

U. S. DEPARTMENT OF AGRICULTURE

U. S. WEATHER BUREAU

WILLIS RAY GREGG, Chief

WEATHER BUREAU

TOPICS (AND PERSONNEL)

WITH

INDEX

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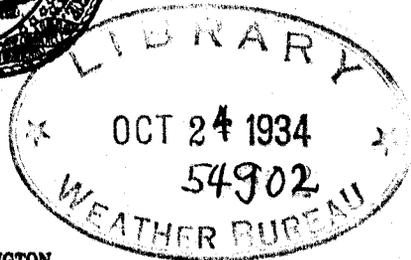
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1930-1933

JANUARY 1930—DECEMBER 1933



WASHINGTON
WEATHER BUREAU OFFICE

National Oceanic and Atmospheric Administration Weather Bureau Topics and Personnel

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WEATHER BUREAU TOPICS AND PERSONNEL

JANUARY, 1932

AMENDED PAY-ROLL PROCEDURE

A situation has arisen which makes it necessary as a matter of policy for the Central Office to discontinue the transmittal of free messages by Department of Commerce teletype, now utilized at the close of each month for the purpose of giving notification as to the correctness of the field pay rolls for the regularly commissioned personnel. To substitute the use of ordinary telegrams over commercial lines at regular rates for teletype communication will obligate the bureau to incur a total annual cost for notification in excess of that which can properly receive administrative approval.

In view of the foregoing, it is necessary to amend the Circular of October 12, 1931, captioned "Important New Pay-Roll Procedure", to the extent that hereafter on the last working day of each month there will be forwarded to the Central Office a letter, in envelope marked "Pay-Roll Notification", certifying that the current pay roll previously forwarded is correct as submitted, or citing such changes as may be necessary to make the roll correct. The only exceptions to this procedure are given below.

Under no circumstances will pay-roll notification messages be sent by the Department of Commerce teletype system, but since no exception has been taken to use of the free radio services of the Army and Navy, such services may still be used.

There will be no objection raised to transmission of the notifications by telegraph or airmail at private expense if telegrams are sent at the paid commercial rate. It should be understood that this is not intended as a suggestion of the Central Office that such action be taken. Whenever a telegram or airmail letter is sent at private cost it will be wholly a matter of personal decision.

Upon receipt of notification after the close of a month, each corresponding station pay roll will be forwarded to the Disbursing Office for payment with as little delay as possible.

REQUESTS FOR AUTHORIZATIONS FOR TRAVEL BY OWN CONVEYANCE

In order that officials at the Central Office may be in a position to administratively determine, as required by law and regulations, whether or not the use of personally-owned automobiles, with reimbursement on a mileage basis, will be economical *and* advantageous to the United States,

statements as follows will hereafter be submitted, in addition to the information called for on Form 4067, when use of that mode of transportation is recommended for official travel.

1. ADVANTAGE.—The use of personally-owned automobile will be advantageous to the Government for the reason that:

NOTE 1.—Examples of advantages which may be cited are: More expeditious handling of public business, as evidenced by a saving of . . . days in travel time; carrying of bureau tools or instruments for the purpose of more expeditious installation or repair of equipment; or lack of availability of suitable public conveyance.

2. ECONOMY:

(a) Cost of journey by public conveyance:

Railroad fare	\$
Pullman fare (berth for night travel and seat for day travel)
Hire of special conveyances
Subsistence: days at \$ a day	<u> </u>
Total	\$

(b) Cost if personally-owned automobile is used:

Mileage: miles at cents a mile
Subsistence: days at \$ a day	<u> </u>
Total	<u> </u>
Estimated saving from use of automobile	\$

NOTE 2.—Figures for railroad and Pullman fares must be obtained from the local ticket agent, mileage must be based on accredited distance tables, and subsistence on planned itineraries.

3. DETAILS ON WHICH THE TRAVELER BASES THE MILEAGE RATE REQUESTED.

(a) The condition of the roads over which it will be necessary to travel is (Describe as good, fair, or poor.)

(b) The cost to the traveler of operating his automobile is estimated as follows:

Gasoline gallons at cents a gallon	\$
Oil gallons at cents a gallon
Storage nights at \$ a night
Ferriage at
	(Names of places.)
Tolls at	<u> </u>
	(Names of places.)
Total	\$

If a showing of advantage and economy by use of personally-owned automobile on a mileage basis can not be made and the traveler desires to use that mode of transportation for his personal convenience, authorization may be issued to provide for reimbursement on an actual expense basis at a cost not to exceed that of the total cost of the same journey by rail, in accordance with the provisions of paragraph 12 of the Standardized Government Travel Regulations. In that event the estimate under 2 (b) for the expenses of transportation should be given on the basis of the cost of gasoline, oil, storage, ferriage, and tolls.

AGREEMENTS FOR GRATUITOUS QUARTERS

Attention is invited to the following quotation taken from Stations and Accounts Division Circular entitled "Quarters", dated May 15, 1930:

Even though offered gratuitously, the Weather Bureau is not permitted to accept quarters, or space on roof or ground, when privately-controlled, unless a written agreement is entered into between the owner and the Government. A form of agreement has been printed and will be prepared by the Stations and Accounts Division in all such cases.

Recently a case came to light in which it was found that gratuitous quarters had been occupied for a very considerable period without the execution of an agreement of any kind, and as a result the Central Office was embarrassed in replying to an unexpected request that it pay rental for the period of occupancy. The request was made regardless of the fact that the correspondence in connection with the procurement of the quarters clearly indicated it was the intention, at the time, of both the bureau and the owner that the facilities were to be furnished without monetary consideration.

It is possible that the rapid expansion of some bureau activities during the past several years may have resulted in a few other instances where this detail of administration has been overlooked. In order that a complete check on the situation can be effected, it is requested that officials in charge of all stations having substation supervision carefully investigate and report whether there are any privately-controlled office quarters, or space on roof or ground, for which they have not on file a copy of an informal agreement. In the event that an instance of this kind is found, the report should be accompanied by the information necessary to prepare an agreement, as called for in the Circular referred to above.

REPORT OF CHANGES IN OR REPAIRS TO RIVER GAGES

All repairs to or changes in a river gage, as renewing a scale, exchanging a chain and weight, painting the equipment, etc., are to be reported in detail to the Central Office on Form 4004C, regardless of whether or not the station was inspected at the time the repairs or changes were made. If the station was not inspected, a statement to that effect should be made as a part of the report, and the name and position of the one doing the work should be given. If the gage was not in adjustment, a recommendation as to the correction of records should be furnished. The nature and extent of the error, and the correction made, should also be furnished, as, for instance, in the case of an improper length of chain.

Forms 4004C and D are to be filed with Form 4004B, and these forms should be a complete history of the river gage.

NOTIFICATION FOR TELEGRAPHING FROST WARNINGS

Station officials are reminded that the season is approaching when frost warnings will be needed. Prompt notification to begin frost warn-

ings, when vegetation has advanced sufficiently, should be sent to forecast centers in accordance with the item in the January, 1929, issue of TOPICS AND PERSONNEL.

**ENTRY OF RECEIVED "PAID" MESSAGES ON WESTERN UNION SECTION OF
FORM 3057**

Numerous messages, originating not only at the Central Office but also at field stations, are filed with the Army or Navy Radio for transmission to destination, but at times radio communication is interrupted and messages are refiled with commercial companies for completion of transmission to destination. In most instances such messages are refiled as prepaid and bills submitted to the Central Office by the radio service for reimbursement. In order to prevent billing both by the radio service and the Western Union Telegraph Company, special notice will be taken by the receiving office of all messages which are received checked "Paid Gov't", and in all such cases appropriate footnote should be made of the fact on the margin of the Western Union section of Form 3057.

**CEILING REPORTS FROM STATIONS EQUIPPED WITH CEILING-MEASURING
EQUIPMENT**

The Central Office was recently requested by the Department of Commerce to provide a ruling concerning the use of the terms "plus" or "over" in connection with ceilings beyond the range of ceiling-measuring equipment. The following is quoted from the reply of the Weather Bureau, which was subsequently used by the Department of Commerce in issuing instructions for the guidance of its personnel:

This bureau does not favor the use of the term, except under the special case when a ceiling balloon might be blown out of sight by high winds before reaching the clouds when these are estimated to be below 2,000 feet. In such cases instructions, now in preparation, provide that the ceiling will be reported as being "over" the last-observed altitude. In all other cases the ceiling is to be given in actual feet up to 10,000 feet, as it is assumed that ceiling-measuring apparatus will be used in all cases where the ceiling is low and its range is great enough to insure measuring ceilings in the lower levels. The use of the word "plus" might possibly, it is believed, result in all ceilings higher than the range of the apparatus used to measure it being reported as the maximum range of the apparatus, "plus" * * * without further attempt to estimate it * * *.

Employees at all stations concerned are requested to conform with the foregoing. It is, of course, assumed that observers at all airways stations equipped therefor have instructions through supervising stations to use ceiling-measuring equipment at all observations during the night and at least every two hours during the day, when appropriate.

**REPORTING "NO ASCENSION" IN WIND-ALOFT REPORTS IN ENGLISH UNITS ALONG
THE AIRWAYS**

In connection with Section II of the Circular, "Change from Surface to Sea Level as a Base for Wind-Aloft Reports", dated December 1, 1931, the attention of the Central Office has been invited to the fact that

no provision is made therein for reporting observations not made owing to low clouds, rain, etc. The following data are to be reported in such cases:

1. Station.
2. Time.
3. Words "Wind aloft".
4. Reason for no observation.
5. Word "None".

Thus: WA 630AES WINDS ALOFT LOW CLOUDS NONE.

CLOUD ELEVATIONS IN CODED PILOT-BALLOON REPORTS

It is noted that "surface" is still being used at several stations as a base for coding cloud elevations in pilot-balloon reports, even though the change of base to "sea level" became effective January 1, 1932. It was intended that the instructions on page 1 of the Circular, "Change From Surface to Sea Level as a Base for Wind-Aloft Reports", dated December 1, 1931, apply to cloud as well as to other elevations included in pilot-balloon reports. Station officials who are not now complying with instructions in this respect are directed to do so hereafter.

CORRECTION

The effective date given in the articles entitled "Wind Directions in Airways Weather Reports" and "Modifying Wind Terms" on pages 223 and 224, respectively, of the December, 1931, number of TOPICS AND PERSONNEL should be January 20, 1932, instead of January 20, 1931. Necessary corrections should be made in the articles in question.

CORRECTION TO AEROLOGICAL CODE

The cloud code word "Croaking", for 6 stratus calm, in the Aerological Code, 1930, is in error. The word should be "Choaking". Station officials are requested to correct their copies of the Aerological Code accordingly.

CIRCULAR N

It is expected that the revised edition of Circular N, "Instructions for Airways Observers", will be available for issue to stations by February 20, 1932. Each first-order and airport station will be furnished one copy direct, without request. In addition, it is, of course, necessary that a copy be furnished to each airways and Department of Commerce intermediate station making airways weather reports. To this end, it is requested that officials in charge of stations having general supervision of service on airways submit Form 4020B, in envelopes marked "Forms for Aerological Division", for the number of the Circulars required to furnish one copy to each airways and Department of Commerce station on the airways under their general supervision. A few extra copies may also be requested for use as replacements.

ANEMOMETER RECORD STAMPS

Two rubber stamps for anemometer record sheets in connection with Instructions No. 14, dated December 18, 1931, were mailed to each station on January 27, 1932. Officials in charge of stations at which these stamps are required, and who do not receive them within a reasonable time, should call attention to the nonreceipt.

Mailing cases used in forwarding the stamps should be returned to the Central Office by mail.

PREPARATION OF FORM 4016

Action at the Central Office in connection with replenishing of stock and furnishing supplies of forecast cards, rural delivery slips, maps, and Form 1038 to stations is based on the monthly reports made on Form 4016. Station officials are therefore requested to see that care is exercised in the preparation of Form 4016 in order that the information given thereon may be correct.

STATION ANNUALS

Attention is invited to the request from the Central Office contained in Circular Letter dated October 19, 1931, that a page of summarized data be included in the station annuals. These data should appear in the 1931 annuals.

MAP HOLDERS

A description was recently received at the Central Office of a map holder, used at the airport station at Camden, N. J., which may be of use at other stations where manuscript maps are displayed on bulletin boards.

The holder is made of two ordinary curtain rods, which are fastened to the bulletin board by means of brackets having pins over which the ends of the rods fasten. The space between the rods is somewhat less than the height of the map. The upper rod, directly under the roll of the book of maps, supports the weight; the second rod, near the bottom, keeps the map in place. This provides for the hanging of the entire map book and obviates the necessity for detaching each map. The rods used are of the sliding type, which may be adjusted to the length desired. They may be obtained at a cost as low as 10 cents each. The holder is so placed as to provide for proper light on the map.

NOTICES ON MAPS AND BULLETINS PROHIBITED

A few stations from which Daily Weather Maps and bulletins are issued have published thereon the call letters of radio stations which broadcast weather information and forecasts and the schedules of such broadcasts. Exception to this practice was taken by a prominent newspaper on the ground that it is a form of advertising to which newspapers and other agencies cooperating with the Weather Bureau in a similar way are equally entitled.

The Weather Bureau is in agreement with this principle. While it appreciates the valuable cooperation that it receives from radio broadcasting stations, newspapers, and other agencies in assisting in making its service available to the public and business interests, obviously it would not be practicable to publish on its maps and bulletins the names of all the cooperating agencies.

Officials in charge of stations issuing maps or bulletins containing notices such as are referred to have been directed to remove them from future issues. It is desired that no slogans, notices, or extraneous material of any character be published on maps or bulletins unless such are specifically authorized by the Central Office.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. C. A. Donnel, Chicago, president; Mr. G. C. Merchant, Greenville, vice president; Mr. W. S. Brotzman, Pittsburgh, member of the executive committee.

DEPARTMENTAL CLUB

Mr. William H. Alexander, Columbus, has been elected president of the local U. S. D. A. Club.

RETIREMENTS

Mr. Albert Ashenberger, formerly official in charge at Mobile, who has been on leave without pay since noon of April 27, 1931, has been retired effective with the termination of April 30, 1931, on account of illness. Mr. Ashenberger was born at Brownsville, Tex., on March 8, 1868. He entered the Signal Corps as assistant at Mobile on November 8, 1889, where he remained for about four months; thereafter he served for short periods as assistant at Nashville, Hatteras, Jacksonville, Galveston, Phoenix, Richmond, and Portland, Oreg., and as official in charge at Hatteras, Yuma, and Elkins until October, 1903, when he was assigned to Mobile as official in charge.

Mr. Theodore L. Bridges, assistant at the Boston station, was retired on account of physical disability at the termination of October 31, 1931. Mr. Bridges was born at Wilton, N. H., on May 2, 1869. He entered the Signal Corps as assistant at Boston on June 4, 1888. After a short period of time he was transferred to Detroit as assistant, thence to Sandusky where he remained until September, 1889, when he was reassigned to the Boston station where he served as assistant until the date of his retirement, except for a period of about three months during 1893 when he was given a temporary assignment at Chicago during the World's Fair.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of January, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Aldredge, Robert C.....	Charleston, S. C.....	Promoted to assistant observer at \$1,740 from \$1,620.
Alkire, Herbert L.....	Charleston, S. C.....	Promoted to junior meteorologist at \$2,100 from observer at \$1,920.
Ashenberger, Albert.....	Mobile, Ala.....	Assistant meteorologist at \$2,900, leave without pay revoked and retired on April 30, 1931, on account of total disability.
Baird, Kenneth K.....	Omaha, Nebr.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Bridges, Theodore L.....	Boston, Mass.....	Observer at \$1,800, leave without pay revoked and retired October 31, 1931.
Bristow, Gerald C.....	Vicksburg, Miss.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Clark, Allen C.....	Nashville, Tenn.....	Promoted to assistant observer at \$1,740 from junior observer at \$1,560.
Coleman, Miss Ruth M..	Washington, D. C.....	Junior clerk, CAF-2, at \$1,500, resigned; record, fair.
Drapier, William C., jr..	Omaha, Nebr.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Edming, Walter J.....	Albuquerque, N. Mex..	Senior observer, granted leave without pay from December 13, 1931, to March 12, 1932, on account of illness.
Epperly, Perry O.....	Oklahoma City, Okla ..	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Fitzgibbons, Warren J..	Omaha, Nebr.....	Appointed junior observer at \$1,440.
Gibson, Dwight F.....	Oklahoma City, Okla...	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Gould, Donnell H.....	Rock Springs, Wyo....	Appointed junior observer at \$1,560.
Griffith, Willard D.....	Spokane, Wash.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Hastings, Philip A.....	Rock Springs, Wyo....	Promoted to assistant observer at \$1,740 from junior observer at \$1,440.
Jones, George R.....	Vicksburg, Miss.....	Assistant observer at \$1,620, resigned; record, unsatisfactory.
Kurtzweil, John P.....	Key West, Fla.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Larsen, A. Lauritz.....	Duluth, Minn.....	Appointed assistant observer at \$1,620, by reinstatement.
Lennahan, Charles M....	Washington, D. C.....	Designation changed to assistant scientific aid, SP-4, at \$1,620, from assistant observer at same salary.
McIntosh, Joseph K.....	Port Huron, Mich.....	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Main, Merl S.....	Ellendale, N. Dak.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Mills, Richard H.....	Chicago, Ill.....	Observer, leave without pay extended to February 3, 1932, on account of continued illness.
Montzka, Alfred J.....	Washington, D. C.....	Promoted to senior scientific aid, SP-6, at \$2,000 from scientific aid, SP-5, at \$1,920.
Mozoney, Russell P.....	Abilene, Tex.....	Appointed junior observer at \$1,440.
Otto, Miss Pauline J....	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440, by transfer from Bureau of Biological Survey.
Neick, Ralph W.....	Rock Springs, Wyo.....	Promoted to junior meteorologist at \$2,100 from senior scientific aid, SP-6, at \$2,000.
Rampy, Stanley W.....	North Platte, Nebr.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Rasumssen, Wiggo.....	Port Angeles, Wash....	Mechanic at \$1,800, appointment terminated incident to reduction of force.
Sawyer, Harold A.....	Tucson, Ariz.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Sims, Wiley K.....	Nashville, Tenn.....	Promoted to observer at \$1,920 from assistant observer at \$1,740.
Sitchler, Clynt E.....	Albuquerque, N. Mex..	Promoted to junior observer at \$1,440 from under observer at \$1,260.
Slater, Belden H.....	Port Huron, Mich.....	Under observer at \$1,260, resigned; record, excellent.
Sweeney, Eugene F.....	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
Wilgus, Russell V.....	Duluth, Minn.....	Assistant observer at \$1,620, resigned; record, excellent.
Wolff, Jerome E.....	Boise, Idaho.....	Appointed junior observer at \$1,440.
Ziegler, William J.....	Washington, D. C.....	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,620.

Changes in assignments

Name	Relieved from—	Assigned to—
Clark, Allan C.....	Bellefonte, Pa.....	Nashville, Tenn., assistant.
Kurtzweil, John P.....	Abilene, Tex.....	Key West, Fla., assistant.
Pearson, Floyd H.....	North Platte, Nebr.....	Cheyenne, Wyo., assistant.
Rampy, Stanley W.....	Omaha, Nebr.....	North Platte, Nebr., assistant.

A. H. Mawin.

Chief of Bureau.

(WB-2-12-32-400)

WEATHER BUREAU TOPICS AND PERSONNEL

FEBRUARY, 1932

DELAY IN RECEIPT OF SALARY CHECKS

It was realized by officials at the Central Office that the delay in the issue of salary checks, resulting from a recent decision of the Comptroller General, would, in some instances, be embarrassing to station employees until they could make a few changes in their financial arrangements. Nevertheless, in conformity with the usual spirit of cooperation evinced by the personnel of the bureau, it is expected that field employees will so adjust their personal budgets as to be able to meet their normal periodic obligations under the new pay-roll procedure with the same regularity as formerly. Ordinarily, it is believed, creditors for monthly subsistence and other customary living expenses will readily acquiesce in a change in the schedule of payments when the situation is explained; but, if not, the same end may be better accomplished by the building up of a reserve fund. The adoption of a plan to keep expenditures within his income and in addition to set apart a portion of his salary, however small the amount, as a reserve for emergencies, not only adds to one's self-respect and sense of security, but to his standing in the community and in the bureau.

EMERGENCY ASSISTANCE FOR RELIEF OF AIRWAYS OBSERVERS

Effective July 1, 1932, the method of authorization and submission of vouchers for expenses in connection with the hire of assistants for relief of airways observers employed at rates in excess of \$45 a month, as outlined in the first article in the February, 1931, number of TOPICS AND PERSONNEL, will be discontinued. Beginning with that date, and continuing thereafter, authorization for the employment of relief observers will be included in Circular 7, Paragraph II, and in amendments thereto. This will obviate the necessity for the tying up of funds in letters of authorization and will save considerable correspondence and record work.

The rates at which relief assistants will be employed will remain as at present, namely, \$2, \$2.50, and \$3, the rate applicable in each case to be the same as that of the regular observer for whom the relief is required, as set forth in his formal appointment by the Secretary of Agriculture; *except*, that if the rate of pay provided by such appointment is on a monthly basis, per diem rates will be in accordance with the following: Over \$45 to \$65 monthly wage, a per diem of \$2; over

\$65 to \$85 monthly wage, \$2.50; over \$85 to \$100 monthly wage, a per diem of \$3.

Such relief observers will not be given an appointment status, and it will not be necessary for supervising station officials to obtain further authority from the Central Office than that given in Circular 7, Paragraph II, and any amendments thereto issued in the form of letters of authorization or printed instructions. Since the regular observers receive no pay while absent from duty, the funds provided in the before-mentioned authorizations will be sufficient for the employment of relief assistance.

Station officials are reminded of the necessity, however, of keeping within the limits of the rates outlined above and also of the restriction as to payments that may be made to a relief observer, namely, that the total of the payments to any one individual relief observer may not exceed \$540 in any one 12-month period.

Expenses for the hire of emergency assistance for the relief of airways observers whose wages are in excess of \$45 a month will be submitted on the voucher for wages of the regular observers. Certification, as follows, will be made on the voucher:

Mr..... relieved.....
 (Name of relief observer.) (Name of regular observer.)
 airway observer at....., who is employed at the rate
 (Place of employment.)
 of \$..... a day
 month under formal appointment by the Secretary of Agriculture.
 Mr..... has been paid \$.....* for relief
 (Name of relief observer.)
 assistance since.....*

*The amount may not exceed \$540 and the date should be not more than 12 months prior to beginning of the period of service (of the relief observer) on the voucher.

Because of the nature of the employment, relief for airways observers receiving compensation not in excess of \$45 a month will seldom be required. However, when relief is required, the supervising station official may designate an observer to act for the regular observer temporarily at the same rate of pay received by the regular observer. The expenses in connection therewith will be charged to Circular 7, Paragraph II (and any amendments thereto), and will be submitted on the vouchers for wages of the regular observers. Form 4076, covering the temporary appointment, will be forwarded with the first voucher.

USE OF PERSONALLY-OWNED VEHICLES FOR TRANSFERS BETWEEN STATIONS

As indicated in the article entitled "Requests for Authorizations for Travel by Own Conveyance", in the January, 1932, number of TOPICS AND PERSONNEL, an employee may not be reimbursed on a mileage basis for the expense of operating his own conveyance unless both *advantage* and *economy* will result to the Government by use of that mode of transportation. A showing of advantage can not be made in cases of transfers between permanent or temporary stations unless the automobile will be

needed at the new station for inspection work, etc. Use of an automobile for transportation between the employee's place of abode and his office does not constitute official use; neither can transportation between the city office and the airport be considered as official travel unless the airport is more than 5 miles outside the corporate limits of the city in which the employee's official headquarters are located.

Accordingly, in authorizing use of personally-owned vehicles in traveling between permanent or temporary stations, allowance of expenses at a mileage rate in a total amount less than that of the same journey by public conveyance will be made when it can be definitely shown that the employee's own conveyance will be needed for official travel at his new station; otherwise, allowance will be made on the basis of the actual cost of gasoline, oil, toll and ferry charges, etc., in a total amount not to exceed that of the cost of the same journey by public conveyance, as outlined in paragraph 12 of the Standardized Government Travel Regulations. In either case it will be necessary that leave be taken for any working time required for making the journey by automobile in excess of what would have been required for the same journey by public conveyance.

WEATHER FORECASTS AND THEIR MEANING

The United States Weather Bureau issues weather forecasts for each State twice daily, Sundays and holidays included. The country is divided into five districts (groups of States), each having a forecast center. The weather frequently varies so materially in some of the larger States that they are divided into two sections and separate forecasts are regularly issued for each portion. Examples: "Eastern New York" and "Western New York", "Eastern Pennsylvania" and "Western Pennsylvania", "Northern California" and "Southern California", etc. The locations of the five forecast centers and the State areas included in their districts are:

WASHINGTON, D. C.

Maine.	Eastern Pennsylvania.	South Carolina.
New Hampshire.	Western Pennsylvania.	Georgia.
Vermont.	New Jersey.	Florida (except extreme northwest portion).
Massachusetts.	Delaware.	Tennessee.
Rhode Island.	Maryland.	Kentucky.
Connecticut.	District of Columbia.	West Virginia.
Eastern New York.	Virginia.	Ohio.
Western New York.	North Carolina.	

CHICAGO, ILL.

Illinois.	Wisconsin.	North Dakota.
Indiana.	Missouri.	South Dakota.
Upper Michigan.	Iowa.	Nebraska.
Lower Michigan.	Minnesota.	Kansas.

NEW ORLEANS, LA.

Alabama.	Louisiana.	East Texas.
Mississippi.	Arkansas.	West Texas.
Florida (extreme northwest).	Oklahoma.	

DENVER, COLO.

Montana.	Colorado.	Arizona.
Wyoming.	Utah.	New Mexico.

SAN FRANCISCO, CALIF.

Northern California.	Nevada.	Oregon.
Southern California.	Idaho.	Washington.

Weather forecasts and warnings for the States and their coastal waters are issued from their respective forecast centers only, except that all advices and warnings concerning hurricanes are issued from Washington, D. C., and all storm warnings for the Great Lakes from Chicago.

Forecasting centers are located also at Juneau, Alaska, San Juan, P. R., and Honolulu, T. H., for limited and special services.

Observations, upon which forecasts are predicated, are taken twice daily and are telegraphed from nearly 300 places in continental United States, Canada, Alaska, the West Indies, Mexico, Central America, islands in the Pacific, and from ships at sea. The forecasts are completed and ready for distribution in about one and one-half hours after the observations are made. Those issued in the morning from all the district centers are for 24 hours, divided into two periods of 12 hours each, the first period beginning at 8 p. m., E. S. T., of the day of issue and the second at 8 a. m. the next day. Example: "Cloudy and warmer to-night. Wednesday, showers and slightly cooler". "To-night" refers to the period beginning at 8 p. m. and ending at 8 a. m.; "Wednesday" refers to the period beginning at 8 a. m. and ending at 8 p. m. of that day. State forecasts issued from district centers in the morning do not include a prediction for the same afternoon, as a rule. However, "this afternoon" is frequently included in local forecasts issued each week-day morning from Weather Bureau Offices in many cities, the term applying to the period between noon and 8 p. m.

Forecasts issued in the evening are for 36 hours, beginning at or just before 8 o'clock the next morning. Examples: "Cloudy, probably occasional light rain in north and west portions Sunday. Monday partly cloudy". "Cloudy and slightly colder, preceded by light rain Sunday. Monday cloudy, followed by light rain in afternoon". Forecasts issued in the evening are not for as closely-defined periods as those issued in the morning. They refer principally to daytime conditions, except in cases when "night" is specifically mentioned.

Whenever no reference is made to expected temperature changes in a forecast, it is to be understood that there will be no material change in temperature conditions.

Forecasts of wind direction and force are included in both morning and evening predictions for States bordering on the Pacific and Gulf coasts. They apply to the coastal sections and contiguous off-shore water areas and not to the interior of such States.

Separate wind and weather forecasts are issued for coastal and contiguous ocean areas of the States in the Washington forecast district which border the Atlantic Ocean or the Gulf of Mexico, and from the Chicago forecast center for the States on the Great Lakes. However, whenever unusually strong winds are expected, wind predictions are included in the forecasts for all the States in the country, and when included they apply to the whole State area.

Distribution of weather forecasts is extensive. Many methods are employed, but those mainly depended on are newspapers, radio, telegraph, telephone, and the mails. Necessarily, the forecasts must be brief and, therefore, certain words which have a definite meaning are used with regularity. Some of them, such as "warmer", "colder", "local thunderstorms", "fog", "cold wave", "light frost", and "heavy frost" are well understood, but others are subject to interpretation. Terms of the latter class are listed below, together with the interpretations placed upon them.

Clear.—No precipitation. Sky free or nearly free from clouds.

Fair.—No precipitation, but the character of the sky may range from clear to partly cloudy.

Generally fair.—Some variation in cloudiness and possibly some light precipitation in scattered places, but clear to partly cloudy sky over most of the area. This term is usually employed in forecasts for relatively large areas, such as a whole State or half of a State.

Partly cloudy.—No precipitation, but some cloudiness.

Increasing cloudiness.—Sky clear or partly cloudy at the beginning of the period, becoming overcast by its close; or, when the sky is nearly overcast with thin, high clouds at the beginning of the period and intermediate or low clouds develop before its close.

Mostly cloudy.—Sky overcast, but occasional breaks of considerable duration.

Cloudy.—No precipitation, but overcast sky.

Unsettled.—Considerable cloudiness and threatening weather, with very little (less than .02 inch) or no precipitation.

Threatening.—Sky overcast with dark, lowering clouds, but precipitation unlikely.

Rain.—Precipitation of comparatively long duration, as distinguished from showers, such as frequently occur in the summer.

Occasional rain.—Rainfall at infrequent intervals and not prolonged.

Showers.—Intermittent rainfall of comparatively short duration.

Snow.—Snowfall of relatively long duration.

Occasional snow.—Snowfall at infrequent intervals and not prolonged.

Snow flurries.—Very light and intermittent snowfall.

Clearing.—Precipitation in one period to end shortly after the beginning of the next, and followed soon thereafter by broken clouds or clear sky. Example: "Rain to-night, clearing Friday morning".

Sleet.—Precipitation in the form of small ice pellets produced by the freezing of rain in the free air. These pellets are dry, hence do not cling to anything in falling.

Glaze.—An ice coating formed from rain freezing on objects in a very shallow layer of cold air (temperature of both the air and the objects being below the freezing point). A deposit of glaze on an extensive scale is called an "ice storm", but this term is not used in forecasts.

Probably, probable, possibly.—Sometimes used in connection with forecasts of precipitation to indicate the probability of occurrence. "Probably" or "probable" signifies that, in the judgment of the forecaster, precipitation is very likely to occur. "Possibly" indicates uncertainty, but that precipitation is more likely to occur than not.

This article is published for the information of station officials and for assistance to them in responding to inquiries; also, as a guide in the preparation of forecasts. Separates may be obtained by requisition.

WEATHER BROADCASTS BY RADIOPHONE

A survey of radiophone broadcasts of weather forecasts and information in the United States will be made as of April 1, 1932. Special forms have been printed for the purpose and a supply is being forwarded to section centers.

Each section director will correspond with the officials in charge of all first-order stations—including those located at airports—in his State for the purpose of ascertaining what radio stations in their cities or vicinities are making broadcasts of forecasts or other information emanating from the Weather Bureau. Section directors will then furnish the stations concerned with the required number of forms.

Forms will be prepared in triplicate, one copy to be retained at the station and two copies to be sent to the official in charge of the section center. The latter will retain a copy for his files and forward the other to the Central Office, with his combined report of all radio stations in the State that are engaged in the broadcasting of weather reports and information. Envelopes containing the reports and forms should be marked "Radio Reports—Forecast Division".

Information concerning radio weather broadcasts in cities where no regular Weather Bureau Office is located will be secured by section directors through correspondence directly with the officials of the radio stations, but officials in charge of other stations should cooperate by bringing to the attention of the section director the names and locations of such broadcasting stations.

Radio-telegraph stations making weather broadcasts are not to be included in this survey.

After April 1, 1932, report will be made to the the Central Office, through the section center, on this form, whenever broadcasting of weather forecasts or information is begun or discontinued at any radiophone station, or when any change is made in schedules at such stations.

COMPLIANCE WITH INSTRUCTIONS IN WEATHER CODE

Many observers are telegraphing in regular a. m. and p. m. observations "K" words for pressure changes less than .10 inch in the last three hours. Paragraph 39 of the Weather Code, 1931, provides that the word for pressure characteristic, pressure change, and maximum or minimum temperature will be taken from the last column on pages 37 to 46 when the change has been .07 inch or more, and that "K" words will be added to indicate the total change when it is .10 inch or more. "K" words should not be used for changes less than .10 inch.

Attention of station officials is invited to paragraph 58 of the Weather Code, 1931, relative to reporting by mail on Form 1035 whether the amount of precipitation was a trace or .01 inch, in cases where the telegraphic amount sent in the a. m. is the same as in the previous p. m. observation, but time and character are enciphered in the a. m. report. Some observers are not forwarding this report in accordance with instructions.

OMISSION OF "WINDS" FROM STATE FORECASTS

For many years it has been the practice to include in daily forecasts for States bordering the Atlantic a forecast of winds expected to occur in the coastal areas of those States. Since January 1, 1931, wind forecasts have not been included in the State forecasts for the New England States. In lieu thereof, coastal stations in New England have been supplied with wind and weather forecasts applicable to the New England coast and contiguous ocean waters. On and after March 1, 1932, the plan will be extended to apply to the remaining coastal States in the Washington forecast district. Wind forecasts will be included in State forecasts only when unusually strong winds are expected. This practice will apply to all States in the Washington forecast district—interior and coastal.

Coastal stations formerly receiving State forecasts with winds will be provided with appropriate ocean-area wind and weather forecasts. They cover a period of 24 hours. Following are the coastal and ocean areas for which such forecasts are issued:

Eastport to Sandy Hook.	West Gulf.
Sandy Hook to Hatteras.	Western Caribbean and Windward Passage.
Hatteras to Jacksonville.	Bermuda and vicinity.
Jacksonville to Florida Straits.	
East Gulf.	

It will be noted that the former area, "Hatteras to Florida Straits", has been divided into two sections.

Coastal and ocean-area forecasts issued from Washington will be used as a guide in preparing the wind portion of local forecasts issued at coastal stations, but it should be borne in mind that the coastal and ocean-area forecasts apply more particularly to the open waters and that winds in harbors and bays are usually not as strong.

UNAUTHORIZED DATA IN TELEGRAPHIC REPORTS

Many observers include in their telegraphic reports of regular observations words for lower clouds when calm and when moving with the surface wind, though in the latter case the movement is not rapid. Station officials are enjoined to see that the provisions of the Weather Code, 1931, are observed in telegraphing cloud as well as other data, because the transmission costs of unauthorized and unnecessary data in the distribution system are considerable in the aggregate.

BAROMETRIC CORRECTIONS FOR ALASKAN AND CANADIAN STATIONS

Inquiries have been received regarding the proper corrections to be applied to barometric readings from Alaskan and Canadian stations which are distributed through the SGL D&A System and by teletype. Canadian station reports received by these means should be corrected by increasing the telegraphed readings as follows:

Aklavik.....	+ .08	Fort Smith.....	+ .80
Nottingham.....	+ .12	Hopes Advance.....	+ .28
Churchill.....	+ .06	Norman.....	+ .40
Resolution.....	+ .10	Fairview.....	+ .06
Simpson.....	+ .50		

No corrections are necessary for readings from other Canadian stations or U. S. stations in Alaska.

Corrections are applied to Canadian reports before broadcast by radio from Washington through Naval Radio Station NAA.

SETTING MARINE ANEROIDS

Aneroid barometers on ships should be set by Weather Bureau employees only under circumstances of the most unusual nature constituting an emergency case, and then only at written request of a responsible ship's officer. Every such case will be reported to the Central Office.

A growing tendency to set ships' barometers to zero corrections has been observed. Such action is rarely successful in establishing freedom from a correction rating. It is objectionable in several respects. The accumulated history of a barometer's corrections as filed in the Central Office is a most valuable criterion of the quality and condition of that barometer. Whenever an aneroid is set, this history is disturbed and uncertainties are injected which may require a considerable period of time to clear. If the setting has been accomplished at Weather Bureau hands, the action might readily be misinterpreted by the mariner as an indorsement of the accuracy of his barometer, which may in fact be in bad order and not trustworthy under any circumstances.

When the judgment of the contacting field official indicates that a ship's barometer is in need of mechanical attention, recommendation should be made to the master of the ship that the instrument be replaced, if possible. Repairs to aneroids are seldom satisfactory and in many instances not worth their cost, considering the moderate price at which a new instrument of high quality can be obtained.

CORRECTIONS IN CIRCULAR N

In two instances since Circular N was returned to the Government Printing Office for printing, circumstances have arisen which necessitate changes in the original text. These are being accomplished by having the new text printed on a separate sheet with instructions that it be pasted in the Circular at the proper point, in addition to, or over the original text. These separates will be furnished with each copy of the Circular issued to stations and are to be pasted in their proper places in all Circulares, both those for station use and those issued to substations, immediately upon receipt.

Inasmuch as other changes in the original text will probably be required from time to time, and as the foregoing plan has worked well in connection with other publications, this method will also be used in providing for future corrections to Circular N. Sufficient separates will be sent to the stations having general supervision of airways to provide copies for issue to the substations on the airways under their general supervision. Officials making quarterly inspections will make certain that all are properly entered at each station.

MAILING OF FORMS 1136-1140

In many cases sets of Forms 1136-1140, the preparation of which was begun on January 1, 1932, are received at the Central Office out of order and with the forms for several stations loose in one envelope. This results in much unnecessary loss of time in handling the forms. In order to avoid this, it is requested and directed that officials at stations from which the forms are forwarded to the Central Office make certain that the set for any particular station is in proper sequence, i. e., 1136 on top, 1137 first under, etc., and that, when more than one set is sent in an envelope, each set be folded so as to separate it from the others. The forms should not be clipped together, since the use of metal fasteners is prohibited under the Postal Regulations for the reason that they cause damage to the canceling machines used by the Postoffice Department.

RETURN OF MEMORANDUM BILLS OF LADING

All memorandum bills of lading (yellow sheets), as directed in the red-ink notation thereon, must be returned to the Central Office.

Copies of bills of lading are not furnished for station files. The extra blank memorandum bills of lading are furnished for use with bills of lading issued to contractors and must be used only for that purpose.

SURPLUS PROPERTY

Serviceable property, as listed below, will be surplus about June 1, 1932, and available for transfer to other stations:

AT DUE WEST, S. C.

Four chairs, revolving, oak.
 Two chairs, bentwood, oak.
 One chair, side, oak.
 Three desks, flat-top, oak, single, 34 by 60 inches.
 One desk, typewriter, oak, single, 30 by 42 inches.
 One stand, typewriter, oak, 18 by 32 inches.
 One filing case, letter size, oak; three large sections, six small drawers, with base.
 One case, book, oak; five sections—three 32 by 10 inches, two 32 by 13 inches, with drawer and base and top section; Globe-Wernicke.
 One wardrobe, oak, 21 by 40 inches, 5 feet high.

AT ROYAL CENTER, IND.

One battery, storage, 4-volt, 80 ampere hours; good condition; cells old.
 One charger, battery, trickle, dry, type Unitron No. 00; good condition.
 One bookcase, sectional, oak, with top, bottom, and five sections, 32 inches, Gunn; three sections 9½ inches deep by 13 inches high and two sections 9½ inches deep by 11 inches high, inside measurements.
 One bookcase, Globe-Wernicke, sec-

tional, golden oak; top, bottom, and three sections, 32 inches; one section 12 inches deep by 13½ inches high, one section 9½ inches deep by 12 inches high, and one section 9½ inches deep by 10 inches high, inside measurements.

One file case, sectional, oak, with top and bottom sections, 24 by 34 inches over all; one section of three drawers, each 2½ by 22 by 31 inches; two sections—vertical, letter—of drawers, per section 14½ by 10 inches, inside, by 22 inches.

Two chairs, straight-back, wood seat, oak.

One chair, straight-back, leather seat, oak.

One chair, revolving, cane seat and back, oak.

Two chairs, revolving, wood seat, oak.

Three desks, flat-top, single, oak—two 30 by 50 inches; one 30 by 54 inches.

Two racks, hall, for coats, oak.

One stand, typewriter, oak, 17 by 32 inches.

One table, oak, 30 by 48 inches.

One table, library, oak, 26 by 42 inches.

One drawing board, pine, 23½ by 18 inches.

Two drawing sets, instrument; fair condition.

One mower, lawn, 16-inch blade.

HOURLY WIND VELOCITIES

Hourly wind-velocity data recorded prior to January 1, 1932, may be corrected to the 1932 standard (true velocities) by using the corrections published in Instructions No. 14, 1931.

NEW AIRPORT STATION

An airport station was opened at the Municipal Airport, Pueblo, Colo., on February 15, 1932. Mr. Victor V. Phillips, formerly in charge of the Brownsville, Tex., Airport Station, and more recently employed as meteorologist by the Mexican Aviation Co., has been assigned in charge. Full 24-hour service and the other usual activities of airport stations will be maintained. Pilot-balloon observations are not contemplated at this time.

SPECIAL CODING OF TELEGRAPHIC REPORTS

Effective on and after April 1, 1932, regular a. m. and p. m. reports from the second-order station at Durango, Colo., distributed through the SGL D&A System, will be coded as follows:

AM BBTT DwFF MMmm rrRR Frost Thunderstorms.
PM BBTT DwFF XXMM rrRR Thunderstorms.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected to office in local Federal Business Associations as follows:

Mr. Leon G. Sutton, Port Angeles, reelected secretary; Mr. Henry E. Hathaway, Reading, elected president; Mr. Otto E. Moery, Terre Haute, elected secretary; Mr. Paul Hess, Wilmington, reelected president.

RETIREMENT

Mr. George H. Willson, assistant at the San Francisco station, was retired February 29, 1932. He was born in Kent County, Md., on February 23, 1858. Mr. Willson entered the Signal Corps on April 24, 1880; after short periods of instruction at Fort Whipple and special assignments at Narragansett Pier, Bismarck, and Fort Missoula, he served successively as official in charge at Superior City, New Chicago, Fort Klamath, Linkville, Ashland, and Shreveport until November, 1890, when he was assigned to San Francisco as assistant; then followed assignments as official in charge at Seattle and Olympia until May, 1894, when he returned to San Francisco where he has since served in the capacity of assistant, with the exception of nearly four years (August, 1913, to June, 1917), when he was official in charge.

DEATH

Mr. Walcott L. Day, in charge at Atlantic City, died February 28, 1932. He was born at Block Island, R. I., on November 9, 1863. Mr. Day entered the Signal Corps on October 20, 1883, and, after the usual training at Fort Myer, was assigned to Maricopa as assistant. He later served as assistant at Prescott, Cleveland, Erie, Woods Hole, Block Island, Norfolk, New York, Des Moines, and Philadelphia, and as official in charge at Fort Verde, San Carlos, and Block Island. He was placed in charge at Atlantic City on February 12, 1917.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of February, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Arnold, Oliver.....	Oklahoma City, Okla. . .	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Day, Walcott L.....	Atlantic City, N. J.....	Junior meteorologist at \$2,600 ¹ , died February 28, 1932.
Halley, William A.....	Washington, D. C.....	Promoted to assistant messenger, Cu-2, at \$1,080 from junior messenger, Cu-1, at \$600.
Phillips, Victor V.....	Pueblo, Colo.....	Appointed junior meteorologist at \$2,100, by reinstatement.
Sexton, Huyler B.....	Savannah, Ga.....	Appointed junior observer at \$1,440, by reinstatement.
Sprague, Malcolm.....	San Francisco, Calif....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Summers, Melvin B.....	Seattle, Wash.....	Senior meteorologist, leave without pay extended to May 15, 1932.
Swaim, Tedrow R.....	Houston, Tex.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Waite, Robert J.....	Winslow, Ariz.....	Assistant observer at \$1,620, resigned; record, good.
Wilhoit, John F.....	Oklahoma City, Okla....	Appointed junior observer at \$1,440; appointment as under observer at \$1,280 terminated.
Willson, George H.....	San Francisco, Calif....	Associate meteorologist at \$3,200, retired.
Wismer, John F.*.....	Port Huron, Mich.....	Appointed minor observer at \$1,020.

* Indicates temporary appointment.

¹ Includes allowance of \$340 for quarters.*Changes in assignments*

Name	Relieved from—	Assigned to—
Bristow, Gerald C.....	Savannah, Ga.....	Vicksburg, Miss., assistant.
Counts, R. Corday, jr...	Denver, Colo.....	San Francisco, Calif., assistant.
Main, Merl S.....	Ellendale, N. Dak.....	Bismarck, N. Dak., assistant.
Nelson, Charles R.....	Ellendale, N. Dak.....	Bismarck, N. Dak., assistant.
Norquest, Kenneth S....	San Francisco, Calif....	Denver, Colo., assistant.
Pierce, Leland T.....	Chicago, Ill.....	Asheville, N. C., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

MARCH, 1932

FEES ON RADIO WEATHER OBSERVATIONS FROM SHIPS

During the hurricane season in past years the Weather Bureau has paid to the masters of certain vessels a fee of 50 cents for each weather observation taken and filed for transmission by radio to Washington from the Atlantic Ocean, Gulf of Mexico, and Caribbean Sea. On Shipping Board vessels, and many others operated by independent steamship agencies, observations were on a cooperative basis. The Weather Bureau is the only meteorological service in the world that pays for ships' weather observations. Recognition by mariners of the mutual benefits derived from the collection of ocean weather observations and the informatory broadcasts based thereon will enable the bureau to secure a satisfactory collection of observations on a cooperative basis during the hurricane season. Hereafter, payment of fees to masters of vessels will not be made for observations radioed from the Atlantic Ocean, Gulf of Mexico, and Caribbean Sea.

The selected ship service, which was fully described in the Monthly Weather Review of May, 1931, is a year-round service, wholly on a cooperative basis. One disturbing feature in its development, internationally, was the ship tax on radio messages. Since the plan entailed transmission of observations to Washington from ships of foreign registry and from U. S. selected ships to European services, payment of ship tax to radio companies controlling the apparatus on board ship was a vexing problem. Most of these difficulties have been eliminated by the generous action of the Comité International Radio-Maritime, which is composed of the principal commercial radio-operating companies of the world. At a meeting of this organization, held in New York on October 5, 1931, it passed unanimously a resolution offered by Mr. Charles Pannill, executive vice president and general manager of the Radiomarine Corporation of America, that all messages containing weather observations sent from ships to international meteorological services shall be free of ship radio tax. Practically all of the ship companies which own and operate radio apparatus on their vessels have also waived the ship radio tax on such messages.

ECONOMY IN TELEGRAPHING

Because of reduced appropriations, it is necessary to effect all possible economies in telegraphing. To that end, all officials in charge of stations receiving telegraphic reports of regular observations are requested to limit

the number of such reports, a. m. or p. m., received through the SGL D & A system, to the minimum of actual requirements. Essential public service must be the criterion of necessity. Personal interest in certain reports, or desire for them in connection with practice forecast work, is not a valid basis of consideration.

Telegraphic reports of regular observations should be discontinued on Sundays and holidays in cases where they are not used to public advantage, or telegraphing them on such days should be confined to seasons of the year when they are charted and used for public benefit on the day of receipt. Lists of telegraphic reports received daily should be carefully scrutinized and recommendation made for discontinuance of any that are not wholly necessary.

Station officials are directed to give the foregoing statements immediate attention and report promptly to the Central Office any curtailments in telegraphing that may be practicable.

USE OF FORM NO. 1067

In view of the fact that very few reports are being received regarding the use of Form 1067 (monthly report of telegraphic service, forecast distribution), officials in charge of section centers are advised that its strict use is necessary in connection with the settlement of accounts with commercial communication companies.

Hereafter each section director will be held accountable for forwarding monthly to the Central Office, within 15 days after the termination of the month to which the record applies, Form 3057A, on which will be placed a statement similar to the following:

Forms 1067 for have been received from all places in the State of (except first-order Weather Bureau Stations) scheduled to receive forecast telegrams at Weather Bureau expense, and notations thereon show that proper deliveries were made each day throughout the month, except as follows.*

If a recipient of the forecasts fails to render Form 1067, or if addressee reports on Form 1067 that messages of specified dates were not received, or received too late to be of service, those facts should be noted in the exceptions.* Failure to render Form 1067 for two consecutive months within the prescribed period of 15 days justifies a recommendation for discontinuance of the forecast telegrams.

* Delete "except as follows" when warranted.

TRANSPORTATION BY PERSONALLY-OWNED VEHICLES

Under recent decisions of the Comptroller General of the United States, payment for the expenses of operating personally-owned automobiles may not be made on a mileage basis when the traveler is absent from headquarters for 10 hours or less between the hours of 8 a. m. and 6 p. m. The Comptroller General bases his ruling on the fact that the law authorizing payment for use of automobiles on a mileage basis provides that such payment may be made when the employee is engaged in

necessary travel away from his designated post of duty, and the further fact that he has frequently ruled that an absence from headquarters for 10 hours or less between 8 a. m. and 6 p. m. does not constitute a travel status. Accordingly, when absences on official business occur wholly within the hours of 8 a. m. and 6 p. m., reimbursement may be made only for such expenses as are actually incurred in the operation of a personally-owned vehicle, as provided in paragraph 12 of the Standardized Government Travel Regulations, or for the cost of transportation by public conveyance.

The above will be taken into consideration in the submission of vouchers and of requests for authorizations for short journeys.

CONTRACTS FOR CONTINUING SERVICE

Station officials are reminded of the necessity for obtaining contracts for the fiscal year beginning July 1, 1932, for all continuing service, such as laundry, janitor, and messenger service, telephone, gas, electricity, water, and ice. Competitive bids are required for all such services, other than public utility, when the annual cost is in excess of \$50.

COMPETITION IN THE PROCUREMENT OF OFFICE QUARTERS

Under a recent ruling of the Comptroller General, competitive bids must hereafter be invited from at least three realty owners, or their authorized agents, and notices placed in public places, in all procurements of office space when the cost is in excess of \$50 a year. Annual renewals of existing leases are not procurements within the meaning of this requirement.

Station officials who are charged with the duty of making arrangements for the establishment of new stations at which the payment of office rental is required, or who are in charge of stations located in rented quarters, should at the proper time obtain from the Central Office the Stations and Accounts Division Circular entitled "Competition in Procurement of Office Quarters", dated March 17, 1932, which contains instructions relative to the preparation of specifications and the submission of bids.

CORRECTIONS TO PSYCHROMETER READINGS

The importance of applying corrections to readings of the dry and wet-bulb thermometers when wet-bulb depressions are small, particularly when the temperature is 42° or lower, is emphasized because, as will be seen from an inspection of psychrometric tables, small differences in the readings represent relatively large differences in the dew point. Instructions for the application of corrections are published in paragraph 47 of "Instructions for Preparing Meteorological Forms".

In choosing psychrometer tubes for use in making replacements, it is good practice to see that they have approximately the same corrections for the same scale readings as the tubes which they replace.

ANNUAL LEAVE AT ONE-MAN STATIONS

The Central Office has been making every effort to provide relief for one-man stations in order that officials in charge may take the full allowance of annual leave, as it is realized that such leave will better fit them for their exacting duties throughout the year.

Several employees will be available for relief duty this year from early in June until the latter part of October. As it unfortunately will not be possible to comply with all requests for relief, the later ones necessarily being difficult to arrange for, officials in charge of one-man stations desiring relief are requested to inform the Central Office as promptly as practicable, indicating first and second preference as to time of taking leave. Such preferences will be fully considered in making a schedule for the relief men, though it will of course be necessary to route the men in a way that will reduce to a minimum both traveling expenses and loss of time between stations.

Where a suitable person is available for relief duty on an emergency assistance basis, it is much preferred that he be employed, and the necessary arrangements should be made with the Central Office.

CHANGE IN BROADCAST SCHEDULES OF WIND-ALOFT REPORTS

The Airways Division of the Bureau of Lighthouses, Department of Commerce, is preparing a new instruction bulletin effective May 1, 1932, relative to certain changes in its Bulletin D-5. Incorporated therein is a change in the schedule for broadcasting winds aloft. All its employees at radio stations will be instructed to broadcast winds aloft either immediately following the hourly broadcast of weather reports or immediately following the 1-minute radio-range operation scheduled to follow weather broadcasts at stations equipped with radio-range transmitters.

It is desired that, at all Weather Bureau pilot-balloon stations the reports from which are broadcast regularly, every effort be made to have wind-aloft data available for the hourly broadcast next following the time of beginning the observation. If not available for this broadcast, the report will not be broadcast until the following hour, according to the new instructions mentioned above. If practicable, station officials should advance the time of beginning the balloon observations a few minutes to accomplish this, keeping in mind, of course, the limits allowed for variation in the scheduled times for all pilot-balloon observations.

CIRCULAR N

Copies of Circular N, 1932, were mailed to all stations during the latter part of March. If not received the Central Office should be promptly notified.

As indicated in the item entitled "Circular N", on page 235 of the January, 1932, TOPICS AND PERSONNEL, the stations having general supervision of service over designated airways were furnished sufficient copies

to provide for supplying one to each airways and Department of Commerce weather-reporting station on those airways. Copies furnished to other first-order and airport stations were for use at those stations and *not* for distribution to airways stations under their direct supervision. In this connection, attention is again invited to the necessity for carefully studying all items in TOPICS AND PERSONNEL.

Corrections, as follows, should be made in all copies of Circular N:

On page 17, paragraph 13e, and page 21, paragraph 27e, line 6, the phrase "less than one-fifth mile" should be changed to "one-fifth mile or less".

The last words in paragraph 13e, page 17, should be changed from "paragraph 20" to "paragraph 27".

Officials having general supervision of service over designated airways are requested to instruct employees at airways and Department of Commerce stations on the airways under their jurisdiction to make the necessary changes, as indicated above.

ADDRESSES IN COMMERCE DEPARTMENT TELETYPE AND RADIO MESSAGES

The instructions contained in an item under the above title on page 224 of the December, 1931, TOPICS AND PERSONNEL are hereby amended to provide that messages to airport stations shall carry the address "USAWO" when sent from stations of this bureau which are directly on the long-line circuits and where Weather Bureau employees are required to act as operators on the circuits.

The foregoing applies only to stations at which messages are transmitted directly on the long lines by Weather Bureau personnel, and is promulgated in order that all messages over the long line will be sent in accordance with Department of Commerce procedure, as outlined in Supplement No. 6, Instruction Bulletin D-7, effective April 15, 1932.

Confirmation and retained station copies of such messages should be addressed "Airways Observer".

THREE-HOURLY FORECAST CIRCULAR

Copies of a Circular entitled "Instructions for the Preparation and Issuance of Three-Hourly Forecasts", dated April 1, 1932, will be mailed to all stations in the United States during the first week in April. If not received the Central Office should be promptly advised.

The instructions therein cover the terminology, form, and other details relative to the 3-hourly forecasts. In addition to the stations at which such forecasts are now issued—namely, Albuquerque, N. Mex.; Atlanta, Ga.; Cheyenne, Wyo.; Cleveland, Ohio; Dallas, Tex.; Los Angeles (Burbank), Calif.; Omaha, Nebr.; Portland, Oreg.; San Francisco (Oakland), Calif.; and Seattle, Wash.—this work will be inaugurated, without additional expense, through a special system of relaying reports at the Chicago (Ill.), Newark (N. J.), and Kansas City (Mo.) Airport Stations, effective April 16, 1932.

REPORTING RAPID CLOUD MOVEMENT IN 3-HOURLY REPORTS

Paragraph 5 of the instruction pamphlet entitled "Instructions for Making Three-Hourly Reports", effective March 16, 1932, is hereby amended to provide that the word "rapid" shall be inserted in the report immediately following the cloud code word to which it refers whenever *unusually* rapid movement of clouds is observed. This will apply to reports sent by telegraph, telephone, radio, or teletype.

INSTRUCTIONS FOR MAKING THREE-HOURLY REPORTS

The Circular with title as above was mailed to all stations during the early part of March, 1932, the procedure outlined becoming effective 16, 1932.

For the information of all stations concerned in case of doubt, such as arose at one station, the coded data sent in connection with sequence reports transmitted by radio and teletype will be *determined* in accordance with the same procedure outlined for telegraphic reports and *added to the end* of the sequence report, as authorized in TOPICS AND PERSONNEL, November, 1931, page 214; code words are not to be inserted in the body of a sequence report.

After issue it was noted that two paragraphs on page 2 of the Circular are numbered "6". The first "6" should be deleted, as the number properly applies to the paragraph headed "Ceiling".

PICK-UP AND DELIVERY SERVICE ON FREIGHT SHIPMENTS

A number of railroads, particularly those lines in the southwestern part of the United States, are now affording a free pick-up and delivery service on certain freight shipments. Freight not entitled to the free service is handled for a small charge, about 10 cents per 100 pounds, in addition to the freight charges.

Station officials should investigate this service in connection with all shipments, including hydrogen gas, and report to the Central Office to what extent it is applicable to their stations.

ELEVATION OF WIND INSTRUMENTS AT WILMINGTON

On November 24, 1931, the anemometer and wind vane at the Wilmington, N. C., station were moved from the Post Office Building, where they had been located since 1891, to a 40-foot steel tower recently erected on the Custom House Building. The elevation of the anemometer cups in the new location is 112 feet above sea level and 106 feet above ground. The elevation in the old location was 122 feet above sea level and 91 feet above ground. The old location was far from satisfactory as the instruments were obstructed by buildings toward the northwest and in less degree toward the northeast. The new location on the Custom House Building affords a practically unobstructed exposure. Velocities from the northwest, as recorded, have increased about 90 per cent.

OMISSION OF NAME OF STATION AND DATE WORD FROM AEROLOGICAL MESSAGES

Effective immediately, the name of station will be omitted from the body of all coded pilot-balloon, airplane, and kite messages sent by telegraph, teletype, or radio. Exceptions will be made in those cases where the place of origin of the message differs from that of the station, e. g., Due West messages filed at Donalds, S. C.; Pembina messages at Noyes, Minn.; Moline messages at Davenport, Iowa., etc. In such cases the name of station will always precede the coded data.

Likewise, where a message from one station is relayed by another or several messages are combined and relayed from one station to another, the name of station will always be the first word in the body of the message.

Also, time and date words will be omitted from pilot-balloon messages, except for the intermediate, i. e., noon and midnight, observations.

Paragraphs Nos. 6, 7, 8, and 40 in Aerological Code (1930) and No. 181(a) in Circular P, "Instructions for Making Aerological Observations", are hereby amended in accordance with the foregoing.

NEW AIRPORT STATIONS

An airport station was opened at Menefee Airport, New Orleans, La., on March 2, 1932. Mr. Cecil E. Mahaffey, formerly stationed at the New Orleans city office, has been assigned in charge. Twenty-four-hour service will be maintained, supplemented by the other usual activities of an airport station. The pilot-balloon work will be continued at the city office for the present.

An airport station will be opened at the Municipal Airport, Oklahoma City, Okla., on April 1, 1932. Mr. Oliver Arnold, of the Oklahoma City Weather Bureau Office, has been assigned in charge. Full 24-hour service and the other usual activities of an airport station will be carried on. The pilot-balloon work will be transferred from the city office to the airport station.

TRANSFERS OF STATIONS

The Lebec, Calif., station (San Francisco, Calif., center) will be transferred to Sandberg, Calif., on April 1, 1932, where a temporary Weather Bureau Building, containing living quarters and office space, has been erected. No change in the work or personnel of the station is involved. Beginning with that date the station will be officially designated as Sandberg, Calif.

The airport station at Pittsburgh, Pa., was transferred from the Curtiss-Bettis Airport to the administration building at the new county and city-owned Allegheny County Airport on March 18, 1932. No change in the work or personnel of the station is involved.

TRANSFER OF PILOT-BALLOON WORK

Effective March 7, 1932, the pilot-balloon work formerly conducted at Ellendale, N. Dak., was transferred to Bismarek, N. Dak. The observations are made at the Weather Bureau Office in Bismarek. Aerological observations with kites and captive and sounding balloons are being continued at Ellendale.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in the local Federal Business Associations as follows:

Mr. John E. Lockwood, Charleston, member of the executive committee, chairman of the publicity committee, and vice chairman of the committee for unemployment relief; Mr. Norman B. Conger, Detroit, president; Mr. LeRoy F. Hafer, Reading, secretary.

DEPARTMENTAL CLUB

Mr. Roscoe Nunn, St. Louis, has been elected president of the local U. S. D. A. Club.

DEATHS

Mr. John J. Kelliher, retired, died March 28, 1932, at his home at Forest Lake Park, about 5 miles north of Seattle, Wash. A notice of retirement and brief outline of Mr. Kelliher's service in the bureau may be found in the May, 1924, number of this publication.

Mr. John Craig, who was retired in February, 1928, after a period of more than 54 years of service in the Weather Bureau, died April 2, 1932, at Seattle, Wash., probably as a result of being struck by an automobile about three weeks before. A notice of retirement and outline of service may be found in TOPICS AND PERSONNEL for February, 1928.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of March, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Adams, Gayle S.	Houston, Tex.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Blanco, Celedonio.	San Juan, P. R.	Appointed minor observer at \$1,020.
Cole, Herbert E.	New York, N. Y.	Promoted to senior observer at \$2,100 from observer at \$2,040.
Davis, Ralph R.	Springfield, Mo.	Appointed under observer at \$1,200.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Deitch, Samuel	Atlantic City, N. J.	Junior meteorologist, salary adjusted to \$2,500 ¹ from \$2,200 to include quarters.
Farrell, Edward A., jr.	Houston, Tex.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Gustafson, Paul E.	Lander, Wyo.	Junior observer at \$1,440, resigned; record, excellent.
Hayward, Thomas B.	Lander, Wyo.	Appointed junior observer at \$1,440; appointment as minor observer at \$1,080 terminated.
Manson, William E.	Roswell, N. Mex.	Appointed junior observer at \$1,440.
Smith, Harlan H.	Baker, Oreg.	Senior observer, leave without pay extended to June 11, 1932, on account of continued illness.
Thomas, Mrs. Cora E.*	Lewiston, Idaho	Appointed minor observer at \$1,020, pending certification of eligibles.
Wagenblast, Allan	New York, N. Y.	Promoted to under observer at \$1,260 from minor observer at \$1,140.
Williams, Harry H.	Dodge City, Kans.	Appointed junior observer at \$1,440.
Wilson, Thomas C.	Houston, Tex.	Appointed junior observer at \$1,440.
Wyland, Miles M.	Winslow, Ariz.	Appointed assistant observer at \$1,620, by reinstatement.

* Indicates temporary appointment.

¹ Includes allowance of \$340 for quarters.*Changes in assignments*

Name	Relieved from—	Assigned to—
Deitch, Samuel	New York, N. Y.	Atlantic City, N. J., in charge.
Sprague, Malcolm	Houston, Tex.	San Francisco, Calif., assistant.
Wilhoit, John F.	Springfield, Mo.	Oklahoma City, Okla., assistant.
Wilson, Edward E.	Lebec, Calif.	Sandberg, Calif., in charge.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

APRIL, 1982

REPORTS CONCERNING ECONOMIES IN AIRWAYS SERVICE

An adjustment of the basis of payment of observers at airways stations reporting by telephone or telegraph recently made in the Portland, Oreg., district, resulted in an estimated annual saving of \$500. The saving was effected through a change from a standard monthly rate of payment for the entire year to one whereby the observer is paid at the rate of 50 cents for each observation forwarded in accordance with instructions during the late spring, the summer, and the early autumn months, and a monthly rate for the remainder of the year.

It is thought that there are other districts in which this or a similar plan could be put into effect without detriment to the service, and it is hereby requested and directed that all officials in charge of stations having *general* supervision of service for airways submit as promptly as possible a report containing their recommendations for similar and any other possible economies in the airways service under their general supervision. The most careful and complete consideration of the matter is desired.

It is realized that economies of this nature will probably not be practicable at teletype or other hourly-reporting stations, but recommendations concerning them should be included if desired and believed advisable.

PROMPT RENDITION OF MARINE WEATHER REPORTS

Ships' weather observations reported by mail should be forwarded with the least possible delay to the Central Office. The program of charting and summarizing these reports is now scheduled quite closely up to current receipt of observational material. When forms are held unnecessarily long at stations—for acknowledgment and issue of supplies that may have been requested—there is frequent failure in receipt of needed reports at the Central Office in time for inclusion in summaries of weather data and water temperature observations prepared each month for publication.

Contact officials at port stations are requested to put some stress upon the desirability of regular and prompt rendition of reports by ships' officers at each favorable opportunity. Some observers are found to be very dilatory in mailing their reports, notwithstanding sailing schedules that offer favorable opportunities to forward the record of their observations. Much can be done to correct these delays if officials at port stations will in such cases explain our needs and desires to the observing

officer in making acknowledgment of reports. It is believed that such evidence of the high estimate we place upon the value of their observations will, in general, be favorably received by the ships' officers concerned.

REPORTS OF AIRCRAFT ACCIDENTS

The items under the above title in the May, 1928, and January and March, 1929, numbers of TOPICS AND PERSONNEL are hereby amended to provide for the following:

1. Reports for accidents which occur as follows will be made both by the official in charge of the station at the point of departure of the plane and of the station at the point nearest the accident:

(a) When accidents occur on the civil airways.

(b) When accidents occur off the civil airways and departure was from a point on the civil airways.

2. The reports made by the official at the point of departure will contain the following information:

(a) A full account of the weather service furnished before departure.

(b) The weather conditions at the point of departure.

(c) If practicable, developments in conditions during the period of the flight.

3. The reports made by the official at the point nearest the scene of the accident will contain the following information:

(a) An account, interpolated if necessary, of conditions in the vicinity of the accident at the time of occurrence.

(b) An account of conditions that are known to have occurred during the period of flight.

(c) Any comments by the pilot, passengers, or others regarding the weather conditions as reported *prior* to the flight, as forecast *for* the flight, and as experienced *in* the flight.

4. Reports as to accidents occurring in purely local flying, or those in which both departure and accident occur off the civil airways, will be made by the official of the Weather Bureau Station nearest the scene of the accident, as at present, and in the form outlined in the May, 1928, number of TOPICS AND PERSONNEL. Reports relative to accidents occurring on the civil airways where the station at the point of departure is also the one nearest the scene of the accident will also be made as outlined in the before-mentioned publication.

5. All reports will be made in duplicate as soon as practicable after the accident. While newspaper clippings are helpful, they are not to be forwarded in lieu of a report by a Weather Bureau official, but as a supplement thereto.

6. These reports are for the exclusive and confidential information of the Central Office. It will be proper to include in them statements of opinion as to responsibility for the accident, but, under no circumstances, will copies of these written reports, or statements contained in them, be

given to representatives of any outside interests. The actual weather reports themselves and forecasts provided, or available, for the flight will be furnished upon request. In case a certified copy of the weather records and forecasts is desired, request therefor should be made by the individual or firm desiring it directly to the Central Office.

AUTHORIZATIONS FOR THE FISCAL YEAR 1933

Station officials now having all-year or all-season authorizations for the employment of emergency assistance (except for relief of airways observers) or for travel (except for inspection of service for airways) are requested to report immediately whether or not it is desired that an authorization therefor be issued for next fiscal year, giving details as follows:

For emergency assistance:

1. Kind of service required.
2. Rate on a daily, hourly, or observational basis.
3. Number of days, hours, or observations.

Requests for authorizations for employment of emergency assistance for relief of airways observers are not required since authority is to be incorporated in Circular 7 for next fiscal year.

For travel:

1. Name of employee (or employees). The names of all employees are required for use in issuing transportation requests or tax-exemption certificates.

2. Place or places to be visited.

3. Method of transportation it is proposed to use.

4. Number of transportation requests required for each employee if public conveyance is to be used and the cost of a round trip equals or exceeds \$1.

5. Comparative statement as to costs by public conveyance and by automobile on an actual expense basis if the journeys can be completed in 10 hours or less wholly between the hours of 8 a. m. and 6 p. m., and it is desired to use personally-owned automobile.

6. Detailed statement as to economy and advantage which will result to the Government if use of personally-owned automobile is desired with reimbursement on a mileage basis. The form of statement required is that outlined in the second article in the January, 1932, number of TOPICS AND PERSONNEL.

7. Approximate number of trips required during the fiscal year.

8. Estimate as to cost of subsistence, with detailed computations.

9. Estimate as to total cost.

10. If short journeys are involved (as in the case of airport travel):

(a) Whether or not the destination is outside the limits of the city in which the employee's official station is located.

(b) Number of miles between the destination and the city limits of the employee's official station.

(c) The distance between the point of destination and the nearest public conveyance.

Information for use in preparing authorization to cover inspections of service on airways will be called for later.

ACTUAL EXPENSES IN OPERATION OF PERSONALLY-OWNED AUTOMOBILES

Attention of officials and employees is invited to the fact that it is necessary, under the provisions of paragraph 105 (e) of the Standardized Government Travel Regulations, to furnish the following information on vouchers covering expenses for gasoline, oil, etc., actually incurred in operation of personally-owned vehicles on official business:

1. Dates and hours of travel.
2. Points of travel.
3. Number of miles traveled.
4. If the distance traveled between any given points is greater than the usual route between those points, the reason for the greater distance.
5. The make of the machine used.
6. The quantity of gasoline and oil consumed and unit price per gallon or quart paid.
7. Cost of bridge, ferry, or other tolls and points at which paid.
8. An affirmative statement that all expenses were incurred in or occasioned by official travel.

FERRY FARES

The Comptroller General of the United States has called attention to the fact that the provisions of paragraphs 17 and 20 of the Standardized Government Travel Regulations apply to ferry fares; i. e., travelers must use Government transportation requests when the amount of a ferry fare is \$1 or more. If a ferry company refuses to accept transportation requests, the traveler may pay cash for the fare and make a statement to that effect when submitting a claim for reimbursement for the expense.

PREFERENCE CARDS

Preference cards (Form 4047) should be rendered on June 1 by all permanent employees, except under observers, minor observers, and laborers. While it is not necessary for employees in these three grades to submit cards, there is no objection to their doing so if they desire a change of station.

Heretofore preference cards have been rendered in duplicate. Beginning with this year, and continuing until further notice, only one copy of the card is desired from each employee.

All field employees are invited to make appropriate statements on their cards if they are interested in special assignments or projects. Due to economic conditions, however, it is not expected that many transfers will be made during the next fiscal year.

QUARTERS

Station officials requiring the use of the circular referred to in the March, 1932, issue of TOPICS AND PERSONNEL, in the article captioned "Competition in the Procurement of Office Quarters", should also call for circular of April 28, 1932, entitled "Procurement of Office Quarters—Amended Procedure".

If not already done, the procedure called for in the above-mentioned circulars should be initiated immediately at stations utilizing commercial quarters, except those located at airports where obviously competition is precluded.

The Purchasing Officer of the Department has just recently requested that three copies of the bid recommended for acceptance, in the case of bid solicitation for office quarters, be forwarded for his use. To meet this need, as well as that of the Central Office, *six copies* of the recommended bid should hereafter be prepared for transmittal to the Central Office with the originals of all other bids received.

CONTRACT AND BOND

Under a recent decision of the Comptroller General the limiting amount under which construction work may be obtained without formal contract and bond is raised from \$500 (as set forth on page 78 of the November, 1925, number of TOPICS AND PERSONNEL) to \$1,000. Therefore, contract and bond for construction work will hereafter be required in all cases where the amount exceeds \$1,000. When the amount does not exceed \$1,000 the requirement as to contract and bond is discretionary with the contracting officer and decision relative thereto will be made at the Central Office.

PROPOSALS FOR MOVING SUPPLIES, EQUIPMENT, AND MATERIAL

When a station is moved from one section of the city to another, action should be taken before proposals are issued to ascertain from the Area Coordinator whether or not there are Government facilities available (Government trucks) for moving the equipment. The Area Coordinator's clearance must be submitted to the Central Office with the proposals. Proposals are being received from some of our stations incorporating, along with the moving of the equipment, various services, such as electrical work, etc., at the new location. Specifications must not be prepared in this manner unless there are no Government facilities available for moving the property.

SURPLUS PROPERTY

The disposition of all surplus property at Due West, S. C., and Royal Center, Ind., listed in TOPICS AND PERSONNEL of February, 1932, has been effected. Station officials who will receive some of the property have been notified by means of a copy of the transfer authority. More requests were received than could be supplied and they will be filed at the Central Office without acknowledgment, other than the printing of this notice.

RENEWAL OF AUTHORITY FOR THE EMPLOYMENT OF AIRWAYS OBSERVERS

The Civil Service Commission has recently renewed the authority granted the Weather Bureau under the Executive order of May 21, 1929, to employ agents (airways observers) to take and transmit meteorological observations in connection with airways, whose duties require only a part of their time and whose compensation does not exceed \$100 per month. Renewal of this authority is for a period of three years beginning May 21, 1932.

DISTRIBUTION OF CIRCULAR N TO AVIATION INTERESTS

Inquiries have been received at the Central Office regarding the policy to be followed in carrying out the provisions of the last paragraph in the introduction on page 1 of Circular N, 1932. The following is for the guidance of all stations in this connection:

It is not contemplated that a copy will be furnished to each individual pilot, field manager, or other personnel of transport companies or flying services, but rather that one or two copies will be furnished upon request to the offices of the aviation organizations desiring them, thus making them available to all personnel of those organizations.

Pilots and others desiring copies for personal use can obtain them for 35 cents per copy by applying to the Superintendent of Documents, Washington, D. C.

CLOUD CODE WORDS IN THREE-HOURLY REPORTS

Attention of the Central Office has been called to the fact that in many cases the "s" on cloud code words included in three-hourly reports sent by telegraph or added to hourly sequence reports, as required and outlined in paragraph 5, "Instructions for Making Three-Hourly Reports", is omitted, particularly when reporting an overcast sky and coding clouds with an "O" word.

This feature is quite important to the official preparing three-hourly forecasts, and it is requested and desired that the procedure outlined be followed in all cases.

AMENDMENT TO THE THREE-HOURLY FORECAST INSTRUCTION CIRCULAR

The Circular, "Instructions for the Preparation and Issuance of Three Hourly Forecasts", dated April 1, 1932, is hereby amended to provide for the issuance of forecasts from the Seattle station for the following named airways: Seattle-Victoria; Seattle-Vancouver.

AMENDMENTS TO DEPARTMENT REGULATIONS

Amended pages 445-3R, 446-3R, 447-R, and 448 of Department Regulations are being mailed to stations with this number of TOPICS AND PERSONNEL. Any official having a copy of the Regulations who does not receive the two amended sheets is requested to so notify the Central Office.

SUPERVISION OF SERVICE FOR AIRWAYS

In addition to those contained in the circular entitled as above, dated March 18, 1931, the following assignments of general supervision of airways are made:

Atlanta:

Memphis-New Orleans.

St. Louis:

St. Louis-Memphis.

NEW AIRPORT STATION

An airport station was opened at English Field, Amarillo, Tex., on April 9, 1932. Mr. Marvin A. Baldwin, formerly stationed at Oklahoma City, has been assigned in charge. Twenty-four-hour service will be maintained and the other usual activities of an airport station carried on. Pilot-balloon work will be begun shortly.

TRANSFER OF PILOT-BALLOON WORK

Effective April 4, 1932, the pilot-balloon work formerly conducted at Royal Center, Ind., was transferred to the Weather Bureau Airport Station at Indianapolis, Ind. For the present observations will be made daily at 6 a. m. and 6 p. m. (E. S. T.).

BULLETIN W

Eight sections of the new series of Bulletin W have thus far been published and distributed: Section 18, Southern California; 29, Southern New Mexico; 30, Northwest Texas; 32, Northeast Texas; 91, Potomac Basin; 92, Chesapeake Bay Region; 102 and 103, Georgia.

Station officials are requested to see that they have at least one copy of each unit named above; also a copy of the *new* key chart, "Climatological Sections in the United States", printed in red. It is further requested that they report to the Central Office any errors or omissions brought to their attention.

FEDERAL BUSINESS ASSOCIATIONS

Mr. William E. Barron, Cairo, and Mr. Merton L. Fuller, Peoria, were reelected presidents of their respective local Federal Business Associations.

DEATH

Mr. Charles E. Linney, in charge at Santa Fe, N. Mex., died on May 1, 1932. He was born in Clinton County, Iowa, on April 26, 1867. Mr. Linney entered the Signal Corps on April 22, 1890, as assistant at Leavenworth. He later served as assistant at Chicago, Milwaukee, Denver, and Santa Fe, and as official in charge at Springfield, Ill., and Cairo. He was placed in charge at Santa Fe on May 4, 1909.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of April, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Davis, Vernor T.....	Portland, Oreg.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Edming, Walter J.....	Albuquerque, N. Mex..	Senior observer, leave without pay extended to June 12, 1932, on account of continued ill health.
Fernandez, Enrique*....	San Juan, P. R.....	Minor observer at \$1,020, resigned; record, excellent.
Frost, Reuben L.....	Fairbanks, Alaska.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Gilbert, Norman E., jr..	Fairbanks, Alaska.....	Senior observer at \$2,000 resigned; record, unsatisfactory.
Harvey, Harold C.....	Fresno, Calif.....	Appointed junior observer at \$1,440.
Hopp, Julius T.....	Modena, Utah.....	Assistant observer, salary adjusted from \$1,620 to \$1,500, with allowance of \$120 for quarters.
Kerr, Samuel K.....	Dodge City, Kans.....	Appointed junior observer at \$1,440.
Lee, Richard E.*.....	Nome, Alaska.....	Appointed under observer at \$1,200, pending certification of eligibles.
Linney, Charles E.....	Santa Fe, N. Mex.....	Associate meteorologist at \$3,400, died May 1, 1932.
O'Connor, Gerald J. . .	New York, N. Y.....	Designation changed to junior meteorologist at \$2,100 from senior observer at the same salary.
Taft, Paul H.....	Albuquerque, N. Mex..	Appointed under observer at \$1,260.
Teepie, Arthur R.....	Pocatello, Idaho.....	Junior meteorologist granted leave without pay from noon of April 8, 1932, to termination of July 8, 1932.
Zwecher, Abraham.....	New York, N. Y.....	Appointed minor observer at \$1,020.

*Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Baldwin, Marvin A.....	Oklahoma City, Okla...	Amarillo, Tex., assistant.
Demme, Wilbur T.....	Fresno, Calif.....	Rowell, N. Mex., assistant.
Hayward, Thomas B....	Lewiston, Idaho.....	Lander, Wyo., assistant.

C. H. Marvin

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

MAY, 1932

CIRCULAR AUTHORIZATIONS

It now appears probable, owing to the fact that the Agriculture Appropriation Act has not yet been passed, that the expense circulars of the bureau can not be printed, mailed, and received by stations much, if at all, before July 1, 1932. In the event they are not received prior to July 1, 1932, essential expenditures immediately required for *usual and customary* station maintenance may be incurred, provided similar expenditures were authorized in circulars dated July 1, 1931, and amendments thereto, covering the current fiscal year; and provided, also, that Congress has by that time made funds available for the fiscal year 1933.

HYDROGEN GAS CONTRACTS

Awards on hydrogen gas contracts for next fiscal year may be delayed, awaiting passage of the Agricultural appropriation bill. Station officials who fail to receive notification as to awards should request instructions from the Central Office before placing orders for gas on and after July 1, 1932.

ANNUAL LEAVE

A memorandum, as follows, was received from the Director of Personnel and Business Administration of the department under date of May 18, 1932:

In view of the existing uncertainty in regard to prospective legislation affecting personnel, annual leave should not be granted in excess of 15 days for Washington employees and 7½ days for field employees during the half year ending June 30, 1932. If unusual circumstances beyond an employee's control appear to justify an extension of annual leave beyond the limits stated, there will be for consideration an exception to the general rule.

Station officials will be advised by means of The Official Record, TOPICS AND PERSONNEL, or otherwise as soon as definite information as to legislation relative to leave of absence is available.

SUBMISSION OF OUTSTANDING ACCOUNTS

Promptly at the close of the current fiscal year on June 30, 1932, officials in charge of stations should voucher and submit to the Central Office all accounts for supplies or services then outstanding against the bureau.

ADDRESSES IN COMMERCE DEPARTMENT TELETYPE AND RADIO MESSAGES

The instructions contained in items under the above title on page 224 of the December, 1931, and page 257 of the March, 1932, TOPICS AND PERSONNEL are hereby revoked, effective June 20, 1932. Thereafter all messages to airport and airways stations will be addressed "USAWO" when intended for transmission by Commerce Department communication facilities.

The foregoing does not apply to messages sent to airport or airways stations by Army or Navy radio or by telegraph. Those will be addressed "Airways Observer".

Messages to city offices will be addressed "Observer", as at present.

TRANSMISSION OF WEATHER REPORTS DURING PERIODS OF TELETYPE FAILURE

Beginning July 1, 1932, the following procedure will be proper during teletype failure periods at those stations which normally transmit hourly airways weather reports by that means:

In the event that, for any reason, the teletype equipment fails to function, the observer will, if practicable, telegraph or telephone (as directed) the next succeeding hourly report following the last report by teletype to the center designated, including a brief explanation of the cause of the teletype failure, and thereafter will telegraph or telephone reports at any of the following hours included in the failure period: 2, 5, 8, and 11 a. m. and p. m. (E. S. T.).

Telegrams will be sent "Collect Weather" and telephone calls on reverse charges.

In the event that any material change in conditions occurs during the failure period, a new observation will be immediately taken and forwarded, as provided in paragraph 6, Weather Bureau Circular N, "Instructions for Airways Observers", 1932, second edition.

Officials in charge of stations having *general* supervision of airways equipped with teletype assigned to them are to make certain that all personnel at airways stations of this bureau and intermediate fields of the Department of Commerce, from which hourly weather reports are transmitted by teletype, are furnished specific instructions regarding the method of transmission to be used, i. e., telegraph or telephone, and the point or points to which they are to be sent. In general, in the latter connection, it is thought that it would be advisable to consider their transmission directly to the 3-hourly forecast center for the airway, but this would probably not be possible in all cases and the effecting of the best arrangement possible is left to the discretion of the responsible supervising official, who will make certain that arrangements for his airways are complete. Telegraph is to be used in all possible cases, unless the use of telephone is less expensive.

MAILING OF PUBLICATIONS

In order to save handling in the Post Office Department, several publications are frequently mailed from the Central Office to stations in one envelope. So many reports of nonreceipt of a recent number of TOPICS AND PERSONNEL have been received from station officials as to lead to the belief that, at least in some cases, the publication was overlooked in opening the mail. Care should be taken to see that the entire contents are removed before envelopes are destroyed.

STATE TAX ON GASOLINE

The article under the above title in the July, 1930, number of TOPICS AND PERSONNEL contains a statement to the effect that the standard forms prescribed for use in securing exemption of Federal activities from the payment of State or local taxes on motor fuels, lubricants, and anti-freeze solutions may not be used by employees when traveling on official business in personally-owned motor vehicles. The statement is not at the present time entirely correct, since the bureau now authorizes in some cases the use of personally-owned vehicles for official travel on an actual expense basis, and, under the provisions of paragraph 12 of the Standardized Government Travel Regulations, the standard forms should be used in obtaining exemption when traveling on that basis. However, the forms may not be used when traveling on official business in personally-owned vehicles on a mileage basis.

PICK-UP AND DELIVERY SERVICE ON FREIGHT SHIPMENTS

The pick-up and delivery service referred to in TOPICS AND PERSONNEL of March, 1932, should be used at all stations where available, practicable, and more economical than present drayage service.

It is impracticable for the Central Office to indicate on bills of lading on shipments from Washington, D. C., when delivery service is desired, as conditions and service vary at stations. Therefore, officials should take necessary action to obtain the service desired and make requests directly to the carrier.

The bill for services rendered should be handled as an extra item on the railroad company's voucher for freight charges. Appropriate, signed notations should be made on the original bill of lading, indicating the service performed, in order to avoid delay in settlement of accounts.

Some carriers allow 5 cents per 100 pounds when pick-up service is performed by the consignor on shipments entitled to free pick-up service. Whether this is applicable to drayage performed by a contractor hired by the consignor, is uncertain. This phase of the service should be investigated and advantage taken thereof where the best interests of the Government are concerned.

Since pick-up service is gradually being adopted by railroads, it is suggested that officials at stations where that method of delivery is not

now available keep themselves informed and promptly advise the Central Office when it becomes available.

STATION AND STATE ANNUAL MEANS

A large number of errors have recently appeared in the station and State annuals of data published in Climatological Data. These annual values should be the averages of the monthly values, and care should be exercised to see that they are correct before being published. Errors found in these data will be considered in determining the efficiency ratings of officials in charge.

MAP FRAMES

Map frames, which are in serviceable condition, are surplus at the Weather Bureau stations named below and available for transfer to other stations:

At Charlotte, N. C., 40 frames for use with Maps DD or E.

At Mobile, Ala., 13 frames for use with Map CM.

Officials desiring frames of the sizes indicated should communicate with the Central Office.

NEW AIRPORT STATION

An airport station was opened on May 14, 1932, at Felts Field, Spokane, Wash., under supervision of the Weather Bureau Office at Spokane. Mr. Malcolm Rigby, formerly stationed at Seattle, has been assigned in charge. Reports for scheduled flights during the 24 hours are now being furnished, and the pilot-balloon work formerly carried on at the city office is being conducted at the airport station. Hourly observational work will be begun upon completion of the Department of Commerce radio station.

FEDERAL BUSINESS ASSOCIATIONS

Mr. Edwin H. Jones, Yakima, has been elected president of the local Federal Business Association.

DEATH

Mr. Dominick Dworsak, junior observer at the city office at Cheyenne, died May 18, 1932. He was born in New York, N. Y., November 28, 1887. Mr. Dworsak entered the Weather Bureau service on May 22, 1930, and served continuously at Cheyenne.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of May, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Buchholz, Marion.....	Washington, D. C.....	Appointed junior messenger, Cu-1, at \$600.
Dworsak, Dominick.....	Cheyenne, Wyo.....	Junior observer at \$1,440, died May 18, 1932.
Edming, Walter J.....	Albuquerque, N. Mex..	Senior observer at \$2,100, on leave without pay, resigned; record, excellent.
Ellis, Ivan F.....	Lewiston, Idaho.....	Appointed minor observer at \$1,020.
Fergusson, Sterling P....	Washington, D. C.....	Associate meteorologist, leave without pay extended to November 30, 1932.
Hardy, Erle L.....	Santa Fe, N. Mex.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,000.
Herbert, William*.....	Washington, D. C.....	Under mechanic Cu-4 at \$1,320, appointment terminated; record, good.
Mell, Herbert H.....	Port Huron, Mich.....	Appointed minor observer at \$1,020.
Naimark, Sam.....	Portland, Oreg.....	Appointed minor observer at \$1,020.
Nice, John E.....	Modena, Utah.....	Junior observer at \$1,440, appointment terminated; record, unsatisfactory.
Norquest, Kenneth S....	Albuquerque, N. Mex..	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Randall, Dwight L.....	El Paso, Tex.....	Restored to duty from leave without pay on May 16, 1932, as assistant observer at a cash salary of \$1,620, by readjustment from \$1,500, to offset loss of quarters.
Smith, Harlan H.....	Pocatello, Idaho.....	Senior observer, restored to duty on June 1, 1932, from leave without pay.
Sexton, Huyler B.....	Savannah, Ga.....	Junior observer at \$1,440, resigned; record, good.
Simpson, Earl J.....	El Paso, Tex.....	Assistant observer at \$1,620, resigned; record, excellent.
Summers, Melvin B.....	Seattle, Wash.....	Senior meteorologist, leave without pay extended to August 15, 1932.
Thomas, Mrs. Cora E.*..	Lewiston, Idaho.....	Minor observer at \$1,020, appointment terminated; record, good.
Turner, Robert R.....	Portland, Oreg.....	Minor observer at \$1,080, resigned; record, excellent.
Wismer, John F.*.....	Port Huron, Mich.....	Minor observer at \$1,020, appointment terminated; record, good.

*Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Christensen, Arthur H..	Chicago, Ill.....	Kansas City, Mo., assistant.
Craig, Robert W.....	Wichita, Kans.....	Del Rio, Tex., assistant.
Frost, Reuben L.....	Portland, Oreg.....	Fairbanks, Alaska, assistant.
Hastings, Norman R....	Del Rio, Tex.....	Wichita, Kans., assistant.
Norquest, Kenneth S....	Denver, Colo.....	Albuquerque, N. Mex., assist- ant.
Randall, Dwight L.....	North Head, Wash.....	El Paso, Tex., assistant.
Smith, Harlan H.....	Baker, Oreg.....	Pocatello, Idaho, in charge.
Whittier, Bernard B....	Royal Center, Ind.....	Fort Wayne, Ind., in charge.

A. H. Marvin.

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JUNE, 1932

REGULATIONS RELATIVE TO COMPULSORY FURLOUGH

This issue of TOPICS AND PERSONNEL has been delayed awaiting receipt of a decision with reference to operation of the compulsory furlough plan provided for in the Legislative Act for the fiscal year 1933. It is our understanding that the selected furlough, rather than the 5-day week plan, will be invoked; however, definite instructions have not yet been issued. They will be promulgated to stations in some other manner as soon as received.

PARTICIPATION OF THE WEATHER BUREAU IN THE 1932-33 POLAR-YEAR PROGRAM

The International Polar-year Commission has outlined a very comprehensive program for the polar year, commencing with August 1, 1932, and continuing until August 31, 1933. A great many organizations and institutions will cooperate in this program, including most of the meteorological services of the world.

The Weather Bureau program may be summarized as follows:

1. Aerological observations:
 - (a) Pilot-balloon observations twice daily at Barrow, Alaska, and continuation of this work at three other points in Alaska and about 70 in the United States.
 - (b) Airplane observations on international days at Fairbanks.
 - (c) Sounding-balloon observations on international days at Ellendale, Omaha, and Dallas.
 - (d) Observations with kites at Ellendale and with airplanes at Atlanta, Chicago, Cleveland, Dallas, and Omaha.
2. Auroral observations:
 - (a) Observations of the occurrence of the aurora.
 - (b) Visual observations following a predetermined scheme and made with or without auxiliary aids, such as theodolites or star maps.
 - (c) Photographic work.
3. Observations of nacreous clouds.
4. Solar radiation observations.
5. Special meteorological observations at Réseau Mondial stations:
 - (a) Additional eye observations.

(b) As complete autographic records as possible.

(c) Special cloud observations on international days.

Much of the observational work under 1-4 requires special apparatus and personnel trained in its use. Special instructions are being prepared for issue to the stations concerned to cover all phases of the work, except that under section (a) of "Auroral observations".

With reference to section (a) of auroral work, the International Commission requests that the presence or absence of aurora be recorded at 1, 7, 13, and 19^h, Greenwich mean time, or 8 p. m., 2 a. m., 8 a. m., and 2 p. m., 75th meridian time. Since the aurora can not be seen during daylight, 8 p. m. and 2 a. m. are the only hours designated by the commission at which the aurora can be observed in the eastern part of the United States. Farther west it may be observed at 8 a. m., especially in winter, while in summer it will still be light at 8 p. m., 75th meridian time.

All station officials are hereby asked to have recorded the presence or absence of aurora at such of the hours designated above as it can be seen. Its occurrence will be recorded as at present in the Daily Record and in Form 1001, making special reference to its presence and appearance at the hours specified above, if practicable. From these reports a summary will be prepared at the Central Office for transmission to the International Auroral Commission.

While observations outside of regular times of duty are not insisted upon, if taken voluntarily by members of the observing force they will be much appreciated by this office and by the International Polar-year Commission.

ECONOMY IN THE USE OF PAPER

By act of Congress the appropriations for paper to be used by the Government in publications and for all other purposes have been materially reduced. This affects the Weather Bureau and will make it necessary to curtail the issue of maps, bulletins, forms, etc., and to effect other economies in the use of paper. Appropriate instructions will be issued in due course concerning reduction in issues of various publications.

It is believed that at many stations there are in stock a sufficient supply of forms to meet requirements for an entire year, and possibly in some cases there may be surpluses which can be used to supply other stations. Therefore, Forms 4020, containing requisitions for forms, maps, etc., which have not been filled will be returned to stations for revision. In revising the requisition, every official in charge is enjoined to make an exact inventory of stock on hand for each and every item enumerated on Form 4020, to state the number used monthly, and to conservatively indicate the number required during the remainder of the fiscal year. The revised requisition should be forwarded to the Central Office without delay. A similar careful inventory of base maps and forecast cards is desired before making monthly reports on Form 4016.

The official in charge at each station for which requisitions have been filled will forward a Form 4020, fill in the columns for the amount "on hand" and indicate in the column "additional number needed . . .", the number that will be required during the ~~current fiscal~~ ^{next calendar} year.

It is also requested that station officials immediately review their copies of semiannual requisitions recently submitted for the six months ending June 30, 1933, and report promptly the quantities of any items for blank paper that may be reduced. Particular attention should be paid to letterheads, plain and printed, blotting, wrapping, impression, and bulletin paper, tablets, etc.

Station employees are further enjoined to be economical in the use of paper for wrapping and other purposes, to use scratch paper for retained file copies, and to avoid waste as far as possible.

MODIFICATION OF THE STANDARDIZED GOVERNMENT TRAVEL REGULATIONS

The following is an extract from an executive order issued by the President in connection with the amendment of the subsistence act contained in the legislative act for the fiscal year 1933:

The Standardized Government Travel Regulations, as amended, effective July 1, 1931, approved by the President April 21, 1931, shall continue in effect from and including July 1, 1932, until such time as amended standardized regulations are approved, subject to the following conditions, viz:

1. All provisions relating to reimbursement of actual expenses for subsistence are revoked.
2. Per diem in lieu of actual expenses for subsistence may be allowed not to exceed the rate of \$5 within the limits of continental United States, and not to exceed an average of \$6 beyond the limits of continental United States.
3. Reimbursable transportation charges will not include gratuitous fees or tips of any kind.

REGULATIONS GOVERNING SICK LEAVE OF ABSENCE AUTHORIZED BY LAW

The following order has been issued by the President in connection with regulations governing sick leave of absence:

The regulations of the several executive departments and independent establishments pertaining to the so-called sick leave of absence now authorized by law shall continue in effect until such time as uniform regulations may be prescribed under the authority contained in Part II, section 215, of the act entitled "An act making appropriations for the Legislative Branch of the Government for the fiscal year ending June 30, 1933, and for other purposes", approved June 30, 1932.

DISPOSITION OF FORMS 1136-1140

Under instructions contained in the circular entitled "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, changes have been made in general supervision of service for some airways, which necessitate that action as follows be taken:

1. Beginning with Forms 1136-1140 for July, 1932, officials in charge of stations to which checking of those forms for substations is assigned

will forward one carbon copy of each form to the station now having general supervision of the airway on which the substation is located, except as provided in paragraph 4, below.

2. Officials in charge having Forms 1136-1140 for January to June, 1932, inclusive, for intermediate stations on airways no longer under their general supervision, will forward the files of such forms to the station now having general supervision of service for the airway on which the intermediate stations are located.

3. Officials and employees at first-order and airport stations at which Forms 1136-1140 are prepared will forward carbon copies of the forms to the proper supervising station, except as provided in the next paragraph.

4. When first-order, airport, and airways stations are located at junction points involving general supervision by two or more stations, carbon copies of the forms will be furnished to only one general supervising station, as outlined in the following list:

<i>To Albuquerque:</i>	<i>To Cleveland:</i>	<i>To Newark:</i>
Amarillo.	Bellefonte.	Albany.
El Paso.	Bryan.	<i>To Omaha:</i>
<i>To Atlanta:</i>	Pittsburgh.	Kansas City.
Richmond.	Indianapolis.	Cheyenne.
Jacksonville.	Louisville.	<i>To Portland:</i>
New Orleans.	Detroit.	Medford.
Jackson.	<i>To Dallas:</i>	Seattle.
Memphis.	Big Spring.	Pasco.
<i>To Cheyenne:</i>	Tulsa.	<i>To Oakland:</i>
Pueblo.	<i>To Detroit:</i>	Fresno.
Rock Springs.	Kalamazoo.	Reno.
Denver.	<i>To Kansas City:</i>	<i>To Washington:</i>
<i>To Chicago:</i>	Wichita.	Newark.
Evansville.	<i>To Burbank:</i>	Camden.
St. Louis.	Phoenix.	
Moline.	Kingman.	
St. Paul.		

No changes in the assignment of checking work are involved herein.

**UNAUTHORIZED ATTACHMENT OF RADIO ANTENNAE TO WEATHER BUREAU
EQUIPMENT**

Attention of the Central Office has recently been invited to the fact that in some instances radio aerials for sending and receiving purposes are attached to, or erected in close proximity to, the wind instrument supports of this bureau. The Central Office does not favor such an arrangement, even in the case of receiving antennae, and is unalterably opposed to it in the case of sending antennae. In the former case, such wires are likely to prove an obstruction to the proper release of balloons and to interfere with necessary work on the supports. In the latter case, practically all sending antennae carry high voltages when in operation and serious accidents are possible through contact with them.

Officials in charge of stations where this arrangement is in effect are

hereby directed to submit detailed reports to the Central Office in order that suitable action may be taken to eliminate all hazard from this source.

Permission to attach or hang any electrical conductor or radio antennae to shelters, wind-instrument supports, or other equipment of the bureau will hereafter be granted only after the party desiring the arrangement has made application in writing to the proper local Weather Bureau official, who will then forward the application, with his indorsement, to the Central Office where the matter will be considered and final decision given.

RELAYS OF OFF-AIRWAYS THREE-HOURLY REPORTS BY TELETYPE OR RADIO

In order to effect a uniform procedure for relaying to other centers by teletype or radio reports now received by telegraph at certain centers, the following instructions are to be observed at relaying stations beginning July 20, 1932:

Arrange the body of the reports received by telegraph in the order used in sequence reports (temperature, dew point, and pressure in figures and cloud and pressure-change code words added to the end of reports) and embody the data in one message for relayed reports, without address or signature, but with a heading indicating the point of origin. Each individual report in the message should be preceded by the station call letters. The message should then be given direct to the teletype operator or put on the long or local circuits by the Weather Bureau personnel. Under these instructions the Weather Bureau personnel will be required to cut the addresses, signatures, etc., from the messages received and arrange the message to be sent in the prescribed form. In no case will the Commerce personnel be required or expected to handle this phase of the work.

The following is an example of the form prescribed in these instructions, and has been made up by using the first three examples for telegraphed messages given in circular "Instructions for Making Three-hourly Reports", and adding assumed station names:

AU 1030 ES 3-HOURLY OFF-AIRWAYS REPORTS:

DTH (Thomasville) CLR UNL 10 NW5 40 33 EACH DME (Meridian).

SCTD CLDS UNL 12 SW8 60 55 3008 CIRATES INK MD (Mobile).

BRKN CLDS HAZY UNL 5 SSW20 70 55 2088 SHOWER IN W CUNARDS
FOUR COCKNEY MILK. . . .

AIRWAYS TRIP FORECASTS

Correspondence received at the Central Office at various times during the past two months indicates that some station officials apparently are under the impression that the instructions contained in circular, "Instructions for the Preparation and Issuance of Three-hourly Forecasts", dated April 1, 1932, have abrogated the authority for issuing "trip" forecasts, i. e., airways forecasts for specific trips of varying lengths, either

on or off the established airways. As will be seen by a careful reading of the circular, there is no reference to discontinuing this type of forecast, the instructions therein covering only three-hourly forecasts, and it was not the intention to discontinue them.

Trip forecasts are therefore to be continued at those stations authorized to issue them as a regular part of the airways service.

DIVISION OF AIRWAYS FOR THREE-HOURLY FORECAST PURPOSES

Paragraphs 40 and 44, respectively, of the circular entitled "Instructions for the Preparation and Issuance of Three-hourly Forecasts", dated April 1, 1932, are hereby amended to provide for division of airways for three-hourly forecast purposes into sections, as follows:

<i>Airways</i>	<i>Sections</i>	<i>Effective dates</i>
Los Angeles-El Paso.	Los Angeles-San Diego.	July 16, 1932.
	Los Angeles-Phoenix.	
	San Diego-Phoenix.	
	Phoenix-El Paso.	
Dallas-New Orleans.	Dallas-Galveston.	July 1, 1932.
	Houston-New Orleans.	

GENERAL SUPERVISION AND INSPECTION OF AIRWAYS WEATHER SERVICE

In addition to assignments of airways for general supervision and inspectional purposes, as listed in the circular, "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, the following should be added to those assigned to Los Angeles: Los Angeles-Kingman.

FIRE EXTINGUISHERS

Recently three fire extinguishers at a Weather Bureau building were tested, preparatory to recharging during April, as required by the provisions of paragraph 736, Station Regulations, and it was found that two of the extinguishers were corroded to such an extent that the cages holding the acid bottles were in pieces and the cylinders themselves weakened dangerously.

All extinguishers should be examined periodically, and especially when recharged, to see that they are in satisfactory condition for emergency use. If the equipment is deemed unserviceable, Purchase Requisition for new extinguishers should at once be submitted.

MAILING OF FORMS 1035 AND 3069A TO FORECAST CENTERS

Instructions contained in the Weather Code, 1931, require that Forms 1035 and 3069A be mailed to Washington and to the forecast center of the district in which the station is located. Attention has been invited to the fact that many stations, in mailing duplicates of these card forms

to forecast centers other than Washington, enclose them in envelopes. This is unnecessary, wasteful of envelopes, and inconvenient in the handling of mail at the forecast centers.

Forms 1035, with Washington and Chicago printed addresses, and Form 3069 A, with Washington address, are in stock and may be secured on requisition. It is impracticable at this time to supply these forms with printed addresses for the other district forecast centers. Stations located in the Denver, New Orleans, and San Francisco districts should use the Washington forms for duplicate copies, changing the address to the appropriate center.

ADDRESS SLIPS FOR STANDARD FORM 1034

Station officials are again reminded of the necessity for forwarding a properly prepared address slip with each Standard Form 1034. Such voucher forms will in future have to be returned to stations when received without address slips.

TRANSPORTATION REQUESTS

Unused transportation requests, which were issued on letters of authorization for travel during the fiscal year ended June 30, 1932, should be immediately returned to the Central Office in accordance with instructions contained in the form letter transmitted therewith.

PAY ROLLS

As soon as salary tables, showing necessary furlough deductions required by the Economy Act, can be secured for field distribution, instructions will be issued covering amended practice in the preparation of pay rolls. Pending receipt of such instructions, the present procedure should be continued, except that the net-amount column may be left blank.

July salary payments will be made as promptly as possible, but some delay is probable.

NEW FORM NO. 1117

A supply of a new Form No. 1117, together with a circular of instructions for their preparation and disposition, has recently been mailed to all pilot-balloon stations of the Weather Bureau. These forms are to be prepared monthly, hereafter, beginning with the data for July, 1932. Officials in charge of pilot-balloon stations, who fail to receive these forms are requested to notify the Central Office immediately.

HYDROGEN GAS CONTRACTS

A circular letter containing information relative to contracts awarded for hydrogen gas during the fiscal year 1933 was mailed to stations on July 13, 1932. Officials in charge of stations who fail to receive the letter should promptly advise the Central Office.

CLOSING OF AEROLOGICAL STATIONS

The aerological stations at Due West, S. C., and Royal Center, Ind., were closed on June 30, 1932. The investigations of wind gustiness contemplated for Royal Center had to be abandoned on account of the general curtailment of Government expenditures. Kite observations will be continued at Ellendale, N. Dak., for at least another year.

Daily observations by means of airplanes will be made at Atlanta, Ga., during the present fiscal year, similar to those at Chicago, Cleveland, Dallas, and Omaha. The Weather Bureau arranges for these observations by contract at each of the places. All equipment, including airplane, with the exception of the aerometeorograph, is furnished by the contractor.

CHANGE IN STATUS OF SANDBERG, CALIF., STATION

Effective July 1, 1932, the status of the station at Sandberg, Calif., will be changed from that of a branch of the San Francisco office to that of a first-order station. Mr. Edward E. Wilson will be in charge. Pilot-balloon and regular hourly airways observations will be continued as at present. Mail for the station should be addressed "Weather Bureau Office, Sandberg, Calif.," after June 30.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in the local Federal Business Associations as follows:

Mr. J. W. Cronk, Shreveport, elected vice president and member of executive committee; Mr. Ray A. Dyke, New Orleans, and Mr. John C. Fisher, Syracuse, appointed members of the executive committees; and Mr. Elwood E. Unger, Meridian, elected president.

RETIREMENTS

Mr. Arthur R. Teeple, formerly official in charge at Pocatello, who has been on leave without pay since noon of April 8, 1932, has been retired effective with the termination of April 30, 1932, on account of illness. Mr. Teeple was born at Akron, Ohio, on March 29, 1872. He entered the Weather Bureau as assistant at Little Rock on November 25, 1898, where he remained for nearly three years; thereafter he served as assistant at Helena, Toledo, and Columbia, S. C., until December, 1911, when he was assigned to Pocatello as official in charge.

In accordance with the provisions of the section of the Legislative Act for the fiscal year 1933, relating to compulsory retirement for age, and of the Retirement Act of May 29, 1930, the Weather Bureau employees named below were retired at the termination of June 30, 1932.

Many of those who were retired on June 30 were in the service in its formative years and contributed in no small measure to the develop-

ment of the bureau. Since it is impracticable to recount their individual achievements within the space of this publication, only a brief sketch of the record of each is given.

IN WASHINGTON

Fassig, Oliver L.: Born at Columbus, Ohio, on April 5, 1860; entered the Signal Corps at Washington, D. C., on January 12, 1883; he was assigned to Fort Myer for instruction in May, 1883; returned to the Central Office for duty during January, 1884; transferred to New Haven as assistant in December 1885; returned to the Central Office in August, 1887; served as bibliographer and librarian from June, 1888, to February, 1896; then followed assignments as assistant at Philadelphia, Baltimore, and Mount Weather, and official in charge at Baltimore and San Juan until June 26, 1930, with the exception of two periods of leave without pay—from April 1, 1896, to March 31, 1897, when he was on furlough for the purpose of carrying on studies in Europe; and from April 1 to December 31, 1918, during which time he served as instructor at the Signal Corps School of Meteorology, College Station, Tex. Dr. Fassig was Chief of the Climatological Division at the Central Office from July, 1930, to the time of his retirement.

Ingalls, Charles W.: Born at Indianola, Iowa, on June 6, 1867; employed in the Government Printing Office intermittently from January 3, 1902, until May 1, 1912; appointed compositor in the Weather Bureau on July 8, 1912, and served in the Printing Division at the Central Office and as printer at Little Rock and Raleigh until September 30, 1914, when he was transferred to the Government Printing Office. He again entered the Weather Bureau by transfer from the Government Printing Office on October 19, 1914, and served in the Printing Division at the Central Office until the time of his retirement.

Jones, John H.: Born at Barnesville, Md., on June 15, 1861; enlisted in the Signal Corps on May 8, 1879; after the usual period of instruction at Fort Whipple he served as assistant at Philadelphia, Delaware Breakwater, and Smithville until September 27, 1880, when he was discharged; he reenlisted at Bismarck on October 4, 1880, after which he served successively as official in charge at Fort Missoula and Helena, clerical assistant at the Central Office, and official in charge at Smithville and Wilmington until February, 1885, when he was reassigned to the Central Office. At the time of his retirement he was Assistant Chief of the Instrument Division.

Kimball, Herbert H.: Born at Hopkinton, N. H., on February 13, 1862; enlisted in the Signal Corps on July 30, 1884; after the usual period of instruction at Fort Myer he served as assistant at Grand Haven and official in charge at Mackinaw. In November, 1885, he was transferred to the Central Office, and on June 21, 1904, given the assignment of librarian and climatologist. From July, 1908, until January, 1914,

he was stationed at Mount Weather, Va., and in January, 1914, he was reassigned to the Central Office in charge of Solar Radiation Investigational work, remaining in that position until the time of his retirement.

Larcombe, Benjamin F.: Born at Washington, D. C., on August 16, 1859; employed in the Government Printing Office from September 1, 1876, to September 28, 1883; enlisted in the Signal Corps at Washington, D. C., on September 29, 1883. On July 1, 1891, he was made compositor in the Printing Division of the Central Office, serving continuously in that division in various positions until the time of his retirement as Chief of the Printing Division.

Minnick, S. Percy: Born at Holly Point, Md., on July 29, 1858; entered the Weather Bureau on November 1, 1892, and served in the positions of copyist, clerk, and telegraph operator until May 1, 1918, when he was made Chief of the Telegraph Division, which position he held until the time of his retirement.

O'Neil, Daniel F.: Born at Damersport, Mass., on May 5, 1866; appointed laborer in the Signal Corps on December 13, 1887, at Washington, D. C. He served continuously at the Central Office in various positions, and at the time of his retirement held the position of mechanic (electrician).

Stewart, John C.: Born at Fort Leavenworth, Kans., on May 26, 1860; enlisted in the Signal Corps at Washington, D. C., on April 2, 1881; after the usual period of instruction at Fort Myer, he was assigned to the Central Office for clerical duty. After serving as official in charge at Fort Bridger, Wyo., and Fort Thornburgh, Utah, for short periods in 1883 and 1884, he was reassigned to the Central Office in July, 1884. At the time of his retirement he was Assistant Chief of the Supplies Division.

AT STATIONS

Burns, Alexander G.: Born at London, Ontario, on April 14, 1861; served as civilian printer in the Signal Corps at Detroit, Mich., from December 1, 1883, to February 5, 1885; enlisted in the Signal Corps as assistant at Detroit on September 20, 1887; later he served as assistant at St. Louis, Chicago, New York, N. Y., Toledo, and Detroit until September, 1897, when he was assigned in charge at Sault Ste. Marie, where he served until the date of his retirement.

Conger, Norman B.: Born in Richland County, Ohio, on September 7, 1859; enlisted in the Signal Corps on August 28, 1878; after the usual period of instruction at Fort Whipple, he served as assistant at Detroit and as official in charge at Duluth, Lansing, and Detroit, being in charge at the latter station from July, 1891, until the time of his retirement, with the exception of the period from January, 1892, to May, 1893, when he was assigned to the Central Office.

Grant, Robert Q.: Born at Monongahela, Pa., on October 23, 1859; enlisted in the Signal Corps on July 23, 1883; after the usual period of instruction at Fort Myer, he served as assistant at Atlanta, Hatteras, Pittsburgh, and Duluth; in a clerical capacity at the Central Office; as official in charge at Fort Stanton, Fort Smith, Pikes Peak, Charlotte, Port Huron, Lexington, La Crosse, Charleston, Cheyenne, and Phoenix, being in charge of the latter station from March, 1916, until the time of his retirement.

Hazen, John S.: Born at Sabetha, Kans., on May 7, 1862; enlisted in the Signal Corps at Pittsburgh, Pa., on August 17, 1889; later he served as assistant at Savannah, Hatteras, Nashville, Santa Fe, San Francisco, and Des Moines, and as official in charge of Fort Apache, Springfield, Mo., Tampa, Canton, and Dayton, being in charge of the latter station from September, 1929, until the time of his retirement.

Hersey, Henry B.: Born at Williamstown, Vt., on July 28, 1861; enlisted in the Signal Corps on June 29, 1883; after the usual period of instruction at Fort Myer, he served as assistant at New London and as official in charge at Deadwood and Titusville until June 28, 1888; he reenlisted on July 28, 1888, and was assigned in charge at Titusville. Later, while in charge at Santa Fe, he was given furlough to enter the Volunteer Army as Major, 1st U. S. Cavalry, during war with Spain; restored to duty at Santa Fe on October 18, 1898. After that he served successively in charge at Louisville, Ithaca, Milwaukee, and Los Angeles, being in charge of the latter station from September, 1919, until the time of his retirement. While in charge at the Milwaukee station he was furloughed from April 9, 1917, to July 1, 1919, for service with the U. S. Army in France in the World War.

Howe, Henry C.: Born at Ludlow, Vt., on February 2, 1862; enlisted in the Signal Corps on July 29, 1890; served as assistant at Boston and New York, N. Y., and as official in charge at Concord and Parkersburg, being in charge of the latter station from December, 1905, until the time of his retirement.

Jones, Edward P.: Born at Portland, Me., on November 18, 1861; enlisted in the Signal Corps on October 11, 1883; after the usual period of instruction at Fort Myer, he served as assistant or official in charge at Memphis, Little Rock, Boston, Green Mountain, Me., Woods Hole, Albany, Moorhead, Portland, Me., and Nashville, being in charge of the latter station from November, 1925, until the time of his retirement.

Mitchell, Alexander J.: Born at Glennville, Ala., on November 14, 1861; enlisted in the Signal Corps on January 3, 1882; after the usual period of instruction at Fort Myer, he was transferred to the Central Office for a brief period; later he served as assistant at Mobile, Smithville, Pensacola, and Titusville, and as official in charge at Cedar Keys,

Wash Woods, Sebastian, Jupiter, Mobile, and Jacksonville, being in charge of the latter station from April, 1895, until the time of his retirement.

Reeder, George: Born at Newburgh, Md., on October 13, 1861; enlisted in the Signal Corps on December 16, 1885, at Washington, D. C.; assigned to Fort Myer for instruction from March, 1886, to July, 1886, when he returned to the Central Office for a short period prior to his assignment to Vicksburg as assistant in July, 1886. He later served as official in charge at Corpus Christi, Fort Worth, and Columbia, Mo., being in charge of the latter station from July, 1904, until the time of his retirement.

Roche, Henry H.: Born at Perry, Me., on May 16, 1862; enlisted in the Signal Corps at Eastport, Me., on December 24, 1886; except for several short periods during which he was assigned temporarily in charge at Concord and Eastport, his entire time in the bureau was spent as assistant at Eastport and Portland, Me., having served at the last-mentioned place from October, 1896, until the time of his retirement.

Strong, Charles M.: Born at Wilkesville, Ohio, on June 18, 1860; enlisted in the Signal Corps on January 16, 1884, at Fort Myer; after the usual period of instruction, he served as assistant at Buffalo, Columbus, and Indianapolis, and as official in charge at Columbus, Milwaukee, Wilmington, Parkersburg, Oklahoma City, Little Rock, Thomasville, Dayton, and Savannah, being in charge of the latter station from July, 1913, until the time of his retirement.

Taylor, Nathaniel R.: Born in New Kent County, Va., on July 13, 1859; served in the Regular Army from August 11, 1880, to August 10, 1885 and from January 17, 1887, to November 12, 1888; appointed copyist in the Signal Corps, War Department, at Washington, on March 2, 1891. Became separated from the service on July 3, 1891, and was re-employed on September 30, 1891, at the Central Office where he remained until September, 1893, when he was transferred to Oswego as assistant. He later served as assistant at Parkersburg, Nashville, Raleigh, and Galveston, and as official in charge at Tampa, Springfield, Mo., and Sacramento, being in charge of the latter station from February, 1908, until the time of his retirement.

Taylor, Thomas R.: Born in Summerfield, Ohio, on March 6, 1861; served in the Bureau of Animal Industry of the Department of Agriculture from October 18, 1900, until February 19, 1902; he was transferred to the Weather Bureau on February 20, 1902, and assigned to the district forecast center at New Orleans as assistant. He later served as assistant at the Little Rock station until November, 1909, when he was placed in charge at Palestine. In April, 1912, he was transferred in charge at Asheville where he remained until the time of his retirement.

Thompson, Charles D. C.: Born at Washington, Mich., on August 17, 1860; enlisted in the Signal Corps at Rochester on March 12, 1889.

He later served successively as assistant at Oswego, Chicago, La Crosse, Cincinnati, and Milwaukee, and as official in charge at Moorhead and Yankton. In September, 1897, he was transferred as assistant to the Detroit station where he remained until the time of his retirement.

Thompson, Edwin C.: Born at Andover, Mass., on September 13, 1860; enlisted in the Signal Corps on July 16, 1884, at Washington, D. C., where he was engaged on clerical duties until August 11, 1884, when he was sent to Fort Myer for instruction. He returned to the Central Office in January, 1885, after which he served as assistant at Denver and St. Paul, and as official in charge at Salt Lake City, Lake View, Fort Supply, El Paso, Brownsville, Rio Grande City, Sandusky, San Juan, and La Crosse, being in charge of the latter station from December, 1906, until the time of his retirement.

Vail, Herbert E.: Born at Waterloo, N. Y., on November 21, 1858; entered the Weather Bureau service as assistant at Mobile on March 12, 1898. In October, 1899, he was transferred as assistant to the Albany station where he remained until the time of his retirement.

von Herrmann, Charles F.: Born at Hartford, Conn., on February 10, 1862; enlisted in the Signal Corps on November 17, 1884, at Washington, D. C., where he was engaged on clerical duties until January, 1885, when he was sent to Fort Myer for instruction. He remained there until June, 1885, after which he served as official in charge at San Antonio, Fort Concho, La Crosse, Fort Custer, Savannah, Raleigh, Baltimore, Erie, and Atlanta, being in charge of the Atlanta station from May, 1908, until the time of his retirement.

Wilson, Wilford M.: Born at Espyville, Pa., on January 24, 1860; enlisted in the Signal Corps on September 25, 1885, being assigned to the Central Office until March, 1886, when he was sent to Fort Myer for instruction. He returned to the Central Office in July, 1886; later he served as assistant at Cleveland, Memphis, St. Louis, Cincinnati, and Kansas City, and as official in charge at Mount Kellington, Memphis, Milwaukee, and Ithaca, being in charge of the latter station from December, 1905, until the time of his retirement.

Wright, Marsden: Born at Oneida, Ill., on January 13, 1859; served in the 16th U. S. Infantry from July 19, 1884, until July 18, 1889; enlisted in the Signal Corps at Cincinnati on August 1, 1889; later served as assistant at Chicago, Green Bay, St. Paul, Galveston, and Richmond, and as official in charge at Palestine, Roswell, Sandy Hook, and Iola, being in charge of the latter station from November, 1917, until the time of his retirement.

DEATH

Mr. Luther M. Dey, who was retired in December, 1925, after a period of more than 51 years of service in the Weather Bureau, died June 19, 1982, at Rochester, N. Y. A notice of retirement and outline of service may be found in TOPICS AND PERSONNEL for December, 1925.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of June, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Armstrong, Lorenz C.	Roseburg, Oreg.	Junior observer, restored to duty from leave without pay on June 9, 1932.
Burns, Alexander G.	Sault Ste. Marie, Mich.	Junior meteorologist at \$2,500 ¹ , retired in accordance with provisions of Legislative Act for fiscal year 1933.
Clark, Kenneth R.	North Platte, Nebr.	Minor observer, restored to duty from leave without pay on June 16, 1932.
Cohen, David.	San Diego, Calif.	Under observer, granted leave without pay from June 21 to July 31, 1932.
Conger, Norman B.	Detroit, Mich.	Senior meteorologist at \$4,600, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Fassig, Oliver L.	Washington, D. C.	Senior meteorologist, P-5, at \$4,800, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Grant, Robert Q.	Phoenix, Ariz.	Associate meteorologist at \$3,300, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Hazen, John S.	Dayton, Ohio.	Assistant meteorologist at \$2,700, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Hersey, Henry B.	Los Angeles, Calif.	Senior meteorologist at \$4,600, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Howe, Henry C.	Parkersburg, W. Va.	Associate meteorologist at \$3,400, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Ingalls, Charles W.	Washington, D. C.	Senior lithographer mechanical, SP-6, at \$2,300, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Jones, Edward P.	Nashville, Tenn.	Associate meteorologist at \$3,300, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Jones, John H.	Washington, D. C.	Chief scientific aid, SP-8, at \$2,900, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Kimball, Herbert H.	Washington, D. C.	Senior meteorologist, P-5, at \$5,000, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Lager, Ervin J.	Sandberg, Calif.	Junior observer, salary adjusted from \$1,440 to \$1,380, with allowance of \$60 for quarters.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Larcombe, Benjamin F.	Washington, D. C.	Administrative assistant, CAF-8, at \$3,100, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Lee, Richard E.*	Nome, Alaska	Under observer at \$1,260, appointment terminated; record, good.
McBirney, Harold R.	Cheyenne, Wyo.	Junior observer, restored to duty on June 13, 1932, from leave without pay.
Miller, Emmett H.	Charleston, S. C.	Junior observer, salary readjusted from \$1,440 to \$1,560.
Minnick, S. Percy	Washington, D. C.	Administrative assistant, CAF-8, at \$3,100, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Mitchell, Alexander J.	Jacksonville, Fla.	Senior meteorologist at \$4,600, retired in accordance with provisions of Legislative Act for fiscal year 1933.
O'Neil, Daniel F.	Washington, D. C.	Mechanic, Cu-6, at \$1,860, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Percy, William M.	Amarillo, Tex.	Assistant observer, restored to duty from leave without pay on June 7, 1932.
Rampey, David L.	Due West, S. C.	Unskilled laborer at \$1,020, appointment terminated incident to closing of station; record, excellent.
Reeder, George	Columbia, Mo.	Associate meteorologist at \$3,400, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Roche, Henry H.	Portland, Me.	Junior meteorologist at \$2,400, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Stevenson, Calvin G.	Due West, S. C.	Unskilled laborer at \$1,320, appointment terminated incident to closing of station; record, excellent.
Stewart, John C.	Washington, D. C.	Principal clerk, CAF-6, at \$2,800, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Strong, Charles M.	Savannah, Ga.	Assistant meteorologist at \$2,900, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Taylor, Nathaniel R.	Sacramento, Calif.	Assistant meteorologist at \$2,800, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Taylor, Thomas R.	Asheville, N. C.	Junior meteorologist at \$2,300, retired in accordance with provisions of Legislative Act for fiscal year 1933.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Teeple, Arthur R.....	Pocatello, Idaho.....	Junior meteorologist at \$2,300, leave without pay revoked and retired April 30, 1932.
Thompson, Charles D. C.	Detroit, Mich.....	Assistant meteorologist at \$2,800, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Thompson, Edwin C....	La Crosse, Wis.....	Junior meteorologist at \$2,600 ² , retired in accordance with provisions of Legislative Act for fiscal year 1933.
Tveter, Elmer C.....	Nome, Alaska.....	Appointed under observer at \$1,200 ³ .
Vail, Herbert E.....	Albany, N. Y.....	Junior meteorologist at \$2,200, retired in accordance with provisions of Legislative Act for fiscal year 1933.
von Hermann, Charles F.	Atlanta, Ga.....	Senior meteorologist at \$4,600, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Wilson, Wilford M.....	Ithaca, N. Y.....	Senior meteorologist at \$4,600, retired in accordance with provisions of Legislative Act for fiscal year 1933.
Wright, Marsden.....	Iola, Kans.....	Junior meteorologist at \$2,300 ¹ , retired in accordance with provisions of Legislative Act for fiscal year 1933.

¹Includes allowance of \$240 for quarters.
²Includes allowance of \$100 for quarters.

³Includes allowance of \$340 for quarters.

Changes in assignments

Name	Relieved from—	Assigned to—
Armstrong, Lorenz C....	Spokane, Wash.....	Roseburg, Oreg., assistant.
Baxter, Dahl.....	Royal Center, Ind.....	Ellendale, N. Dak., assistant.
Clark, Kenneth R.	Boise, Idaho.....	North Platte, Nebr., assistant.
Clark, R. Duncan.....	New York, N. Y.....	Boston, Mass., assistant.
Cole, Frank T.....	Due West, S. C.....	Spartanburg, S. C., in charge.
Hansman, Frank T.....	Moorhead, Minn.....	St. Paul, Minn., assistant.
Hardy, Erle L.....	Fort Wayne, Ind.....	Santa Fe, N. Mex., in charge.
Hemmersbaugh,	Royal Center, Ind.....	Columbus, Ohio, assistant.
Anthony C.		
Hester, Ralph.....	Roseburg, Oreg.....	Portland, Oreg., assistant.
Kraft, Gordon M.....	Royal Center, Ind.....	Louisville, Ky., assistant.
Lager, Ervin J.....	La Crosse, Wis.....	Sandberg, Calif., assistant.
McBirney, Harold R....	Boise, Idaho.....	Cheyenne, Wyo., assistant.
McKinney, Wilbur F....	Grand Junction, Colo..	Cheyenne, Wyo., assistant.
Miller, Emmett H.....	Due West, S. C.....	Charleston, S. C., assistant.
Nickles, J. Harold.....	Due West, S. C.....	Savannah, Ga., assistant.
Percy, William M.....	Charlotte, N. C.....	Amarillo, Tex., assistant.
Smith, Roy A.....	Due West, S. C.....	Atlanta, Ga., assistant.

C. H. Marvin

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JULY, 1932

CONTINUANCE OF WEATHER BUREAU OFFICIALS UNDER THE ECONOMY ACT

Under the provisions of the section of the Legislative Act for the fiscal year 1933 relating to compulsory retirement for age, the President, upon recommendation of the Secretary of Agriculture, recently issued an executive order authorizing continuance of Dr. Charles F. Marvin as Chief of the Weather Bureau.

Continuance in the service of Dr. William J. Humphreys, meteorological physicist and editor of the Monthly Weather Review, at the Central Office, and of Dr. Isaac M. Cline, official in charge at New Orleans, has also been authorized.

ADMINISTRATION OF SECTIONS 101-3 OF THE ECONOMY ACT

A copy of Secretary's Memorandum No. 627, dated July 26, 1932, with title as above, was recently mailed to all first-order and central airport stations.

In accordance with instructions contained therein, the legislative furlough of 24 working days will be applied to all regular, commissioned employees of the bureau and may be granted by officials in charge of stations to employees under their supervision for short periods of time in accordance with regulations which previously existed for the granting of annual leave. However, station officials should forward all leave slips immediately upon the granting of such furloughs, and will be held strictly accountable for correct submission of pay rolls and for the forwarding of information necessitating changes in pay rolls after their submission.

A minimum deduction of two and one-half days' pay will be made from the monthly salary of each regular, commissioned employee, coming within the provisions of the Economy Act, whether or not leave is taken during the month. A proportionate deduction will be made when the period of service on the pay roll, as a result of appointment, resignation, etc., during the month is less than one month. If an employee is not absent during the month, he will be given credit for two furlough days.

If more than two working days' of leave or more than the amount of accumulated leave is taken during the month, the deduction will be made at the rate of one and one-quarter days' pay for each working day (or fractional part of a working day) of such absence, less, of course, the number of days for which prior deductions have been made and for

which no leave was taken. For example, if an employee, who has taken no leave during July, is absent from August 10 to noon of August 24, 1932, a period of $11\frac{1}{2}$ working days, he will be given credit for two days' leave accumulated during July and charged for 10 furlough days at the rate of one and one-quarter days' pay for each furlough day; he will have submitted a leave slip for $11\frac{1}{2}$ days' furlough and, since he has been charged a total of 12 furlough days, he will then have to his credit one-half day of leave. Leave slips must be submitted for the exact period of absence in every case, regardless of whether or not the employee has accumulated leave to his credit for prior salary deductions.

The following table will be used in the preparation of pay rolls (pending receipt of new salary tables showing deductions by days):

Per annum salary	Monthly salary (Gross)	Retirement deduction	Deduction for two furlough days	Monthly salary (Net)	Deduction for one furlough day
\$6,000	\$500.00	\$17.50	\$41.68	\$440.82	\$20.84
5,800	483.32	16.92	40.28	426.12	20.14
5,600	466.66	16.34	38.90	411.42	19.45
4,800	400.00	14.00	33.34	352.66	16.67
4,600	383.32	13.42	31.96	337.94	15.98
3,800	316.66	11.10	26.40	279.16	13.20
3,700	308.32	10.80	25.70	271.82	12.85
3,600	300.00	10.50	25.00	264.50	12.50
3,400	283.32	9.92	23.62	249.78	11.81
3,300	275.00	9.64	22.92	242.44	11.46
3,200	266.66	9.34	22.24	235.08	11.12
3,100	258.32	9.06	21.54	227.72	10.77
3,000	250.00	8.76	20.84	220.40	10.42
2,900	241.66	8.46	20.14	213.06	10.07
2,800	233.32	8.18	19.46	205.68	9.73
2,700	225.00	7.88	18.76	198.36	9.38
2,600	216.66	7.60	18.06	191.00	9.03
2,500	208.32	7.30	17.36	183.66	8.68
2,400	200.00	7.00	16.68	176.32	8.34
2,300	191.66	6.72	15.98	168.96	7.99
2,200	183.32	6.42	15.28	161.62	7.64
2,100	175.00	6.14	14.60	154.26	7.30
2,040	170.00	5.96	14.18	149.86	7.09
2,000	166.66	5.84	13.90	146.92	6.95
1,980	165.00	5.78	13.76	145.46	6.88
1,920	160.00	5.60	13.34	141.06	6.67
1,860	155.00	5.44	12.92	136.64	6.46
1,800	150.00	5.26	12.50	132.24	6.25
1,740	145.00	5.08	12.10	127.82	6.05
1,680	140.00	4.90	11.68	123.42	5.84
1,620	135.00	4.74	11.26	119.00	5.63
1,560	130.00	4.56	10.84	114.60	5.42
1,500	125.00	4.38	10.42	110.20	5.21
1,440	120.00	4.20	10.00	105.80	5.00
1,380	115.00	4.04	9.60	101.36	4.80
1,320	110.00	3.86	9.18	96.96	4.59
1,260	105.00	3.68	8.76	92.56	4.38
1,200	100.00	3.50	8.34	88.16	4.17
1,140	95.00	3.34	7.92	83.74	3.96
1,080	90.00	3.16	6.68	80.16	3.84
1,020	85.00	2.98	1.68	80.34	84
960	80.00	2.80	77.20

When pay has been deducted for 24 working days at the rate of one and one-quarter days' pay per day (one month's pay) or when the total of deductions has reduced the annual compensation to \$1,000, no further deductions will be made on account of furlough. Absences in addition to the 24 furlough days or the portion thereof necessary to bring the rate of compensation to \$1,000 per annum, except on sick leave or military leave, will be regarded as absences without pay and charged for in accordance with existing regulations covering leave without pay.

The *gross* salary will be used as the base for computing deductions for (1) retirement, (2) allowances for quarters, fuel, and light, and (3) furloughs. The furlough deduction will be entered on the pay roll in the column headed "Other". Where deductions are made for quarters, fuel, and light, two separate amounts will be entered in the column headed "Other"—one for the furlough deduction and the other for the quarters' allowance, and the latter will be starred with a footnote reading "Allowance for quarters, fuel, and light". The sum of the totals of the two columns headed "Retirement" and "Net amount paid", and *not* the gross amount, will be carried to the face of the pay roll.

Because of exigencies of the service, neither the 5-day week nor the obligatory furlough can be applied to airways observers. In accordance with instructions contained in Circular 7, dated July 1, 1932, deductions of $8\frac{1}{3}$ per cent or less will be made from the wages of such observers (including those relieving the regular observers) who are paid at *rates* which amount to the equivalent of more than \$1,000 per annum. Where a deduction of $8\frac{1}{3}$ per cent would bring the payment to a *rate* less than the equivalent of \$1,000 per annum, the percentage rate of deduction will be only such as to bring the compensation to the equivalent of a rate of \$1,000 per annum. The gross amount of the wages will be entered on the pay roll in the "Gross amount earned" column, the economy deduction in the column headed "Other", and the difference in the "Net amount paid" column. The total of the column headed "Net amount paid" will be carried to the face of the pay roll. For example, if an employee whose regular rate of pay is \$3.00 per diem works 28 days during a month, the amounts on the pay roll will be as follows: "Gross amount earned", \$84.00; "Other", \$7.00; "Net amount paid", \$77.00. Airways observers are not given time off for the deductions made under the provisions of the Economy Act.

USE OF GOVERNMENT TRANSPORTATION REQUESTS FOR SECURING ROUND-TRIP TICKETS

The Comptroller General of the United States has called particular and special attention to paragraph 16 of the Standardized Government Travel Regulations, under the provisions of which through tickets, excursion tickets, reduced-rate, round-trip, or party tickets must be secured, whenever practicable and economical, by Government employees when traveling on official business.

It is incumbent upon employees using transportation requests, whether for transportation or Pullman accommodations, to make inquiry relative to the availability of transportation at other than twice the one-way rate, such as excursion or other reduced round-trip fares, applicable between the points under consideration, and the limit on which will provide sufficient time for the performance of the duties of the traveler. Failure to do so will render the traveler liable for the difference in cost between the regular and special fares.

Attention in this connection is also invited to paragraph 32 of the Standardized Government Travel Regulations.

CORRECTION

Station officials are requested to change the last three words in the first paragraph at the top of page 279 of the June, 1932, number of TOPICS AND PERSONNEL from "current fiscal year" to "next calendar year". The requisitions involved cover the year January 1, 1933, to December 31, 1933.

REPLACEMENT OF TAPE-MODEL TELETYPE MACHINES BY PAGE MODELS

The Department of Commerce has advised this bureau that it plans to replace the present tape-model teletype machines by page-model machines for general use at the following stations:

Albany.	Fort Worth.	Murfreesboro.	Sacramento.
Aberdeen.	Fresno.	North Platte.	St. Paul.
Amarillo.	Greensboro.	Phoenix.	Syracuse.
Baltimore.	Hartford.	Quantico.	Tulsa.
Boise.	Iowa City.	Redding.	Utica.
Big Spring.	Kalamazoo.	Reno.	Washington.
Des Moines.	Medford.	Richmond.	Wichita.
Elko.	Milwaukee.	Rock Springs.	Wilmington.
Fargo.	Minneapolis.	Rochester.	Winslow.

No definite date is given for completion of these changes, but it is expected that it will be accomplished as promptly as delivery of machines permits.

This change will require the use of paper in rolls approximately 8½ inches wide instead of tape. The Central Office is taking action to secure a supply of this paper, which will then be furnished from stock. As soon as paper is received at the Central Office, a supply will be sent to each station or substation named. Thereafter officials in charge of stations concerned will make requisitions for current needs at their stations, or the substations under their supervision, as is now done in the case of tape. If a supply is not received prior to the installation of the new machines, authority for purchasing a small supply locally for temporary needs should be requested by Purchase Requisition, or, if necessary, by radio.

PILOT-BALLOON OBSERVATIONS DURING THE INTERNATIONAL POLAR YEAR

Officials and employees at pilot-balloon stations who have been instructed to make special cloud observations during the polar year will follow the balloon as long as practicable on the days of first, second, and third order. Special pilot-balloon observations should not be taken in this connection. The regular observations which are taken near the time (Greenwich mean time) indicated in the instructions furnished these stations should be unlimited as to height, so far as practicable.

REPORTING FIELD CONDITIONS IN AIRWAYS WEATHER REPORTS

In accordance with instructions contained in paragraph 68 of Circular N the word "field" should be included in reports of field conditions, contained in airways weather reports, in order to avoid the possibility of confusion with other data in the reports. It is requested, therefore, that the instructions, which are concurred in by the Department of Commerce, be strictly complied with.

GENERAL SUPERVISION OF AIRWAYS WEATHER SERVICE

The circular entitled "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, is hereby amended to provide for the following changes in designations of airways:

Chicago:

Chicago-Bryan to Chicago-Helmer.

Cleveland:

Cleveland-Bryan to Cleveland-Archbold.

DISPOSITION OF USED TELETYPE TAPE

In view of the fact that each teletype circuit is monitored by a Department of Commerce station at which is kept a file of all used tape containing data transmitted over the circuit, it is not necessary that such tape be filed at Weather Bureau stations. However, in order that the tape may be available for ready reference in case of possible inquiry not covered by other records, it is desirable that it be retained for a period of three months and then disposed of, if desired.

SURPLUS PROPERTY

There is available for transfer at Binghamton, N. Y., one standing oak desk, 3-drawer, for Map A; in good condition.

Any station official desiring such a desk should communicate with the Central Office.

FEDERAL BUSINESS ASSOCIATIONS

Mr. R. W. Gray, Miami, has been elected vice president of the local Federal Business Association.

A. H. Mawin.

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

AUGUST, 1932

ADMINISTRATION OF SECTIONS 101-3 OF THE ECONOMY ACT

Reference is made to the article under the above title in the July, 1932, issue of TOPICS AND PERSONNEL:

Since the salaries of employees paid at the rates of \$1,020 and \$1,080 per annum are not to be reduced below the rate of \$1,000 per annum under the provisions of the Economy Act, the deduction does not equal $8\frac{1}{3}$ per cent. Therefore, the period of legislative furlough for such employees is only a fractional part of that given those in the higher grades. This may be computed by dividing the total amount to be deducted by $1\frac{1}{4}$ days' pay. The furlough periods, computed to the nearest quarter hour, for the fiscal year for regular, commissioned employees in the field in the grades involved are as follows:

<i>Annual salary.</i>	<i>Period of furlough.</i>
\$1,020.....	5 days 5 $\frac{1}{4}$ hours.
1,080.....	21 days 2 $\frac{3}{4}$ hours.

When a \$1,020 or \$1,080 employee has not been absent on legislative furlough, or has been absent during a month no more than one-twelfth of the time indicated above, the monthly deduction will be that called for in the table in July TOPICS AND PERSONNEL. Any absence in excess of the accumulated leave that is credited to an employee will be charged for at the rate of $1\frac{1}{4}$ days' pay for each working day of absence. Owing to bookkeeping difficulties which would otherwise result, the General Accounting Office has advised that in these cases (\$1,020 and \$1,080 salaries) credit for the minimum amounts previously deducted as specified in the table will not be allowed until the employee has completed his furlough. For example, if a deduction of \$1.68 has been made from the July salary of a \$1,020 employee and he is on furlough three days in August, he will be charged $3\frac{1}{4}$ days' pay, or \$10.68, in August, regardless of the prior deduction of \$1.68 in July. The credit will be applied only when he has taken a total of 5 days and $5\frac{1}{4}$ hours of furlough, i. e., if he takes the additional 2 days and $5\frac{1}{4}$ hours in September, the deduction on the September pay roll will be $8\frac{1}{3}$ days' pay (\$9.87), less \$1.68, or \$7.69; if taken in October, the deduction would be \$9.87, less \$3.86 (\$1.68 each for July and September), or \$6.01, etc.; or, if

he planned to take the additional 2 days and $5\frac{1}{4}$ hours in February, 1933, or thereafter, deductions of \$1.68 would be made each month to December, inclusive, and \$0.97 in January to bring the total to \$20. After deductions of \$20 and \$80, respectively, are made from the salaries of such employees, no further deductions will be made during the fiscal year unless the employee is absent for more than the time indicated above; such further absences will be charged for under existing regulations governing leave without pay.

It is noted that many station officials are not following the instructions contained in the last issue of TOPICS AND PERSONNEL with reference to the details in connection with the preparation of pay rolls. Failure to strictly adhere to the instructions given results in additional and unnecessary work in auditing and in delay in placing pay rolls in course of settlement.

Under a decision of the Comptroller General on the Economy Act, any employee on legislative furlough during an entire calendar month which contains less than 24 working days will not be permitted at any subsequent time to take, without additional charge against his pay, the difference between 24 and the actual number of working days occurring in the month in which such employee is absent. For example, the fact that the month of July contained but $22\frac{1}{2}$ working days would not entitle an employee who had been furloughed the entire calendar month of July to an additional $1\frac{1}{2}$ days' legislative furlough.

ALLOTMENT FOR PRINTING AND BINDING REDUCED

The following items formerly classed as "Supplies" are now classed as "Printing and Binding" in the Economy Act for the fiscal year 1933:

Any book (requiring printing or binding).	Plain, unprinted pads.
Scrap books.	Stenographer's notebooks.
Press copy books.	Plain and ruled notebooks.
Calendar pads.	Plain tablets.
Columnar pads.	Loose-leaf binders.
Cross section paper.	Ruled pads.
	Standard blank books.

There has been a drastic cut in the appropriation for the items indicated, and the bureau's allotment has been cut about 50 per cent for expenditures in Washington and in the field during the fiscal year 1933. Furthermore, field officials are prohibited in that act from purchasing, without approval of the Joint Committee on Printing, any of these or similar items on circular authority requiring a printing or binding operation, or both, to manufacture.

Therefore, the purchase of these items must be restricted to absolute requirements and no such purchases should be made until after approval is obtained from the Central Office.

In this connection the number of small daily calendar pads issued by the Central Office each calendar year will be materially reduced. The

average station will be furnished only one pad and larger stations two pads for the calendar year 1933.

FORM 4016

Attention of station officials is invited to the necessity for careful preparation of Form 4016 (Report of forecast cards, maps, etc.) Examination of these forms indicates that apparently at many stations they are prepared in a perfunctory manner without a check of the stock on hand, or carefully estimating the amount used monthly and how long the supply will last.

Stringent limitations made by law as to the amount of paper which can be purchased during the current fiscal year make it incumbent on the Central Office to distribute stocks required in the issuing of maps, cards, and weather bulletins in sufficient quantities for actual needs without causing unnecessary accumulations or emergency shipments. As shipments are determined by reports on Form 4016, it is urgent that they be prepared accurately and forwarded promptly at the beginning of each month.

RELEASE OF LOCAL OBSERVATIONAL DATA

Inquiries are being received at the Central Office relative to release of local observational data at 8:15 a. m., E. S. T., as authorized in circular letter of May 2, 1932. Weather Bureau employees are not authorized to file telegrams containing the data to individuals, or organizations, or to initiate telephone calls transmitting the data. Any individual or organization wishing to secure the information by telegraph must arrange for a local agent to secure the data from the Weather Bureau Office in the manner prescribed in the circular and to prepare and file the telegrams.

MAILING OF MAPS, BULLETINS, AND FORECAST CARDS ON SATURDAYS

Due to the extensive prevalence of Saturday half holidays, many weather maps, weather bulletins, cotton, corn and wheat region bulletins, and forecast cards mailed on Saturdays are of limited value because they do not reach the recipients until the next Monday. It is desired that officials in charge of stations at which such publications are issued carefully examine their mailing lists and discontinue distribution to those who do not receive them on Saturdays. In this way a considerable saving in paper stock may be effected. Recipients who desire continuous reports for record purposes will doubtless make known their wishes, and issue to them can be resumed.

It is not advisable to circularize addressees as, in most cases, information regarding mail delivery can be obtained from postal officials.

In making future reports of issues of the publications in question on Form 4028 it is desired that the Saturday distribution be specified.

The foregoing does not apply to paid subscriptions for the weather map, which should be continued on Saturdays.

RESIGNATION OR TERMINATION OF APPOINTMENT OF AIRWAYS OBSERVERS

The Central Office has experienced considerable difficulty in securing promptly and in proper form the resignations of airways observers who receive compensation in excess of \$45 a month. The manner in which such resignations should be submitted is fully set forth in the article appearing in the February, 1931, issue of TOPICS AND PERSONNEL under the heading "Resignation of Airways Observers". Station officials are urged, therefore, to follow the instructions contained in that article.

Considerable confusion and embarrassment has also arisen by reason of the fact that the services of commissioned airways observers have been terminated either without the matter being brought directly to the attention of the Central Office or considerably after the time the employee was separated from the service. Station officials are advised that the termination of the appointment of a commissioned airways observer must be formally recommended to the Secretary of Agriculture and have his approval, the same as in the case of a regular, full-time, commissioned employee. Therefore, in cases where such procedure is necessary, recommendation should be promptly submitted to the Central Office for the termination of appointment of such observer, and should include a statement as to the last day he performed service for the bureau and the character of his services.

It is believed that practically all the difficulties that have arisen in this connection can be eliminated if station officials will bear in mind the fact that the appointment procedure in the case of airways observers who receive compensation in excess of \$45 a month is practically the same as that in case of regular, full-time, commissioned employees.

INOPERATIVE STATIONS TO BE DROPPED FROM CIRCULAR NO. 2

It has come to the attention of the Central Office that some of the stations from which occasional reports are received or at which occasional services are performed, authorized by Circular No. 2, are considered closed by district centers, or have been inoperative for a long time.

As soon as it is found that satisfactory reports can not be obtained from a station, a recommendation to close the station should be made. Each station appearing on Circular No. 2 is an encumbrance against the allotment, and no dormant or dead stations should be allowed to remain on the circular.

EMPLOYEES RECEIVING RETIRED PAY AS EMERGENCY OFFICERS

In connection with recent legislation, the Veterans' Administration has requested the names of all employees who are retired emergency officers under the provisions of Chapter 10-A, Title 38, United States

Code. Officials in charge of divisions and stations are therefore requested to make a survey of employees under their supervision and report promptly to the Chief Clerk's Office the names of any employees receiving retired pay as emergency officers.

OWNERSHIP OF FURNITURE IN FEDERAL BUILDINGS

A memorandum has been received from the Office of the Supervising Architect, Treasury Department, regarding the ownership of furniture moved into Federal buildings. Summarizing the contents of the memorandum, the Treasury Department points out that where, under existing law, any service of the Government moves into a Federal building, it is required that such service make use of all furniture now owned and utilized by it in the quarters from which removal is made.

The Treasury Department will assume the expense for moving the furniture to the Federal building, but since it is charged with the care and replacement thereof, the custodian of the building is required to maintain an inventory. While the Treasury Department claims the temporary ownership of such furniture, it is stated that no objection will be offered if the services retain actual title thereto; and in conformity with this position, the Office of Personnel and Business Administration has outlined the policy of this department to be as follows:

(1) To furnish to the custodians of the respective buildings inventories of all furniture moved into Federal buildings; (2) to retain (in the Department of Agriculture) actual title to such property; and (3) to apply existing property regulations to furniture moved into Federal buildings. In this connection, "furniture" is defined to comprise those items of office equipment such as desks, tables, chairs, filing cases, etc., which are in common use by all branches of the Government service. Special or technical equipment of any description is not included.

ECONOMY IN SHIPPING SUPPLIES AND EQUIPMENT

Except in actual emergency, the most economical method of transportation, consistent with the nature of the article to be shipped, must be used. Therefore, when shipping supplies and equipment between stations and substations, officials should consider carefully all available methods—express, freight, motor truck, and parcel post, and all factors involved—the nature of the shipment, the exigencies of the service, and all costs, including packing and drayage, when necessary. The transportation of instrument shelters and supports by express is seldom the cheapest method and is subject to criticism by the General Accounting Office.

CLIMATOLOGICAL BULLETIN PAPER

Station officials are requested to report to the Central Office immediately the estimated number of reams of climatological bulletin paper,

12 by 19 inches, that will be requested on the semi-annual requisitions to be rendered about December 15, 1932, for shipment to stations during the period January 1, 1933, to June 30, 1933.

METHOD OF RECORDING MAXIMUM ALTITUDE REACHED IN PILOT-BALLOON OBSERVATIONS

Hereafter all pilot-balloon stations are requested to observe the following rules relative to recording maximum-altitude wind data:

1. For levels between "surface" and 1,000 meters, m. s. l., inclusive, if the maximum altitude reached is 100 meters, or less, below one of the standard levels, the data for the maximum altitude shall be entered on Form 1114 for that standard level.

2. For levels of 1,500 meters, or above, if the maximum altitude reached is 250 meters, or less, below a standard level, the data for the maximum altitude shall be entered on Form 1114 for that standard level.

3. At stations where altitudes are such that the data for the level *500 meters above surface* on Form 1117 must be taken from Form 1110A or Form 1115, data are not to be entered for this level, except for observations reaching an altitude of 400 meters, or more, above the surface.

Paragraphs 1 and 2 of these instructions amend similar instructions appearing in the April, 1929, issue of TOPICS AND PERSONNEL, under the heading, "Summarizing Pilot-Balloon Data".

UNIFORM SYSTEM FOR USING ARMY RADIO NET

The Office of the Chief Signal Officer, War Department, calls to our attention that addresses on many telegrams sent by Federal agencies in the field to the nearest Army radio station for relay by the Army radio system to destination have been incorrect, in that more information was placed in the address than was necessary to insure delivery by the commercial telegraph company to the radio station. In order to adopt a uniform system for all Federal agencies using the Army radio net, the following is recommended for use by Weather Bureau officials:

For example, a message filed at Phoenix, Ariz., for the Central Office, should be addressed to the nearest radio station as follows:

Address: Observer,
 Army Radio Station,
 Fort Huachuca, Ariz.
Body: Washington Observer _____.

As will be noted, the first line of the address contains addressee's name, the second line shows that the message is to be delivered to the Army radio station, and the third line shows name of nearest Army radio station and its location. The first word in the body of the message should contain addressee's address, and the text should begin immediately thereafter.

COMPUTING LABOR COST IN PREPARATION OF QUARTERLY PRINTING-PLANT REPORT

In the preparation of the quarterly printing-plant report rendered on Form J. C. P. No. 1a the basic salary of the employees concerned should

be used in computing the labor cost, and not the basic salary less the deduction that is being made under the provisions of the Economy Act.

BINDING OF ANEMOMETER DIALS

The shank of the large-headed screw which may be observed in the center of the anemometer dial wheels forms a bearing on which the two large dial wheels turn. This large-headed screw is screwed into a brass stud projecting from the body of the anemometer. In several instances it has been found that repeated forcible insertions of the steel screw into the brass stud have shortened the original working distance between the brass stud and the under side of the screw head to an extent that permits the screw head to bind the dials. To test for this condition, remove contact spring and pinion, then turn the dials to make sure they are free. If they are clamped by the large head screw, the condition may be corrected by slipping over the threaded end of the screw a thin washer, the outside diameter of which must not exceed the diameter of the shank of the steel screw. The Instrument Division will arrange to furnish screws with longer shank upon request. Brass yields under considerable pressure, hence the screw should not be turned with force greater than necessary to bring it well home.

ANEMOMETER GEARING

A canvass by letter sent to a number of stations to which 3-cup anemometers have been sent during the past year or so has disclosed several instruments in which the worm wheel on the spindle does not mesh smoothly with the 64-toothed wheel. With a finger held lightly against the first or 64-toothed wheel as a brake, it should be advanced one revolution by 64 revolutions of the spindle without noticeable grating of the gear. Failure in this respect should be reported to the Central Office.

AIRWAYS SERVICE MAPS

Copies of three maps, showing (1) the civil airways and weather reporting stations that provide service therefor, (2) the 3-hourly forecasting system, and (3) pilot-balloon stations in the United States, were mailed to all stations on September 1, 1932. Any station official who has not received these maps should notify the Central Office.

AURORAL OBSERVATIONS DURING POLAR YEAR

The following is quoted from a letter from the official in charge, Chicago, Ill., for the information of other stations where it is thought the suggested plan would be helpful:

This office has made arrangements with the traffic manager of the Western Union Telegraph Company in this city whereby his office will telephone our airport office whenever auroral disturbances are noticed. It is thought that in this way our men at the airport will be put on the alert, especially in any cases where wire trouble is experienced before the aurora becomes visible.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. O. W. Roberts, Bismarck, reelected secretary; Mr. C. E. Hadley, Chattanooga, elected president; Mr. R. E. Kearney, Devils Lake, elected secretary; Mr. W. C. Hickmon, Fort Smith, reelected secretary; Mr. A. M. Hamrick, Kansas City, appointed chairman of the purchasing committee; Mr. E. W. Holcomb, Mobile, elected vice president.

RETIREMENTS

Mr. Dennis S. Landis, official in charge at Fort Worth, will be retired with the termination of August 31, 1932. Mr. Landis was born at Sweet Springs, W. Va., on August 1, 1862. He entered the Weather Bureau service on August 9, 1901, as assistant at Phoenix, and remained there until November, 1902, when he was transferred to Fort Worth as assistant. He was placed in charge of the Fort Worth station on May 31, 1904.

Mr. John R. McArtor, mechanic (carpenter) at the Central Office, will be retired with the termination of August 31, 1931. He was born in Loudon County, Va., on July 22, 1865. Mr. McArtor entered the Weather Bureau service on July 14, 1924, by transfer from the Department of Commerce (Bureau of Standards) and spent his entire period of service in the bureau at the Central Office.

Mr. Melvin B. Summers, official in charge at Seattle, has been retired effective July 31, 1931, on account of ill health. Mr. Summers was born at Louisville, Ohio, on May 11, 1877. He entered the Weather Bureau service as assistant at Columbia, Mo., on May 15, 1900, by transfer from the Bureau of Animal Industry. Thereafter he served as assistant at Pittsburgh from November, 1902, to June, 1905, and from October, 1905, to February, 1911; as official in charge at Macon from June, 1905, to October, 1905; as assistant at Philadelphia from February, 1911, to September, 1916; as official in charge and special disbursing agent at Juneau from September, 1916, to August, 1923; and as official in charge at Seattle from August, 1923, to the date of his retirement.

DEATH

Mr. Frederick W. Conrad, who was retired in December, 1923, after a period of about 49 years of service in the Weather Bureau and the Signal Corps, died May 1, 1932, at the U. S. Soldiers' Home, Washington, D. C. A notice of retirement and outline of service will be found in TOPICS AND PERSONNEL for December, 1923.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of August, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Clark, R. Duncan.....	Boston, Mass.....	Assistant observer at \$1,740, resigned; record, excellent.
De Hay, W. Clyde.....	Dallas, Tex.....	Minor observer at \$1,020, suspended from duty September 1 to September 11, 1932, for disciplinary reasons.
Hargett, Mrs. Virginia B..	Washington, D. C.....	Assistant clerk, CAF-3, name changed on rolls from Miss Lolo V. Bailey.
Hug, Floyd E.....	Dallas, Tex.....	Junior observer at \$1,440, suspended from duty August 27 to 31, 1932, for disciplinary reasons.
Landis, Dennis S.....	Fort Worth, Tex.....	Assistant meteorologist at \$2,800, retired.
McArtor, John R.....	Washington, D. C.....	Mechanic, Cu-6, at \$1,800, retired.
McBirney, Harold R.....	Cheyenne, Wyo.....	Junior observer at \$1,440, granted leave without pay from September 1, 1932, to June 2, 1933.
Shaffer, Charles T.....	Washington, D. C.....	Mechanic, Cu-6, granted leave without pay from June 19 to September 19, 1932.
Summers, Melvin B.....	Seattle, Wash.....	Senior meteorologist, at \$4,000, leave without pay revoked and retired July 31, 1931.

Changes in assignments

Name	Relieved from—	Assigned to—
Bertrand, Wallace A.....	Bellefonte, Pa.....	Detroit, Mich., assistant.
Borders, Robert C.....	Toledo, Ohio.....	Detroit, Mich., assistant.

C. H. Marvin.

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

SEPTEMBER, 1932

DIVISION OF CLIMATE AND CROP WEATHER

The compulsory retirement on June 30, 1932, of a number of officials of the bureau occupying positions of high responsibility, and the need for rigid economy in expenditures necessitated a reorganization of the work of the bureau in a way that will result in the effective maintenance of service with the maximum saving possible. As a result of a careful administrative survey, action has been taken to consolidate and merge the present Climatological Division and the Division of Agricultural Meteorology. Mr. Joseph B. Kincer will be placed in charge of the combined activity which will be known as the Division of Climate and Crop Weather, effective October 1, 1932, and his present position as Chief of the Division of Agricultural Meteorology will be permanently dropped.

All activities of the old divisions will be continued under the new organization as heretofore.

FILLING OF FIELD VACANCIES CAUSED BY RETIREMENTS

About 20 Weather Bureau officials and employees in the field service have been recently retired, as listed in the June issue of TOPICS AND PERSONNEL, such action being required under the retirement for age provision of the economy amendment to the legislative bill.

Section 203, Title II, of the so-called "Economy Act" states in substance that no appropriation available to any executive department shall be used to pay the compensation of an incumbent appointed to any civil position which is vacant on July 1, 1932, or to any position which may become vacant after such date; provided, that this inhibition shall not apply (a) to absolutely essential positions, the filling of which may be authorized in writing by the President of the United States.

As a consequence of the foregoing provisions of law, the positions occupied by the people whose retirements were effected with the termination of June 30, 1932, became vacant and the salaries were automatically impounded, beginning with July 1. The administrative officers of the Weather Bureau and the Department of Agriculture, desiring to maintain the weather service at the maximum saving possible without serious detriment to essential activities, invoked the provisions of section 203 of the "Economy Act" and requested executive authority to fill the more important of these vacancies by affecting the reorganization of certain activities conducted at some of the stations involved, e. g., by the trans-

fer of climatological work for the State of Missouri from Columbia to St. Louis, and by the transfer and promotion of employees, all of which promotions are listed in this issue. In several cases the salaries formerly prevailing in higher grades have not been continued for the present. This salary adjustment was necessary for the present in order to save as much as possible of the salary money required to be impounded on account of the urgent need for economy in the expenditure of Government funds, and at the same time make provision for the effective maintenance of essential service without working distinct injustice to faithful and efficient employees assigned to new and additional duties.

In connection with these changes, and subsequent ones that will occur from time to time, the stations are advised that under the conditions prevailing at present they must "carry on" and adjust the essential work of the station to the restricted personnel.

EMPLOYMENT OF PERSONS RETIRED FOR AGE PROHIBITED

Under the "Compulsory Retirement for Age" provisions of the Economy Act for the fiscal year 1933, no person heretofore or hereafter separated from the service of the United States or the District of Columbia under any provision of law or regulation providing for such retirement on account of age shall be eligible again to appointment to any appointive office, position, or employment under the United States or the District of Columbia. This prohibition should be borne in mind by station officials in connection with the employment of emergency assistants and station observers.

EMPLOYMENT OF EMERGENCY ASSISTANCE

In order to comply with the provisions of the Economy Act for the fiscal year 1933, it will not be practicable for the Central Office to favorably consider requests for the employment of emergency assistance during absences of employees on furlough, except in the case of one and two-man stations. At other stations, during furlough of the employees, the work should be reduced to the amount which can be handled by the remaining personnel without undue hardship or overtime. In all such cases a written report of action taken should be made to the Central Office.

AIRWAYS SHELTERS

It is found that at some high angles of elevation the sun may shine into the little airways instrument shelter. In order to overcome this, station officials are directed to increase the width of the middle outside board by adding 2 inches to the upper edge. This will require three boards, one board $7\frac{1}{8}$ inch by 2 by $11\frac{1}{4}$ inches for the back, and one board $7\frac{1}{8}$ inch by 2 by $10\frac{1}{2}$ inches for each side. In order to prevent breakage, the thermometer should be removed from the shelter during the time the boards are being installed. The work may be done as opportunity arises, and its accomplishment should be reported in inspection reports.

PRACTICE FORECASTS DURING 1933

Applications for making practice forecasts during the year 1933 will be received until November 15, 1932.

The grouping of States for practice forecasts during 1933 will be the same as for the year 1931, group 6 (Northern California and Southern California) being omitted.

Conditions governing applications are the same as those contained in items appearing in the October, 1929, and October, 1930, issues of TOPICS AND PERSONNEL, and those items should be carefully noted before requests are submitted.

MARINE CALENDARS FOR 1933

The drastic reduction in printing funds has necessitated, among other economies, a large decrease in the 1933 edition of marine calendars. All marine centers, therefore, will have a reduced allotment of these calendars for distribution, but the supply has been carefully prorated upon the basis of the showing made by each station in the collection of marine reports during the last fiscal year. This has resulted in maintaining the allotments to New York, New Orleans, and San Francisco, the principal marine centers, as nearly up to previous apportionment as possible.

No Atlantic calendars are being issued to the Pacific coast stations, nor Pacific calendars to Atlantic and Gulf stations. Requests for marine calendars not in stock will be forwarded to the Central Office for action to supply.

Distribution of the marine calendars by marine centers must be carefully and economically conducted, and issue to other than ships and marine agencies giving bona fide cooperation in our work is forbidden. As a rule, not more than two calendars should be issued to any ship, one for the master and another for the chart room.

Interior stations desiring the marine calendar for the benefit of the moon-phase information contained can secure *one* copy upon request. Envelopes containing such requests should be marked "Forms for Marine Division".

GENERAL SUPERVISION OF SERVICE AT AIRWAYS JUNCTION POINTS

Recent information received at the Central Office indicates that some confusion results from the fact that stations that are junction points for airways assigned to different centers are often in receipt of conflicting instructions from the centers concerned, and that changes made at the instance of one center are not known to the other, or others, involved, etc. In order to eliminate this situation the circular, "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, is hereby amended to provide that stations at junction points will be

assigned to definite general supervision of one center, except those which are themselves general supervising stations, effective November 1, 1932, in accordance with the following list:

Supervising station.	Stations over which supervision is exercised.	Supervising station.	Stations over which supervision is exercised.
Albuquerque	Amarillo.	Dallas	Big Spring.
Atlanta	Richmond.	Do	Tulsa.
Do	New Orleans.	Detroit	Kalamazoo.
Do	Jackson.	Kansas City	Wichita.
Do	Memphis.	Burbank	Phoenix.
Cheyenne	Pueblo.	Do	Kingman.
Do	Rock Springs.	Newark	Albany.
Do	Denver.	Portland, Oreg.	Medford.
Chicago	Evansville.	Do	Pasco.
Do	Moline.	Oakland	Fresno.
Cleveland	Bellefonte.	Do	Reno.
Do	Archbold.	Washington, D.C.	Camden.
Do	Pittsburgh.		
Do	Indianapolis.		
Do	Louisville.		

In effect, the foregoing will mean that matters involving a station at a junction point will be taken up with that station *through* the supervising station, as indicated above, e. g., Chicago or St. Louis will take up matters involving service at Indianapolis through the Cleveland station, etc.

Where a general supervising station is a junction point, matters involving service on airways supervised by other stations, but terminating there, will be taken up directly with that station.

The following will not abrogate present authority for officials of other than the general supervising stations to visit the stations shown in the foregoing list on inspection trips.

INCREASING LENGTH OF PILOT-BALLOON OBSERVATIONS

Owing to lack of personnel, or increase in work at stations, the Central Office has granted permission to several stations to discontinue pilot-balloon observations after certain minimum altitudes have been reached. However, this policy has resulted in such a marked decrease in the number of high-altitude observations that a change in practice is necessary.

Therefore, in order that all possible wind data for high altitudes may be secured regularly, all pilot-balloon stations are directed to continue the 6:30 a. m. and the 6:30 p. m. (E. S. T.) observations to the greatest possible height, beginning November 1, 1932. Furthermore, during that period of the year when at certain stations both of these observations are made during darkness, the observation made nearest noon, local time, is also to be continued to the greatest possible height. In no case are the intermediate observations to be discontinued at low altitudes unless it is absolutely necessary to do so in order to perform some other station duty, or to complete the observations in time for transmission to some other station. Even in such cases the observations will be continued at least 22 minutes.

FORMS 1136-1140, INCLUSIVE

Station officials are requested to advise the Central Office promptly as to the number of copies of each of the forms Nos. 1136-40, inclusive, that will be required for the coming calendar year to meet the needs of their stations and the stations coming under their supervision which use such forms. A new supply of forms will be available for issue from the Central Office about December 1, 1932.

In view of the need for economy, no change is being made in the forms, except that they will be made up in books of 40 sheets each instead of 50 sheets. Therefore, forms now on hand at stations may be utilized, and station officials should take this fact into consideration in submitting estimates for additional forms.

Several desirable suggestions relative to the entry of data, phenomena to be entered, etc., have been received from station personnel during the year, but it is not practicable to incorporate such suggestions in the forms at this time. However, some of the suggested changes may be incorporated later through instructions in **TOPICS AND PERSONNEL**.

CIRCULAR REGARDING ADDITIONAL CLOUD CODE WORDS FOR AEROLOGICAL CODE 1930

A circular, dated October 1, 1932, has been mailed recently to all Weather Bureau stations. This circular contains additional cloud code words to be added to the Aerological Code, 1930, for use when cloud directions can not be determined. Any station official not receiving a copy of the circular should immediately notify the Central Office.

FEDERAL BUSINESS ASSOCIATION

Mr. Ernest L. Felton, Grand Junction, has been elected vice president of the local Federal Business Association.

DEATHS

Mr. Raymond R. Paul, junior observer at the Winnemucca, Nev., station, died at San Francisco, Calif., on September 20, 1932. He was born at Newburgh, Ind., January 26, 1901. Mr. Paul entered the Weather Bureau service on July 1, 1929, and served continuously at Winnemucca.

Mr. Charles H. Richardson died at Norfolk, Va., on September 28, 1932. He was born December 5, 1872, at Washington, D. C. Mr. Richardson entered the Signal Corps on March 20, 1888, at Washington, D. C., where he served as messenger and later as clerk. He also served as assistant at a number of stations, including Philadelphia, St. Louis, Memphis, Boston, Norfolk, Cape Henry, and Raleigh, and in 1902, while assigned to Manteo, he assisted in investigations in wireless telegraphy. He held the position of official in charge at Kingston, Jamaica; Santiago, Cuba; and Norfolk, Va., serving at the latter station in that capacity from October 16, 1926, until the time of his death.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of September, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Bancroft, William D.	Lincoln, Nebr.	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Bander, Adolph A.	New Haven, Conn.	Minor observer at \$1,080, resigned; record, good.
Batz, Rupert J.	Madison, Wis.	Promoted to observer at \$1,800 from junior observer at \$1,440.
Bennett, Walter J.	Jacksonville, Fla.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Brightenburg, Allen C.	Washington, D. C.	Promoted to principal lithographer, mechanical, SP-7, at \$2,300 from senior lithographer, mechanical, SP-6, at the same salary.
Briscoe, Henry C.	Washington, D. C.	Promoted to administrative assistant, CAF-8, at \$2,900 from principal lithographer mechanical, SP-7, at \$2,600.
Carter, Miss Grace W.	Washington, D. C.	Promoted to senior clerk, CAF-5, at \$2,000 from clerk, CAF-4, at \$1,980.
Carter, Harry G.	Boise, Idaho.	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Cassidy, James J.	Albany, N. Y.	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Daily, John.	Dayton, Ohio.	Promoted to junior meteorologist at \$2,100 from observer at \$2,040.
De Forest, John S.	Washington, D. C.	Promoted to junior administrative assistant, CAF-7, at \$2,600 from principal clerk, CAF-6, at the same salary.
De Ment, Harry C.	Parkersburg, W. Va.	Promoted to junior meteorologist at \$2,100 from observer at \$2,040.
Demme, Wilbur T.	Roswell, N. Mex.	Assistant observer at \$1,800, suspended from duty September 21 to 30, 1932, for disciplinary reasons.
Elder, Thaddens H.	Washington, D. C.	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at the same salary.
Fisher, John C.	Ithaca, N. Y.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Fletcher, Edgar H.	Sacramento, Calif.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,500.
Franklin, Ebert L.	Washington, D. C.	Promoted to principal clerk, CAF-6, at \$2,300 from senior clerk, CAF-5, at \$2,100.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Friedman, Herman.....	Richmond, Va.....	Assistant observer at \$1,800, resigned; record, good.
Graf, Fred M.....	Washington, D. C.....	Promoted to administrative assistant, CAF-8, at \$2,900 from junior administrative assistant, CAF-7, at the same salary.
Hare, Walter B.....	Phoenix, Ariz.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Herndon, Mrs. Moselle C.	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,620.
Holcomb, Elward W....	Springfield, Ill.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,900.
Jacobs, Woodrow C.....	Sandberg, Calif.....	Junior observer, salary readjusted from \$1,440 to \$1,380, with allowance of \$60 for quarters.
Jespersen, Charles F....	Chicago, Ill.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Johnson, Paul E.....	Grand Rapids, Mich ...	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,400.
Jones, Foster V.....	Nashville, Tenn.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Kirk, Joseph M.....	Boston, Mass.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Lager, Ervin J.....	San Diego, Calif.....	Junior observer, cash salary readjusted to \$1,440 from \$1,380 to offset loss of quarters.
Long, Miss Olive M....	Washington, D. C.....	Promoted to senior clerk, CAF-5, at \$2,000 from clerk, CAF-4, at \$1,920.
MacDonald, Torrence H.	Helena, Mont.....	Junior observer at \$1,440 granted leave without pay from noon September 7, 1932, to January 15, 1933.
Magrum, Albert F.....	Washington, D. C.....	Promoted to principal clerk, CAF-6, at \$2,300 from senior clerk, CAF-5, at \$2,200.
Mindling, George W....	Atlanta, Ga.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Mitchell, William A....	Savannah, Ga.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Norquest, Clinton E....	Houston, Tex.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Paul, Raymond R.....	Winnemucca, Nev.....	Junior observer at \$1,440, died September 20, 1932.
Powell, Robert P.....	Parkersburg, W. Va....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,400.
Richardson, Charles H..	Norfolk, Va.....	Assistant meteorologist at \$2,900, died September 28, 1932.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Ribble, Norbert G.....	Cheyenne, Wyo.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Root, Clarence J.....	Detroit, Mich.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,600.
Sanial, Albert D.....	La Crosse, Wis.....	Promoted to junior meteorologist at \$2,000 ¹ from observer at \$1,920.
Shaffer, Charles T.....	Washington, D. C.....	Mechanic, Cu-6, leave without pay extended to December 19, 1932.
Sunseri, Nino.....	Roseburg, Oreg.....	Promoted to junior meteorologist at \$2,000 from senior observer and radio operator at the same salary.
Sutton, Paul F.....	Asheville, N. C.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Talbott, William W.....	Tampa, Fla.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Tracy, William H.....	Syracuse, N. Y.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Walstrom, Arthur W....	Detroit, Mich.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Walters, Leon K. W.....	Columbus, Ohio.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Williamson, Robert M....	Nashville, Tenn.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Williford, Charles C.....	Springfield, Mo.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.

¹Includes allowance of \$340 for quarters.*Changes in assignments*

Name	Relieved from—	Assigned to—
Jones, Foster V.....	Chattanooga, Tenn.....	Nashville, Tenn., assistant.
Miller, David W.....	Bellefonte, Pa.....	Atlanta, Ga., assistant.
Sutton, Paul F.....	Richmond, Va.....	Ashville, N. C., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

OCTOBER, 1932

"ANNUAL ROLL CALL"—AMERICAN RED CROSS

The American Red Cross has requested the departments to publish in all house organs issued a special plea for support in the annual membership campaign. The following statement of the Secretary of Agriculture is therefore published for the information of the personnel of the bureau:

The annual membership roll call of the American Red Cross will take place during the period from November 11 to 26. The facilities of this splendid organization are being utilized to relieve distress throughout the country on a scale never previously attempted.

To continue this work and to provide for the regular activities of disaster relief, assistance to service men and veterans, public health nursing, etc., requires the support of all our people. The employees of the Department of Agriculture have always responded generously to such appeals and I urge them to give increased support to this most urgent plea.

CHANGE OF DATE OF ISSUE OF ROSTER

A large number of personnel changes were effected under the provisions of the Economy Act which could not be consummated until after September 1, 1932. It is believed advisable, therefore, to issue the roster as of November 1, 1932, in order that it will be up to date. This action will not affect future issues, which will be as of March 1 and September 1, each year, as heretofore.

CHANGE IN SPELLING OF PORTO RICO

During the last session of Congress the spelling of the name of Porto Rico was changed under Senate Joint Resolution 36, which was signed by the President, to "Puerto Rico". The latter form of spelling, therefore, should be used by the bureau. Supplies of base maps, forms, etc., that may be on hand containing the old spelling should *not* be destroyed for the purpose of effecting the change, but the new spelling should be used when it is necessary to print new editions.

NEW RIVER GAGE AT MEMPHIS, TENN.

The Weather Bureau has installed a vertical river gage at Memphis, Tenn., at the incline of the Federal barge line, 7,950 feet below the Beale Street gage. Its use began on September 1, 1932. The change was made on account of the heavy accumulation of silt on the flat incline of the Beale Street gage. No change has been made in the zero plane,

which is still 89.039 feet below U. S. P. B. M. 4 (Nicol) 1876 (which is given as 273.249 feet above mean Gulf level), and 85.161 feet below U. S. C. & G. S. B. M. 1-3 (which is given as 269.074 feet above mean sea level, 1929 general adjustment of the first-order level net). The difference in water surface between the old and new gages on August 22, 1932, when the stage at Beale Street was 11.90, was 0.21 foot.

ISOBARS AND ISOTHERMS ON MANUSCRIPT CHARTS

It has come to the attention of the Central Office that at some stations isobars on manuscript charts are shown in blue and isotherms in red. This is not in accordance with general procedure and is contrary to instructions contained in paragraph 406, Station Regulations. It is desired that all manuscript charts prepared in Weather Bureau Offices of all classes be uniform in respect to isobars and isotherms. Strict observance of the instructions at airport stations is especially important, because aviators in the course of their flights consult manuscript maps in many airport offices.

INSTRUCTIONS FOR REPORTING AIRPLANE OBSERVATIONS IN ENGLISH UNITS ALONG THE AIRWAYS

A circular under above title, dated November 1, 1932, was mailed to all first-order and airport stations in the United States during the last week in October, the effective date being November 15, 1932. Any station in the continental United States not receiving a copy of this circular should immediately notify the Central Office.

GENERAL SUPERVISION OF SERVICES AT AIRWAYS JUNCTION POINTS

Reference is made to an item under the same title appearing on page 311 of the September, 1932, issue of TOPICS AND PERSONNEL. The list of airways junction points and supervising stations therein is amended as follows:

Supervising station	Station over which supervision is exercised.
Burbank.....	Las Vegas, Nev.

CARE IN MAILING FORMS

From time to time the Central Office receives forms that are stuck to the gummed portion of the envelope flap. This results in the forms being torn and otherwise mutilated when the envelopes are opened, and often a part of the record is lost. Officials are requested, therefore, to bring this matter to the attention of station personnel and see that they exercise care in the sealing of envelopes.

RENDITION OF FORM 4065

In accordance with instructions printed on the first page of Form 4065, that form is now to be rendered as of December 31 each year. Station

officials who, through oversight, rendered this form as of June 30, 1932, may omit rendition until December 31, 1933, except in cases of removal of station to a new location.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Harry F. Wahlgren, Oklahoma City, elected secretary; Mr. H. Merrill Wills, New York, has again been appointed to the executive committee.

DEATHS

Mr. I. Gwynn Gardiner, who was retired in September, 1930, after a period of 45 years in the Weather Bureau and the Signal Corps, died October 23, 1932, at the U. S. Soldiers' Home Hospital, Washington, D. C. A notice of retirement and outline of service will be found in TOPICS AND PERSONNEL for January, 1931.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of October, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Baxter, Dahl	Washington, D. C.	Designation changed to mechanic, Cu-6, \$1,920 from senior mechanic at the same salary.
Fish, George V.	Spartanburg, S. C.	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Jencks, Carlton E.	Spokane, Wash.	Junior observer at \$1,560, resigned; record, excellent.
Piippo, Arthur F.	Sault Ste. Marie, Mich. .	Junior meteorologist, salary readjusted from \$2,200 to \$1,980. ¹
Quinn, Eugene H.	San Diego, Calif.	Junior observer granted leave without pay from noon, October 20, 1932, to June 15, 1933.
Weston, Walter A.	Washington, D. C.	Appointed senior lithographer, mechanical, SP-6, at \$2,000.

¹Includes allowance of \$240 for quarters.

Changes in assignments

Name	Relieved from—	Assigned to—
Anderson, Ivan E.	Pomona, Calif.	Yakima, Wash., assistant.

Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Ashburn, Edward V.	Fresno, Calif.	San Francisco, Calif., assistant.
Baxter, Dahl	Ellendale, N. Dak.	Washington, D. C., assistant.
Bennett, Walter J.	Tampa, Fla.	Jacksonville, Fla., in charge.
Carter, Harry G.	Lincoln, Nebr.	Boise, Idaho, in charge.
Cole, Frank T.	Spartanburg, S. C.	Mobile, Ala., in charge.
Cook, Paul S.	Galveston, Tex.	Fort Worth, Tex., in charge.
Daingerfield, Lawrence H.	Houston, Tex.	Los Angeles, Calif., in charge.
Fisher, John C.	Syracuse, N. Y.	Ithaca, N. Y., in charge.
Fletcher, Edgar H.	Roseburg, Oreg.	Sacramento, Calif., in charge.
Holcomb, Edward W.	Mobile, Ala.	Springfield, Ill., in charge.
Jacobs, Woodrow C.	San Diego, Calif.	Sandberg, Calif., assistant.
Johnson, Paul E.	Chicago, Ill.	Grand Rapids, Mich., in charge.
Jolliff, Louis W.	Yakima, Wash.	Pomona, Calif., assistant.
Julien, Harold L.	La Crosse, Wis.	Chicago, Ill., assistant.
Kirk, Joseph M.	Columbus, Ohio	Boston, Mass., assistant.
Lager, Ervin J.	Sandberg, Calif.	San Diego, Calif., assistant.
McDaniel, Wayne A.	Toledo, Ohio	Des Moines, Iowa, assistant.
Marks, Arthur M. jr.	Chicago, Ill.	Nashville, Tenn., assistant.
Miller, Jacob L.	Nashville, Tenn.	Chicago, Ill., assistant.
Mindling, George W.	Boston, Mass.	Atlanta, Ga., in charge.
Norquest, Clinton E.	Boise, Idaho.	Houston, Tex., in charge.
Olson, Oscar E.	Minneapolis, Minn.	Madison, Wis., assistant.
Piippo, Arthur F.	Madison, Wis.	Sault Ste. Marie, Mich., in charge.
Ribble, Norbert G.	Des Moines, Iowa	Cheyenne, Wyo., assistant.
Root, Clarence J.	Springfield, Ill.	Detroit, Mich., in charge.
Rule, Donald D.	Walla Walla, Wash.	Spokane, Wash., assistant.
Sunseri, Nino.	San Francisco, Calif.	Roseburg, Oreg., in charge.
Talbott, William W.	Springfield, Mo.	Tampa, Fla., in charge.
Tracy, William H.	Grand Rapids, Mich.	Syracuse, N. Y., in charge.
Wall, John F.	North Platte, Nebr.	Richmond, Va., assistant.
Walters, Leon K. W.	Cheyenne, Wyo.	Columbus, Ohio, assistant.
Weldon, Maranda R.	Columbia, Mo.	St. Louis, Mo., assistant.
Williford, Charles C.	Evansville, Ind.	Springfield, Mo., in charge.

C. H. Marvin.

(WB—11-11-32—400)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

NOVEMBER, 1932

CHRISTMAS GREETINGS

THE Chief of Bureau and his associates in the Central Office extend to the station personnel greetings and all good wishes for a Merry Christmas and a Happy New Year.

PREPARATION OF PAY ROLL

Effective December 1, 1932, the name of the disbursing clerk to be stated on all pay rolls should be W. R. Fuchs, instead of A. Zappone. This change is occasioned by the retirement of Mr. Zappone as of November 30, 1932.

PAY ROLLS

When the entire legislative furlough for the current fiscal year has been deducted from an employee's salary, the amounts to be shown on future pay rolls for such employees should be taken from the "Government Salary Tables" in use prior to July 1, 1932.

The final furlough deduction chargeable to a commissioned employee should be adjusted to an amount which, when added to all previous deductions, will equal one month's gross pay, or the amount necessary to reduce the salaries of employees paid at the rates of \$1,020 and \$1,080 per annum to \$1,000 per annum, as outlined in the July and August, 1932, TOPICS AND PERSONNEL.

Absences in addition to the 24 furlough days, or the portion thereof necessary to bring the rate of compensation to \$1,000 per annum, except in case of sick leave or military leave, will be charged as leave without pay in accordance with paragraphs 494 and 521 to 525, inclusive, of Administrative Regulations, pay rolls to be prepared accordingly.

SUSPENDED, DISALLOWED, OR UNPRESENTED CLAIMS FOR AUTOMOBILE MILEAGE

The Comptroller General recently removed his prohibition against the allowance of mileage for use of personally-owned automobiles for official travel performed wholly between the hours of 8 a. m. and 6 p. m. of one day. He has ruled that mileage will be allowed for the number of miles traveled outside the limits of an employee's post of duty, provided use of personally-owned automobile has been previously authorized upon a determination that that mode of travel will be more *advantageous* and

economical to the United States, and has defined the limits of an official station as being the corporate limits of the city or town in which the employee's permanent station is located.

Therefore, claims for mileage allowances for use of personally-owned automobiles will hereafter be based on mileage reckoned from and to the corporate limits of the employee's official station and not from and to his residence or place of duty. It must be affirmatively shown on vouchers that computation is on that basis.

It is suggested that employees who have had suspensions or disallowances on vouchers or who have failed to submit vouchers for expenses of mileage for use of personally-owned automobiles in official travel performed wholly between the hours of 8 a. m. and 6 p. m. of one day, under *authorizations providing for the payment of mileage*, submit vouchers therefor to the Central Office for transmittal to the General Accounting Office for direct settlement. Mileage will be determined as indicated above and former claims reduced accordingly. It should be shown on these vouchers that use of automobile at the mileage rate claimed was *advantageous* and (by comparative figures) *economical* in the interest of the Government. Particular attention is invited to the fact that *both* advantage and economy must be shown. A saving in money is an "economy" but *not* an "advantage". A saving in official time is an example of an advantage. It is suggested that statements as to advantage and economy be prepared in the form outlined in paragraph 5 (a) and (b) of Form 4067. If a voucher was previously disallowed, statement as to the amount thereof, claim number, and date of disallowance should be given in the new voucher. If a voucher was not previously submitted because of anticipated disallowance, there should appear a statement as to delayed submission. No other items should be included in such vouchers.

Instructions contained in the article entitled "Transportation by Personally-owned Vehicles" on page 254 of the March, 1932, number of this publication are hereby revoked so far as they conflict with the above.

NOTICES OF EXPIRATION OF PAID SUBSCRIPTIONS TO WEATHER MAPS

Because of the large number of subscriptions to weather maps, it becomes necessary to have some effective and uniform plan for giving notification of termination of subscriptions. It has been found that the method employed by publishers of magazines and periodicals, showing date of termination on address labels, etc., as authorized in the January, 1928, issue of TOPICS AND PERSONNEL, is not satisfactory, especially for short-period subscriptions of less than a year. It does not prevent correspondence from persons who overlook the notice on the address and who desire renewal and request intervening issues to complete their files.

A revised card form (4080-Mis.) has been prepared for the purpose, and supplies may be obtained by requisition. This form will be used

to notify subscribers of the date of termination in ample time to prevent any issues being missed if continuance is desired. It should be mailed two weeks before a subscription expires. However, officials in charge will be permitted to continue use of address plan for subscriptions of one year or more, in addition to the card notices, should they consider it advantageous to do so.

It has been the practice at some stations to print a considerable number of extra copies of the map each day in order to permit completion of files of those who delay subscription renewals, and for other purposes. This results in a large accumulation of back issues and waste of paper stock. A few extra copies should be printed each day to meet proper demands, but this practice should be conservatively employed.

FORECASTS FOR SPECIAL AIRPLANE FLIGHTS

Station officials are often requested to furnish forecasts for airplane flights over routes not covered by established airways in the United States, and sometimes over portions of contiguous countries. Forecast service in the interest of aviation is rendered by the Weather Bureau primarily in connection with established airways.

It is not the function of station officials, except district forecasters, to provide forecasts for cross-country flights involving more or less prolonged journeys apart from airway routes, or for journeys wholly or largely over foreign territory. Requests for forecasts for cross-country flights within the United States, but not along established airways, should be referred to the district forecaster in whose district the flight originates. In case of flights which begin in another country, flights that are wholly within foreign territory, or flights with destination in a foreign country at a distance from the border, requests for forecasts should be referred to the Central Office for appropriate action.

In forwarding requests for forecasts for flights referred to in the foregoing, the following information should be supplied: Point of departure, time of departure, route, destination, and period to be covered by the forecasts. For extended flights, information should also be included as to the approximate speed of the ship and the probable time of arrival at destination.

VERIFICATION OF THUNDERSTORM FORECASTS

Effective January 1, 1933, paragraph 473-2R, Station Regulations, which relates to the verification of thunderstorms, will be revoked and the following substituted therefor:

Forecasts of thunderstorms will be verified in accordance with the rules applying to precipitation forecasts, except in the following instance: "Thunderstorms this afternoon or to-night; Thursday, fair". The night period of this forecast will be verified if thunderstorms, accompanied by rain, occur either in the afternoon or at night or during both afternoon and night. This verification does not apply to forecasts of "Showers this afternoon or to-night", nor will the forecast "Thunderstorms this afternoon or to-night" be verified as above when precipitation is forecast for the second period or when rain occurs without thunderstorms.

MAILING OF MAPS, CARDS, AND BULLETINS

After December, 1932, mailing to the verifier at the Central Office, at the end of each month, files of maps, cards, or bulletins issued during the month will be discontinued.

Instructions pertaining to the mailing of weekly files of maps, cards, or bulletins to the Central Office remain unchanged.

PROPERTY TRANSFERS

Several stations, especially those engaged in airways work, are transferring the accountability of nonexpendable property by invoice to other stations without obtaining prior authority from the Supplies Division. These transfers may have been based on an item entitled "Accountability for Equipment at Airways Weather Stations" on page 191 of the September, 1931, number of TOPICS AND PERSONNEL, or on circulars issued from the office of the Chief of Bureau concerning the general supervision and inspection of airways. (See circular dated May 20, 1932, and effective July 1, 1932.)

It was not the intention of the Central Office that the stations should effect transfers without specific authority, but make the necessary arrangements leading up to the transfer by checking the items of property, etc., and reporting same to the Central Office with a request for formal authority.

Property transfers must not be made in the field without prior authority from the Central Office. A list of items involved should always accompany the request for transfer. This procedure is necessary in order that the divisions of the Central Office can make recommendations and change card records.

Only in this manner can property returns be maintained with a minimum of error letters and adjustments at the end of the calendar year. In this connection, please see paragraph 812 of Station Regulations. The correct procedure of invoicing property transferred is contained in paragraphs 231, 232, and 233 of the Regulations of the U. S. Department of Agriculture.

MAILING CLIMATOLOGICAL DATA AND OTHER PUBLICATIONS

Attention is called to the fact that section monthly reports, Climatological Data, are sometimes mailed singly in envelopes, especially in the $6\frac{1}{2}$ by $10\frac{3}{8}$ size.

These envelopes are more expensive than the $4\frac{1}{2}$ by $10\frac{3}{8}$ size, which can readily be used when one (or two) reports are mailed by folding the pages twice. It is suggested that these smaller envelopes be used for mailing one or two reports, unless wrappers, still less expensive, are satisfactory.

Ordinarily wrappers should be used in mailing one or a very few prints to one address, whether these are section reports, Monthly Meteorological

Summaries (Form 1030), cotton, corn and wheat bulletins, or other similar publications. However, it is desirable to note whether printed matter is exposed beyond edges of the wrapper, where cancellation may blot it out more or less seriously. If there is printed matter on practically every part of each page, then, whatever the folding, the wrapper should be almost as wide as the page in order that it may protect the printed matter from cancellation damage.

CHANGES IN LOCATION OF AIRWAY TELETYPE MACHINES

Attention is invited to an item under the above title appearing on page 117 of the January, 1931, issue of TOPICS AND PERSONNEL. In this connection, officials in charge of stations where teletype machines, either on long or local circuits, are located are requested to be sure that the instructions contained in the item referred to above are rigidly adhered to as regards their stations. No change in the location of any teletype machine involving expense to the Government should be made until the matter has been reported to the Central Office and specific authorization issued to the telephone company for the move. This authorization will be issued by the Department of Commerce only when requested by the Central Office of this bureau.

The above policy is necessary, inasmuch as all charges are paid by the Department of Commerce and these expenses can be authorized only after an itemized quotation of the expense involved is received by it from the telephone company and approved by its advisory board. So long as this procedure must be followed, the Department of Commerce takes the position that expenses incurred by unauthorized moves should be paid by the official ordering them. It may be stated that some moves involve construction charges of several hundred to several thousand dollars.

It is realized, of course, that the above procedure may sometimes result in a short delay in the installation of the teletype machines at the new location. However, this can largely be eliminated by bringing any such changes to the attention of the Central Office two or three weeks prior to the date of change of locations. If this is not practicable, service by telephone should be maintained, so far as possible, until the change is authorized.

SUPPLEMENTARY INSTRUCTIONS RELATIVE TO THE CHANGE FROM THE 3-HOURLY TO THE 4-HOURLY COLLECTION SYSTEM

Regular map signals.—Some confusion has arisen regarding the method of transmission by teletype of the regular 8 a. m. and 8 p. m. (E. S. T.) map signals under the system inaugurated December 1, 1932. Beginning that date all transmissions by teletype were made from San Francisco and Chicago, the San Francisco group covering the country as far east as Cheyenne, Albuquerque, and El Paso and the Chicago group covering the country east of these points. It was necessary to reduce the number

of signals in each case to about 100 in order that transmission on the long lines would not occupy over 15 minutes.

Owing to the necessity for reducing transmissions to the minimum, it was also necessary to have some of the code words, not needed for airways service, cut from the signals at the sending centers before transmission was made by teletype. Apparently some confusion has arisen regarding this, and in order to clarify the matter the following is promulgated for the information and guidance of all concerned, effective December 20, 1932:

(a) Signals, both a. m. and p. m., for stations *not* listed in paragraphs 9 and 10 of the circular, "Changes in Airways Service for the Purpose of Effecting Economies", dated November 15, 1932, will include, *in the order named*, only words for pressure and temperature; direction of wind, state of weather, and wind velocity; pressure change and maximum or minimum temperature; time, character, and amount of precipitation; thunderstorms. No other words will be transmitted in these reports.

(b) Signals, both a. m. and p. m., for the stations listed in paragraph 9 of the circular will include, *in the order named*, only code words for pressure and temperature; direction of wind, state of weather, and wind velocity; pressure change and maximum or minimum temperature; precipitation; thunderstorms; clouds.

(c) Signals from stations listed in paragraph 10 of the circular will include the code words listed in paragraph (a) above, *in the order named* therein, plus an additional 5-letter word for ceiling, visibility, and dew point, which will be placed at the end of the report.

The foregoing refers only to signals transmitted from San Francisco and Chicago by teletype, and does not change or alter any other type of transmission now made. The personnel at those points will "cut" the signals in accordance with the foregoing.

Station designators will be used for transmission on the long lines instead of station names. These will be entered by the Department of Commerce personnel at the time of transmission.

Pressure changes.—In order to conform with the present practice requiring the entry of pressure changes for the three hours immediately preceding the 8 a. m. and 8 p. m. (E. S. T.) observations, in the regular signal reports, pressure changes will be reported at each of the 4-hourly periods for the three hours immediately preceding the observations, e. g., the pressure change reported in the 4 p. m. 4-hourly observation would be for three hours beginning at 1 p. m. Under this system only stations equipped with barographs, or those making hourly reports, will include this element in the 4-hourly reports.

The above-mentioned circular entitled "Changes in Airways Service for the Purpose of Effecting Economies" was mailed to all stations in the continental United States on November 19, 1932. Any station not receiving a copy should immediately inform this office.

FORMS 1186-1140

Pads of these forms will be mailed from the Central Office to all first-order and airport stations preparing this type of record, probably during the first week in December, 1932. Any station now preparing these forms which does not receive a set should immediately advise the Central Office, provided, of course, they are needed.

In addition to the supply for the station itself, all *general supervising stations* concerned will be furnished with sufficient forms for use at all substations under their general supervision at which hourly or 4-hourly observations are made. This will include both Weather Bureau and Department of Commerce substations, and also those at which there is a Weather Bureau Office in the city; i. e., the Washington-Hoover Airport Station would furnish a set to the airways station at Baltimore and none would be sent to the Weather Bureau Office at that place.

Forms will not be sent to the direct supervising station for distribution to the substations unless the station concerned happens also to be the general supervising station.

No changes in assignments of checking work or other features are involved herein.

GENERAL SUPERVISION OF SALT LAKE CITY-ROCK SPRINGS AIRWAY TRANSFERRED TO CHEYENNE

The circular, "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, is hereby amended to provide for the transfer of general supervision of the Salt Lake City-Rock Springs Airway from Salt Lake City to Cheyenne, effective January 1, 1933.

CHICAGO AIRPORT STATION TRANSFERRED TO ADMINISTRATION BUILDING

The Weather Bureau Airport Station located at the Municipal Airport, 6200 South Cicero Avenue, Chicago, Ill., was transferred from its quarters in the hangar of the National Air Transport, Inc., to quarters on the first floor of the new Administration Building on November 4, 1932. No change in the work of the station is involved.

TUCSON STATION TRANSFERRED TO NEW QUARTERS

Reference is made to an item on page 216 of the November, 1931, TOPICS AND PERSONNEL announcing the opening of the Tucson, Ariz., first-order station. On November 10, 1932, the station activities were transferred from the temporary quarters at the radio station to a new building at the airport. Pilot-balloon work will be begun at the new location as soon as practicable.

SETTING CEILING PROJECTORS TO THE ZENITH

The official at Yuma sets his ceiling projector to the zenith by taking the clinometer to the projector and centering the cross wires on the light spot, the angle being set at 90°. It is obvious that the measurement must be made in more than one direction. Report on test of the method at another station states that it is accurate, but rather laborious.

DEATH

Mr. Charles D. C. Thompson, who was retired at the termination of June 30, 1932, after a period of 43 years of service in the Weather Bureau and the Signal Corps, died November 7, 1932, at Detroit, Mich. A notice of retirement and outline of service will be found in TOPICS AND PERSONNEL for June, 1932.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of November, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Ackermann, Casper J.	Davenport, Iowa	Junior observer at \$1,560, resigned; record, excellent.
Beuter, Miss Sophia A.	Washington, D. C.	Junior administrative assistant, CAF-7, at \$3,000, resigned; record, excellent.
Courville, George L.	Burlington, Vt.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
DeHay, W. Clyde.	Dallas, Tex.	Minor observer at \$1,020, suspended from duty November 17, 1932, to February 16, 1933, pending investigation of charges.
Fergusson, Sterling P.	Washington, D. C.	Associate meteorologist, leave without pay extended to May 31, 1933.
Herbert, William *	Washington, D. C.	Appointed under mechanic, Cu.-4, at \$1,320, temporarily.
MacDonald, Torrence H.	Helena, Mont.	Junior observer restored to duty on December 1, 1932, from leave without pay.
Murphy, John J.	Norfolk, Va.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.

* Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Evans, Robert B.	Yuma, Ariz.	Phoenix, Ariz., assistant.
Fish, George V.	Tampa, Fla.	Spartanburg, S. C., in charge.

C. H. Marvin

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

DECEMBER, 1932

DEPARTMENT EXPENDITURES AND INCOME

The following extract from the Report of the Secretary of Agriculture for the fiscal year 1932 is quoted for general information:

This year, perhaps more than ever before, the need for plain speaking on public expenditures is imperative. Because incomes have dropped and taxes have not, public interest in Government expenditures is at a high pitch. Every public institution, no matter how essential its activities or how lofty its objectives, is to-day on trial. Though our agricultural institutions have a long and honorable history, they are not exempt from current criticism. They, too, cost money.

Accordingly it becomes a duty and a necessity for every public institution to spread before the public not only the customary statistical statement of its expenditures, but also a simple, intelligible statement of how it spends its money, and what return the public gets on the investment. I propose to do that for the Department of Agriculture in the remainder of this annual report. No attempt to propagandize will be made. The effort will be to set forth unvarnished facts.

The expenditures and obligations¹ of the Department of Agriculture for the fiscal year ended June 30, 1932, amounted to more than \$800,000,000—specifically, to \$306,400,098. This is a vast sum of money. How was it spent? Was it all for agriculture? How much of it went for research, for law enforcement, for services of one kind or another? Why has this total mounted, during the fiscal years 1931 and 1932, to double the average of the preceding eight years? These are fair questions.

First, take the 1932 total apart (Table 1) and see what it is made of:

TABLE 1.—Expenditures and obligations of the United States Department of Agriculture for the fiscal year 1932

Item	Amount	Percentage of total
(1) Road construction (including \$188,660,286 paid to the State for Federal-aid highways).....	\$212,421,775	69.33
(2) Emergency relief loans.....	10,806,829	3.53
(3) Payments to States for support of agricultural experiment stations, extension work, and cooperative forestry activities, including fire prevention.....	16,040,465	5.23
(4) Ordinary activities.....	67,131,029	21.91
(a) Of general public interest, \$36,372,082 (11.87 per cent).		
(b) Primarily for agriculture, \$30,758,947 (10.04 per cent).		
(5) Total, Department of Agriculture, all purposes.....	306,400,098	100.00

¹ The figure "expenditures and obligations" used by the Department of Agriculture for many years in its financial statements, differs from the annual Treasury statement of cash withdrawals. "Expenditures and obligations" covers all money obligated in the current fiscal year, even though some of the money may not be paid out until after the close of the year. This figure is sometimes several million dollars above or below the Treasury statement of cash withdrawals. It should also be remarked that neither the word "expended" nor the word "obligated" is a synonym for the word "appropriated". These words, and the figures they represent, can not be used interchangeably.

Even a casual study of these figures will disclose certain important facts. I call your attention to three:

(1) Over four-fifths (81 per cent) of the 1932 expenditures of the Department of Agriculture went to the general public, rather than to agriculture. (Items 1 and 4 (a).)

(2) Of every dollar expended by the department, only 10 cents was spent or could be spent on the ordinary agricultural activities of the department. (Item 4 (b).)

(3) More than two-thirds (67 per cent) of the total was allocated to the States (\$188,660,236 of item 1 and all of item 3). The department served merely as the channel through which the money passed from Congress to the States, though it shared with the States the responsibility for supervising the expenditures.

It is also apparent that the size of the department's expenditures in 1932, as in 1931, is a direct reflection of the efforts of Congress and the administration to bolster employment in a period of extreme economic distress. Expenditures of \$300,000,000 a year are not normal for the Department of Agriculture. The normal total during 8 of the past 10 years has ranged between \$125,000,000 and \$180,000,000, including road funds.

Two major types of emergency treatment were held necessary during the last two fiscal years. One was to put more men to work building roads. The other was to loan money direct to farmers suffering from drought, flood, and unprecedented economic distress. The Department of Agriculture was therefore authorized to spend more than \$200,000,000 on roads in 1932, as contrasted with expenditures of approximately \$90,000,000 annually in the years 1923-1930. The department was also ordered to loan to farmers nearly \$50,000,000 in 1931, and more than \$10,000,000 in 1932. Roads and loans, therefore, account for most of the increase in the expenditures of this department.

FEDERAL TAX ON GASOLINE

Under provisions of the Revenue Act of 1932 the Government is not exempt from payment of the Federal tax on gasoline.

Tax exemption certificates (Standard Forms No. 44 and No. 1066) are for use in connection with exemption of State taxes, which are not payable from public funds.

In the issuance of bids it is immaterial whether the Federal tax is included or not, but it should be clearly understood that when the bidder names the price without mention of the tax, acceptance debars him from adding the tax, even if he asserts that it was his intention and understanding that it should be added. In other words, assuming the bidder's price—tax aside—to be 6 cents a gallon, he may bid 7 cents, or 6 cents plus 1 cent Federal tax, or 6 cents plus the Federal tax on gasoline, and any one of these bids may be accepted. But if he bids 6 cents merely without mention of the tax, he can be paid no more. What he agrees to accept is the limit of the Government's obligation.

DECLARING VALUE OF EXPRESS SHIPMENTS

Attention is invited to the fact that officials charged with making express shipments are not complying with existing instructions as to declaring values on express bills of lading and packages. The express companies have instructed their employees to refuse all express shipments when bills of lading and packages are not properly prepared as to value. The article in TOPICS AND PERSONNEL, March, 1926, must be strictly adhered to and value indicated on all express bills of lading and packages. When the cost exceeds \$50 the officer issuing the bill of lading must sign below the value indicated.

ISSUE OF DUPLICATING INK

The Division of Supplies will begin to issue from stock about February 1, 1933, mimeograph ink manufactured by the Government Printing Office for use in connection with milliograph duplicating work. This ink has a special registration and has been tested at two of the stations and found satisfactory. This change is necessary, since the law requires that all duplicating ink be obtained from the Government Printing Office when practicable.

FILING WEEKLY MEANS TELEGRAMS

Attention is invited to circular, Office of the Chief, of February 18, 1928; memorandum, Division of Agricultural Meteorology, April 11, 1928, and other instructions, directing that the weekly means message shall be filed immediately after the regular observational report each Tuesday. It is noted that some stations are disregarding these instructions by filing the messages late, occasionally not until 8.30 a. m., or even later.

DETERMINATION OF VOLUME OF GAS IN HYDROGEN CYLINDERS

In order that the volume of gas delivered by hydrogen contractors may be more accurately determined at receiving stations than heretofore, proper corrections should be made for changes in temperature from the standard temperature of 70°, specified in all hydrogen contracts. The table of correction factors given below has been computed, therefore, for the guidance of station personnel in making these corrections.

To convert the pressure indicated by the high-pressure gage of the hydrogen regulator to the pressure which would obtain at 70° F., the indicated pressure is multiplied by the correction factor corresponding to the temperature at which the cylinder is being tested. When the pressure for 70° has been computed, the cubic-foot scale on the regulator will indicate the volume desired.

Testing temp., °F.	Correction factor	Testing temp., °F.	Correction factor	Testing temp., °F.	Correction factor
110	0.9298	70	1.0000	30	1.0817
100	0.9464	60	1.0192	20	1.1043
90	0.9636	50	1.0393	10	1.1278
80	0.9814	40	1.0601	0	1.1524

The temperature to be used should, of course, be that of the gas within the cylinder, and it is believed that such temperature can be obtained quite accurately by attaching a thermometer to the cylinder in such a way that the bulb will rest against the cylinder and allowing it to remain in that position for a few minutes.

TELETYPE MAPS

Much confusion has been experienced as a result of receiving copies of teletype maps which do not bear the name of the station forwarding such maps to the Central Office in accordance with instructions. Station officials are, therefore, requested to see that the name of their station is entered on the maps before they are forwarded to the Central Office.

Supplies for use in the preparation of these maps, such as copying ribbons and pencils, ditto paper, gelatin rolls, etc., should be requested from the Assistant Communications Supervisors for the district in which the station is located.

OMISSION OF PILOT-BALLOON OBSERVATIONS

In order that no pilot-balloon observations be omitted, except when absolutely necessary, all stations are reminded to follow closely the instructions in paragraph 82 of Circular O. Special attention is called to that part of the instructions which states that an ascension should be made within 30 minutes of the scheduled time, either before or after, if weather conditions prevent or are expected to prevent making the observation at the scheduled time.

VERIFICATION OF PILOT-BALLOON FORMS

It is noted that Form 1114 is forwarded to the Central Office without verification signature, as provided for in the lower left-hand corner of the form. It is also apparent that Forms 1124 and 1117 are frequently forwarded without being verified, and consequently a large number of errors are found in these forms.

In order that the number of errors may be reduced to a minimum, all balloon forms should be verified, and Form 1114 should be signed before forwarding to the Central Office.

ENTERING VISIBILITIES ON FORM 1001

Effective January 1, 1933, all stations preparing Form 1001 are directed to enter visibilities on that form and to discontinue these entries on Form 1142. Stations not preparing Form 1001 are to continue entering visibilities on Form 1142, as heretofore.

CHANGE IN TITLE OF COMMERCE OFFICIALS

The Department of Commerce recently changed the title of Assistant Airways Traffic Supervisor to Assistant Communications Supervisor. The new title should be used hereafter in all Weather Bureau correspondence or communications.

REPORTS ON MARRIAGE

In reporting their marriage, under the provisions of paragraph 70, Station Regulations, employees are also requested to state the given name and telegraphic address of the wife or husband, as the case may be, in order that the Central Office record showing the "full name, relationship, and telegraphic address of next of kin or legal heir" may be kept up to date.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Frank Jermin, Duluth, elected vice president; Mr. Harry Raynes, Macon, reelected president.

DEPARTMENTAL CLUB

Mr. O. T. Lay, Chicago, has been reelected secretary-treasurer of the U. S. D. A. Club.

DEATHS

Mr. Eugene E. Brady, who was retired in August, 1930, after a period of about 18 years of service in the Weather Bureau, died at his home in New Orleans on December 10, 1932. A notice of retirement and outline of service will be found in TOPICS AND PERSONNEL for August, 1930.

Mr. Herbert W. McManus, printer at the Portland, Oreg., station, died December 26, 1932. He was born at Fort Pierre, S. Dak., October 15, 1881. Mr. McManus entered the Weather Bureau service on April 23, 1914, and served continuously at the Portland station.

Mr. J. Pemberton Slaughter, in charge of the Oklahoma City, Okla., station, died on December 22, 1932. He was born in King William County, Va., October 9, 1863. He entered the Signal Corps at Washington, D. C., on August 17, 1883. He later served as assistant at Boston, Augusta, Brownsville, Prescott, and Omaha, and as official in charge at Fort Stockton, El Paso, Lava, N. Mex., Winnemucca, Cheyenne, Woods Hole, Pueblo, Savannah, and Oklahoma City, serving in charge at the latter station from December 28, 1905, to September 27, 1912, and from July 17, 1913, until the time of his death.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of December, 1932, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Barrett, William J.....	Washington, D. C.....	Mechanic, Cu-6, granted leave without pay from November 30, 1932, to February 28, 1933.
Bemis, Charles N.....	Eastport, Me.....	Promoted to junior meteorologist at \$2,100 from observer at \$2,040.
Berke, Marcus L.....	Spokane, Wash.....	Junior observer, granted leave without pay from January 11 to April 10, 1933.
Halley, William A.....	Washington, D. C.....	Assistant messenger, Cu-2, at \$1,080, resigned; record, good.
McGurrin, Martin.....	Pasco, Wash.....	Junior observer at \$1,560, resigned; record, excellent.
McManus, Hebert W....	Portland, Oreg.....	Printer at \$1,920, died December 26, 1932.
Shaffer, Charles T.....	Washington, D. C.....	Mechanic, Cu-6, leave without pay extended to March 19, 1933.
Slaughter, J. Pemberton .	Oklahoma City, Okla ..	Associate meteorologist at \$3,700, died December 22, 1932.
Smith, James R.....	Santa Fe, N. Mex.....	Assistant observer, granted leave without pay from noon, November 10, 1932, to February 10, 1933.

Changes in assignments

Name	Relieved from—	Assigned to—
Craig, Robert W.....	Del Rio, Tex.....	Syracuse, N. Y., assistant.
Crowshaw, Arthur J....	Syracuse, N. Y.....	Del Rio, Tex., assistant.
Crowshaw, Arthur J....	Del Rio, Tex.....	Big Spring, Tex., assistant.
Bemis, Charles N.....	Burlington, Vt.....	Eastport, Me., in charge.
Bertrand, Wallace A....	Detroit, Mich.....	Parkersburg, W. Va., assistant.
Bowie, Glen L.....	Augusta, Ga.....	Tampa, Fla., assistant.
Fusch, Helmut A.....	Pueblo, Colo.....	Santa Fe, N. Mex., assistant.
Gibson, Arville C.....	Knoxville, Tenn.....	Nashville, Tenn., assistant.
Hayward, Thomas B....	Lander, Wyo.....	Rock Springs, Wyo., assistant.
Murphy, John J.....	Eastport, Me.....	Norfolk, Va., in charge.
Posepny, Charlie J.....	Sioux City, Iowa.....	Davenport, Iowa., assistant.

C. H. Marvin

Chief of Bureau.