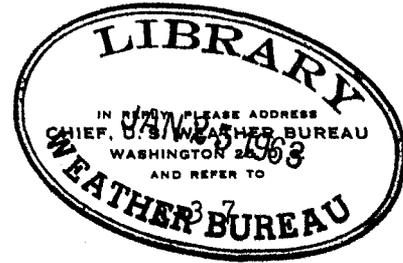


V.F.

UNITED STATES DEPARTMENT OF COMMERCE

US
JOW
1/25 WEATHER BUREAU
WASHINGTON

January 10, 1963



CIRCULAR LETTER NO. 1-63

TO : All First Order Stations
FROM : Chief of Bureau
SUBJECT: Retention of Circular Letters

Attached to this letter is a list of Circular Letters in effect on January 1, 1963. All Circular Letters not listed in the attachment to this letter should be removed from files and destroyed.

F. W. Reichelderfer

Attachment

Rare Book
QC
875
.45
465
1963
(incomplete)

National Oceanic and Atmospheric Administration Weather Bureau Circular Letters

ERRATA NOTICE

One or more conditions of the original document may affect the quality of the image, such as:

Discolored pages
Faded or light ink
Binding intrudes into the text

This has been a co-operative project between the NOAA Central Library and the Climate Database Modernization Program, National Climate Data Center (NCDC). To view the original document contact the NOAA Central Library in Silver Spring, MD at (301) 713-2607 x124 or Library.Reference@noaa.gov.

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December 6, 2007

Attachment to Circular Letter 1-63
UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

Circular Letters for Years 1941-1962
in effect on January 1, 1963

A-3.7

Serial Number	Date of Issued	Issued by	Subject	File Number
71-41	6/17/41	Ofc.Chief	Official Visits by Representatives of Government Depts. and Bureaus	070.1 030.6
26-45	3/26/45	SR&F	Amendments to "Preparation of Weather Maps"	730.4
70-46	8/21/46	Chf.	Interdepartmental Policy on Publication of Weather Forecasts	620.1 - 622.1 622.2 - 621.5
18-47	3/18/47	Pers.	Interview of Applicants for Appointment	110
19-47	3/19/47	SR&F	Reply to inquiries regarding Air Carrier operations	620.11-603.51 070.2
55-47	7/7/47	SSS	Artificial Inducement of Precipitation	045
65-47	8/4/47	SR&F	Code for Transmission of Micro-seismic Data	040 - 610.3 621.6
75-47	8/26/47	Ofc.Chief	Artificial Inducement of Precipitation	045
22-48	3/9/48	Ofc.Chief	Policy with Respect to Private Practice of Meteorology and Instructions Regarding Cooperation with Private Meteorologists	070.2 - 000 420.3 - 620.8 622.1
58-48	6/30/48	Ofc.Chief	Cooperation with Amateur Weathermen of America	070.2
78-49	7/27/49	A-3.53	Transfer of Property	750 400.3
84-49	8/12/49	O-4.1	Policy concerning the est. of cooperative climatological substations at Radio Stations, Newspapers, and Public Agencies	531.2

Serial Number	Date of Issue	Issued by	Subject	File Number
87-49	8/15/49	O-5.31	Weather Bureau Liaison with State Aviation Officials	070.2 080 600.21
106-49	9/27/49	A-3.5	Property Regulations	400 400.3 400.4
146-49	12/21/49	O-5.21	Reporting of the Height of the 700 mb. Surface; Leadville, Colo.	610
4-50	1/10/50	O-5.21	Weather Analysis Symbols	730.4
5-50	1/13/50	A-3.5	Excess Property	401.4 750
8-50	1/18/50	O-4.1	Administration of the Hydro-climatic Network	532.21 080
17-50	2/17/50	A-3.5	Sale of Surplus Property	401.5
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
73-50	10/11/50	A-4	Policy & Procedures in Requesting Delay in Call to Active Duty of Members of Reserve Components of the Armed Forces & Interim Policy Governing Requests for Deferment Under the Sel. Service Act of 1948	130.4
95-50	12/22/50	O-4.2	Artificial rain-making	045
10-51	3/6/51	CWB	Statement on Artificial Rainmaking	814.1
37-51	10/3/51	A-4.5	Inauguration of Training Course for Weather Briefers	131
22-52	5/29/52	O-5.32	Television	657.1
40-52	11/14/52	O-4.11	Substation Activities at SAWRS	520
44-52	12/18/52	A-3.3	Disposition of money received in connection with the location of vending machines in Gov't offices	250

Serial Number	Date of Issue	Issued by	Subject	File Number
9-53	2/16/53	CWB	Review of Operating Programs	000
12-53	4/14/53	A-4.3	Placement Follow-up Plan	110
14-53	6/1/53	0-5.31	Newspaper Publication of Aviation Weather Outlooks	652.1 x657
21-53	8/31/53	0-5.23	Local Distribution of Weather Information by Weather Telautograph Circuit	657 x430.0
5-54	3/10/54	0-5.32	Localized Forecasts and Advices for Agriculture	653.1 x630.1
6-54	3/11/54	0-5	Specialized Forecasts for Agriculture	653.1
13-54	4/20/54	CWB	Cooperation with Meteorologists in Industry	042.1
22-54	7/20/54	0-2.13	Section Center Consolidation	051
Addendum No. 1 22-54	8/10/54	"	"	051
Addendum No. 2 22-54	8/13/54	"	List of State Climatologist Offices	051
Addendum No. 4 22-54	11/4/54	"	Section Center Consolidation	051
26-54	8/23/54	0-5.32	Participation in Television Weather Programs	657.1
34-54	12/15/54	0-5.32	Local Public Service Weather Circuits	432
6-55	2/21/55	CWB	Policy in Relation to Private Business	000 x042
9-55	3/2/55	0-5.32	Furnishing Weather Forecasts to Newspapers, Radio and Television Stations	657 x657.1 x432
20-55	4/6/55	0-5	Training Course for Pilot Briefers	131 x652.11
25-55	5/4/55	0-5.31	Briefing Air Force Pilots	652.11

Serial Number	Date of Issue	Issued by	Subject	File Number
Addendum No. 1 25-55	9/8/61	0-5.31	Briefing Military Pilots	652.11
30-55	5/31/55	0-3.4	Recovered Radiosondes	458.0
12-56	3/19/56	0-5.31	Policy with Respect to Pilot Weather Briefing and Use of Standard Briefing Displays	652.11
15-56	4/19/56	0-5.32	Keeping Local Forecasts Current	652.3 x657
21-56	5/22/56	0-5.32	Use of Automatic Telephone Answering Devices	657.2 x431
Addendum No. 1 21-56	6/6/62	0-5.32	Use of Automatic Telephone Answering Devices	657.2 x431
24-56	6/1/56	0-5.31	Operational Use of Terms "Instability Line", "Squall Line" and "Line Squall"	650.2
4-57	2/12/57	0-5.31	Adequacy of Weather Briefing Service for Pilots	652.11 x131
10-57	4/22/57	0-5.32	Weather Bureau Cooperation in Distributing Road Conditions	041
13-57	6/4/57	CWB	Correspondence with Foreign Meteorological Services	054.1
15-57	8/8/57	0-5	Use of the Printed Daily Weather Map	753
18-57	10/15/57	0-4.23	Effects of Exposure to Radiation by Radar	145 x458.5
2-58	1/9/58	0-5.34	Use of the CONELRAD Alerting Signal in Dissemination of Emergency Weather and Flood Warnings	657.1 x656
Addendum No. 1 2-58	4/29/58	0-5.34	" " " "	"
9-58	7/14/58	0-4.23	Mean-layer winds for National Hurricane Research Project	610 x630.1

Serial Number	Date of Issue	Issued by	Subject	File Number
10-58	8/18/58	A-4.3	Training Program and Promotion Schedule for Observer-Briefer Trainees	131 x113
12-58	9/30/58	A-2.2	Program Accomplishment Report	051
2-59	2/2/59	0-5.32	Telecast of Images from Weather Bureau Radar Scopes	657.1
6-59	6/23/59	0-5.34	3-Hourly Radar Analysis	610.3 x630
7-59	10/13/59	0-4.25	Effects of Exposure to Radiation from WSR-57	145 x467
Addendum No. 1 7-59	4/29/60	A-3	Radar Hazards	145 x467
10-59	12/1/59	0-5.23	Service A Transmission of Notams by Weather Bureau Personnel	630.1
2-60	2/8/60	0-4.12	Obtaining Substation Services by Contract	530 x403
Addendum No. 1 2-60	8/1/60	0-4.12	" " "	"
4-60	4/8/60	A-1	Amendment to Position Descriptions of Field Officials "In Charge"	102
7-60	8/25/60	Ex0	Maintenance Procedures for Civil Defense Radiological Monitoring Instruments	465
8-60	9/12/60	0-5.32	Centralized Quantitative Precipitation Forecasts Unit	652.2
9-60	11/15/60	0-4.22	Changes in Distribution of Field Aide Reports	052
10-60	11/15/60	0-4.22	Commissioning of New Equipment	450 x610
11-60	11/25/60	R-3	Severe Storms Research Project	813.5 x050

Serial Number	Date of Issue	Issued by	Subject	File Number
2-61	1/23/61	O-4.22	Establishment of Limited Airport Weather Reporting Stations (LAWRS)	520 x610.6
3-61	3/14/61	O-5.21	Manuscript Map Supply	770
4-61	3/15/61	C-3.3	Annotation of Monthly Local Climatological Data	733
5-61	3/16/61	A-2.2	Duty Schedules of Employees	051
6-61	4/10/61	O-5.31	Flight Safety Clinics	652.11 x041
8-61	7/11/61	O-5	RADAT Program Modifications	630.1
Amendment No. 1 8-61	11/16/62	O-5	RADAT Program Modifications - Coding Missing Dewpoints for ULUS Transmissions	630.1
9-61	7/27/61	O-5.32	Use of "Downtown Data"	630
10-61	10/31/61	A-4.3	Military Service of Members of Active Reserve Units	144.2
11-61	11/21/61	O-5.31	Weather Support for Presidential Flights	652.1
12-61	12/26/61	C-3.3	New Climatological Standard Normals	733
Addendum No. 1 12-61	10/26/62	C-3.3	" " "	733
2-62	2/8/62	Ex0	Civil Defense Planning - Alternate Site for WB Stations	000 x300
3-62	4/27/62	O-5.34	Notifying Office of Emergency Planning about Severe Storms	656 x041
4-62	5/4/62	O-5	Climatological Outlooks for Major Holidays	654
5-62	7/5/62	O-5.31	Minimum Ceiling and Visibility Requirements for VFR Flight and Use of the Term VFR in Pilot Briefing	652.11 x610

Serial Number	Date of Issue	Issued by	Subject	File Number
6-62	8/28/62	O-5.34	Liaison with State Broadcasters Associations	042 x657
7-62	10/18/62	O-5.34	Radar Weather Observations from Cooperative Agencies	041 x610.3 x467
8-62	12/20/62	C-3.3	LCD Annuals for First Order Stations	721

UNITED STATES DEPARTMENT OF COMMERCE

WEATHER BUREAU
WASHINGTON

January 17, 1963

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

FILE: 115
xl67

CL 2-63

(Hazards of Exposure to Microwave Radiation)

WASHINGTON, D.C.
1-17-63

CIRCULAR LETTER NO. 2-63

0-4.25

TO : All First Order Stations

FROM : Chief of Bureau

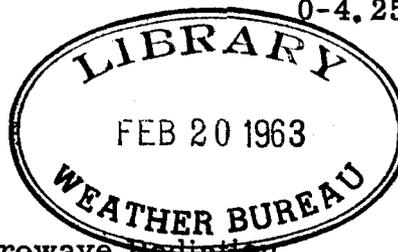
SUBJECT : Hazards of Exposure to Microwave Radiation

REFERENCE: (1) CL No. 18-57 "Effects of Exposure to Radiation by Radar" dated October 15, 1957

(2) CL No. 7-59 "Effects of Exposure to Radiation from WSR-57" dated October 13, 1959

(3) Addendum No. 1 to CL No. 7-59 "Radar Hazards" dated April 29, 1960

(4) Proceedings of the IRE, February 1961, "Some Technical Aspects of Microwave Radiation Hazards" by W. W. Mumford, pp. 427 - 447



This letter combines and updates references (1) and (2), and they are hereby cancelled. Reference (3) remains valid and should be retained. Power densities for Weather Bureau radars have been recomputed using formulae in reference (4), and in the case of the SP radar, also using the larger antenna diameter (twelve feet). Therefore, this material should be read carefully in the light of these revised computations.

Reference (4) is a comprehensive review of scientific work in the area of microwave radiation hazards. The Bell System classifies microwave exposure limits as follows (according to Table II of the article):

<u>Average Power Density mw/cm^2</u>	<u>Classification</u>
Above 10	Potentially hazardous
Between 1 and 10	Safe for incidental or occasional exposure
Below 1	Safe for indefinitely prolonged exposure or permanent assignment

2.

Formulae are given for computing 1) the power density in the near field, 2) the free space power density on the beam axis in the field, and 3) the distance from the antenna to the intersection of the near field and the far field.

The power density is constant in the near field (from antenna to intersection) and confined within a cylindrical pattern. In the far field, the power density is within a conical pattern and falls off at a rate inversely proportional to the square of the distance.

The formulae do not account for ground reflections, which can cause the power density to increase to four times the free space value.

The following table gives the results of the computation for WB radars:

Type	Near Field Power Density (mw/cm ²)	Intersections(of near and far fields) (feet)	Length of Potentially Hazardous Zone *
WSR-1, 3, 4 (long pulse)	5.7	40	none
WSR-57 (long pulse)	11.5	161	192
SP (long or short pulse)	15	161	218

*Distance from antenna to boundary of potentially hazardous zone (feet). This is distance where far field power density falls to 10 mw/cm².

We must conclude from the above that both the WSR-57 and SP radars are potential radiation hazards. The hazard exists within approximately 218 feet of an SP operating on long or short pulse and 192 feet of a WSR-57 operating on long pulse. The WSR-1, 3, 4 radars and the WSR-57, when operating on short pulse, are not potentially hazardous. These figures apply to a stationary antenna. It must be remembered that radiation levels may be drastically affected by objects or structures in the vicinity of the antenna. Hence, there can be no guarantee that dangerous radiation levels may not be reached in a particular installation. A person or object in or near the aperture of the antenna can disturb the field and greatly change the densities computed. Hence, technicians and others should avoid working in the hazardous region while the radar is radiating.

If the antenna is mounted at such a height that persons cannot get in front of the main beam, the hazard should be low as the power level in the side lobes or back radiation leaking over the edges of the reflector is well below the level computed in the main beam.

If the antenna is scanning, the average power density will be about 1/200 of the above figures, which reduces all the power density values well below the hazardous level.

In summary, the power density levels of the WSR-57 and SP radars present a radiation hazard to a human if the antenna is stationary and pointing at him, and if the human is within approximately 218 feet of an SP radar, and 192 feet of a WSR-57 radar operating on long pulse. Normally, WB radars are situated on towers at a level above nearby buildings and are rotated continuously so that in actual practice technicians working in or near the radome would be the only personnel potentially susceptible to radiation hazard. Common sense dictates that the transmitter must be turned off when working near the antenna (unless the technicians' work requires the transmitter to be radiating as, for example, when making transmitted power measurements. In such cases, the technicians will avoid exposure in front of the antenna).

The figures and discussion presented in this letter are merely intended to present some current factual information on the subject of radiation hazards as applicable to WB radars, and should not be misinterpreted so as to alarm persons who work in the vicinity of the radars. The information may be used as a general guideline, together with good judgement and common sense. Those interested in reading further on the subject can review reference (4).



F. W. Reichelderfer

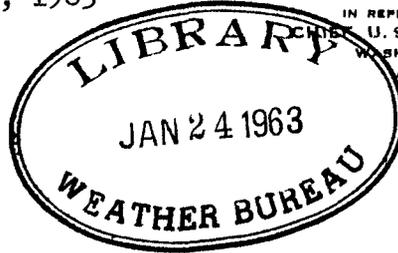
cc: All WBRAO's

V.F.

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

January 18, 1963

JDW
1/22



IN REPLY, PLEASE ADDRESS
CHIEF, U. S. WEATHER BUREAU
WASHINGTON 25, D. C.
AND REFER TO
0-5.34

FILE: 610.3
x630

CL 3-63

(Service A Inclusion of AR Information with SD-1)

CIRCULAR LETTER NO. 3-63

TO : All First Order Stations
FROM : Chief of Bureau
SUBJECT : Service A Inclusion of AR Information with SD-1

- REFERENCES:
- (1) Circular Letter No. 6-59 dated June 23, 1959.
 - (2) Memo, 0-5.34 dated May 4, 1962, File 630, "Change in Preparation and Transmission of AR (Radar Analysis)".

In order to provide for the AR (Radar Analysis) to be transmitted on Service A, it will be incorporated into the SD-1 summaries now transmitted on that circuit, effective at 0340Z, January 23, 1963 and every three hours thereafter. Since parts of the AR are a repetition of the SD-1, only the actual forecast part (changes in movement, intensity and coverage) plus a synoptic interpretation of the radar reports will be appended to each geographic group of the SD-1.

Following is an example of the way the slightly modified SD-1 will appear under this change in format:

MKC SD-1 070340
0245 DATA

NERN US
AREA BRKN R- BNDD 165 SE ACK 25 SW NKZ 30 N ART 100 ENE ACK TOPS
GENLY 150 ↑ 20 CELLS SWRN PTN ← / 15 MAX TOPS VCNTY NYC 250 WITH LN
BRKN R- AND RW- 20 WIDE 40 NE BGM 10 SW DOV TOPS 200

FCST
LTLGG EXPCD NXT FEW HRS

Coincident with this change in format, the preparation of the present AR and its transmission over RAWARC will be discontinued. However, the AR information will still be prepared by the SELS duty forecaster. This Circular Letter supersedes references (1) and (2) which may be destroyed.

F. W. Reichelderfer
F. W. Reichelderfer

WASHINGTON, D. C.
1-18-63

USCOMM-WB-DC

Mo/1
4587ci

11
UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

May 8, 1963

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

0-5.31

CIRCULAR LETTER NO. 5-63

TO : All First Order Stations

FROM : Chief of Bureau

SUBJECT : "Master" Surface Charts, Letter Size

REFERENCE: Memos, 0-5.31, March 25 and April 11, 1963 on AS-2



Surface charts of the United States, approximately letter size, will be distributed during May to all Weather Bureau and Flight Service Stations. This distribution, of ten charts per station, is made in conformity with publicity given the AS-2 program. Their purpose is for issuance to personnel at airports where there is a Service A drop but no government weather service, to pilots, or others who might wish to prepare maps (from this "Master") for use with the AS-2 program.

Additional copies of this chart may be obtained on request from F&SR Division, Attention: 0-5.21. However, it is not intended that we furnish these charts in numbers to private users, but rather that they be issued one copy from which the individual can reproduce his own copies.

There has been a delay in the inauguration of this program. However, it is expected that the start will be announced by GENOT during the last half of June.

A handwritten signature in dark ink, appearing to read "F. W. Reichelderfer".

F. W. Reichelderfer

cc: All RAO's
All Quality Control Officers

FILE: 630

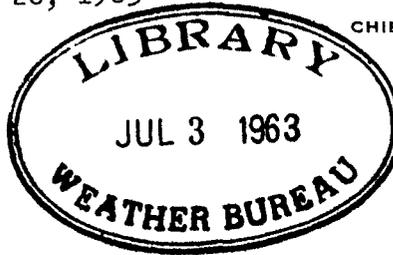
CL 5-63

("Master" Surface Charts, Letter Size)

WASHINGTON, D. C.
5-8-63

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

June 28, 1963



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

0-5.34

CIRCULAR LETTER NO. 6-63

TO : All First Order Stations
FROM : Chief of Bureau
SUBJECT : Notification of Office of Emergency Planning about Severe Storms
REFERENCE: MAL No. 16-63 (0-6.14) dated March 26, 1963

This Circular Letter cancels Circular Letter No. 3-62 which should be discarded.

The Office of Emergency Planning (OEP) requires notification of the occurrences of destructive storms in order to be alerted to the possible need for assisting disaster areas. In the past OCDM (from which OEP was constituted) was kept informed by duty officers who maintained a 24-hour watch of RAWARC. OEP offices are now staffed forty hours a week, Monday through Friday, and they do not have RAWARC.

The Weather Bureau has been requested to provide the OEP Headquarters, located in Washington, D. C., and the Regional OEP offices with only the following information:

1. Reports of Destructive tornadoes. Destructive tornadoes are defined for this purpose as those that cause death or injury to several people or cause major disruption to public utilities.
2. First advisory on tropical cyclones.
3. Bulletins on major floods in progress. Major floods are ones having a decided impact on a city or area in the way of property damage, loss of life, or serious disruption of commerce.

The OEP Headquarters desires nationwide information while Regional OEP offices desire information only about their area of responsibility. (See map - Attachment 1.)

The individual Weather Bureau office's responsibility and methods for notifying the OEP are listed in Attachment 2.

A handwritten signature in cursive script that reads "F. W. Reichelderfer".

F. W. Reichelderfer

Attachments

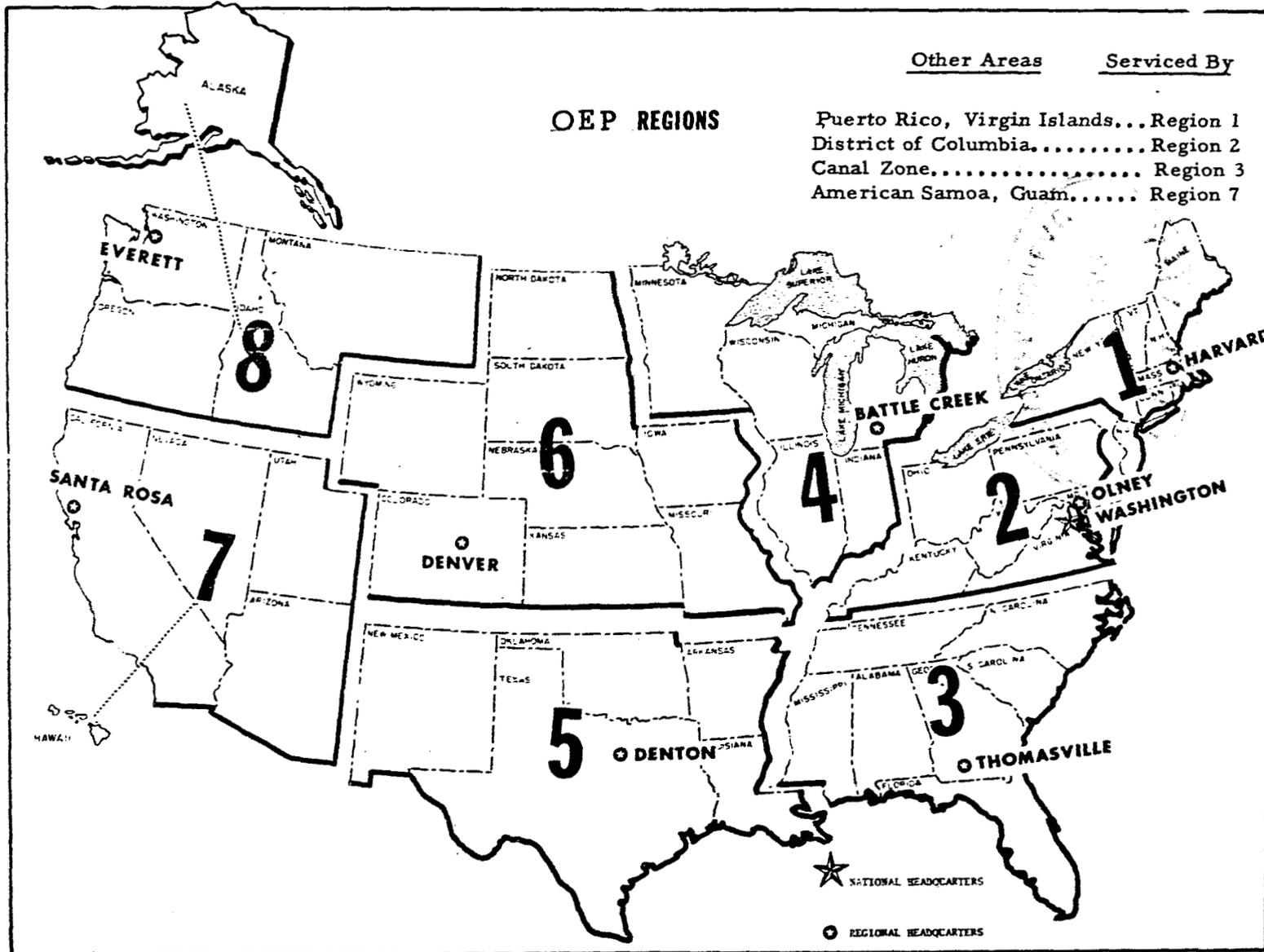
TLF: 656
x011

CL 6-63

(Notification of Office of Emergency Planning about Severe Storms)

WASHINGTON, D.C.
6-28-63

ATTACHMENT 1



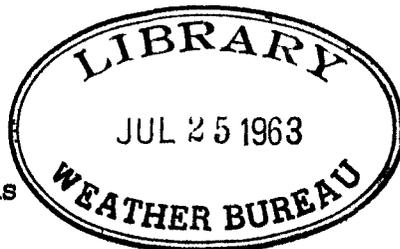
ATTACHMENT 2

Addresses:	Column 1		Column 2		Column 3	
	(a) For Destructive Tornadoes, Notified by:	(b) Method of Notifi- cation and Remarks:	(a) For First Advisory on Tropical Storm, Notified by:	(b) Method of Notif- cation and Remarks:	(a) For Bulletins on Major Floods Notified by:	(b) Method of Notif- cation and Remarks:
Office of Emergency Planning Headquarters, Washington, D.C.	DMO, Washington Nat'l. Airport	1. <u>Normal Working Hours</u> - OEP will monitor local loop. Messages to American Red Cross can carry dual heading of ARC and OEP. Messages for OEP only should say "ATTENTION OEP". 2. <u>After Normal Working Hours</u> - Messages should be phoned to OEP personnel using phone list provided by OEP.	Same as Column 1(a)		DMO, Washington Nat'l. Airport	Same as Column 1(b)
Region 1, Harvard, Mass.	Boston, Mass.		Same as Column 1(a)			
Region 2, Olney, Md.	DMO, Washington Nat'l. Airport		Same as Column 1(a)	Same as Column 1(b).	1. The appropriate River Forecast Center, or	1. <u>Normal Working Hours</u> - Send messages COLLECT to the Regional OEP office affected.
Region 3, Thomasville, Ga.	WBAS, Atlanta, Ga.	1. <u>Normal Working Hours</u> - phone OEP office.	Same as Column 1(a)	After the first notification, OEP will monitor press, radio, or TV.	2. The appropriate River District office not served by a River Forecast Center.	2. <u>After Normal Working Hours</u> - Send messages via RAWARC (or if RAWARC is not available, through commercial channels) to the appropriate Weather Bureau office listed in Column 1(a) for relay to OEP.
Region 4, Battle Creek, Mich.	WBFC, Chicago, Ill.	2. <u>After Normal Working Hours</u> - Messages should be phoned to OEP personnel using phone lists provided by OEP.	Not Notified	Headquarters and OEP Regions 1, 2, 3, and 5 are interested in the first advisory of <u>all</u> Atlantic, Caribbean, and Gulf tropical cyclones; Headquarters and Region 3 need the first advisory on eastern Pacific tropical cyclones.		
Region 5, Denton, Texas	WBAS, Ft. Worth, Texas		Same as Column 1(a)			
Region 6, Denver, Colo.	WBAS, Denver, Colo.		Not Notified			
Region 7, Santa Rosa, Calif.	WBAS, San Francisco, California		Same as Column 1(a)			
Region 8, Everett, Wash.	WBAS, Seattle, Wash.		Not Notified			In some flood situations, it may be necessary to notify one or more Regional OEP offices.

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

July 10, 1963

IN REPLY, PLEASE ADDRESS
CHIEF, U. S. WEATHER BUREAU
WASHINGTON 25, D. C.
AND REFER TO
A-2.2



CIRCULAR LETTER NO. 7-63

TO : All First Order Stations

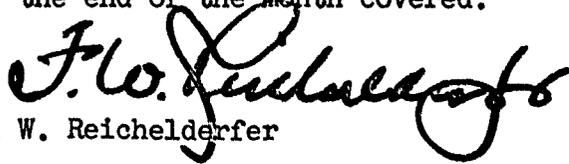
FROM : Chief of Bureau

SUBJECT: Reporting Weather Bureau Operational Output

Federal agencies have been directed by the President to take all steps necessary to achieve increases in productivity and efficiency. In view of the increased demands for service which are being met at most stations without any staff increase, we are certain that the typical Weather Bureau field station is accomplishing these objectives. However, the Bureau lacks quantitative information covering all major programs to show that productivity is increasing.

Much of the data needed for this purpose, such as the number of regularly scheduled observations and forecasts actually made during a year are available in the Central Office. Detailed information to measure unscheduled variable outputs, such as public and aviation briefings, special observations, etc., is required. All first order stations are requested to provide this information by submitting WB Form 051-6, "Program Accomplishment Report," on a monthly basis. An initial supply of the forms is attached. Additional forms may be obtained through normal channels.

It would be appreciated if arrangements are made to begin reporting for the month of August 1963. At the end of each month, mail the completed forms to the Central Office marked "Forms for A-2.2". The forms should be mailed not later than ten days after the end of the month covered.


F. W. Reichelderfer

Attachment

FILE: 051
CL 7-63

(Reporting Weather Bureau Operational Output)

WASHINGTON, D. C.
7-10-63

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

August 20, 1964



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

A-5

AMENDMENT NO. 1 to CL 7-63

TO : All First Order Stations
FROM : Director, Administration and Technical Services
SUBJECT : Weather Bureau Program Accomplishment Report (WB Form 051-6)
REFERENCE: Circular Letter No. 6-64.

The Weather Bureau's participation in the Production Measurement Program of the Department of Commerce as well as its compliance with Bureau of the Budget and Civil Service Commission directives concerning productivity gains and improved manpower utilization depends on the continued development of some quantitative measures of our operational outputs.

In July, 1963 the Bureau initiated the "Program Accomplishment Report," (Circular Letter No. 7-63). Review of the first year's reports together with further developments in the program to measure effectiveness of government agencies have pointed to the need to revise the Program Accomplishment Report, WB Form 051-6.

The Program Accomplishment Report, WB Form 051-6 has been revised to include the following items:

BLOCK NO.

22. Forecasts for Inland Lakes
23. Winter Storm Warnings
41. Domestic Pilot Telephone Briefing
42. Domestic Pilot Personal Briefing
43. Domestic Pilot Self Briefing
45. Local FSS Briefing
46. FSS Briefing Other Than Local
47. Military Pilot Briefing

In addition, an effort has been made to clarify and expand several of the definitions and instructions printed on the back of the form. Station personnel should be asked to review all instructions on the revised form.

FILE: 051
Amendment No. 1 to CL 7-63

(WB Program Accomplishment Report (WB Form 051-6))

Washington, D. C.
8-20-64

(2)

Because the new 051-6 incorporates pilot briefing data WB Form 652-16C, Station Summary of Pilot Weather Briefings, will be discontinued effective September 30, 1964.

Please arrange to begin reporting for the Month of September, 1964, using the revised Form 051-6. An original and one copy of your report covering the month of September should be mailed to your Regional Office by October 10, 1964; subsequent reports should be submitted to the RO by the 10th day of each month thereafter. An initial supply of new forms is attached. Additional forms may be obtained through normal channels.

As you know, 051-6 data is put on punch cards for computer processing. It has been necessary to revise computer programs to accommodate the format of the new 051-6. Following the submission of your August, 1964 report please discontinue the use of the 7/63 edition of the Form 051-6.

Data supplied by field stations on WB Form 051-6 is proving to be increasingly useful. This has been made possible by your cooperative response.

A handwritten signature in cursive script, appearing to read "R. C. Grubb".

R. C. Grubb

PROGRAM ACCOMPLISHMENT REPORT

1. STATION CALL LETTERS	2. DATE	3. CARD NO.	4. REGION NO.	5. STATION TYPE	6. STATION NAME OR LOCATION	7. STATE
1	5 6	11 12	13 14	18 19		48 49 51
8. SPECIAL AVIATION OBSERVATIONS	9. SPECIAL RAWINSONDE OBSERVATIONS	10. SPECIAL RAWIN OBSERVATIONS	11. PIBAL OBSERVATIONS	12. RADAR OBSERVATIONS	13. OBSERVATIONS RECEIVED FROM SECOND ORDER STATIONS	14. RIVER AND RAINFALL REPORTS RECEIVED
52	54 55	56 57	58 59	61 62	64 65	68 69 72 73 80

15. AMENDED STATE FORECASTS	16. AGRICULTURE FORECASTS AND FROST WARNINGS	17. FIRE WEATHER FORECASTS	18. RIVER FORECAST WARNINGS AND ADVISORIES	19. TORNADO AND SEVERE LOCAL STORM WARNINGS	20. HURRICANE WARNINGS	21. SMALL CRAFT GALE AND WHOLE GALE WARNINGS	22. FORECASTS FOR INLAND LAKES	23. WINTER STORM WARNINGS			
24. OTHER WARNINGS	25. AMENDED TERMINAL FORECASTS	26. SIGMETS	27. ADVISORY TO LIGHT AIRCRAFT	28. LOCAL AVIATION WARNINGS	29. SPECIAL FORECASTS FOR SPECIAL FLIGHTS	30. SIGMETS FOR INTERNATIONAL AVIATION	31. AMENDED AREA FORECASTS	32. INTERNATIONAL PILOT BRIEFINGS	33. DOCUMENTATION	34. PUBLIC TELEPHONE AND PERSONAL RIVER BRIEFINGS	35. TWB/PATWAS AMENDMENTS
1	5 6	11 12	13	15 16	19 20	22 23	26 27	29 30	31 32	33 34	36 37 39
40	42 43	45 46	48 49	51 52	54 55	57 58	60 61	62 63	67 68	71 72	75 76 78 80

36. NUMBER OF SPEAKING ENGAGEMENTS	37. AUDIENCE SIZE	38. BULLETINS AND SUMMARIES	39. GENERAL WEATHER TELEPHONE BRIEFING SAMPLE								
		5TH 15TH 25TH	5TH 15TH 25TH								
40. GENERAL WEATHER PERSONAL BRIEFING SAMPLE	41. DOMESTIC PILOT TELEPHONE BRIEFING	42. DOMESTIC PILOT PERSONAL BRIEFING	43. DOMESTIC PILOT SELF BRIEFING	44. AIR/GROUND BRIEFING	45. LOCAL FSS BRIEFING	46. FSS BRIEFINGS OTHER THAN LOCAL	47. MILITARY PILOT BRIEFINGS	48. PATWAS			
5TH 15TH 25TH											
1	5 6	11 12	13	14 15	18 19	20 21	22 23	24 25	28 29	32 33	36
37	39 40	42 43	45 46	50 51	54 55	59 60	63 64	67 68	71 72	75 76	80

REMARKS

A. STATION IDENTIFICATION

BLOCK NO.

1. STATION CALL LETTERS: Leave blank
2. DATE: Use a six digit number indicating the last day of the month covered by the Report. The number 093064 should be used for the September, 1964 submission.
3. CARD NUMBER: No entry.
4. REGION NUMBER: Stations in the six Regions enter their Region number.
5. STATION TYPE: WNAS, WMO, Etc.
6. STATION NAME OR LOCATION.
7. STATE: Use either a two or three letter abbreviation.

B. OBSERVATIONS

8. SPECIAL AVIATION OBSERVATIONS: The total number of observations taken at other than record or check observational times.
9. SPECIAL BAVINSONDE OBSERVATIONS: The total number of other than regularly scheduled rawinsonde observations taken during the month.
10. SPECIAL RAWIN: The total number of other than regularly scheduled rawin observations taken during the month.
11. PIBAL OBSERVATIONS: Enter the total number of Pibal observations taken during the month.
12. RADAR OBSERVATIONS: All Radar equipped stations enter the total number of RAREPS, including PPIKE entries, recorded on WB Form 610-3 during the month.
13. OBSERVATIONS FROM SECOND ORDER STATIONS: Include only those observations which you receive directly from aviation, synoptic, coast guard, and SAGE stations. Do not duplicate by including confirmations and monthly summaries.
14. RIVER AND RAINFALL REPORTS RECEIVED: River District Offices only, enter the total number of regular and special reports collected by telephone or radio from substations within your district. Include those reports collected and relayed to you by WBO's that are not RDO's, and those relayed by other agencies in your district. Card reports or 612-13's are not to be included. (RFC's that also serve as an RDO should report as an RDO under this item.)

C. FORECASTS AND WARNINGS

15. AMENDED STATE FORECASTS: Forecast Centers enter the total number of amended state forecasts prepared during the month. If a single amendment is issued covering two state areas, count as two amendments.
16. AGRICULTURAL FORECASTS AND FROST WARNINGS: Offices assigned agricultural forecasting enter the total number of forecasts and frost warnings originated specifically for agricultural interests during the month. Include both scheduled and unscheduled originations. (Do not include the number of recipients or users of agricultural weather information.)
17. FIRE-WEATHER FORECASTS: Offices assigned Fire-Weather forecasting responsibilities enter the total number of forecasts developed specifically for Fire-Weather interests during the month. Include both scheduled and unscheduled forecasts.
18. RIVER FORECASTS, WARNINGS AND ADVISORIES: Enter the total number of river forecasts, warnings and advisories issued during the month, including all routine daily forecasts as well as flood, water supply, and other special forecasts and warnings. RFC's and RDO's not served by an RFC, will include all original forecasts and warnings. Other RDO's will include only adaptive forecasts and other special advisories originating in their offices. Each forecast page or point for which a written forecast or advisory is issued, and each issuance or revision of the forecast, will be considered a separate forecast.
19. TORNAO AND SEVERE LOCAL STORM WARNINGS: Enter the number of tornado and severe local storm warnings prepared during the month. Count only those warnings originated by your office and forecast center releases for which your office prepared a written adaptation. Consider different statements for specific areas as separate warnings.
20. HURRICANE WARNINGS: Hurricane Forecast Centers should enter the total number of hurricane warnings and advices during the month. Local offices enter the total number of written local hurricane statements prepared during the month.
21. SMALL CRAFT AND GALE WARNINGS: Enter the total number of small craft, gale, and whole gale warnings originated for release during the month. Include those warnings issued for Lakes, Dams, and Reservoirs.
22. FORECASTS FOR INLAND LAKES, DAMS, ETC: Enter the total number of forecasts for Inland Lakes, Dams, and Reservoirs originated during the month. Include both scheduled and unscheduled originations.
23. WINTER STORM WARNINGS: Enter the total number of blizzard, heavy snow, livestock, freezing precipitation, cold wave, and freeze warnings originated during the month. (Count only those warnings your office originates, and forecast center originations for which a written adaptation is prepared at your station.)
24. OTHER WARNINGS: All offices should report the total number of other warnings originated during the month. Include strong wind, storm tide, etc., also include forecast center originations of "other warnings" for which your office prepared a written adaptation.

25. AMENDED TERMINAL FORECASTS: FAWS Centers enter the total number of amended FTI and FTZ's prepared during the month. If one amendment covers two terminals count as two amendments.
26. SIGMETS: FAWS Centers will enter the total number of domestic SIGMETS prepared during the month.
27. ADVISORIES FOR LIGHT AIRCRAFT: FAWS Centers only enter the total number of advisories for light aircraft during the month.
28. LOCAL AVIATION WARNINGS: All stations will enter the total number of local aviation warnings originated during the month. If the warning applies to more than one airport include an origination for each airport.
29. SPECIAL FORECASTS FOR SPECIAL FLIGHTS: Offices making international aviation forecasts enter the total number of special forecasts for special flights made during the month.
30. SIGMETS FOR INTERNATIONAL AVIATION: Meteorological Watch Offices making forecasts for international aviation enter the total number of international SIGMETS originated during the month. (Those WMO's which adapt SIGMET prepared elsewhere for distribution in their area, will leave Block 30 blank and enter an appropriate explanatory remark in the Remarks section, e.g. "Data relevant to Wake FIR selected from 13 Honolulu SIGMETS and distributed locally.")
31. AMENDED AREA FORECASTS: Offices making international aviation forecasts enter the total number of amended area forecasts issued during the month.

D. DISSEMINATION

32. INTERNATIONAL PILOT BRIEFINGS: Enter the total number of briefings provided during the month to crews making international flights. (Note: Flights between continental U. S., Hawaii, Alaska, and overseas possessions should be included. Flights from U. S. to Canada or Mexico are to be included only if documentation is furnished.)
33. DOCUMENTATION: Enter the total number of sets of flight documentation furnished to crews making international flights during the month.
34. PUBLIC TELEPHONE AND PERSONAL BRIEFINGS ON RIVER CONDITIONS: Enter the total number of public telephone and personal briefings on river conditions during the month.
35. TWB/PATWAS AMENDMENTS: Enter the total number of amended LPM/TWB texts prepared during the month. Stations with combined TWB/PATWAS should count only one when an amendment applies to both TWB and PATWAS.
36. SPEAKING ENGAGEMENTS: Enter the total number of times that school groups, public service clubs, etc., were addressed by station personnel during the month. Include classes that visited the office.
37. AUDIENCE SIZE: Enter the approximate total number of persons who attended the talks reported in Block 36.
38. BULLETINS, SUMMARIES AND STORIES: Entries in Block 38 should be a count of the number of times on the 5th, 15th, and 25th days of the month that your station originates a bulletin, summary, or story. It should not include the total number of recipients of your releases, nor should it include issuances counted in any other block on this form.
39. GENERAL WEATHER TELEPHONE BRIEFINGS: Enter in the blocks provided the total number of general weather telephone briefings on the 5th, 15th and 25th days of the month. Entries in Block 39 should represent only those calls answered manually on the sampling days.
40. GENERAL WEATHER PERSONAL BRIEFINGS: Enter in the appropriate blocks the total number of general weather personal briefings on the 5th, 15th, and 25th days of the month.
41. DOMESTIC PILOT TELEPHONE BRIEFINGS: Enter from WB Form 652-16B (Monthly and Annual Summary of Pilot Weather Briefings) the total number of domestic pilot telephone briefings furnished during the month.
42. DOMESTIC PILOT PERSONAL BRIEFINGS: Enter from Form 652-16B the total number of "Face to Face" briefings provided during the month.
43. DOMESTIC PILOT SELF BRIEFINGS: Enter from Form 652-16B the total number of self briefings recorded during the month.
44. AIR TO GROUND BRIEFINGS: From Form 652-16B enter the total number of Air/Ground briefings recorded for the month.
45. LOCAL FSS BRIEFINGS: Enter from Form 652-16B the total number of briefings provided the local FSS during the month.
46. FSS BRIEFINGS OTHER THAN LOCAL: From Form 652-16B enter the total number of briefings furnished during the month to other than local FSS.
47. MILITARY PILOT BRIEFINGS: Enter from Form 652-16B the total number of briefings provided the military during the month.
48. PATWAS: All stations equipped with PATWAS counters enter the total number of calls answered during the month.

REMARKS (Include miscellaneous information such as changes in station program affecting workload)

1. STATION CALL LETTERS	2. DATE	3. CARD NO.	4. RAO NO.	5. STATION TYPE	6. STATION NAME OR LOCATION					7. STATE
		1								
1	5 6	11 12	13 14		18 19				48 49	51
8. SPECIAL AVIATION OBSERVATIONS	9. SPECIAL RAWINSONDE OBSERVATIONS	10. SPECIAL RAWIN OBSERVATIONS	11. PIBAL OBSERVATIONS		12. RADAR OBSERVATIONS	13. OBSERVATIONS RECEIVED FROM SECOND ORDER STATIONS			14. RIVER AND RAINFALL REPORTS RECEIVED	
52	54 55	56 57	58 59		61 62	64 65			68 69	72 73 80

STATION CALL LETTERS		DATE		CARD NO.	15. AMENDED STATE FORECASTS	16. AGRICULTURE FORECASTS AND FROST WARNINGS	17. FIRE WEATHER FORECASTS	18. RIVER FORECASTS WARNINGS AND ADVISORIES		19. TORNADO AND SEVERE LOCAL STORM WARNINGS	20. HURRICANE WARNINGS	21. SMALL CRAFT-GALE AND WHOLE GALE WARNINGS	22. OTHER WARNINGS	23. AMENDED TERMINAL FORECASTS
				2										
1	5 6	11 12	13	14 15		17 18		20 21		24 25	26 27	28 29	30 31	33 34 36
24. SIGMETS	25. ADVISORY TO LIGHT AIRCRAFT	26. LOCAL AVIATION WARNINGS	27. SPECIAL FORECASTS FOR SPECIAL FLIGHTS	28. SIGMETS FOR INTERNATIONAL AIR CRAFT	29. AMENDED AREA FORECASTS	30. INTERNATIONAL PILOT BRIEFINGS		31. DOCUMENTATION	32. AIR TO GROUND BRIEFINGS	33. TWB/PATWAS AMENDMENTS	34. PATWAS		35. PUBLIC TELEPHONE AND PERSONAL RIVER BRIEFINGS	
37	38 39	40 41	43 44	46 47	49 50	52 59		62 63	65 66	68 69	71 72	75 76		80

STATION CALL LETTERS		DATE		CARD NO.	36. NUMBER OF SPEAKING ENGAGEMENTS	37. AUDIENCE SIZE	38. BULLETINS AND SUMMARIES			39. GENERAL WEATHER TELEPHONE BRIEFING SAMPLE							
				3			5TH	15TH	25TH	5TH		15TH		25TH			
1	5 6	11 12	13	14 15			18 19	20 21	22 23	24 25		28 29	32 33	36			
40. GENERAL WEATHER PERSONAL BRIEFING SAMPLE				41. DOMESTIC PILOT TELEPHONE BRIEFING SAMPLE				42. DOMESTIC PILOT PERSONAL BRIEFING SAMPLE									
5TH		15TH		25TH		5TH		15TH		25TH		5TH		15TH		25TH	
37	39 40	42 43		45 46			49 50		53 54		57 58	60 61	63 64	66 67			80

INSTRUCTIONS FOR COMPLETING PROGRAM ACCOMPLISHMENT REPORT

A. STATION IDENTIFICATION

BLOCK NO.

1. STATION CALL LETTERS: Leave blank
2. DATE: The date submitted should be written as a six digit number
3. CARD NUMBER: No entry
4. RAO NUMBER: Stations in the 5 Regions will enter their region number; P30 stations enter the number 6; San Juan and Caribbean enter the number 7; Arctic and Anartic stations enter the number 8.
5. STATION TYPE: WBAS, WBO, ETC.
6. STATION NAME OR LOCATION.
7. STATE: Use either a two or three letter abbreviation.

B. OBSERVATIONS

8. SPECIAL AVIATION OBSERVATIONS: The total number of observations taken at other than record or check observational times.
9. SPECIAL RAWINSONDE OBSERVATIONS: The total number of other than regularly scheduled rawinsonde observations taken during the month.
10. SPECIAL RAWINS: The total number of other than regularly scheduled rawin observations taken during the month.
11. PIBAL OBSERVATIONS: The total number of pibal observations taken during the month.
12. RADAR OBSERVATIONS: All radar equipped stations enter the total number of RAREPS, including PPINE entries, recorded on WB Form 61C-3 during the month.
13. OBSERVATIONS FROM SECOND ORDER STATIONS: The total number of observations collected from second order stations during the month.
14. RIVER AND RAINFALL REPORTS: River District Offices only, enter the total number of regular and special reports collected during the month. Include those collected and relayed to you by other WBO's and other agencies as well as those received directly from the observer.

C. FORECASTS AND WARNINGS

15. AMENDED STATE FORECASTS: Forecast Centers enter the total number of amended state forecasts prepared during the month. If a single amendment is issued covering two state areas, count as two amendments.
16. AGRICULTURAL FORECASTS AND FROST WARNINGS: Offices assigned agricultural forecasting responsibilities enter the total number of agricultural forecasts and frost warnings made during the month. Include both scheduled and unscheduled forecasts.
17. FIRE-WEATHER FORECASTS: Offices assigned fire-weather forecasting responsibilities will enter the total number of fire-weather forecasts, both scheduled and unscheduled, issued during the month.
18. RIVER FORECAST, WARNING, AND ADVISORIES: Enter the total number of river forecasts, warnings and advisories issued during the month, including all routine daily forecasts as well as flood, water supply, and other special forecasts and warnings. RFC's and RDO's not served by an RFC, will include all original forecasts and warnings. Other RDO's will include only adaptive forecasts and other special advices originating in their offices. Each forecast gage or point for which a written forecast or advisory is issued, and each issuance or revision of the forecast, will be considered a separate forecast.
19. TORNAO AND SEVERE LOCAL STORM WARNINGS: Enter the number of tornado and severe local storm warnings prepared during the month. Count only those warnings originated by your office and forecast center releases for which your office prepared a written adaptation.
20. HURRICANE WARNINGS: Hurricane Forecast Centers should enter the total number of hurricane warnings and advices prepared during the month. Local offices enter the total number of written local hurricane statements prepared during the month.
21. SMALL CRAFT, AND GALE WARNINGS: Enter the total number of small craft, gale, and whole gale warnings originated for release during the month.
22. OTHER WARNINGS: All offices should report the total number of other warnings originated during the month. Include cold wave, heavy snow, wind, etc. Remember to count only those warnings your office originates, and forecast center originations for which a written adaptation is prepared at your station.
23. AMENDED TERMINAL FORECASTS: FAWS Centers enter the total number of amended FT1 and FT2's prepared during the month. If one amendment covers two terminals count as two amendments.
24. SIGMETS: FAWS Centers will enter the total number of domestic sigmets prepared during the month.
25. ADVISORIES FOR LIGHT AIRCRAFT: FAWS Centers will enter the total number of advisories prepared for light aircraft during the month.

BLOCK NO.

26. LOCAL AVIATION WARNINGS: All stations will enter the total number of local aviation warnings originated during the month. If the warning applies to more than one airport, include an origination for each airport.
27. SPECIAL FORECASTS FOR SPECIAL FLIGHTS: Offices making international aviation forecasts enter the total number of special forecasts for special flights made during the month.
28. SIGMETS FOR INTERNATIONAL AVIATION: Meteorological watch offices making forecasts for international aviation enter the total number of international sigmets prepared during the month.
29. AMENDED AREA FORECASTS: Offices making international aviation forecasts enter the total number of amended area forecasts issued during the month.

C. DISSEMINATION

30. INTERNATIONAL PILOT BRIEFINGS: Enter the total number of international pilots briefed during the month. (Exclude "Border" flights into Mexico and Canada.)
31. DOCUMENTATION: Enter the total number of documentations furnished to international pilots during the month.
32. AIR/GROUND BRIEFINGS: Stations providing air/ground briefing service enter the total number of briefings during the month. (FAA sponsored Pilot-to-Forecaster Units will not report.)
33. TWB/PATWAS AMENDMENTS: Enter the total number of amended LMF/TWB texts prepared during the month. Stations with combined TWB/PATWAS should count only one when an amendment applies to both TWB and PATWAS.
34. PATWAS: All stations equipped with PATWAS counter enter the total number of calls answered during the month.
35. PUBLIC TELEPHONE AND PERSONAL BRIEFINGS ON RIVER CONDITIONS: Enter the total number of public telephone and personal briefings on river conditions during the month.
36. SPEAKING ENGAGEMENTS: Enter the total number of times that school groups, public service clubs, etc., were addressed by station personnel during the month. Include classes that visited the office.
37. AUDIENCE SIZE: Enter the approximate total number of persons who attended the talks reported in Block 36.
38. BULLETINS, SUMMARIES AND STORIES: Enter in the three blocks provided, the total number of weather bulletins, summaries, and stories which your office originated and issued on 5th, 15th, and 25th days of the month. Exclude those issuances counted in any other blocks on this form. For example, do not include in your count of bulletins, summaries, and stories a release which you have counted as a warning.
39. GENERAL WEATHER TELEPHONE BRIEFINGS: Enter in the appropriate blocks the total number of general weather telephone briefings on the 5th, 15th, and 25th days of the month.
40. GENERAL WEATHER PERSONAL BRIEFINGS: Enter in the appropriate blocks the total number of general weather personal briefings on the 5th, 15th, and 25th days of the month.
41. DOMESTIC PILOT TELEPHONE BRIEFINGS: Enter in the appropriate blocks the total number of domestic pilot telephone briefings on the 5th, 15th, and 25th days of the month. (Include "Border" flights into Mexico and Canada.)
42. DOMESTIC PILOT PERSONAL BRIEFINGS: Enter in the appropriate blocks the total number of domestic pilot personal briefings on the 5th, 15th, and 25th days of the month. (Include "Border" flights into Mexico and Canada.)

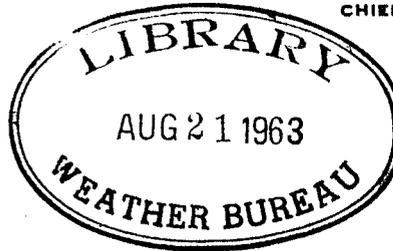
REMARKS (Include miscellaneous information such as changes in station program affecting workload)

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

August 19, 1963

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

C-3.1



CIRCULAR LETTER NO. 8-63

TO : All First Order Stations
FROM : Chief of Bureau
SUBJECT : Climate Statement for Real Estate Sales in New York

Introduction. A recently enacted law in New York became effective July 1, 1963 and requires that subdivided vacant lands may not be offered for sale in the State unless an "offering statement" filed with the Secretary of State includes an official Weather Bureau statement on climate including "any special effects" on the lots in question. See Laws of New York, Chapter 582, Section 337-b; also Section 135.14, Part 135, Title 19, Official Compilation of Codes, Rules and Regulations. Since the lands offered for sale in New York may be located in any State, we are setting up the following procedures for the guidance of Meteorologists-in-Charge and State Climatologists receiving such requests from real estate sales offices.

- A. Where convenient such requests may be serviced by the local Meteorologist-in-Charge, otherwise they should be referred to the appropriate State Climatologist.
- B. The requester shall be supplied with the latest issue of "Climates of the States" for the State in which the land is located.
- C. (1) If a first order station is located within 35 miles of the location, enclose the most recent non-abbreviated annual issue of Local Climatological Data for that station. If there are two such stations within 35 miles, include only the annual for the nearest one. or
(2) If a substation summary is available for a substation within 35 miles of the location, enclose a copy of that summary.
- D. (1) For all cases handled in this fashion by a Meteorologist-in-Charge or State Climatologist, there shall be supplied a transmittal letter or a certification form, WB Form 038-4, which shall contain the following statement:

"The published material attached is for the purpose of showing the prevailing general weather conditions for the area of _____ . In general the local climate at _____ can be assumed to be similar to _____"

FILE: 038.5

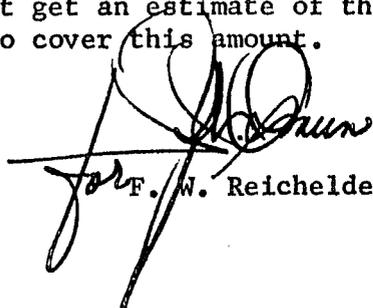
CL 8-63

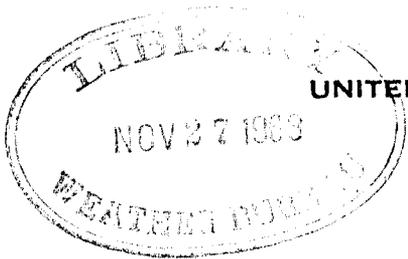
(Climate Statement for Real Estate Sales in New York)

WASHINGTON, D. C.
8-19-63

that of nearby climatological stations. However, there may be significant local differences due to the influence of elevation, terrain, or bodies of water. Such differences, if any, have not been evaluated in this report."

- (2) For all cases handled in the above fashion whether by a field office or by the National Weather Records Center, the requester will be charged only for the cost of the publications.
- E. (1) In case no first order LCD Annual or substation summary is available within 35 miles, see C (1) and C (2), then the request will be forwarded to the National Weather Records Center. The National Weather Records Center will provide a Climates of the States as in Section A above. A check will be made of Bulletin W (Supplement) for a substation within 35 miles with at least 10 years of monthly and annual precipitation values. Either a marked copy of this publication or photocopies of the pertinent pages shall be furnished the requester.
- (2) If no monthly and annual precipitation records are available within 35 miles of the location, the National Weather Records Center will estimate from the best available sources the following parameters.
- (a) Mean annual precipitation (nearest whole inch).
 - (b) Mean monthly precipitation for June, July, and August (nearest tenth inch).
 - (c) Annual precipitation for the driest year in ten (nearest inch).
 - (d) Mean daily maximum and mean daily minimum temperatures for January and July (nearest whole degree).
- (3) The certification shall state "The published material attached shows the prevailing general weather conditions for the area of _____ . The estimated values listed above for _____ are believed to represent average conditions there. However, there may be local differences due to the influence of elevation, terrain, or bodies of water which have not been evaluated and are outside the scope of this report."
- (4) The National Weather Records Center will service these requests at cost and on a trust fund basis. This requires that the requester first get an estimate of the cost and provide funds in advance to cover this amount.


J. F. W. Reichelderfer



UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

October 18, 1963

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

0-5.32

CIRCULAR LETTER NO. 9-63

TO: All First-Order Stations

FROM: Chief of Bureau

SUBJECT: Requirement for Agreement Form WB 657-3--to Cover Cooperation With Automatic Telephone Answering Weather Services

WB Form 657-3 has recently been revised. Whether this Agreement will be negotiated with an operator of an Answering Service will hereafter depend upon the answer to the following question: To accommodate the Service, does the Weather Bureau have to routinely prepare or initiate transmission of weather information not otherwise provided for press and/or radio distribution? If the answer to the foregoing question is affirmative, negotiation of an Agreement could be required. This policy states, in effect, that if any automatic answering service wants special service, the Weather Bureau reserves the right to specify certain conditions.

In cases where Answering Services receive all their weather information through communications other than the Weather Bureau--such as press service wires--no Agreement is required. However, MIC's should be alert to the appearance of such Answering Services in their area of responsibility and, on occasion, monitor the products. Where the MIC considers such operations below standard as a public service, he should offer constructive suggestions for improving the service, provided that a climate exists or can be developed in which such suggestions would be welcomed by the service operator.

The Central Office is preparing a set of procedural guidelines which the MIC can use in working with Answering Services where execution of the Agreement Form is not required. These guidelines will be issued as a brochure or placard, outlining in a different form the essential portion of the information now contained in WB Form 657-3. The appeal for acceptance of these guidelines would be that good operating practices would not only provide a valuable public service, but would also, in the event of severe weather, help to save lives and property. The alternative condition; i.e., that lives and property could be jeopardized when erroneous and out-of-date weather information is disseminated, should also be emphasized.

The Weather Bureau obviously cannot insist that any Answering Service using Weather Bureau material exactly as released, must credit the Weather Bureau as the source of information. However, such services should be encouraged to credit the Weather Bureau because of the authenticity that this label provides.

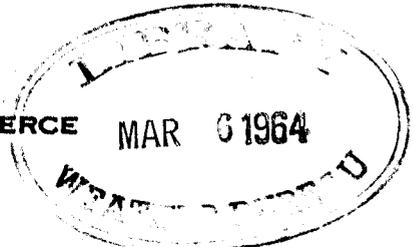
Robert M. White
Robert M. White

USCOMM-WB-DC

FILE: 657.2
CI 9-63
(Requirement for Agreement Form WB 657-3-to cover Cooperation with Automatic Telephone Answering Weather Services)
WASHINGTON, D. C.
10-18-63

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

November 12, 1963



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

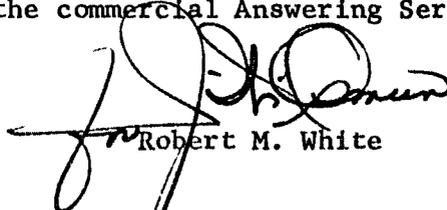
0-5.32

ADDENDUM NO. 1 to CIRCULAR LETTER NO. 9-63

TO : All First-Order Stations
FROM : Chief of Bureau
SUBJECT : Guide Lines -- To Cover Cooperation with Automatic Telephone Answering Weather Services
REFERENCE: Circular Letter No. 9-63 -- Requirement for Agreement Form 657-3 -- to Cover Cooperation with Automatic Telephone Answering Services (Revised October, 1963)

Attached is a set of procedural guide lines which may be presented to Answering Services where execution of the Agreement Form (also attached) is not required. The table showing forecast schedules should be completed when presented to the cooperator.

MIC's are invited to relate their experience with this new Form and guide lines -- to what extent they may improve the product offered by Answering Services, how well they are received by the Answering Services and any suggestions for changes or improvements which might help to realize the best possible product from the commercial Answering Services.



Robert M. White

Attachments (2)

cc: All WBRAO's

File 657.2
Addendum No. 1
CL 9-63
(Guide Lines -- To cover cooperation with Automatic Telephone Answering Weather Services)
WASHINGTON, D.C.
11-12-63

INFORMATION ABOUT WEATHER FORECAST AND WARNING SERVICES PROVIDED
BY THE WEATHER BUREAU FOR USE BY AUTOMATIC TELEPHONE ANSWERING SERVICES

The Weather Bureau (or National Meteorological Service) makes available the latest official forecasts, current weather, special weather advisories, storm warnings and other weather information prepared for dissemination to the general public. The forecasts are issued four times each 24 hours (at about 5 a.m. and p.m. and 11 a.m. and p.m. EST, 4 a.m. and p.m. and 10 a.m. and p.m. CST, 3 a.m. and p.m. and 9 a.m. and p.m. MST, 2 a.m. and p.m. and 8 a.m. and p.m. PST). Warnings are issued at whatever time they are needed.

All of this weather information is furnished in hard copy form via public weather service teletypewriter circuits in about 90 cities. The furnishing of the weather information in this manner has many advantages for both the Answering Service and the local weather office. Answering Services are therefore encouraged to make use of the circuit where it is available. One of the main advantages to the Answering Service is that warnings and amended forecasts are made available promptly without use of the telephone by either the Answering Service or the Weather Bureau. Due to large demands for weather information such telephone contacts are frequently difficult to complete in good weather, and especially difficult when the weather is changing or becoming threatening.

If a public weather service teletypewriter circuit is not available in your community, the Meteorologist in Charge of the local Weather Bureau office will be glad to discuss other means for obtaining the weather information to meet the established time schedule.

The following suggestions are offered on the basis of some years of experience with this type of activity to help the Answering Service to provide a valuable public service that will, in the event of severe weather, help to save lives and property. Dissemination of outdated weather information could at times jeopardize lives and property. The Weather Bureau is therefore most anxious to assist Answering Services in keeping all information current and accurate.

FOR A QUALITY SERVICE IT IS SUGGESTED:

That the supplied forecasts, warnings and weather information be recorded and disseminated via the answering device as soon as possible after the information is released, but not after the time limit shown in the table attached.

That the time schedule for changing the weather information on the answering device at the regular 6-hourly periods be continued through holidays and weekends on the same basis as on weekdays.

That a minimum of 20 seconds of the recording time be used for weather forecasts and information. (This would not include time used for advertising or other recorded information.)

That nothing in the recorded announcements associated with the furnished weather information state or imply that the Government or the Weather Bureau endorses any sponsor, advertiser, commercial product and/or services advertised.

That the authenticity of the weather information be identified by preceding the weather forecast with the following statement: "The latest Weather Bureau forecasts for _____."

That discrete sections of the weather announcement not be interrupted by mention of the sponsor or of any advertising.

That the listing in the telephone directory or elsewhere avoid intimating that the Government endorses the sponsor, advertiser or service(s) or product(s) advertised by the Answering Service.

That the Answering Service avoid, by implication or otherwise, representing itself as an agent of the Government in the furnishing of the services provided.

The following is a sample of a list which will be furnished (after modification for local requirements) by the Weather Bureau field station serving the area:

TIME FORECAST ISSUED	DO NOT USE AFTER
5 a.m. EST (Today, Tonight and Tomorrow)	11:30 a.m. EST
11 a.m. EST (Today*, Tonight and Tomorrow)	5:30 p.m. EST
5 p.m. EST (Tonight, Tomorrow and Tomorrow night)	11:30 p.m. EST
11 p.m. EST (Tomorrow, Tomorrow Night and Second Day)	5:30 a.m. EST
*"This afternoon" at central and eastern stations	

AGREEMENT FOR FURNISHING WEATHER INFORMATION FOR AUTOMATIC TELEPHONE ANSWERING SERVICE

(INSTRUCTIONS: Prepare original and three copies, all signed. Forward original to CO and one copy each to RAO and Answering Service, retain one copy at station.)

THIS AGREEMENT is entered into on _____ between the United States of America, Department of Commerce, Weather Bureau, hereinafter referred to as the Government, and _____

hereinafter referred to as the Answering Service, for the purpose of furnishing timely weather information to be used for public dissemination over an automatic telephone answering device. In furtherance of this purpose, the parties hereto DO MUTUALLY AGREE as follows:

1. RESPONSIBILITIES:

A. The Government agrees:

(1) To make available to the Answering Service the latest official forecasts, current weather, special weather advisories, storm warnings and other weather information prepared for dissemination to the general public for each forecast release time as provided for in Schedule A, a part of this agreement; provided that the Government shall not be liable for failure to furnish any information hereunder.

(2) To furnish the weather information specified above by mutually agreeable means, in accordance with Schedule A on the reverse.

B. The Answering Service agrees:

(1) To record and disseminate on its answering device, solely on its own behalf, and not as an agent or employee of the Government, the supplied forecasts and weather information as soon as possible after forecast release times, but not to disseminate forecasts after the time limits shown in the time column of Schedule A.

(2) To carry out the time schedule on a regular and unaltered basis seven days per week including Saturdays, Sundays and holidays.

(3) To allot a minimum of _____ seconds of the recording time for Weather Bureau credit and weather forecasts and information. This will not include any time used for advertising or other recorded information.

(4) To assume responsibility for contacting the Weather Bureau Office at _____, _____ to secure the latest scheduled forecasts in accordance with the established time schedule unless other arrangements mutually agreeable to the parties concerned are developed.

(5) To ensure that there shall be nothing in the announcements associated with the furnished weather information to state or imply that the Government or the Weather Bureau endorses any sponsor, advertiser or commercial product and/or services advertised.

(6) To credit the Weather Bureau for information furnished and to report the forecasts and weather information in the exact language as furnished by the Government.

(7) To ensure that discrete sections of the weather announcement shall not be interrupted by mention of the sponsor or of any advertising. When the sponsor's message contains advertising, the following statement shall immediately precede the weather forecast: "The latest Weather Bureau forecasts for _____".

(8) To avoid intimating in the telephone directory or elsewhere that the Government endorses the service(s) or product(s) advertised by the Answering Service.

(9) To assume full responsibility for information it disseminates through this agreement and to hold the Government harmless for any damage that may arise from failure or delay in furnishing timely forecasts, advisories, warnings, or reports.

(10) Not to represent itself as being an agent of the Government, by implication or otherwise, in the furnishing of the services provided for in this agreement.

(11) To pay all costs and expenses resulting from this agreement.

2. EFFECTIVE DATE:

This agreement is effective as of _____ and shall remain in effect indefinitely, subject to termination as specified below:

3. TERMINATION:

This agreement may be terminated at any time, with or without cause, by either party by written notice to the other. Such notice shall be effective as of any date after the writing as may be specified by the party serving notice.

4. COMPENSATION:

The benefits accruing to each party shall be full compensation to each without further liability of either party to the other.

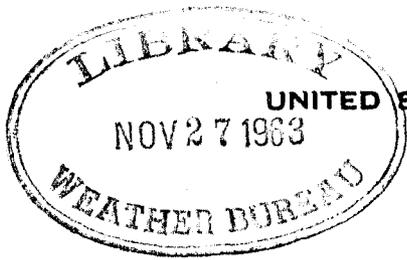
IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first written above.

Organization _____ UNITED STATES OF AMERICA
Department of Commerce
Weather Bureau

By: _____ By: _____

Title: _____ Title: _____

SCHEDULE A		Agreement No.	Effective date
Schedules subject to change upon advance notice.			
Times*	Contents of Forecasts**		
Signature of Representative of Answering Service	Title	Date	
Signature of Weather Bureau Representative	Title	Date	
*Show valid times and indicate standard of time used; example, "5:00 AM to 11:00 AM EST",			
**Under "Contents of Forecasts" the geographical area covered by the forecasts will be described by listing states or localities. Inclusion of general and local or special weather summaries will be indicated.			



UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

October 29, 1963

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

0-5.32

CIRCULAR LETTER NO. 10-63

TO : All First-Order Stations
FROM : Chief of Bureau
SUBJECT : Use of Automatic Telephone Answering Devices and Ring-Throughs
REFERENCE: Circular Letter No. 21-56, 0-5.32, dated May 22, 1956 and ADDENDUM No. 1, dated June 6, 1962; Technical Planning Study No. 7

One of the most serious problems facing many Weather Bureau stations is the matter of satisfying public service demands by telephone. In the past an attempt was made, at least in part, to meet these demands with the limited staffs available at most stations, by installing automatic answering telephone equipment. Experience has shown that up to 90% of the calls that are received can be handled expeditiously and satisfactorily by such automatic means without personal attention.

There are, however, occasions when the caller desires more or different information than that on the recording. Use of an automatic answering device has also resulted in complaints from persons, calling long distance, who were not interested in the local forecast that was usually recorded. For these reasons the length of time that the automatic answering equipment should be used continuously has been restricted to not more than 15 minutes.

To get around these difficulties with automatic answering equipment, a modification, popularly called a "ring-through", was developed in 1957 and successfully tested at WBAS, Seattle-Tacoma.

The purpose of this Circular Letter is to report on our experience to date with this type of equipment and to establish a general policy for guidance of offices which are now using, or may in the future use, such equipment. The basic operation of the ring-through is described thus:

- 1) The answering device with ring-through is installed on the Weather Bureau's public listed telephone line.
- 2) The answering device is located in a quiet spot, such as a broadcast room or cloak closet.
- 3) While the material recorded may vary, depending on weather conditions, normally, the recorded program will consist of local forecasts, stated as briefly as possible; local observational information changed hourly if necessary; any current severe weather warnings, hurricane advisories,

FILE: 657.2

CL 10-63

(Use of Automatic Telephone Answering Devices and Ring-Throughs)

Handwritten signature

WASHINGTON, D.C.
10-29-63

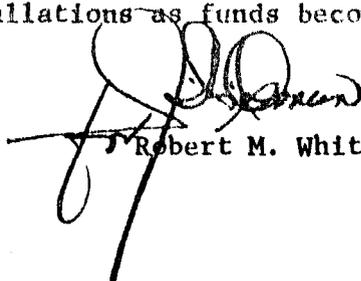
marine information, degree-day data, etc. The total recording should not take up more than 20 or 30 seconds. With a short recording more calls can be completed and a more satisfactory service thus will be rendered. There is a happy medium which provides the most frequently desired information, presented as succinctly as possible.

- 4) The caller will first hear on the recording "If you desire further information after hearing the recording please hold the line for 10 seconds and your call will be answered". A delay, usually of 10 seconds follows the recorded forecast message before the phone rings in the Weather Bureau.
- 5) One of the conditions for installation of this equipment is that any calls "ringing-through" must be answered on a high priority basis. There have been few complaints from the public about our use of the "ring-through". The only serious complaints have arisen from an occasional lack of immediate attention to calls ringing through. Such lack of attention defeats the very purpose of the installation. If there are occasions when immediate attention cannot be given to such calls then the introductory sentence should be omitted from the recording. An opening statement such as the following should then be used: "If you desire information in addition to this recorded information please call back at _____" (never more than 15 minutes beyond the time of the recording).
- 6) When a call rings-through in the Weather Bureau the bell or buzzer should continue to sound intermittently until the telephone is answered. In a few installations a switch must be thrown to complete the call. This is not considered desirable and should be changed if possible.
- 7) The recording should be monitored at times to check the audio quality and to assure that the information is up-to-date.
- 8) Some MIC's have developed a program for certain types of information, such as, degree-day data early in the morning, resort forecasts on Fridays, brief climatological data for the past month on the first working day of the month, five-day forecasts on days of issuance, etc. If careful attention is given to any calls that do ring-through, the information most frequently requested can be added to the recording and thereby eliminate all but a few calls.
- 9) No publicity should be released about this equipment as this could result in overloading the telephone system.

Publicity has at times caused telephone companies to discontinue service to answering devices because a heavy demand caused entire telephone exchanges to become locked-up. The public soon learns to use it effectively anyway. In fact, many callers seem to prefer this means for obtaining information rather than through personal contact.

- 10) When a ring-through is used as described above, telephone directory listings should not include information that a recording is used.
- 11) In a few cases it has been discovered that toll calls would not ring-through but would drop out at the end of the recording. Telephone companies should be alerted to this possibility and asked to correct it.
- 12) During the first few weeks of operation most stations have experienced minor troubles, due generally to errors in wiring the equipment or a lack of understanding on the part of the telephone company as to how the equipment is to be used. Telephone companies should be urged to completely "de-bug" the equipment as soon as possible and under no circumstances should faulty operation be allowed to continue.

MIC's and staffs at Weather Bureau stations using the ring-through have been enthusiastic about the equipment. In general, the response from the public has been favorable, with very few complaints, and it is apparent that somewhat more service is available by this means. The experimental phase, for testing this type of service, is considered completed and the Weather Bureau plans to make additional installations as funds become available.


Robert M. White

cc:
All WBRAO's

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

November 18, 1963

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

0-5.32

CIRCULAR LETTER NO. 11-63

TO: All First-Order Stations

FROM: Chief of Bureau

SUBJECT: Use of "Downtown Data"

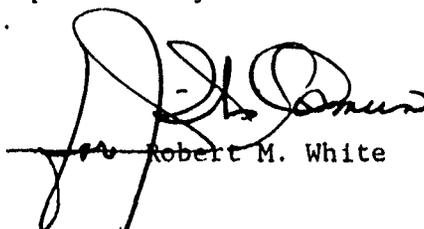
REFERENCE: Circular Letter No. 9-61, dated July 27, 1961

Cities for which "Downtown Data" are transmitted were listed in Circular Letter 9-61. On December 1, 1963, effective with the 1200Z observation, Tampa, Florida will begin adding "Downtown Data" to the synoptic observations transmitted by the WBAS at the Tampa Airport. Cities now transmitting these data are: Atlantic City, Charleston (S.C.), Chicago, Corpus Christi, Los Angeles, New York, Portland (Maine), Sacramento, San Francisco and Tampa. Miami also transmits additive data preceded by the word "Beach." The data are from and should be published as "Miami Beach." The reports are coded in accordance with Paragraph 6.2 of the Manual for Synoptic Code, First Edition, and transmitted with the 1200 and 0000Z (0700 and 1900 EST) reports.

In addition, the office at West Palm Beach (Fla.) includes "downtown temperature data" in the Service A hourly report twice daily at 0000Z (1900E) and 1200Z (0700E) in accordance with Paragraph 10157.2 of Circular N.

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

Circular Letter No. 9-61 is superseded by this Circular and may be removed from the files and destroyed.


Robert M. White



FILE: 630
CL 11-63

(Use of "Downtown Data")

WASHINGTON, D. C.
11-18-63

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

December 24, 1963

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

0-5.31

CIRCULAR LETTER NO. 12-63



TO: All First Order Stations
FROM: Chief of Bureau
SUBJECT: Weather Support for Presidential Flights

This circular letter supersedes Circular Letter No. 11-61, same subject, dated November 21, 1961.

The President of the United States is provided air transportation aboard aircraft of the United States Air Force. When the President is aboard, the flight is termed "Presidential Flight", and the aircraft, regardless of other identification, is then identified as "Air Force One". These terms apply only to flights with the President aboard.

Responsibility for providing weather support to Presidential Flights is assigned to a U. S. Air Force activity, designated Central Control Agency (CCA). The responsibility of the CCA may in some circumstances be assigned to another USAF agency, designated Alternate CCA; in such circumstances, and until reversion to normal procedures, the Alternate CCA has the full authority and responsibility of the CCA. References in this circular letter to "CCA" should be interpreted to mean that USAF agency which, at the particular time in question, has the authority and responsibility of the CCA. These agencies are:

- CCA- Detachment 29, 4th Weather Group, Fort Ritchie, Maryland. Telephone: Area code 717, 878-1300, extension 81547 or 84695, or Washington area interdepartmental code 196, extension 81547 or 84695.
- Alternate CCA- Detachment 56, 4th Weather Group, Air Force Command Post, Headquarters USAF (the Pentagon), Washington, D. C. Telephone: Area code 703, OXford 71638, or Washington area interdepartmental code 11, extension 71638 or 57272.

Special efforts are made to provide tailored briefing services to the Presidential crew. As a rule, these briefings are presented by U. S. military officers. When necessary, weather officers may travel with the staff supporting Presidential Flights. When circumstances prevent in-person briefing by a briefing officer, telephone (USAF command or White House lines) or radio communications are used to provide briefing services from the CCA.

Among other agencies, the U. S. Weather Bureau provides support to the CCA. Assistance provided is summarized by the following statement, which has been

FILE: 652.1

CL 12-63

(Weather Support for Presidential Flights)

WASHINGTON, D. C.
12-24-63

coordinated with the Commander of the 4th Weather Group, the Air Force unit responsible for organizing and directing weather support of Presidential Flights, and is to be included in his plan:

"In cases where Presidential Flights are to land or take off from U. S. civil airports, the Central Control Agency (Detachment 29, 4th Weather Group) will initiate coordination with the U. S. Weather Bureau aviation forecast center (FAWS) having terminal forecast responsibility for the airport. (The Weather Bureau has advised Weather Bureau FAWS centers accordingly.) Coordination will relate to the provision of immediate notification by the FAWS center to the Central Control Agency concerning any amendments being issued to the terminal forecast and any significant weather probability which may exist regarding weather expected in the terminal area other than those stated categorically in the 12-hour terminal forecasts themselves as available on Service A or Service C."

FAWS centers as indicated in the preceding paragraph will call the Meteorologist (or Official) in Charge of the WBAS at the airport of intended landing or take-off and notify him of known significant details concerning the flight of Air Force One. It should be kept in mind that estimated times of arrival and departure (ETA and ETD) of Air Force One are classified information, that only approximate ETA's and ETD's (within 1 or 2 hours) may be given, and that the official ETA and ETD will be provided, using authorized procedures, by the CCA, when considered necessary, directly to both the FAWS center and the WBAS. The purpose of the notification of the MIC by the FAWS center is to solicit the MIC's help in assuring that timely forecast amendments are made as necessary and forwarded to the CCA. The MIC can observe the weather at his airport firsthand, and thus can provide a valuable service in advising the center at once of unforecasted significant weather developments or trends which are inconsistent with the terminal forecast.

Circumstances may require the special relay of routine or special weather observations from the civil airport to the CCA. Such observations will be furnished when specifically requested by the CCA, using collect telephone calls or other communications arranged by the CCA.

Although the MIC is not expected, as a rule, to provide briefing services to the Presidential crew, there may be occasions when these services are required. Such briefings, which will be presented only by properly qualified personnel and only after the CCA has made special arrangements with the MIC, will be based on:

1. Appropriate FT-1's for the terminal (and alternate) for flights departing for U. S. civil airports.
2. Information provided by the CCA for other destinations and for all planning and route forecasts.

Other services, such as use of weather map displays and interpretation of weather data and forecast material, should be provided by the MIC upon crew request.



Robert M. White

USCOMM-WB-DC



UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
WASHINGTON

June 24, 1964

IN REPLY, PLEASE ADDRESS
CHIEF, U. S. WEATHER BUREAU
WASHINGTON 25, D. C.
AND REFER TO
MS-6.24

ADDENDUM NO. 1 TO CIRCULAR LETTER NO. 3-64

TO : All First Order Stations
All Regional Offices

FROM : Director, National Meteorological Services

SUBJECT: Pilot Weather Briefing Log

All aviation weather briefings, including any airline and international briefings, with documentation or without, should be entered on WB Form 652-16A, Daily Pilot Weather Briefing Log.

International flight briefings for which no documentation is furnished will be entered on WB Form 652-16A the same as domestic flights. International flight briefings for which documentation is provided will be entered on WB Form 652-16A only in columns b, c, i, l, m, s and t. In column s will be entered "IED", for International Briefings, documented. Only those international documented flights for which briefings are verbally augmented will be entered on WB Form 652-16A.

Totals of all international flight briefings will be entered at the bottom of column m. These totals will not be transcribed onto WB Form 652-16C, but will continue to be entered in block number 30 of WB Form 051-6, Program Accomplishment Report. Figures for block number 31, documentation, of WB Form 051-6 will continue to be obtained from other records than WB Form 652-16A because at several locations there are some flights documented but not briefed. (Note: Flights between the 48 contiguous states and Hawaii, Alaska, Puerto Rico or other U. S. Possessions are counted as international flights. Flights from the 48 contiguous states to Canada or Mexico are counted as international flights only if documentation is provided.)

Discontinue making entries in blocks 32, 41 and 42 of WB Form 051-6. With submission of the monthly cards, WB Form 652-16C, these entries no longer are necessary.

Within a few months we plan to incorporate WB Form 652-16C into a revised WB Form 051-6.

George R. Cressman
for George R. Cressman

cc:
All QCO's

FILE: 652.11
Addendum No. 1
CL 3-64
(Pilot Weather Briefing Log)
WASHINGTON, D.C.
6-24-64