

1. From River District and Section Director's Office, Forms 1006, 1009 and 1024 for 1950 and earlier years, unless there is a specific and definite need for their retention.

2. From Section Director's Office, all records (1014, 1083, Climatological Record Books, 1130's, etc.) from closed Weather Bureau stations in the state.

MISCELLANEOUS

1. Collection of crop weather data, severe storm data, unofficial storm precipitation data (bucket surveys), snow and ice reports, reports for Water Supply Forecasts, forwarding weekly crop message to Washington, and publication of the Weekly Weather and Crop Bulletin should be done from the State Climatologist's Office.

2. A letter to appropriate cooperative climatological and recording substation observers (not 1006 and/or water supply forecast stations) should announce the change. The attached draft may be used as a guide, and should be issued by the Section Director about two weeks before the change.

3. Section Directors should give the Regional Director an estimate of weight of items to be shipped, in order that the Regional Director may budget in the best way possible to meet this expense. Time of shipments will be at the discretion of the Regional Director in accordance with available funds.

4. Payroll information, Form 1433 or service certifications, will be prepared by the office supervising the particular service and will be submitted to the supervising office listed in Circular II for payroll purposes in accordance with present practice. Similarly the WRPC's will prepare the payroll information for stations wholly under their supervision. The WRPC's will prepare this information for the first quarter, ending September 30, 1954.

OUTLINE OF ACTIONS TO BE TAKEN AND PROCEDURES TO BE FOLLOWED AS DESIGNATED SUBSTATION ADMINISTRATIVE FUNCTIONS ARE TRANSFERRED TO WRPC

RETAIN AT THE STATE CLIMATOLOGIST OFFICE

1. Local station records (1014, Climatological Record Books, WBAN 10A, 10B, etc.)

2. Bound volumes of Monthly Weather Review.

3. Individually bound volumes of Climatological Data for the section.

4. If the office is a River District Office, retain specialized records and administrative forms for river and rainfall substations as normally required for river district operations.

5. File of Hydrologic Bulletins.

6. File of Bulletin W, 3rd edition (and Supplement, if printed.)

7. Bound volumes of Climatological Data for all U. S. Sections, if storage space is available and a definite need exists for them, otherwise these should be sent to NWRC. Bound volumes for the U. S. will no longer be furnished to State Climatologist Offices, unless there is a specific need for them, in which case we should be advised at an early date.

8. Copies of 'The Cooperative Weather Observer'.

9. A working supply of substation forms, Circular B, and similar material.

10. A working supply of equipment such as replacement gages, clocks, thermometers and shelters, and tools necessary for their installation and maintenance (where desirable, some such equipment could be stored elsewhere using any local WBO as a depot).

11. A working file of substation description and inspection report forms (field file for inspectors' use). In cases where the inspector serves more than one state, the field file will be maintained at the inspectors' base station.

SEND TO WRPC, FROM STATE CLIMATOLOGIST'S OFFICE

1. Files of substation correspondence and description forms (Substation histories and substation maps should be completed, if possible, prior to the transfer of the files). Field file to be retained by the inspector. Substation histories will be maintained by the WRPC. If required by the State Climatologist Office the substation description working file maintained at WRPC should be sent to the State Climatologist Office, and maintained by the inspector.

MISCELLANEOUS (continued)

4. (continued)

In case of multiple purpose stations where the selection of a payroll supervising office might pose a question, agreement on a designated office should be reached between the offices concerned. Usually it is desirable for the office receiving irregular reports to be designated as the payroll supervising office.

Preparation of copy for the forthcoming issue of Circular II is being delayed in order to incorporate these changes. The Meteorologists in Charge of the old Section Centers are requested to send to the Central Office (attention SF&MO Division), with copy to the appropriate WRPC, a list of stations that should be transferred to the WRPC's. So that Circular II can be completed in time for use in preparing the first quarterly payroll, the lists of changes should be received within one week after the receipt of this Outline of Actions, if at all possible.

5. State weather stories for Climatological Data will be prepared at the WRPC, and should carry the name of the writer. However, non-routine press releases, preliminary summaries, etc., will be prepared by the State Climatologist Office. State Climatologists will furnish information on severe storms, or any other unusual conditions, for inclusion in the C. D. story. The WRPC should receive current publications from agricultural agencies in each state to help them keep abreast of crop progress.

6. Climatological 'a' network stations will be established or closed and observers appointed by the WRPC, working through the substation inspector with guidance from the State Climatologist. Recommendations for 'b' (hydrologic) and 'c' (public service) network stations will continue to be made to the Central Office by any interested office. Recommendations for 'b' stations should be coordinated with the River District Office, State Climatologist, the Area Hydrologic Engineer, and the WRPC. After approval, the stations will be established and observers appointed by the WRPC (or the supervising office) working through the inspector.

7. Correspondence with substation observers regarding equipment, observations, etc., will be from the WRPC or inspector, except that in addition correspondence with reporting or other special service stations will be from the supervising office. Correspondence with observers regarding technical matters, climate, etc., will be from the State Climatologist.

MISCELLANEOUS (Continued)

8. "Cooperative Observer Newsletter" will be prepared by, and "Weatherwise" distributed from the WRPC. State and Area Climatologists, River District Offices and Inspectors should make contributions for the newsletter. Length of service and other awards for substation observers whose records are forwarded to the WRPC will be distributed from the WRPC's with assistance from local offices. The WRPC's will be responsible for advising the Central Office when letters should be sent to 40-year observers, etc.

9. Inspectors will be under the immediate administrative supervision of the State Climatologist's Office at which he is located. That office will be responsible for the inspector's payroll, leave record, local job assignments, approval of itineraries, coordination of the inspector's work with River District Offices and other State Climatologists, if any; review of trip reports (Form 274-2); preparation of efficiency ratings and review of work schedule when the inspector is not in travel status. The designation of priorities in visiting, establishing and closing climatological stations, and advising inspectors of need for improvement in quality of climatological observations is the responsibility of the WRPC and the inspector and State Climatologist should be guided thereby in planning itineraries. Copies of itineraries should be furnished the WRPC. The State Climatologist will be provided with funds as may be appropriate for travel to substations, etc., within the state. The inspector will be responsible for:

   (a) Regular inspection of all substations within his area (including visits to river district offices).

   (b) Preparation of appointment forms (530-3 & 4); Inspection reports 530-2, 4004D, 531-3.1; pencil drafts of "Report on Substation (531-1) and ' Description of Evaporation Station' (4029A) to be routed to WRPC for final typing and distribution; trip authorization (274-1) subject to approval of the State Climatologist, copy to WRPC; and trip reports (274-2).

   (c) Maintenance of his own supplies and equipment.

   (d) Maintenance of a log of inspections on a yearly basis.

   (e) Submission of monthly progress reports to the Supervising Substation Inspector, with a copy to the Area Hydrologic Engineer and to the WRPC.

MISCELLANEOUS (Continued)

9. (continued)

(f) Correspondence with observers on routine inspectional subjects as requested by WRPC or State Climatologists. State Climatologists and other supervisory officers will also write the observer.

(g) Maintenance of vehicle and submission of required vehicular reports.

(h) Maintenance of file of Forms 530-2, 531-1, 531-3.1, 530-3 and 530-4, for use as field file.

10. Area assignments of the substation inspectors and inspection procedures will be defined by the Central Office. When it is necessary for an inspector to cover more than one state, the relative amount of time to be devoted to each state will also be prescribed by the Central Office. Correspondence with inspector will normally be through the State Climatologist's Office.

11. The following are maximum and minimum reserve quantities of supplies and forms to be maintained at WRPC's and substation inspectors' base stations.

	At WRPC		At Base Station	
	Mx.	Mn.	Mx.	Mn.
CR shelter (for emergency use)	-	-	2	1
CR shelter support (for emergency use)	-	-	2	1
Maximum thermometers	50	10	10	3
Minimum thermometers	50	10	10	3
Maximum and Minimum Thermometer Support	6	2	3	1
Recorder ink	25 (1/2 oz.bots.)	5	2 (pints)	1
Typewriter oil cans (if used for ink)	-	-	6	2
Clocks for rain gages	-	-	3	1
Standard rain gages, complete	-	-	3	1

11. (continued)

	At WRPC		At Base Station	
	Mx.	Mn.	Mx.	Mn.
Rain gage sticks	100	25	50	20
Recording rain gage charts for one year.	Year's supply by Jan. 1		Working supply	
Calcium Chloride for one year. (to be sent in ample time for winter charging of gages. For the coming winter season, 1954-55, calcium chloride should be sent from Regional Offices to the Section Centers, and distribution made from Section Centers to observers.)	Main supply by Sept. 1		Working supply	

A year's supply of forms 1006, 1009, 1024, Circular B, pencils, carbon paper, oil board, etc., at WRPC, based on the number of stations in the WRPC area.

It will not be possible to stock the maximum quantities at present. The ultimate plan is to re-order to bring stock up to the maximum quantity when the minimum is reached. Clock repairs will continue to be handled through the Regional Office. We should appreciate your comments on the workability of these proposed quantities.

12. Substation reporting and recording forms (from all stations except reporting stations such as water supply forecast, river, river and rainfall, and rainfall (river) will be sent directly from the observer to the WRPC. The WRPC will furnish the State Climatologist (unless the State Climatologist indicates that they are not needed) with carbon copies of Form 1009, as soon as possible after their receipt at WRPC. The State Climatologist will also receive carbon copies of Forms 1006 from the River District Office. The original Forms 1006 will be sent from the River District Office direct to the WRPC. If this requires an extra carbon copy of Forms 1006, the River District Office should make arrangements for it with the observer. When data have been published, the carbon copies may be destroyed unless there is a need for their retention. Originals of forms from water supply forecast stations should be sent by the State Climatologist to the WRPC after extraction of data for the Water Supply Forecast Unit.

12. (continued)

Forms 1009 from metropolitan network stations (published in Climatological Data) should be forwarded directly to WRPC's, along with two carbon copies, one of which will be returned to the supervisory office and one to the State Climatologist. (Forms from any stations not published should not be sent to the WRPC.)

13. Arrays will be furnished the State Climatologist for his information, if he requests them. He may call any errors or discrepancies noted to the attention of the WRPC, but final reviewing authority will remain with the WRPC. As soon as data are processed (before the end of the following month) the WRPC will furnish the State Climatologist a copy of the general data table, prepared from checked data.

14. Routine supplies and forms for substation observers will be furnished directly from the WRPC. An exception is that pre-addressed reporting cards and envelopes will be furnished by the office to whom the reports are made.

15. Necessary property records for climatological substation equipment will be maintained at the WRPC.

16. The WRPC will prepare Form 531-1 from inspectors' rough drafts, and distribute them to the Central Office, State Climatologist, Inspector, Area Hydrologic Engineer, NWRC, and River District Offices as required.

17. The WRPC will maintain Substation Histories (Form 530-1), but the State Climatologist should complete these histories if possible, before turning them over to the WRPC.

18. The WRPC will interpolate missing monthly precipitation totals, using methods outlined in Chapter C-05 of Volume III of the Weather Bureau Manual.

19. The WRPC will maintain a file of climatological substation appointment and descriptive forms.

Civil Service Regulations prescribe that records of all Federal employment be maintained. These records include WB Form 530-3, "Fee Basis Personnel Action" and WB Form 530-4, "Cooperative Agreement With Observer". In the case of paid employees, the originals of Forms 530-3 will be retained at the Regional Office. For the observer serving without compensation, the original of Form 530-4 will be retained at the supervising office, which will usually be the WRPC for climatological, FC-1, and similar stations, etc. In all cases, copies will be prepared for the WRPC, the inspector,

19. (continued) and offices concerned with the supervision of the station. In transferring station files, it should not be necessary to make additional copies of Forms 530-3 and 530-4 in order to provide copies to all offices involved.

SUGGESTED LETTER TO OBSERVERS WHO WILL REPORT TO THE WRPC INSTEAD OF TO A SECTION CENTER

DATE_____

_____
(name)

_____
(address)

Dear Mr._____:

For some time now your reporting forms have been sent by this office to the Weather Records Processing Center at _____ for placing on punch cards and publishing of the data. In the interest of economy and efficiency of operation we are now asking you to mail your monthly observational records to the WRPC instead of to this office. The first records involved in this change will be those for the month of _____.

The undersigned will be the Acting State Climatologist for this state. Any technical problems or questions concerning climate that you have will be welcome here. Please feel free to drop in on us at (_____) whenever you are in this vicinity.*

This change will not affect the present method of publishing your reports, but will only change your mailing procedure. It will not affect in any way your present instructions as to telephoning or telegraphing tornado or other special reports to your designated collection center, or your receipt of publications.

Those observers who provide weekly information for our weekly weather and crop bulletin will continue to mail the weekly card on Friday to this office.*

The WRPC will furnish you a supply of self-addressed envelopes in time to take care of mailing your reports to that office. When these are received please discard the old ones addressed to this office, as the cost of handling for remailing exceeds the value of the envelopes.

Supplies, forms, etc., will be furnished to you by the WRPC.

(*) These paragraphs should be modified as may be appropriate for those states where the Section Center has already been consolidated elsewhere.

SUGGESTED LETTER TO OBSERVERS WHO WILL REPORT TO THE WRPC
INSTEAD OF TO A SECTION CENTER
(continued)

The following items that are checked indicate action that should be taken by you after _____.

_____1. Continue to send weekly crop cards to _____

_____2. Mail Forms 1009 to the WRPC at _____

_____3. Mail Weighing rain gage charts to the WRPC at _____

_____4. Other _____

Very truly yours,

Meteorologist in Charge

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
October 20, 1954

A-3.5

ADDENDUM TO CIRCULAR LETTER NO. 22-54
(To all First-Order Stations)

Subject: Section Center Consolidation

Reference: Circular Letter No. 22-54 and
Addendum dated August 10, 1954

Further consideration of the problems of supplying substation observers and of maintaining property records indicates that some changes in the procedures outlined are desirable.

Requests for supplies, equipment, etc. from substation observers should go to the WRPC.

The Regional Office will stock bulk substation supplies and equipment sufficient for all substations in the Region, and will furnish annual or other bulk distribution of supplies to substation observers in the region as requested by the WRPC. WRPC will supply addresses on gummed labels for this distribution. Individual requisitions will not be required for these distributions.

The WRPC will maintain not more than a 30-day stock of supplies and instruments for sending out as specially requested. This stock will be replenished by requisition on Regional Office stock.

Property accountability records for substation property will continue to be maintained at the Regional Office.

The August 10, 1954 Addendum to Circular Letter 22-54 should be changed as follows:

On Page 2, Item 2 under "Send to WRPC from State Climatologists Offices" the items listed should be sent to the Regional Office rather than to the WRPC.

On Page 5, Item 11 under 'Miscellaneous' should be changed to the following:

11. The following are maximum and minimum reserve quantities of supplies and forms to be maintained at WRPC's and substation inspectors' base stations.

	At WRPC		At Base Station	
	Mx.	Min.	Mx.	Min.
CR shelter (for emergency use)	-	-	2	1
CR shelter support (for emergency use)	-	-	2	1
Maximum thermometers	10	5	10	3
Minimum thermometers	10	5	10	3
Maximum & Minimum Thermometer Support	2	1	3	1
Recorder ink	10 (1/2 oz. bots.)	5	2 (pints)	1
Typewriter oil cans (if used for ink)	-	-	6	2
Clocks for rain gages	-	-	3	1
Standard rain gages, complete	-	-	3	1
Rain gage sticks	10	5	50	20
Recording rain gage charts	30-day supply		Working Supply	
Calcium Chloride for one year. (To be sent in ample time for winter charging of gages. For the coming winter season 1954-55, calcium chloride should be sent from Regional Offices to the Section Centers, and distribution made from Section Centers to observers.)	-	-	Working Supply	

A 30-day supply of Forms 1006, 1009, 1024, Circular B, pencils, carbon paper, oil board, etc., at WRPC, based on the number of stations in the WRPC area.

Page 7, Item 14 should be, "Annual supplies and forms for substation observers in each region will be furnished from the Regional Office, upon request of the WRPC. The WRPC will furnish gummed addressed labels for distribution. An exception is that pre-addressed reporting cards and envelopes will be furnished by the office to whom the reports are made. Distribution of Weighing Rain Gage Charts and Forms 1006, 1009, and 1024 from Regional Offices would be simplified if we discontinued the present practice of pre-numbering the forms. WRPCs are asked to comment on this. The bulk distribution of supplies should be staggered by states, if practicable, to eliminate peak work-load at the Regional Office. Details regarding this should be worked out between the WRPCs and the Regional Office. State Climatologist should report to WRPC when the next annual distribution is due."

Page 7, Item 15. Necessary property records for climatological substation equipment will continue to be maintained at the Regional Office.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

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

August 13, 1954 0-2.13

ADDENDUM TO CIRCULAR LETTER NO. 22-54
(TO ALL FIRST ORDER STATIONS)

Subject: List of State Climatologist Offices.

Reference: Paragraph 2 of CL 22-54.

Herewith is a list of states, with designated State Climatologists offices.

As outlined in CL 22-54 the MIC at the station designated to carry out the State Climatologist functions will act as the State Climatologist.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

LIST OF STATES and STATE CLIMATOLOGISTS OFFICES

STATE	STATE CLIMATOLOGISTS OFFICE
Alabama	Montgomery
Alaska	Anchorage
Arizona	Phoenix
Arkansas	Little Rock
California	San Francisco
Colorado	Denver
Connecticut	Boston, Mass.
Delaware	Baltimore, Md.
Florida	Jacksonville
Georgia	Atlanta
Hawaii	Honolulu
Idaho	Boise
Illinois	Springfield
Indiana	Indianapolis
Iowa	Des Moines
Kansas	Topeka
Kentucky	Louisville
Louisiana	New Orleans
Maine	Boston, Mass.
Maryland	Baltimore
Massachusetts	Boston
Michigan	Lansing
Minnesota	Minneapolis
Mississippi	New Orleans, La.
Missouri	St. Louis
Montana	Helena
Nebraska	Lincoln
Nevada	Salt Lake City, Utah
New Jersey	Trenton
New Hampshire	Boston, Mass.
New Mexico	Albuquerque
New York	Albany
North Carolina	Raleigh
North Dakota	Bismarck
Ohio	Columbus
Oklahoma	Oklahoma City
Oregon	Portland
Pennsylvania	Harrisburg
Rhode Island	Boston, Mass.
South Carolina	Columbia
South Dakota	Huron
Tennessee	Nashville
Texas	Houston
Utah	Salt Lake City
Vermont	Boston, Mass.
Virginia	Richmond
Washington	Seattle
West Indies	San Juan
West Virginia	Parkersburg
Wisconsin	Madison
Wyoming	Cheyenne

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

August 13, 1954 0-2.13

ADDENDUM TO CIRCULAR LETTER NO. 22-54
(TO ALL FIRST ORDER STATIONS)

Subject: List of State Climatologist Offices.

Reference: Paragraph 2 of CL 22-54.

Herewith is a list of states, with designated State Climatologists offices.

As outlined in CL 22-54 the MIC at the station designated to carry out the State Climatologist functions will act as the State Climatologist.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

LIST OF STATES and STATE CLIMATOLOGISTS OFFICES

STATE	STATE CLIMATOLOGIST'S OFFICE
Alabama	Montgomery
Alaska	Anchorage
Arizona	Phoenix
Arkansas	Little Rock
California	San Francisco
Colorado	Denver
Connecticut	Boston, Mass.
Delaware	Baltimore, Md.
Florida	Jacksonville
Georgia	Atlanta
Hawaii	Honolulu
Idaho	Boise
Illinois	~~Springfield~~ CHAMPAIGN
Indiana	Indianapolis
Iowa	Des Moines
Kansas	Topeka
Kentucky	Louisville
Louisiana	New Orleans
Maine	Boston, Mass.
Maryland	Baltimore
Massachusetts	Boston
Michigan	Lansing
Minnesota	Minneapolis
Mississippi	New Orleans, La.
Missouri	St. Louis
Montana	Helena
Nebraska	Lincoln
Nevada	Salt Lake City, Utah
New Jersey	Trenton
New Hampshire	Boston, Mass.
New Mexico	Albuquerque
New York	Albany
North Carolina	Raleigh
North Dakota	Bismarck
Ohio	Columbus
Oklahoma	Oklahoma City
Oregon	Portland
Pennsylvania	Harrisburg
Rhode Island	Boston, Mass.
South Carolina	Columbia
South Dakota	Huron
Tennessee	Nashville
Texas	Houston
Utah	Salt Lake City
Vermont	Boston, Mass.
Virginia	Richmond
Washington	Seattle
West Indies	San Juan
West Virginia	Parkersburg
Wisconsin	Madison
Wyoming	Cheyenne

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UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D.C.
November 4, 1954

0-2.13

ADDENDUM TO CIRCULAR LETTER NO. 22-54
(To All First Order Stations)

Subject: Section Center Consolidation

Reference: Circular Letter No. 22-54 and Addendum dated August 10, 1954

Attached are clarifications or modifications of several items in Circular Letter No. 22-54.

F. W. Reichelderfer
Chief of Bureau

CLARIFICATIONS AND MODIFICATIONS OF ITEMS IN CIRCULAR LETTER NO. 22-54

Page 1, Item 1 under "SEND TO WRPC"

It appears that much of the substation correspondence will not be needed at the WRPC and may be retained at the State Climatologist's office. If time permits it should be sorted and only material likely to be of value to the WRPC forwarded. If time does not permit this, the entire correspondence file may be retained at State Climatologist offices. Delete 'of substation correspondence' in first sentence, Item 1.

In addition State Climatologist offices should send to the WRPCs such background information from their administrative files as will be necessary to carry on network operations of substations sponsored by agencies or companies in cooperation with the Weather Bureau, and which often correspond about the entire group at once. State climatologists offices will continue to maintain liasion with these agencies or companies.

Page 2, Item 2 under "MISCELLANEOUS"

A letter to 1006 observers should explain the change, as it affects them. This letter should be issued by the River District Office. The following draft may be used as a guide.

Date

"Name
Address

Dear Mr. _____:

For some time now your reporting forms have been sent by this office to the Weather Records Processing Center at _____ for placing on punch cards and publishing of the data. In the interest of economy and efficiency of operation certain aspects of substation administration have been transferred to the Weather Records Processing Center.

Your monthly records should continue to be mailed to this office. You will, from time to time, receive correspondence from the Center regarding your records; newsletters will be issued from there; and supplies generally furnished to you through that office. You may continue to advise us of your needs, and we will pass the word along or furnish the material directly.

This change will not affect, in any way your present instructions as to telephoning, telegraphing, or mailing river and rainfall reports to this office. Tornado or any other reports which you now transmit to a designated collection center should also continue as in the past. There will be no change in the present method of publishing your records or in your receipt of publications.

Any problems or questions you have regarding your reports will be welcome here. Please feel free to drop in on us whenever you are in this vicinity.

Very truly yours,

Meteorologist in Charge"

Page 2, Item 4, add the following:

In the case of multiple purpose stations the WRPC should certify regarding receipt of recorder charts to the station now preparing payroll information.

Payroll information prepared by WRPC should be forwarded to the appropriate Regional Office; i.e., information on substations in the Fort Worth region should go to Fort Worth, etc.

Page 3, Item 5.

While it will be necessary to continue some preliminary summaries or early service jobs from the State Climatologist office, these summaries should be transferred to the WRPC, wherever it is practicable to do so to permit of more direct forms routing. It may be possible in some cases to relax the deadline for the preliminary summary enough so that the WRPC can meet it. The State Climatologist should give the WRPC full details when transferring such a job.

Where this cannot be done data should be obtained at the State Climatologist office preferably by card from observers in the agricultural network, or by those 1006s which are routed directly to the State Climatologist office (where it is also a River District Office). If these methods are not sufficient a limited number of observers (1) can be asked to make split mailings, or if this is not feasible; (2) continue to mail both the original and carbon copy of 1009 to the State Climatologist office, with the original to be forwarded promptly to the WRPC (air mail should be used to forward to WRPC if any substantial time saving will result).

Page 3, Item 6, the following should be substituted for Item 6.

The Chief of Bureau is responsible for activating new weather stations where required. However, within the guide lines established by the substation network map the administrative functions necessary for the opening and closing of 'a' type substations is delegated to the WRPC with technical guidance from the State Climatologist. Approved network maps will be maintained at WRPCs, (and summaries of network changes will be submitted by the WRPCs in January and July of each year. See Paragraph C-0210a of Chapter C-02 of the Weather Bureau Manual). Copies of these maps and related files on file at State Climatologist offices should be sent to the WRPCs. Recommendations for 'b' (hydrologic) and 'c' (public service) network stations will continue to be made to the Central Office by any interested office. Recommendations for 'b' stations should be coordinated* with the River District Office, Area Hydrologic Engineer and the WRPC. Recommendations for 'c' stations should be coordinated* with the local supervising office, and the WRPC. When Form 531-1 is prepared the network designations 'a', 'ab', 'b', or 'c' should be entered under 'Remarks' or 'Authorization' so that the various offices concerned will have this information in readily available form.

Appointment of observers will, in general, be made by the inspector. This will allow selection of observers, instruction and initiation of observations to be done on one visit by the inspector. Appointment of observers at already established stations as crop reporters, etc., will usually be made by the inspector on request of the supervising office.

*May be coordinated by routing copies of correspondence where practicable

Page 3, Item 6, (continued)

The State Climatologists or the Meteorologists in Charge of River District offices have the authority, under Department Order No. 68 to appoint substation observers and may exercise this authority when the inspector is not available.

Page 3, Item 7. This item should be expanded by adding the following:

Routine correspondence with substation observers will ordinarily be conducted by the Weather Records Processing Center where staff and facilities for correspondence will be available. State Climatologists and officials of supervising offices of reporting or other special service stations will also correspond with observers occasionally regarding technical matters such as climate, hydrology, reporting instructions, etc. It is not intended that the inspectors become involved to any great extent in correspondence with substation observers. They will have neither the time nor facilities for this activity. It is envisioned, however, that an inspector will have occasion from time to time to write brief informal notes to observers regarding strictly inspectional subjects. In such cases, the inspector should sign the correspondence.

Copies of pertinent correspondence with observers will be furnished by any originating office to other offices concerned.

Page 4, Paragraph 9(d)

A pattern will be furnished for this log in order to tabulate information of maximum usefulness with minimum effort.

Page 5, Paragraph 9(h)

We have been asked why the inspector should maintain a file of Forms 530-3 and 530-4 when he has 531-1. It was our thought that it would be helpful to the inspector to have 530-3s and 4s since wage information has gone on Form 531-1 only in the last year and since there might be information on these forms of value to the inspector. However their retention by the inspector may be optional with him.

Page 6, Paragraph 12, change first sentence to 'Substation record forms (from all stations except reporting stations such as water supply forecast, river, river and rainfall, and rainfall (river)) and recording charts such as weighing rain gage and thermograph charts from all stations will be sent directly from the observer to the WRPC. After Weather Bureau thermograph traces have been used at WRPC (to check discrepancies on 1009, etc.) they should be routed to the NWRC for filing.

Change the 4th sentence to "The original Forms 1006, except those with river stage only, will be sent from the River District Office directly to the WRPC."

Page 7, Item 13.

Delete the phrase 'if he requests them' in the first sentence. Arrays will be sent to all State Climatologists office.

Page 7, Item 16

This item provides that the WRPC will prepare Form 531-1 from inspectors' rough drafts and distribute these forms as required. This item was prompted by the idea that the work of the inspector would be increased because of the reorganization and it would be more difficult to obtain clerical help at the inspectors' base stations to type these forms. We realize that following such a plan would be asking the WRPC's to type forms for stations not under their supervision nor from which data are published; however, these stations will be relatively few in number.

We feel that there is a considerable advantage in having regular typists type these forms from the inspectors' notes, on a production line basis, rather than having them sent to other supervising offices where there is not sufficient clerical help. This plan should be followed, and to facilitate the flow of these forms, the following changes should be made:

(1) Instead of the MIC of the supervising office signing the form, the name of the person furnishing the information should be typed in this blank space.

(2) The date prepared should be the date that the rough draft was prepared.

(3) To identify the WRPC at which the forms are typed, the three-letter identifiers of the WRPC's and the initials of the typists should be placed in the upper left hand corner of the form.

(4) Copies will be sent to the State Climatologists office and other offices as appropriate. In all cases a copy will be made for the file of the inspector.

Concerning the Bureau as a whole, we believe this plan will make efficient use of time and effort expended. After this has been in operation for a period of time we shall appreciate your comments. Appropriate changes will be made when Form 531-1 is reprinted.

Page 7, Item 17

Tough, heavy paper is used for the Substation Histories since these forms were designed for many years of use. Only 2 copies are prepared, so that keeping the histories current would not be a major project.

With the transfer of the State Climatologist file to the WRPC it is our thought that the published histories in Bulletin W supplement would be adequate for most local uses. Where the Supplement is not yet issued and where a definite need exists for the histories at a State Climatologist office we will furnish microfilm of the completed histories to those offices equipped with or having access to a reader.

State Climatologist offices are asked to comment on this point, after they have had a few months experience without the histories.

Substation histories and related forms for stations whose records are not published in Climatological Data should be prepared by the supervising station, not by the WRPC. Forms 1006 and 1009 for such stations should not go to the WRPC but should be filed at the Weather Bureau Office most concerned with the station.

Page 7, Item 19

Under existing instructions the original appointment forms for all paid observers (530-3) will be filed in the Regional Office. It is believed desirable to continue this arrangement. The original appointment forms for all unpaid observers (530-4) will be filed in WRPC. This will facilitate granting of length of service awards and making other tabulations relating to these employees. Additional copies of the appointment forms should be provided for the Supervising Office (if other than WRPC) and for the substation inspector. (Former instructions provided that the original 530-4 be filed in the supervising office.)

Existing files of Form 530-4 should be disposed of as follows: The original to WRPC; if there are two or more copies available, one to the Supervising Office and one to the substation inspector. If there is only the original and one copy available the copy should be routed through the supervising office to the substation inspector.

WRPCs should send the personnel forms (Forms 530-4) for non-paid observers under their supervision to the Federal Records Center at St. Louis after the expiration of one year from the date services ended. Personnel files of paid observers will be maintained in the Regional Office and forwarded to the Center in St. Louis as outlined in Part I-D-9408 of Volume I of the Weather Bureau Manual.

It will not be necessary for the WRPC to maintain a file of Forms 530-3 (appointment forms for paid observers).

The following is intended to answer questions which may occur in connection with these forms:

Q. Will Substation Inspector or WRPC prepare future terminations of employment of substation employees?

A. Instructions in the August 10th Addendum delegate the preparation of Forms 530-3 and 530-4 to the Substation Inspector. Inasmuch as these forms are the ones used for terminations the inspector will be responsible for preparation of terminations as well as appointments. This arrangement is being studied and may be changed in the near future.

Q. Should the original of Form 530-3 be sent to the Regional Office having jurisdiction over the WRPC, or to the one having jurisdiction over the station?

A. The original of Form 530-3 should be sent to the Regional Office having jurisdiction over the substation when the WRPC is the payroll supervising office* when the payroll supervising office is other than the WRPC.

The Regional Office to which Form 530-3 is sent will also pay the employee and supervising stations will submit payroll information to Regional Offices accordingly. Some WRPC's will have to supply payroll information to three different Regional Offices. River District Offices supervise an occasional substation in a different region because it usually performs a service for the River District Office's region. The observer of such a substation would be payrolled through the region in which the payroll supervising office is located as has been done for the last several years.

* and to the Regional Office having jurisdiction over the payroll supervising office

Page 7, Item 19 (Continued)

Q. What steps shall be taken to clarify apparent irregularities on appointment forms for substation employees?

A. The Substation Inspectors will prepare the appointment forms and should be in a position to clarify irregularities.

Q. Why does the inspector sign the appointment forms as approving officer?

A. This authority has been delegated to the inspector to enable the observer to legally enter on duty immediately after his selection, and to permit the person who actually selects the observer to approve the appointment instead of having the appointment approved by some remote person whose only knowledge of the observer is second hand.

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

August 16, 1954 0-5.32

CIRCULAR LETTER NO. 23-54
(To All First Order Stations)

Subject : Newspaper Clippings and Data in Local Press

Reference: Circular Letter No. 84-50

To simplify procedures and reduce non-essential work, WB Form 4034 is being discontinued. Instructions in Circular Letter No. 84-50 are cancelled and superseded by this Circular.

Circular Letter 84-50 established three classes of clippings. The first class (a. local service material) is discontinued. Necessary information will be obtained in connection with Station Program Information Forms 500-7. Sample copies of pertinent routine local press material should be attached to those forms in the future.

The second class (b. surveys or reports of unusual weather, floods, etc.) will be continued as they pertain to State Climatologist offices and River District offices but copies to the Central Office will no longer be required except as provided in Weather Bureau Manual III-H-0604.

The third class (c. local stories or editorials having policy or administrative implications, or which bear on Weather Bureau service or research programs) will be continued. However, in place of WB Form 4034, the clippings will normally be attached to a blue memorandum form (S.F. No. 64) with routing references and comments when appropriate. They will be received and routed in the Central Office by the mail room. If considered of sufficient importance, the clippings may be forwarded with a letter of transmittal which explains or comments on the matter.

These instructions are effective upon receipt.

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25

August 19, 1954 O-5

CIRCULAR LETTER NO. 24-54
(To All First-Order Stations)

Subject: Reduction to Three Scheduled State Forecasts Per Day

References: (a) Central Office Memorandum O-5.32 dated May 12, 1954
(b) Weather Bureau Manual, Volume III, Chapters B-11, and B-12

The consensus of replies to the reference Memorandum is that the routine issuance of state forecasts can be reduced from four to three per day without impairing the public forecast service. Plans have therefore been made to reduce to three regular state forecasts per day effective at 0001 EST October 1, 1954.

Beginning on that date, state forecasts (FP) will be prepared regularly from (1) the 0630Z surface and 0300Z upper-air data, (2) the 1230Z surface and 0900Z pibal data, and (3) the 1830Z surface and 1500Z upper-air data. The periods covered by forecasts under (1) and (2) will continue as at present. Those under (1) will be for "today, tonight, and tomorrow"; those under (2) will be for "today (this afternoon), tonight, and tomorrow." The period for those under (3) will be extended to cover "tonight, tomorrow (tomorrow night), and day after tomorrow."

At the same time the schedules for release and transmission of state forecasts will be adjusted to give additional time to study upper-air data. This is a requirement which has been called to attention frequently and which is even more critical with the extension of the period of the forecasts based on the 1830Z map. Release times shown in III-B-1112 will be 30 minutes later than at present (5 and 11 a.m. and p.m. EST) and Service C schedules will be 37 minutes later than at present. This change requires adjustment in schedules for aviation forecasts and FP-1's approximately as shown in the attachment. (Final schedules will be announced by GENOT or printed revision to Service C manual.)

In considering retention of regularly scheduled forecasts based on the 0630, 1230 and 1830Z maps, and dropping of those based on the 0030Z map, the following facts were brought out. Forecasts based on the 0630Z map and transmitted at 1047Z are the latest that can be distributed in time to serve early morning broadcasts and in some localities early editions of afternoon newspapers. Forecasts issued from the 1230Z map will serve mid-day broadcasts

and, in some areas, afternoon papers. Forecasts based on the 1830Z maps will be the latest that can serve early evening broadcasts and out-of-town editions of morning newspapers. Forecasts now based on the 0030Z maps receive general distribution too late in most areas to be used in morning newspapers except in the city of issue. Under the plan to be effective October 1, the forecast center can meet the local newspaper's needs by giving them a local forecast based on the 0030Z map if this seems desirable. Stations other than forecast centers may do likewise, but they should of course coordinate with the forecast center (B-1204) in case the new local forecast involves a significant change from the then current state forecast.

In making the change to three routine issuances of state forecasts per day, we must not lose sight of the fact that one of the Bureau's main responsibilities is to warn the public of severe or dangerous weather conditions. Reduction in number of routine issuances will require that even greater alertness now be maintained against the possibility of unexpected changes developing between scheduled forecasts, requiring the issuance of special forecasts and warnings. Teletypewriter time for a fourth set of forecasts based on the 0030Z map will continue to be scheduled and forecast centers should not hesitate to issue amended forecasts for transmission during this period when required. When forecasts are not prepared the term FINO should be transmitted.

It is believed that needs of newspapers, news wire services, and radio and television interests can be adequately met under this program and we will depend on the Meteorologist in Charge at each field station to introduce the program to these agencies and to explain the best way of meeting their requirements. In this connection it should be re-emphasized here that there is no limit placed on the number or frequency of local forecasts or localized area or zone forecasts that may be made and distributed for purely local use.

For the time being, Great Lakes and coastal forecasts will continue to be issued four times per day and will be transmitted in accordance with the new FP schedules.

The Central Office hopes that all field personnel will lend their best efforts toward making a success of this program. If difficulties are anticipated or encountered that cannot be solved locally they should be reported immediately to the Central Office.

This circular letter cancels Circular Letters No. 16-53 and 8-54 which may be removed from files and destroyed.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachment

C

TENTATIVE SERVICE/SCHEDULES FOR FORECAST TRANSMISSIONS AFTER SEPT. 30, 1954

MIN.	22 03	23 04	00 05	04 09	05 10	06 11	10 15	11 16	12 17	16 21	17 22	18 23	EST Z
5		FR			FR			FR			FR		
6		FP 1			FP-1			FP-1			FP-1		
7			FP			FP			FP			FP	
8			TA			TA			TA			TA	
9			TA			TA			TA			TA	
10			PB			PB			PB			PB	
13		FP 1			FP-1			FP-1			FP-1		
14		FT			FT			FT			FT		
24	WA			WA			WA			WA			
40	WA			WA			WA			WA			
41	TH			TH			TH			TH			
42													
43		FT			FT			FT			FT		
44		FT MT			FT MT			FT MT			FT MT		
45													
46		FT MT			FT MT			FT MT			FT MT		
47		FP			FP			FP			FP		
48													
49	TH			TH			TH			TH			
50	FR			FR			FR			FR			
59													

C.1

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

August 20, 1954 0-2.13

CIRCULAR LETTER NO. 25-54
(To All First-Order Stations)

Subject: Requests for Climatological Information

Reference: (1) Par. C-0130 (b) of Vol. III of the Weather Bureau Manual
(2) Par. C-0130 (e) of Vol. III of the Weather Bureau Manual

Reduction of staff at state climatologists offices emphasizes the importance of strict adherence to the instructions in reference (1) above; further, routine requests for climatological information received by any first-order station should be answered locally in the same manner as other requests for general service. Reference (2) above will be amended as follows:

"All requests for climatological data that cannot be handled within the capacity of the local staff, or that call for records or publications not locally available, should be forwarded to the Weather Bureau Office or offices where the information is available. Extensive requests, involving data for several stations or large areas, or requiring considerable work, should be sent to the Climatological Services Division for handling, and the requester so advised.

"When requests are received for detailed observational data taken by other Weather Bureau offices they should be forwarded directly to the pertinent office. Published data should be utilized whenever possible to answer requests locally. Requests for data of such a current nature that they are not yet available in published form at the local station should be forwarded to the WRPC for reply if a reply is required before the data are expected to become available."

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
August 25, 1954

0-5.32

CIRCULAR LETTER NO. 26-54
(To All First Order Stations)

Subject: Participation in Television Weather Programs

Following the close of World War II, the Central Office set up a Broadcast-Television Unit to explore the possibilities of using radio and television media more extensively in the dissemination of weather information. One of the experiments in connection with this was the inauguration of telephone participation in the NBC television show "Today."

In a recent decision the Department of Commerce has ruled that routine direct participation by a Weather Bureau employee as a "performer" either by voice or in person on a commercially sponsored television program is contrary to regulations. In recent weeks, Weather Bureau employees had been participating on leave-without-pay status but it was ruled that even in that capacity they were Weather Bureau employees and were required to either terminate their participation as "performers" or sever connections with the government. This ruling applied to commercially sponsored television programs.

It is emphasized that this decision does not affect the responsibility of the Weather Bureau in maintaining adequate distribution of weather information, including forecasts and warnings, to the general public and does not interfere with the right to utilize all available dissemination media, including television, for this purpose. It also does not eliminate the right of a Weather Bureau employee to make an occasional guest appearance on television. In line with Circular Letter 22-52, station officials may continue to provide weather briefing service for television stations within the workload capabilities of their staffs. For administrative and other reasons, it has been the policy, as stated in Circular Letter 22-52, that Weather Bureau employees will not routinely participate in television weather shows, either in person or by voice. Any office now directly participating in a telephone capacity on a television weather show is requested to forward full details on such participation to the Central Office as soon as possible, including a statement as to whether or not there is commercial sponsorship, the amount of time involved in preparation and on the air, number of daily contacts, and any other details considered significant.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

C.2

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

September 15, 1954 O-5.31

27-54
CIRCULAR LETTER ~~26-54~~
(To All **First Order** Stations)

Subject: Use of knots as dimensional unit in aviation forecasts

Reference: Circular Letter 23-53, Subject: Modification of domestic aviation forecast program

Because surface winds will be reported in knots effective October 1, 1954, the following changes in the aviation forecast instructions will become effective at the same time as the change in observational procedures:

1. Paragraph B-2006.d.5. Substitute "knots" for "miles per hour".

2. Paragraphs B-2007 and B-2008. Change "MPH" in forecast examples to read "KT".

3. Paragraph B-2104.f. In first sentence change "12 miles per hour or more" to "10 knots or more". Second sentence, substitute "knots" for "miles per hour".

4. Paragraph B-2106.b. Substitute "knots" for "miles per hour".

When referring to widths of frontal zones, extent of inland weather phenomena, speed of fronts, etc., the word "miles" will be used with the understanding that the term refers to nautical miles, not statute.

F. W. Reichelderfer
Chief of Bureau

D. M. Little
Acting Chief of Bureau

File: 600.1 CL 26-54 (Use of knots as dimensional unit in aviation forecasts) Washington, D. C. 9-15-54

Lib C.1

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
October 5, 1954

0-5.32

CIRCULAR LETTER NO. 28-54
(To all First Order Stations)

Subject: State Forecasts for New Mexico.

Plans have been under consideration for some time to transfer the state forecast responsibility for New Mexico from Denver to Albuquerque. Arrangements have been completed and this transfer will be made about October 15, 1954 after issuance of an appropriate GENOT.

After the effective date of transfer, WBAS, Albuquerque will be responsible for the state forecasts and warnings covering New Mexico (FP) and the shippers' temperature forecasts (FX) for New Mexico. Preparation of FP-1 material, five day forecasts and QPF forecasts will remain at Denver.

A revision in the Weather Bureau Manual III-B-11 will be issued shortly covering the above change.

F. W. Reichelderfer

F. W. Reichelderfer,
Chief of Bureau

C.1

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
October 19, 1954

0-5.32

File: 051
x656

CIRCULAR LETTER NO. 29-54
(To All First Order Stations)

Subject: Emergency Action During Periods of Severe Weather or Flood Conditions.

Reference: Weather Bureau Manual I-F-5004; III-B-1602 (b) and (d); and Circular Letter No. 68-50 dated September 22, 1950, file 621.3, Subject: "Alert for Winter Weather Service".

Instructions governing the issuance of warnings covering storms and floods are given in appropriate chapters of the Weather Bureau Manual. It is not the purpose of this letter to repeat these instructions but rather to call to attention existing provisions for operating field offices on an emergency basis, including the recall of employees to duty and assignment to overtime duty, as necessary, to meet situations as they arise.

It is a basic responsibility of the Meteorologist in Charge to have his office organized in such manner that the Bureau's responsibilities to the public can be discharged during weather and flood emergencies. All Meteorologists in Charge are requested to review paragraph I-F-5004 of the Manual which delegates full authority for the scheduling of paid overtime during unusual or emergency conditions.

Field offices that have not already done so are hereby instructed to prepare in writing a set of local office instructions for handling the several types of emergencies which may arise as a result of actual or impending storms or floods. The instructions should include provision for delegating to a responsible employee on duty (if the Meteorologist in Charge cannot be reached immediately) authority for calling in additional assistance at any hour of the day or night and for taking whatever other actions are required to assure that the public is advised of weather or flood conditions which may be dangerous to life or threaten widespread destruction to property.

Regional officials are requested to review the local Emergency Operating Instructions when they visit field offices to insure that all employees are familiar with actions to be taken. Forecast Centers will be expected to lend their assistance to field offices in determining whether or not an emergency situation exists and to provide guidance to field officials in making decisions as to the extent of the weather emergency in space or time. Final responsibility for deciding when a weather or flood emergency exists and subsequent decisions as to scheduling additional personnel on duty rests with each Meteorologist in Charge and we shall continue to rely on the good judgment of each official concerned to see that all necessary actions are taken to carry out this responsibility. The public rightfully expects its officials who are responsible for public warnings to be on the job whenever emergecies threaten public safety.

F. W. Reichelderfer,
Chief of Bureau

C.L.-29-54 - (Emergency Action During Periods of Severe Weather or Flood Conditions)

Washington, D. C.
10-19-54

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

0-5.23

October 21,1954

CIRCULAR LETTER No. 30-54
(To All First Order Stations)

Subject: Service A Transmission of Aviation Weather Forecasts

Reference: Circular Letter No. 10-54

In a recent meeting attended by representatives of the Air Transport Association, Civil Aeronautics Administration, and the Weather Bureau, it was agreed to modify the present method of transmitting Aviation Weather Forecasts.

Essentially the modification consists of adding another group, that of a location identifier, immediately following the contraction "DO". For example, in the illustration given in Circular Letter 10-54, LAX, LGB, and ELC would be transmitted as follows:

LAX DO BUR
LGB DO BUR
ELC DO BLH

This would be equivalent to saying that the forecasts for LAX and LGB are the same as the BUR FT, while the forecast for ELC would be the same as that of BLH. When the use of DO followed by the location identifier would make the report longer than the actual forecast, the forecast itself should be sent. In other words, the message form involving the lesser number of characters should be used. For example, if the FT from Burbank were sent as BUR O, then the forecasts for LAX and LGB would be sent as :

LAX O
BUR O

It is requested that all FAWS offices put these changes into effect upon receiving this Circular Letter.

Instructions mentioned here will not change the conditions under which DO will be used, or the vertical method of transmitting the identifiers.

F. W. Reichelderfer
Chief of Bureau

File: 630.1

C.L.-30-54 - (Service A Transmission of Aviation Weather Forecasts)

Washington, D.C.
10-21-54

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

November 3, 1954 0-2.15
Circular Letter No. 31-54
(To All First Order Stations)

Subject: Recording Wind Data

With the change on January 1, 1955 to recording wind in knots only on WBAN 10, these data should continue to be recorded in statute m.p.h. on the forms listed below and should be so published. This is necessary because practically all uses of wind data, except air and marine commerce, require that wind data be expressed in statute miles per hour.

Entries on WB Forms 1001B, 733-1, 733-1a, and 1017 should be in statute miles per hour.

Entries on Local Climatological Data (monthly, supplement, and annual) and in the Climatological Record Book should also continue to be in statute miles per hour.

On WB Forms 5340, 5341, and 5360 (used in the Climatological Record Book) a note should be entered in the heading stating that wind speeds are entered in statute miles per hour. A similar note should be carried on any other pages in the Climatological Record Book on which wind data are entered.

Effective January 1, 1955 instructions for punching WBAN Card No. 1 will be revised to provide for punching wind speed in whole knots in card columns 41 and 42; similarly for punching peak gust speed in whole knots in columns 28 and 30 of WBAN Card No. 3.

F. W. Reichelderfer
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
Weather Bureau
Washington 25, D. C.
November 24, 1954

A-2

File: 253

C.L.-32-54 - (Overtime Compensation)

Circular Letter No. 32-54
(To All First Order Stations)

Subject: Overtime Compensation

Title II of Public Law 763 (the "Fringe Benefit" Act) became effective on November 7, 1954. This legislation makes several amendments to the Federal Employees Pay Act of 1945, the most important of which is the increase in rates of compensation for overtime work. In brief, the new overtime rates, computed at 1.5 times the base rate of pay up to a maximum of $3.65 per hour, provide an increase at all grade levels with the maximum increase occurring in the higher grade levels.

Weather Bureau policy and regulations governing the normal work week and overtime work are contained in Chapter I-F-50 of the Administrative Manual. Substantive revision will be required only in Bureau policy covering compensation for irregular or unscheduled overtime work (paragraph 5005-h). The new legislation continues to provide that such overtime work may be compensated for at overtime rates of pay or by an equal amount of compensatory time off in lieu of pay. Employees receiving a base salary of $5,810 or less have the option of choosing either method; for employees above $5,810, the method of compensation may be determined by the agency head. It is the policy of the Bureau that overtime pay for employees above $5,810 will be authorized only when the exigencies of the service do not afford an employee the opportunity to use compensatory time off. It should be noted that this policy applies only to irregular and unscheduled overtime work; regularly scheduled overtime work must be compensated for by overtime pay.

Public Law 763 also provides that "call-back" overtime, (defined as any unscheduled overtime work performed by an employee on a day when no work was scheduled for him, or for which he is required to return to his place of employment) shall be considered to be at least two hours in duration.

Chapter I-F-50 of the Administrative Manual will be revised to incorporate the above changes.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Washington, D.C.
11-24-54

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25
December 6, 1954

CIRCULAR LETTER 33-54
(To All First-Order Stations)

Subject: Fallout of Radioactive Debris from Atomic Bombs

The attachment to Circular Letter 16-54 contains instructions for computing fallout of radioactive debris from atomic explosions. The attached Federal Civil Defense Administration Advisory Bulletin outlines for state and local Civil Defense Directors the part meteorology plays in predicting this hazard and the role of the Bureau in supporting Civil Defense planning and operations.

It is expected that as a result of the issuance of this Advisory Bulletin Bureau officials will be contacted relative to providing fallout information and general meteorological guidance for Civil Defense operations. It is therefore requested that all stations make tentative plans to assist in every way possible, but the Central Office should be informed if it appears that an additional workload on a routine basis will result from this cooperation.

F. W. Reichelderfer

F. W. Reichelderfer
Chief of Bureau

Attachment

Federal Civil Defense Administration

BATTLE CREEK, MICHIGAN

ADVISORY BULLETIN

No. 178
November 8, 1954

TO: STATE AND LOCAL CIVIL DEFENSE DIRECTORS

SUBJECT: RADIOACTIVE FALL-OUT FROM NUCLEAR EXPLOSIONS

I. The purpose of this Advisory Bulletin is to furnish information and assistance in connection with the problem of predicting the probable area of radioactive fall-out resulting from nuclear explosions.

II. Discussion

A. As mentioned in Administrative Guide AG-11-1, "Health Services and Special Weapons Defense," the intensity of radioactive contamination and the size of the area of fall-out following a nuclear explosion will depend on the power of the bomb, the height at which it is exploded, and the condition of the weather. The large nuclear weapons, which produce a fireball several miles in diameter, are likely to be detonated at a height where the fireball touches the ground surface. The probability of serious contamination by the fall-out of radioactive material will then be much greater than in the case of the earlier bombs.

B. Meteorological data must be used in predicting the area where fall-out is likely. Personnel with a technical knowledge of meteorology should be responsible for plotting and predicting fall-out. They should also help to evaluate and utilize the results obtained. Following a nuclear attack, it is essential that the civil defense director and the radiological defense chief be provided immediate information on the probability of radioactive fall-out and the area where it might occur. While it is too early to predict operational measures which would be advisable, it is clear that weather data must be accessible to the civil defense organization on a continuing basis. Therefore, a meteorologist should be available to provide guidance, both in planning and during actual emergency conditions.

III. Collaboration with United States Weather Bureau

A. The United States Weather Bureau has distributed to its stations procedures for predicting fall-out from nuclear explosions. A copy of the Weather Bureau's Circular Letter 16-54 on this subject is attached.

B. Weather Bureau Circular Letter 16-54, or amendments thereto as may be required to reflect improved techniques, will be used by Weather Bureau personnel as the basis for predicting probable radioactive fall-out areas. Data on the height of a burst, cloud height, weapon yield, and particle size, will be supplied by civil defense personnel. Until the methods for obtaining these data are perfected, assumed figures will be used.

C. Civil defense directors should make arrangements to use the services of local Weather Bureau personnel, where available, for meteorological assistance with respect to radiological and other aspects of civil defense planning and operation.

Val Peterson
Administrator

Attachment

Distribution B

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
December 15, 1954

CIRCULAR LETTER NO. 34-54
(To All First Order Stations)

Subject: Local Public Service Weather Circuits

To meet public requirements for general weather information, and to provide for prompt dissemination of special warnings of damaging storms, it has long been a policy of the Weather Bureau to broadcast, through the most effective channels of mass distribution, all such weather information that is in the general public interest. The principal channels have been (1) press, (2) radio, (3) television, and (4) automatic telephone. In recent years, local weather teletypewriter circuits have been fostered through communication companies to provide an efficient means of effecting group distribution to the first three of the foregoing public information channels. Experience has demonstrated that where a great deal of general weather information is required by the public and where there are several mass distributors to be utilized, a local teletypewriter circuit can be very useful and time saving, both for the Bureau and for the distributors.

ORGANIZATION AND INSTALLATION. Organization and installation of the circuits are handled by a communications company, usually either the telephone or telegraph company. Where it appears that a sufficiently useful purpose would be served by a weather circuit the local Weather Bureau officials should meet with the communication company to discuss the possibilities and, if the outlook is favorable, suggest a conference of representatives of the communication company, radio and television stations, newspapers, and wire services to explore the subject and establish a plan. The usual arrangement is for the Weather Bureau to have a Model 19 Send-Receive-Automatic connection and for other participants to have Receiving-Only drops. Cost of all line charges and machine rental (including the Weather Bureau Model 19 machine) is usually pro-rated among the participants exclusive of the Weather Bureau. In some cases one subscriber accepts the total bill and rebills the other subscribers for their share; in other cases the communication company bills each subscriber individually.

CIRCUIT OPERATION AND MATERIAL TRANSMITTED. The Weather Bureau handles the circuit scheduling and makes all of the transmissions; however, the circuit is a non-government one with the Weather Bureau in effect providing public weather information to the communications company for transmission to the public. As the purpose of the circuit is to aid in the wide distribution of general weather information, every reasonable effort should be made, consistent with the capabilities of the existing Weather Bureau staff, to transmit material in quantity and form necessary to meet the demands of public distribution agencies. Under no circumstances should special forecasts or data be transmitted for the specific use of an individual firm or business. The local circuit should be treated as a public distribution channel in the same sense as radio, TV, press wires, etc., and contain material of general public interest. Moreover, material transmitted on local teletypewriter circuits must not be offered as a substitute for the consulting services of private meteorology. As these local circuits are fostered primarily to distribute forecasts, warnings and general weather information to public dissemination channels,

the Weather Bureau should not promote action by individual private business companies to obtain direct drops on the local public weather teletypewriter circuit and when specific requests for drops are received they should be referred to the communications agency which operates the circuit.

WHERE CIRCUITS SHOULD BE ENCOURAGED. The fostering of a local teletypewriter circuit under the auspices of the telephone or telegraph company is encouraged at each station where it offers worthwhile possibilities of improving the general weather service and will reduce the volume of individual phone calls to the Bureau and where operation of the circuit can be managed with existing staff without detriment to the basic station program.

This letter supersedes Circular Letters No. 88-48 and 63-49 which are hereby cancelled and should be removed from the file.

F. W. Reichelderfer,
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
December 15, 1954

File: 652.3

C.L.-35-54 - (State Forecasts(FP) for New York Maryland and Delaware)

CIRCULAR LETTER NO. 35-54
(To All First Order Stations)

Subject: State Forecasts (FP) for New York, Maryland and Delaware.

Reference: Memoranda of July 2, 1954 (A-1); and July 21, 1954 (0-5.32) file 652.3; and December 6, 1954 (0-5.32) file 630.1.

In July of this year the district forecast center at Washington, D. C. participated in an experiment whereby a mapped forecast was transmitted along with the FP-1 at 1731 EST. Stage two of the experiment was carried out in August with offices at Albany, Buffalo, Philadelphia, Harrisburg, Pittsburgh, and Baltimore preparing the 1710 EST FP forecasts for their respective areas based on the mapped FP-1's from WNA.

Plans have now been completed to carry out stage three of this program. Effective shortly after the first of the year a GENOT will be issued authorizing issuance of state forecasts as follows:

Interior Eastern New York - Albany

Western New York - Buffalo

Maryland and Delaware - Baltimore

Forecasts for southern New Jersey and Pennsylvania will continue to be issued from Washington for the time being.

Guidance for the issuance of the FP forecasts will be furnished from the district forecast center at Washington in the form of FP-1 material. It is expected that as additional state forecast offices are established and the amount of time required to write state forecasts at Washington is reduced the issuance of mapped forecast material in the FP-1 as was done in August will become possible.

The district forecast center will continue to be responsible for the coordination of warnings covering cold waves, heavy snow, etc. Technical information dealing with warnings of this type, including area and time coverage, will be included in the FP-1 whenever feasible and at intermediate times will be transmitted by telephone or telegraph from the district forecast center to the three state forecast offices concerned. Offices at Albany, Buffalo and Baltimore will be responsible for the phraseology of the warning and for its

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release to the public via all available channels including Service "C" but technical information in all state-wide warnings will be in agreement with the views expressed by the district office. Discussions between the state forecast offices and the district forecast center in order to coordinate warnings (or forecasts) are encouraged and may be initiated by any of the offices concerned.

In regard to severe local storm and tornado forecasts the SELS Center will continue to coordinate with the district center as heretofore and the information will then be passed along to the state forecast office or offices concerned as quickly as possible. State forecast offices will be expected to contact the district forecast center on questions of tornado forecasts before such forecasts are issued to the public. Tornado warnings (evidence of tornado activity already reported) will continue under present arrangements (Weather Bureau Manual III-B-1802) with no prior coordination required.

The above transfer of responsibility for state forecast preparation is regarded as a continuation of the program for development of state forecast offices. For the time being only the FP forecast responsibility is being transferred with preparation of other types of forecasts such as FE, FX and QPF remaining at the district forecast center. Comments from field offices in regard to the program will be welcome.

F. W. Reichelderfer,
Chief of Bureau

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
Washington 25, D. C.
December 21, 1954

CIRCULAR LETTER NO. 36-54
(To All First-Order Stations)

Subject: Practice Forecast Program

A practice forecast program for GS-7 and GS-9 Meteorologists who wish to become forecasters will be started in 1955. The main objectives of this program are to discover forecasting talent and to assist in the development of forecasting skills. The program will be an aid in selecting personnel for advancement as vacancies occur in GS-11 aviation forecast positions and in staffing the new state forecast offices. We hope the program will stimulate interest, create healthy competition, and be an aid in training forecasters.

The June 1951 issue of TOPICS (page 126) carried an article outlining qualifications for employees interested in forecasting assignments. Participants for the practice forecast program will be selected mainly on this basis. Employees who are approaching the qualifications listed in the TOPICS article may apply and will be considered for participation.

Elements forecast will be station temperature for 12, 24, and 36 hours in advance, and precipitation amounts and maximum surface wind speed for 12-hourly periods beginning 12 and 24 hours in advance. Forecasts will be made for a pair of stations for a three-week period, then for a different pair of stations for three weeks, etc. At the beginning of each three-week period each participant will select two stations from the list of three stations designated for that three-week period. No changes will be permitted during the three-week period and no forecaster will forecast for his own station.

The program is designed so that punched cards can be used for verification. The forecaster will punch his forecasts on the cards provided, and the stations for which forecasts are made will punch the observations on similar cards. Comparisons of forecasters will be limited to forecasts made for the same stations and at the same times. These comparisons will be carried out in two phases.

First, there will be routine comparisons made every three months based on the summarization of all forecasts. These summaries will include the mean error of temperature forecasts in degrees F., the mean error of precipitation forecasts in class intervals according to punched code numbers, the mean error of maximum wind forecasts in class intervals according to punched code numbers, and the percentage correct of precipitation forecasts taken on an occurrence or non-occurrence basis.

The second phase of verification will consist of the preparation of special summaries designed to test selected abilities of the participants, and to compare selected groups of forecasters in special ways. These summaries will be computed at longer intervals than the routine summaries. Examples are the mean error of temperature forecasts when the temperature changed 10 degrees F or more; the correct percentage of precipitation forecasts when one-half inch or more occurred; the mean error of temperature forecasts

when a change of 10 degrees F or more was forecast; or the percentage of correct precipitation forecasts when one-half inch or more was forecast. Other special summaries might include selected categories of maximum wind, difficult forecast situations, and weather situations of special importance.

Basic temperature, precipitation, and maximum wind climatological data for the stations for which forecasts are to be made will be made available to all participants as an aid in an effort to make the results more comparable. It is recognized, however, that it is impossible to devise any set of conditions or rules which will assure complete fairness and equality of opportunity among participating forecasters. It will be up to the local Meteorologist in Charge to see that forecasts are prepared honestly and in accordance with prescribed procedures and that cards are forwarded promptly to the Central Office. Since this is a voluntary program, it is expected that much of the practice forecasting will be done outside of regular hours, probably at the end of a duty tour, but there will be no objection to the use of official time when, in the opinion of the Meteorologist in Charge, this does not interfere with official duties.

Climatological data, detailed instructions, and a supply of punch cards will be furnished to all stations that participate. Field stations should forward to the Central Office, attention SR&F Division, the names, grades and educational qualifications of all employees desiring to participate. The information should reach the Central Office within two weeks after receipt of this letter.

Limited facilities will prevent employees in grades other than GS-7 and 9 from participating in the practice forecast program, but it is hoped a verification program for employees at higher grades can be worked out in the future.

F. W. Reichelderfer,
Chief of Bureau