

**WEATHER BUREAU TOPICS (AND PERSONNEL) 1934-1937**

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1934 - 1937

UNITED STATES DEPARTMENT OF AGRICULTURE

# WEATHER BUREAU TOPICS AND PERSONNEL

JANUARY 1935

## PRINTING STATION ANNUALS

Several requests have been received at the Central Office from field officials who desire to print a station Annual Meteorological Summary for 1934 but who do not have printing equipment available.

In the past, several stations have volunteered to print one or two other annuals after completing their own, and in response to the notice in the May 1934 issue of TOPICS AND PERSONNEL nearly a dozen offers were received. The Peoria office has printed five additional annuals during the past two years.

The Central Office now has on hand several requests for printing which are being delayed, as it is not desired to impose unduly on those stations that have helped in the past. Officials in charge of other stations having printing equipment, who would be willing to cooperate in this work, should communicate with the Division of Climate and Crop Weather. All manuscript will be arranged as nearly as possible like the annual of the station offering to do the printing so that a minimum amount of labor will be involved.

## SPECIAL MAILING OF SALARY CHECKS

The Division of Disbursement of the Treasury Department has requested that when it is desired that salary checks be sent by air mail or special delivery, a properly addressed envelope, with the necessary stamps affixed thereto, be furnished. In such special cases, envelopes bearing the frank of the Division of Disbursement are to be used. The envelopes may be obtained from the Central Office upon requisition and must be completely addressed and stamped, and forwarded by station officials with payrolls.

## DECLARATION OF VALUE OF EXPRESS SHIPMENTS

Station officials are reminded of the necessity of complying with instructions contained in paragraph 123 of Station Regulations, with reference to the declaration of value of express shipments on bills of lading, in order that the Bureau may obtain the lowest compatible rate and also avoid suspension of express accounts by the General Accounting Office.

# National Oceanic and Atmospheric Administration Weather Bureau Topics and Personnel

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November 1, 2007

**PROPERTY DROPPED WITHOUT AUTHORITY**

In some instances accountable property has been dropped from returns, Form 2034, for the calendar year ending December 31, 1934, without prior authority from the Central Office. Attention is again called to item in TOPICS AND PERSONNEL of January 1933, page 338, on this subject.

**PROPERTY TRANSFERS**

Particular attention is called to the article in TOPICS AND PERSONNEL of November 1932, page 324, headed "Property Transfers". Several airport stations have recently transferred property without prior authority from the Supplies Division. The action may have been taken on a circular headed "Supervision and Inspection of Airway Weather Service", dated October 20, 1934. However, section five states that property transfers must be made under regular procedure. (See also Station Regulations, section (E), page 45, "Supplies and Property".)

The official in charge should submit lists of the accountable property involved, with serial numbers when applicable, for verification and for formal authority prior to the issuance of transfer invoices and receipt forms. Property along the airways is frequently moved without the knowledge of the Central Office and discrepancies are noted in the invoices as to numbers of items and serial numbers. The submission of lists in advance of transfer reduces adjustments to a minimum, protects the station official receiving the accountability, and results in discrepancies being noted and adjusted promptly and not at some future time, perhaps months or years thereafter.

The Instrument Division maintains a card record of all of the instrumental equipment, with serial numbers, accountability charge, and location thereof. Cooperation of all station officials in complying with existing regulations and instructions is desired for the mutual benefit of both the field and the sections of the Central Office having the responsibility for the custody of records. This article applies to all stations.

**NOTIFICATION FOR TELEGRAPHING FROST WARNINGS**

Station officials are reminded that the season is approaching when frost warnings will be needed. When vegetation has advanced sufficiently to require warnings, notification should be sent to the forecast center by mail if delivery can be effected in 24 hours; otherwise, by telegraph. Notification by mail should be in a separate letter; forms should not be used for the purpose. See paragraph 71, Weather Code, 1931.

**CODING WEEKLY AND MONTHLY PRECIPITATION**

Apparently much uncertainty prevails among some station personnel regarding the proper method of coding weekly and monthly rainfall when the amounts exceed 4.95 inches. Attention is invited to TOPICS AND PERSONNEL for November 1931, page 211. Officials in charge of stations

are particularly directed to bring this paragraph to the attention of all employees, especially those recently appointed or who are unfamiliar with the instructions for coding weekly and monthly means messages under the conditions.

#### USE OF FRANKED POST CARDS AT AIRWAY STATIONS

The official in charge of the Kansas City airport station calls attention to the fact that a considerable economy in paper, envelopes, work, and time can be effected by the furnishing of franked post cards to airway stations for their use in requesting hydrogen, ceiling balloons, miscellaneous supplies and forms, acknowledging receipt of salary checks, etc. It is believed that this plan presents several desirable features and it is, therefore, requested that it be placed in effect at all airport or first-order stations concerned.

Supplies of the franked cards may be obtained from the Central Office upon Stores Requisition.

#### PROMPT RENDITION OF CHANGES ON FORM 1144

Advice has been received to the effect that in many cases stations are not rendering corrections on Form 1144 as promptly as should be done. This is particularly true with regard to changes in the time of reports and changes in personnel. As these forms constitute the records of airway service at the Central Office and the general supervising stations, it is extremely important that they be kept absolutely accurate at all times. All stations concerned are, therefore, requested to make certain that changes are reported promptly to the general supervising stations and to the Central Office, in accordance with the original instructions that accompanied the issue of these forms.

#### CORRECTION TO STATION REGULATIONS

On page 60-R, paragraph "(o)", the word "salutation" should be "subscription". Station officials are requested to correct the error on their copies.

#### CORRECTION

The name of "Stephen Litchblau" appearing under the heading of "Appointments, promotions, reductions, etc.", in the December 1934 issue of TOPICS AND PERSONNEL should be corrected to read "Stephen Lichtblau".

#### DEPARTMENTAL CLUBS

Mr. Charles A. Donnel, Chicago, Ill., has been appointed a member of the executive committee of the local U. S. D. A. Club.

#### FEDERAL BUSINESS ASSOCIATIONS

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

Mr. Joseph L. Cline, Dallas, Tex., reelected vice president.

DEATH

Mr. John Grover, retired, died in Astoria, Oreg., on January 19, 1935. A brief outline of Mr. Grover's service will be found in the July 1930 issue of TOPICS AND PERSONNEL.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of January 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Athey, Leslie E.....	Washington, D. C.....	Scientific aid, SP-5, at \$1,980, resigned; record, excellent.
Braley, Bryan .....	Del Rio, Tex.....	Junior observer at \$1,440, resigned; record, excellent.
Kramer, Horace H., Jr..	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080.
Parry, Benjamin.....	New York, N. Y.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Sandy, Laverne L.....	Oklahoma City, Okla ..	Minor observer at \$1,020, restored to duty from leave without pay on January 3, 1935.
Spangler, Hugh D.....	Lander, Wyo.....	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Thomas, Harold.....	Washington, D. C.....	Messenger, Cu-3, at \$1,200, suspended from duty from January 16, 1935, to termination of January 30, 1935, for disciplinary reasons.
Williams, Glenn D.....	Helena, Mont.....	Minor observer at \$1,020, resigned; record, excellent.
Wills, H. Merrill .....	Lansing, Mich.....	Associate meteorologist, salary readjusted from \$3,200 to \$2,800, with allowance of \$400 for quarters.
Wills, H. Merrill .....	Lansing, Mich.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200, with allowance of \$400 for quarters.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Jolliff, Louis W.....	Pomona, Calif.....	San Francisco, Calif., assistant.



Chief of Bureau.

# WEATHER BUREAU TOPICS AND PERSONNEL

FEBRUARY 1935

## DESIGNATION OF BENEFICIARY AND DEATH CLAIMS UNDER RETIREMENT ACT

The following extract of instructions, just issued by the U. S. Civil Service Commission, relative to designation of beneficiary and death claims under the Retirement Act, is published for the information and guidance of all Weather Bureau officials and employees:

In the interest of good administration and for the protection of persons who have been designated as beneficiaries under the act of June 22, 1934, it is very important that Form 2806-1, "Designation of Beneficiary," and Form 2806-2, "Change of Beneficiary," be forwarded to the Civil Service Commission on the day of execution thereof. A delay of *even a day* may defeat the purpose of the act. It will be noted that paragraph 2 of the Regulations provides that—

The designation of a beneficiary shall be filed with the Civil Service Commission, in duplicate, prior to the death of said annuitant or employee to have full force and effect.

\* \* \* \* \*

The test for the validity of a "Designation of Beneficiary" (Form 2806-1), or a "Change of Beneficiary," as noted on Form 2806-2, will, among other things, be the *date of receipt* stamped thereon by the Civil Service Commission prior to the death of the annuitant or employee.

\* \* \* \* \*

It is requested, therefore, that all employees under your supervision who have authority to complete the certificate of the U. S. Government official on beneficiary designations be promptly advised of the absolute necessity of forwarding all such designations to the *Civil Service Commission on date of execution*. The title of the supervising official should be indicative of the position of a supervisor. Such titles as "clerk," "chemist," etc., do not indicate such authority unless followed by some such word as, "supervisor". A designation certified by a notary public, to be fully effective, should show also his department or office and his supervisory capacity. All certificates should be *dated and signed* by both designator and official and forwarded *immediately*.

The Civil Service Commission has advised that it will hereafter distribute the following retirement forms direct to the claimants rather than furnish a supply of the forms through the various departments:

Form 2806-2, "Change of Beneficiary."

Form 3007, "Claim of Beneficiary."

Form 3006, "Application for Payment of Amount Due Deceased Employee or Annuitant." (Temporary form.)

A supply of the above forms will be made available in the office of the district manager of each Civil Service district, as well as in the offices of the Commission's representatives outside of the continental limits of the

United States, or the forms may be obtained from the Civil Service Commission, Washington, D. C.

Blank copies of Civil Service Form 2806-1, "Designation of Beneficiary," and Form 3008 (card), will continue to be furnished by the Central Office.

Officials are requested to bring the foregoing to the attention of all employees coming within the provisions of the Retirement Act under their supervision and forward all Civil Service retirement forms promptly upon execution direct to the Retirement and Service Record Division, U. S. Civil Service Commission, Washington, D. C.

**APPOINTMENTS RESTRICTED TO ONE MEMBER OF FAMILY**

The following memorandum <sup>from</sup> for the Office of the Director of Personnel of the Department of Agriculture is quoted for the information of the Weather Bureau personnel:

Hereafter no appointments to any position in any branch of the Department of Agriculture shall be made where one member of the family is already in the Federal service (service in the enlisted personnel of the Army, Navy, Marine Corps, or Coast Guard will not be considered as in the Federal service for the purpose of this order). This restriction applies to all temporary, emergency, and permanent appointments, regardless of whether the position is subject to or excepted from the civil-service rules and regulations.

The Attorney General in defining the word "family", as used in the Civil Service Act has stated as follows:

The Family consists of those who live under the same roof with the paternal families—those who form \* \* \* his fireside—but when they branch out and become heads of new establishments they cease to be part of the father's family. (Opinion of July 12, 1907.)

It is requested that appropriate instructions be issued in your Bureau to insure compliance with this order.

By direction of the Secretary:

(Signed) W. W. STOCKBERGER,  
*Director of Personnel.*

**INSTRUCTIONS FOR PREPARATION OF MANUSCRIPT MAPS**

Copies of the circular containing instructions for preparation of manuscript maps, effective March 1, 1935, have been mailed to all city and airport stations of the Bureau. Distribution of the circular to the meteorological sections of the Army and Navy and to air transport companies and other outside interests has been made from the Central Office.

For the convenience of station personnel and others, a supply of sheets with the second and third pages of the circular, printed on one side only, has been prepared for use in pasting on cardboard or placing under glass; also for posting alongside of Map CA furnished to outside interests.

Additional copies of the circular, or of the sheet containing the inside pages only, may be secured from the Central Office on request.

**SALARY TABLES—DISCONTINUANCE OF LEGISLATIVE COMPENSATION DEDUCTION  
OF 5 PERCENT**

In Public Resolution No. 3, 74th Congress, approved February 13, 1935, provision is made for discontinuance of the 5 percent reduction in salary and compensation payments after March 31, 1935.

For the information and guidance of disbursing officers and others concerned, the Comptroller General has issued a supplement to the "Government Salary Tables", showing for complete semimonthly pay periods, at the rates prescribed by the Classification Act, as amended, the basic salaries,  $3\frac{1}{2}$  percent retirement deductions, and net salaries to be paid when subject to retirement deductions. The supplemental table, insofar as it applies to field employees of the Weather Bureau, is appended and should be used for computing salaries of commissioned employees, beginning April 1, 1935:

Annual salary	Amounts to be paid for complete semimonthly pay periods, 1st to 15th and 16th to last			Annual salary	Amounts to be paid for complete semimonthly pay periods, 1st to 15th and 16th to last		
	Basic salary	$3\frac{1}{2}$ percent retirement deduction	Net amount		Basic salary	$3\frac{1}{2}$ percent retirement deduction	Net amount
\$600.....	\$27.50	\$0.97	\$26.53	\$2,200...	\$91.66	\$3.21	\$88.45
1,020.....	42.50	1.49	41.01	2,300...	95.83	3.36	92.47
1,080.....	45.00	1.58	43.42	2,400...	100.00	3.50	96.50
1,140.....	47.50	1.67	45.83	2,500...	104.16	3.65	100.51
1,200.....	50.00	1.75	48.25	2,600...	108.33	3.80	104.53
1,260.....	52.50	1.84	50.66	2,700...	112.50	3.94	108.56
1,320.....	55.00	1.93	53.07	2,800...	116.66	4.09	112.57
1,380.....	57.50	2.02	55.48	2,900...	120.83	4.23	116.60
1,440.....	60.00	2.10	57.90	3,000...	125.00	4.38	120.62
1,500.....	62.50	2.19	60.31	3,100...	129.16	4.53	124.63
1,560.....	65.00	2.28	62.72	3,200...	133.33	4.67	128.66
1,620.....	67.50	2.37	65.13	3,300...	137.50	4.82	132.68
1,680.....	70.00	2.45	67.55	3,400...	141.66	4.96	136.70
1,740.....	72.50	2.54	69.96	3,600...	150.00	5.25	144.75
1,800.....	75.00	2.63	72.37	3,700...	154.16	5.40	148.76
1,860.....	77.50	2.72	74.78	3,800...	158.33	5.55	152.78
1,920.....	80.00	2.80	77.20	4,000...	191.66	6.71	184.95
1,980.....	82.50	2.89	79.61	4,800...	200.00	7.00	193.00
2,000.....	83.33	2.92	80.41	5,000...	233.33	8.17	225.16
2,040.....	85.00	2.98	82.02	5,800...	241.66	8.46	233.20
2,100.....	87.50	3.07	84.43	6,000...	250.00	8.75	241.25
2,160.....	90.00	3.15	86.85				

When retirement deductions for a period of service less than the regular semimonthly pay period result in a fraction of a cent, such fraction must be increased to 1 cent.

**AMENDMENT TO STATION REGULATIONS**

Revised page 38-R, paragraph 94 (a), of Station Regulations has been corrected to read that pay rolls will be submitted *twice* monthly, and in the same paragraph under (b) insert the words "applicable classification grade" after "and each employee's". The corrected page will be

mailed to all stations as soon as printed, and any station not receiving same will notify the Central Office.

#### REPORTS ON LOST CHECKS

Station officials are requested, when reporting loss of a check (with request for information as to indorsements thereon, or for issue of a duplicate check), to forward to the Central Office a letter, *in duplicate, signed by the payee*. Compliance with the foregoing will facilitate much prompter action being taken in such cases. The letter should contain sufficient information as to amount, service or supply covered, and period of service or date of delivery of supply to permit of ready identification at the Central Office.

#### CONSOLIDATED DRAYAGE CONTRACTS

Consolidated contracts for drayage service, beginning July 1, 1935, will be made by the Procurement Division, Treasury Department, in the following cities where there are now two or more separate drayage contracts in effect:

*Birmingham, Ala.	Boston, Mass.	*Cincinnati, Ohio.
Mobile, Ala.	Portland, Maine.	*Cleveland, Ohio.
Selma, Ala.	*Baltimore, Md.	Toledo, Ohio.
Phoenix, Ariz.	*Detroit, Mich.	Oklahoma City, Okla.
*Tucson, Ariz.	Sault Ste. Marie, Mich.	*Tulsa, Okla.
Fort Smith, Ark.	*Duluth, Minn.	Astoria, Oreg.
*Little Rock, Ark.	*Minneapolis, Minn.	*Portland, Oreg.
Texarkana, Ark.	*St. Paul, Minn.	*Philadelphia, Pa.
*Los Angeles, Calif.	Gulfport, Miss.	*Pittsburgh, Pa.
*Oakland, Calif.	Jackson, Miss.	Scranton, Pa.
San Francisco, Calif.	Pascagoula, Miss.	Providence, R. I.
*Denver, Colo.	Joplin, Mo.	Sioux Falls, S. Dak.
Hartford, Conn.	*Kansas City, Mo.	*Knoxville, Tenn.
New Haven, Conn.	St. Joseph, Mo.	Austin, Tex.
New London, Conn.	*St. Louis, Mo.	*Dallas, Tex.
Washington, D. C.	Great Falls, Mont.	Galveston, Tex.
Lake City, Fla.	*Helena, Mont.	*San Antonio, Tex.
Miami, Fla.	*Lincoln, Nebr.	Waco, Tex.
*Pensacola, Fla.	*Reno, Nev.	*Salt Lake City, Utah.
St. Petersburg, Fla.	Atlantic City, N. J.	*Burlington, Vt.
*Atlanta, Ga.	*Albuquerque, N. Mex.	Rutland, Vt.
*Savannah, Ga.	*Albany, N. Y.	*Norfolk, Va.
*Honolulu, Hawaii.	Brooklyn, N. Y.	*Richmond, Va.
*Boise, Idaho.	Buffalo, N. Y.	Seattle, Wash.
*Chicago, Ill.	New York, N. Y.	*Tacoma, Wash.
*Des Moines, Iowa.	Syracuse, N. Y.	Huntington, W. Va.
Wichita, Kans.	Durham, N. C.	*Milwaukee, Wis.
Louisville, Ky.	Greensboro, N. C.	Cheyenne, Wyo.
*New Orleans, La.	*Fargo, N. Dak.	

The cities preceded by an asterisk indicate locations of Federal Business Associations, and in these cities the services of the associations will be utilized in gathering the necessary data as to requirements, issuance of proposals, and receipts of bids. In the remaining cities this work will be performed by local representatives of the Treasury Department, or, in a few cases, by selected representatives of other Departments.

The Federal Business Associations will be instructed by the Procure-

ment Division to contact all local Federal activities in working out the details and individual requirements for inclusion in the proposals and contracts.

Weather Bureau stations requiring drayage service in the cities named herein are requested to participate in the consolidated contracts and cooperate to the fullest extent.

There is no intention, of course, to make any change in the service where drayage is performed by government-owned vehicles. In fact, all contracts will include a stipulation that government-owned vehicles will be utilized for drayage wherever possible.

#### CONDUCT OF CORRESPONDENCE AT AIRPORT STATIONS

Attention is invited to an item of the same title appearing on page 81 of the November 1934 issue of TOPICS AND PERSONNEL. Since that time it has been noted that the requirement that other than general supervising airport stations located at points where a city Weather Bureau Office is also located shall prepare all correspondence to other stations, or to the Central Office, for the signature of the official in charge of the supervising city office, has tended to delay correspondence on airway matters from those points where general supervision of airway weather service has been delegated to the airport station in question. In order to eliminate this delay, paragraph 3(a) of the item referred to above is hereby amended to read as follows:

Officials in charge of airport stations not included in the classifications given in paragraphs 1 and 2, above, and which are located at points where a city Weather Bureau Office is also located, will prepare all letters to be sent to other stations or to the Central Office for the signature of the official in charge of the supervising city office, except that the official in charge of airport stations in this class, to which general supervising duties have been delegated by the general supervising station, may sign letters on *airway subjects* which will be forwarded to other stations or to the Central Office through the official in charge of the general supervising station. This exception will apply only to stations to which general supervision of airway weather service has been delegated and only to correspondence from such stations dealing with airway weather service on the airways delegated to them for general supervision. A copy of all letters will be furnished to the city office for file. The initials of the official in charge of the airport station will appear on the left side of the page, opposite the lowest typewritten line of the signature, on all letters signed by the official in charge of the supervising city office.

The above change in procedure is effective upon receipt of this issue of TOPICS AND PERSONNEL.

#### TURN-IN OR EXCHANGE OF GOVERNMENT PROPERTY

It is noted that several stations have recently turned in as part payment on the purchase of a new storage battery an old, unserviceable battery without prior authority from the Central Office. Property *must not* be disposed of in any manner without prior authority. (See paragraphs 218 and 219, Department Property Regulations, and paragraphs 115 and 119 (c) of Station Regulations.)

Cash offers for the old equipment must be invited from other interested parties independently of the purchase of new equipment and the old equipment disposed of either to the highest cash bidder, provided his offer exceeds that of the allowance, or to vendor when allowance is greater than the highest cash offer. The best interests of the Government must be served in either instance.

All station officials are cautioned in the future to follow the procedure outlined herein and advise the Central Office as to allowance, report the number of cash offers invited, submit the offers, and make recommendation for purchase accordingly.

#### **STOCK SUPPLIES FOR ISSUE**

A list of property kept in the Supplies Division stock at the Central Office that can be furnished on Stores Requisitions was printed March 7, 1935, and mailed shortly thereafter to all stations and airports. Stations that have not received a copy may request the list from the Supplies Division.

#### **REPORT ON USE OF HAND-OPERATED FANS**

It is requested that all airplane weather-observation stations that have been furnished hand-operated fans for ventilating the psychrometer and aerometeorograph forward a report to this office indicating the results obtained.

#### **SURPLUS BINDERS**

One of our field stations has reported a large quantity of surplus spring-back binders, 10½ by 13 inches, inside measurements, binding side 10½. Stations having need for some of these binders may request a transfer through the Central Office.

#### **CODING WEEKLY AND MONTHLY PRECIPITATION**

Reference is made to the paragraph with the above title in the January 1935 TOPICS AND PERSONNEL, page 98; also, to the paragraph in the November 1931 TOPICS AND PERSONNEL, page 211. It has been brought to the attention of the Central Office that doubling the hundredths when the totals for the week or month are over 4.95, such as 4.96, is the source of confusion, as the amounts, when doubled, would add another inch to the amount sent in plain language. Thus, when 4.96 is coded, doubling the 0.96 makes the amount to be coded 1.92, converted to 2.0 for coding. Therefore, when sent literally, the words would be "four dusant", or some similar combination. The unforeseen complication of decoding such values has caused much uncertainty as to just what station officials mean.

Hereafter the amounts to be telegraphed for the weekly or monthly precipitation will be converted to tenths before coding. Thus, in the above example, 4.96 will be converted to 5.0 and sent "five usage". It is believed that this will eliminate all uncertainties.

**SGL D&A REPORTS**

A list of all a. m. and/or p. m. SGL D&A reports (signals) now delivered by the Western Union Telegraph Company to Weather Bureau field stations, method of delivery, and whether the service provided is daily or Sundays and holidays excepted, is desired by the Central Office. All stations concerned are requested to promptly forward this information by mail in an envelope marked "For Telegraph Division".

**DEW POINT SUBSTITUTED FOR RELATIVE HUMIDITY IN A. M. OBSERVATIONS**

Effective on and after April 1, 1935, temperature of the dew point, to the nearest even number, will be telegraphed in a. m. SGL D&A observations instead of relative humidity. An amendment to the Weather Code 1931, containing instructions for enciphering dew point, has been printed and mailed to all stations. If a copy is not received at any station the Central Office should be notified promptly.

**PUNCTUATION OF FORECASTS TRANSMITTED BY TELETYPE**

Airport and other officials responsible for the preparation of forecasts for transmission by teletype are requested to place the abbreviation "Stp" at the end of all sentences. The proper use of such punctuation not only reduces the possibility of misunderstanding but facilitates reading over the telephone as well as broadcasting by Department of Commerce radio stations.

**DISCONTINUANCE OF UNNECESSARY ENTRIES ON FORM 1124**

Hereafter those pilot-balloon stations rendering Form 1124 are requested to discontinue entering data on this form for the levels 3,500, 4,500, and the odd thousand-meter levels above 6,000 meters (7,000, 8,000, etc.). As little use is being made of the data for these levels, it is considered advisable to relieve station personnel of the work involved in entering them.

**ENTRY OF DATA ON FORMS 1136-1140**

The Central Office has been advised that some stations are entering data for the most adverse conditions occurring in the hour on Forms 1136-1140 without regard to whether or not such conditions were observed at the time of the "record" observation for that hour. This is incorrect, the proper procedure being that data entered on these forms shall be taken from the "record" observation in all cases, irrespective of more favorable or unfavorable conditions observed at other times during the hour. Stations not conforming to this procedure should make certain that this is done on all future forms.

**MAILING AIRPLANE OBSERVATION RECORDS**

Airplane weather-observation stations are requested not to use the

mailing tubes nor the gummed paper furnished for sealing these tubes for any purpose other than mailing airplane observation records.

#### CHANGE OF GENERAL SUPERVISION

In order to bring about a better coordination of activities on the Fargo-Seattle airway, the general supervision of the Billings-Miles City section of this airway—not, however, including Miles City—was transferred from Chicago to Salt Lake City, effective February 1, 1935. The circular, "General Supervision and Inspection of Airway Weather Service", dated October 20, 1934, should be changed accordingly at all stations.

#### DEPARTMENTAL CLUBS

Mr. Lawrence C. Fisher, Seattle, Wash., has been elected president of the local U. S. D. A. Club.

#### RETIREMENT

Mrs. Sarah E. Holmes, junior laborer (charwoman), at the Central Office, was retired at the termination of February 28, 1935. She was born in the District of Columbia on April 24, 1869, and was employed as charwoman at the Central Office from November 1, 1909, to the date of her retirement.

#### DEATHS

Mr. Nathan Chandler, guard (watchman), at the Central Office, died February 17, 1935. He was born in Dallas County, Tex., on September 18, 1882. Mr. Chandler was appointed guard in the Department of Agriculture on August 17, 1931. On July 1, 1934, he was transferred to the rolls of the Weather Bureau and served there until his death. Mr. Chandler also served in the U. S. Army from 1907 to 1928.

Mr. Edward R. Demain, who was retired April 15, 1927, died February 6, 1935, at Camp Hill, Pa. A notice of his retirement and a brief outline of his service will be found in TOPICS AND PERSONNEL for April 1927.

#### CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of February 1935, is published for the exclusive information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Chandler, Nathan.....	Washington, D. C.....	Guard (watchman) at \$1,200, died February 17, 1935.
Edwards, Arthur*.....	Washington, D. C.....	Appointed relief guard (watchman) at \$3 per diem wage, not to exceed \$45 a month.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Ehringer, Miss Lula A...	Washington, D. C.....	Promoted to junior administrative assistant, CAF-7, at \$2,600 from principal clerk, CAF-6, at \$2,400.
Elder, Thaddeus H.....	Washington, D. C.....	Promoted to senior clerk, CAF-5, at \$2,000 from clerk, CAF-4, at \$1,800.
Fusch, Helmut A.....	Del Rio, Tex.....	Appointed junior observer at \$1,440 by reinstatement.
Holmes, Mrs. Sarah E...	Washington, D. C.....	Junior laborer (charwoman), Cu-2, at 50 cents per hour, vac., retired.
Lawlor, Miss Mary J.*...	Washington, D. C.....	Assistant clerk, CAF-3, at \$1,620, granted leave without pay from February 6, 1935, to termination of March 31, 1935.
Lockwood, William E...	Washington, D. C.....	Telegrapher, CAF-4, at \$1,920, leave without pay extended to termination of May 21, 1935.
Long, Miss Olive M.....	Washington, D. C.....	Promoted to principal clerk, CAF-6, at \$2,300, from senior clerk, CAF-5, at \$2,000.
McCollum, Mrs. Mildred S.	Washington, D. C.....	Assistant clerk-stenographer, CAF-3, at \$1,620; name changed on rolls from Miss Mildred Slover.
Okerlund, Walter M....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Sable, Edward.....	Boston, Mass.....	Junior observer at \$1,440; name changed from Edward Saberlinsky.
Travis, James*.....	Helena, Mont.....	Appointed minor observer at \$1,020.
Tugman, Alfred B., Jr..	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800, from assistant clerk, CAF-3, at \$1,680.
van de Erve, Jerome....	Washington, D. C.....	Promoted to scientific aid, SP-5, at \$1,800 from junior observer at \$1,440.

\* Indicates temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
van de Erve, Jerome....	Montgomery, Ala.....	Washington, D. C., assistant.

*W. D. P. Suggs*

Chief of Bureau.



# WEATHER BUREAU TOPICS AND PERSONNEL

MARCH 1935

## APPOINTMENTS RESTRICTED TO ONE MEMBER OF FAMILY MODIFIED

The following memorandum from the Office of the Director of Personnel of the Department of Agriculture is quoted for the information of the Weather Bureau personnel:

My memorandum of March 9, directing that hereafter no appointments to any position in any branch of the Department of Agriculture shall be made where one member of the family is already in the Federal service, is hereby amended by removing the restriction on any such appointments where a person is selected from a Civil Service certificate either for temporary or permanent appointment.

In the case of Civil Service appointments, it will be necessary, of course, to comply with section 213 of the Economy Act (marital clause) and section 9 of the Civil Service Act, which reads as follows:

"That whenever there are already two or more members of a family in the public service in the grades covered by this act, no other members of such family shall be eligible to appointment to any of said grades".

In emergencies, such as fighting forest fires, or in isolated locations where it is impossible to comply with the original order, authorization to employ more than one member of the family is hereby granted.

The purpose of the order of March 9 was to spread employment, and the spirit, as well as the intent of such order, should be observed wherever it is possible to do so without affecting the necessary work of the Department.

By direction of the Secretary:

W. W. STOCKBERGER,  
*Director of Personnel.*

## AMENDMENT TO STATION REGULATIONS

The last part of paragraph 59 of Station Regulations is hereby amended to read as follows:

Employees who voluntarily resign, and the acceptance of whose resignations is recommended by the official in charge of their respective stations, should not be permitted to work after the effective date of the resignation unless definitely instructed to do so by the Central Office. In other cases the employees must await advices from the Central Office.

## AMENDMENT TO ADMINISTRATIVE REGULATIONS

The administrative regulations of the Department are hereby amended to include a new paragraph.

*Acceptance of gifts.*—No employee of the Department shall accept from any outside person, firm, or corporation with whom the employee has or may have official business relations any gift, money, or other thing of value given or loaned with any purpose or intent whatsoever.

**JUNIOR METEOROLOGIST EXAMINATION CANCELED**

The United States Civil Service Commission, under date of March 25, 1935, announces that, because of the fact that there are no vacancies at the present time nor any contemplated vacancies in the near future in the position of junior meteorologist, the examination scheduled for this position in original Announcement No. 36 will not be held.

**TRANSPORTATION REQUESTS FOR SLEEPER ON FRISCO LINE**

Attention is invited to the fact that the local sleeper operating via the Frisco Line between Memphis, Tenn., and Pensacola, Fla., is operated by the St. Louis-Santa Fe Railway. Therefore, transportation requests for sleeping accommodations over the above-mentioned route should be drawn on the Frisco Line instead of the Pullman Company. This will obviate the necessity for the Frisco Line to secure a waiver from the Pullman Company in order to secure payment of bills.

**PAYMENT OF JANITOR SERVICE UNDER CONTRACT**

The question of correct procedure in making payment for janitor service after March 31, 1935, under contracts which contain provisions that "all payments made under this bid (or agreement) are subject to a deduction, at present 5 percent, in conformity with the act of March 20, 1933, and amendments thereto", or that payments are subject to a 5 percent economy deduction without reference to the act, was referred to the Solicitor of the Department. That officer states, in effect, that while the legality of elimination of the 5 percent deduction from payments for service, beginning with April 1, 1935, is not entirely free from doubt, it is his opinion that such janitors are in the same status as regular employees of the Government and, therefore, entitled to the full amount of the wages for the work performed.

Therefore, vouchers for janitor service performed after March 31, 1935, are to be submitted at the full contract rate without reference to the 5 percent economy deduction.

In view of the doubt as to the position which will be taken by the Comptroller General in connection with these vouchers, the first ones received will be sent to the General Accounting Office for preaudit. This will involve some delay in settlement.

**CONSOLIDATED DRAYAGE CONTRACTS**

In connection with an article in TOPICS AND PERSONNEL for February 1935, page 104, headed "Consolidated Drayage Contracts", the Weather Bureau has been advised by the Procurement Division that the following cities will *not* be included in consolidated drayage contracts: Lake City, Fla.; Lincoln, Nebr.; Norfolk, Va.; Oakland, Calif., and New Haven, Conn.

IDENTIFICATION CARDS

Hereafter, if and when issued, identification cards for travel and tax-exemption purposes will be retained for use as required during the remainder of the fiscal year in which dated. They will expire by limitation on June 30, however, and should on that date be returned to the Central Office for cancellation.

CIRCULAR LETTER—DUSTSTORMS

On March 25, 1925, a circular letter was mailed to nearly all stations east of the Rocky Mountains, except airway stations, requesting them to report on duststorms. Many stations have not yet replied to this letter, and, as a report is desired as soon as possible, station officials are requested to reply at once regarding this matter, particularly for the period June 1, 1934, to February 28, 1935. If the letter was not received, please inform the Division of Climate and Crop Weather.

REQUEST TO FORWARD ADDITIONAL COPIES OF FORM 1030

On account of the increased demand for Form 1030, it is requested that hereafter each station forward to the Division of Climate and Crop Weather at least five copies of that publication. Back issues for 1935, to include January, are also desired. Instructions to stations now forwarding five or more copies remain unaltered.

GUMMED TAPE FOR SEALING MAILING TUBES

Add the following item to group X, headed "Special Aerological Stock" in "List of Property Kept in Supplies Division Stock at the Central Office that Can Be Furnished on Stores Requisitions", mailed to all stations in March 1935:

Tape, gummed paper, 3-inch, binding; roll.

This tape is for use in sealing mailing tubes used for forwarding airplane observation records, and *not for general use*. One roll should be sufficient for at least 6 or more months. Only those stations submitting airplane observation records should request this tape.

REPORT OF CHIEF OF BUREAU, 1930-31

Copies of this publication are now available to complete station files. It is requested that files be checked and, if necessary, request be made for this issue.

CARBON PAPER AND OILBOARD

The carbon paper and oilboard, 19 by 24 inches, required by airports for use in duplicating maps on and after May 1, 1935, will be shipped as soon as received from contractors. Special packing material is required for the shipments, and the stock of the material on hand is not sufficient to take care of the additional requirements.

**ABANDONED EQUIPMENT**

It is against the practice of the Weather Bureau to leave instrumental or storm-warning equipment on a building, or site, after the building, or site, is no longer used for official purposes. It is possible that some such instances may have been overlooked in connection with the large number of removals made during recent years.

It is customary to arrange for transfer to the Central Office or to another station of equipment of sufficient value to justify such procedure. If the property has a sales value, a request for an auction sale should be made upon the Central Office, giving an estimated sales value for each item. In case equipment has no value, request for authority to drop it from property return should be made, with accompanying Purchase Requisition for the amount necessary to remove it and to restore the site to a condition satisfactory to the owner or custodian. Old equipment should not be left as a hazard nor as a monument to neglect.

**THE 4-HOURLY AIRWAY WEATHER SERVICE TO BE CHANGED TO A 6-HOURLY SERVICE**

Effective May 1, 1935, the present 4-hourly airway weather reports, maps, and forecasts will be changed to a 6-hourly service. Arrangements will be made by the Bureau of Air Commerce for relay by teletype of selected reports taken from sequences and off-airway reports at 2 a. m. and 2 p. m., E. S. T., sufficient for the preparation of Nation-wide manuscript maps for those hours. The present transmission of airway sequence reports and SGL D&A reports will be continued at 8 a. m. and 8 p. m., E. S. T., for the preparation of manuscript maps. The teletype maps will be discontinued with the inauguration of the 6-hourly service.

All Weather Bureau airport stations maintaining 24-hour service shall prepare four 6-hourly maps each day. Stations maintaining less than 24-hour service shall prepare only the 6-hourly maps which can be completed currently during the period employees are on duty.

The circular, dated October 16, 1934, entitled "Instructions for Making Off-airway Reports and for Adding Special Data to Radio and Teletype Sequence Reports" will, on May 1, 1935, or shortly thereafter, be superseded by Circular N. If Circular N is not received by May 1, then changes should be made throughout the circular of October 16 to indicate that 6-hourly reports should be filed 20 minutes preceding the hours of 2 and 8 a. m. and p. m., E. S. T., and to indicate that special data will be added to radio and teletype sequence reports nearest the even hours of 2 and 8 a. m. and p. m., E. S. T.

The circular, dated October 15, 1934, entitled "Taking of Surface Observations by Weather Bureau and Department of Commerce Personnel" should be changed throughout to indicate 6-hourly observations.

The circular, dated September 1, 1935, entitled "Broadcast of 4-Hourly Airway Forecasts by Radio Stations of the Bureau of Air Commerce on

236 Kc." has been incorporated in the revised Circular N. However, 4-hourly forecasts should be changed to 6-hourly forecasts throughout the circular.

The circular, dated June 15, 1934, entitled "Instructions for the Preparation and Issuance of Airway Forecasts" has been incorporated in the revised Circular N. All instructions pertaining to 4-hourly reports and forecasts should be changed in the circular to indicate 6-hourly service. The periods of the airway forecasts issued by the 10 airway forecast centers will cover a period of 6 hours, beginning 2 hours after the regular collection periods at 2 and 8 a. m. and p. m., E. S. T.

#### TRANSFER OF PASCO, WASH., STATION TO PENDLETON, OREG.

The first-order station for airway service at Pasco, Wash., was transferred to the airport at Pendleton, Oreg., on April 1, 1935, in order to provide a location more in line with the needs of the airway service. All of the work formerly carried on by the station at Pasco will be continued at the new location.

#### RELEASING PILOT BALLOONS WITH LANTERN DURING HIGH SURFACE WINDS

The following is quoted from a letter recently received from an assistant at the Cheyenne, Wyo., airport station:

The releasing of pilot balloons with lantern in strong, gusty winds is being accomplished at this station by placing the lighted lantern in a waste basket for protection from the wind. The balloon, with lighted lantern, can thus be carried to an area free of obstructions. By using a cord approximately 4 feet long to eliminate slack, then holding the cord where it is attached to lantern bail and running a few yards with the wind until a steady pull of the balloon is felt, we have made successful launchings in winds exceeding 35 miles per hour.

The above practice is recommended to all pilot-balloon stations.

#### DEATH

Mr. Charles M. Strong, who was retired in June 1932, died March 31, 1935. A notice of the retirement and brief outline of Mr. Strong's service in the Bureau will be found in the June 1932 number of this publication.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of March 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Borders, Robert C. ....	Billings, Mont. ....	Appointed junior observer at \$1,440 by reinstatement.
Despain, Lawrence N. ....	Salt Lake City, Utah. ....	Observer at \$1,980, granted leave without pay from March 20, 1935, to termination of June 30, 1935.
Edwards, Arthur. ....	Washington, D. C. ....	Appointed guard (watchman), Cu-3, at \$1,200, appointment as relief guard (watchman) at \$3 per diem, w.a.e., terminated.
Garrett, Richard A. ....	Cleveland, Ohio. ....	Appointed assistant meteorologist at \$2,600 by reinstatement.
Gilchrist, Arthur*. ....	Washington, D. C. ....	Under mechanic (fireman), Cu-4, at \$1,320, temporary appointment terminated; record, good.
Hays, Cloyd A. ....	Little Rock, Ark. ....	Observer at \$1,800, leave without pay extended to termination of September 14, 1935.
Lawlor, Miss Mary J.*. ....	Washington, D. C. ....	Assistant clerk, CAF-3, at \$1,620, restored to duty from leave without pay on March 16, 1935.
Page, Larry F.*. ....	Washington, D. C. ....	Associate meteorologist, P-3, at \$3,200, appointment terminated; record, excellent.
Pharr, Emory C. ....	Washington, D. C. ....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
van de Erve, Jerome ....	Washington, D. C. ....	Scientific aid, SP-5, at \$1,800, resigned; record, excellent.

\* Indicates temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Carpenter, Carl A. ....	San Francisco, Calif. ....	Baker, Oreg., in charge.
Church, Robert D. ....	Pasco, Wash. ....	Pendleton, Oreg., assistant.
Jones, Louis M. ....	Pasco, Wash. ....	Pendleton, Oreg., assistant.
Kalkquist, Clarence R. ....	Salt Lake City, Utah. ....	Seattle, Wash., assistant.
Tiller, George H. ....	Pasco, Wash. ....	Pendleton, Oreg., assistant.
Trexler, Tony B. ....	Baker, Oreg. ....	San Francisco, Calif., assistant.
Whipple, J. Howard. ....	Pasco, Wash. ....	Pendleton, Oreg., in charge.

*W. D. R. Suggs*

# WEATHER BUREAU TOPICS AND PERSONNEL

APRIL 1935

## POLITICAL ACTIVITY PROHIBITED

The following memorandum was issued by the Director of Personnel, of the Department of Agriculture, for the information of all employees in the Department:

It is the policy of the Department that all non-civil-service workers should fully observe the restrictions on partisan political activity which apply to employees with civil service status.

Competitive employees, while retaining the right to vote and to express privately their opinions on political subjects, are forbidden to take an active part in political management or in political campaigns. This also applies to temporary employees, employees on leave of absence with or without pay, substitutes, and laborers. Political activity in city, county, State, or national elections, whether primary or regular, or in behalf of any party or candidate, or any measure to be voted upon, is prohibited.

You are requested to bring this matter to the attention of all your employees to whom it may apply.

## CONTRACTS FOR CONTINUING SERVICE

Station officials are reminded of the necessity for promptly obtaining contracts for the fiscal year 1936 for all continuing service, such as laundry, janitor and messenger service, drayage, telephone, gas, electricity, water, and ice. Competitive bids are required for all such services other than public utility where the annual cost is in excess of \$50. Instructions in this connection are included in paragraphs 89 and 90 of Station Regulations.

Certificates of compliance with the code or with the President's Re-employment Agreement should be obtained and forwarded in connection with all contracts where the annual expense is in excess of \$50. Where the contractor named in such agreements is a public-service corporation which is municipally owned and not subject to codes, a statement to that effect must be made in the agreement; where the public-service corporation is privately owned but controlled by the State to some extent, the certificate of compliance is required if the annual expense is in excess of \$50.

It is requested that action in connection with the above be taken as soon as practicable and that papers be forwarded to the Central Office on or before June 16, 1935.

AUTHORIZATIONS FOR FISCAL YEAR 1936

Station officials now having all-year or all-season authorizations for the employment of emergency assistance (except for the relief of airway observers) or for travel are 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.
4. Whether or not Sundays and holidays are included.

Requests for authorization for employment of emergency assistance for relief of airway observers are not required since authority is incorporated in Circular 7.

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. Name of airport.

(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 points of destination and the nearest public conveyance.

3. Period of travel.

4. Method of transportation it is proposed to use.

5. 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 \$1.00.

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. (See paragraph 162, Station Regulations.)

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

8. Estimate as to total cost.

Revised Form 4067 should be used in all cases for requests for authority to travel.

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. Only one copy of the card is desired from each regular employee.

**VOUCHERS COVERING EXPENSES FOR TELEPHONE TOLLS**

Station officials are reminded of the necessity of having the certificate quoted in paragraph 100 (d) (2), Station Regulations, placed either on bills or vouchers covering expenses for telephone tolls. Omission of the certificate results in delay in the settlement of accounts.

**CHANGES IN PROPERTY CLASSIFICATION**

The following changes in the classification of property have been approved:

From Semiexpendable to expendable:

- Gravers, chalk-plate.
- Gravers, chalk-plate, sets.
- Supports, box, rain- and snow-gage, wood.
- Supports, instrument-shelter, wood.

From Nonexpendable to expendable:

- Cups, anemometers, with arms.
- Linoleum.
- Buckets, tipping and frame.

The Division of Purchase, Sales, and Traffic of the Department reports on water-cooler stands and linoleum, as follows:

Water-cooler stands need not be carried as nonexpendable items, separate and distinct from water coolers. It will be satisfactory to this office if a combined item (water cooler and stand) is carried in the nonexpendable class.

Due to the fact that linoleum is, almost without exception, secured to the floor by means of cement and cannot be removed without practically destroying it, authority is granted the Weather Bureau to carry this item as expendable when laid on the floor. This will not apply, however, to linoleum rugs or other linoleum coverings of specific shape which are not permanently fastened to the floor.

The necessary changes should be made in the property classification lists on pages 220 to 298, inclusive, Property Regulations of the Department, pending a receipt of any printed revision.

The items reduced to expendable property should be dropped from "property return" for the calendar year ending December 31, 1935, with marginal note referring to this notice in TOPICS AND PERSONNEL.

Officials are not authorized to destroy or dispose of any of these expendable items, except when same are unserviceable and not worth the cost of repairs and transportation.

**SUBMISSION OF VOUCHERS FOR FISCAL YEAR 1935**

The attention of station officials is invited to instructions contained in paragraphs 93 (a) and 101 (b) of Station Regulations relative to the prompt submission of vouchers.

Vouchers for supplies purchased or services performed prior to June 30, 1935, should not be withheld until July 1, 1935, but should be submitted as soon as due in order to relieve as much as possible the "peak load" in the Central Office just after July 1, 1935.

**CONSOLIDATED DRAYAGE CONTRACTS**

In connection with an article in TOPICS AND PERSONNEL for February 1935, page 104, headed "Consolidated Drayage Contracts", the Weather Bureau has been advised by the Procurement Division that the following cities will *not* be included in consolidated drayage contracts:

Washington, D. C.	Duluth, Minn.	Joplin, Mo.
St. Joseph, Mo.	Scranton, Pa.	Fort Smith, Ark.
Texarkana, Ark.	Waco, Tex.	Pittsburgh, Pa.

**SURPLUS GAS RADIATORS**

There are surplus and available for transfer three gas radiators located at the Weather Bureau Office, Albuquerque, N. Mex. A description of these radiators may be obtained by communicating with the official in charge, Albuquerque, N. Mex., and, if desired, request for transfer be made through the Central Office.

**TRANSMITTING ESTIMATED CLOUD HEIGHTS IN AIRPLANE OBSERVATIONS**

For the benefit of Weather Bureau stations receiving airplane-observation reports, the following revision in the circular "Instructions for Daily Transmission of Airplane Weather Observations", dated December 1, 1934, has been made. The last sentence on page 5 of the above circular has been deleted and the following substituted therefor:

Whenever the airplane does *not* enter the cloud and the elevation can be estimated by the pilot with reasonable accuracy, the elevation of the base or top, or both, will be given, preceded by the letter "E". When both the base and top of the cloud are estimated as above, the figures<sup>8</sup> for the base and top will *each* be preceded by the letter "E". When *only* the base is estimated, the figure will be preceded by the letter "E"; when *only* the top is estimated, the figure will be preceded by the letters<sup>8</sup> "TE". Estimated cloud elevations as described above will be transmitted *only* when such elevations are not higher than the maximum elevation reached by the airplane.

**CHANGE IN ASSIGNMENT OF AIRWAY FORECASTS**

Section XI of the circular "Instructions for the Preparation and Issuance of Airway Forecasts", dated June 15, 1934, is hereby amended to provide that the issuance of regular forecasts for the Kansas City-Tulsa airway be discontinued and service therefor placed on a trip-forecast basis, and that the present St. Louis-Tulsa airway forecasts be changed to forecasts for the St. Louis-Tulsa-Oklahoma City airway.

The above forecasts will be issued by the Weather Bureau Airport Station at Kansas City, Mo.

**NEW AIRPLANE OBSERVATION STATION**

A first-order Weather Bureau station, established primarily for airplane weather observations, will be opened at Barksdale Field, Shreve-

port, La. It is expected that daily observations will be made throughout the year, beginning June 1, 1935. The call letters for Barksdale Field are WKS.

The first-order station at Fort Crockett, Galveston, Tex., is being closed as the Army has transferred its flying activities to Barksdale Field.

#### SIX-HOURLY FORECASTS FOR THE SEATTLE-VANCOUVER AIRWAY

Section XI of the circular "Instructions for the Preparation and Issuance of Airway Forecasts", dated January 15, 1934, is hereby amended to provide for the issuance by Portland, Oreg., of 6-hourly forecasts for the Seattle-Vancouver airway, effective May 1, 1935.

#### CODE USED IN REPORTS TELEGRAPHED FROM GOODLAND, KANS.

Effective May 6, 1935, the p. m. observation from Goodland, Kans., was added to the SGL D&A system. The code used in the Goodland reports was changed to the following:

A. M. BBTT DwFF abmm XXMM XXRR Frost Ceiling-visibility-dew point.

P. M. BBTT DwFF abMM XXRR Ceiling-visibility-dew point.

#### REPORTING "DUSTY" IN SGL D&A OBSERVATIONS

When the state of weather at time of a regular observation is recorded as "dusty" in Form 1001, the weather will be enciphered as "cloudy" in SGL D&A reports and the word "dusty" will be sent immediately after the word for direction of wind, state of weather, and wind velocity. Instructions for recording dust in Form 1001 are contained in "Instructions for Preparing Meteorological Forms", paragraphs 96 and 121.

#### ILLUMINATION OF BAROGRAPH RECORDS

The official in charge at Salt Lake City reports the use of a small automobile-type, rear-view mirror, arranged in a way to reflect the light from the ceiling lamp upon the barograph record sheet, as an aid to reading it at night. Such mirrors are readily procured locally.

#### ADDRESSES ON TELETYPE MESSAGES

Recent instructions issued by the Commerce Department, Bureau of Air Commerce, and effective on and after May 1, 1935, direct that abbreviations indicating addresses in Weather Bureau dispatches, filed for transmission via that Government agency's teletype facilities, should read as follows:

If message is intended for delivery to the official in charge of the Weather Bureau airport station, the address should read AWO instead of USAWO, as at present.

If message is intended for delivery to the official in charge of the city office, the address should read WB instead of OBSR, as at present.

#### FRESNO, CALIF., AIRPORT STATION CLOSED

The airport station at Fresno, Calif., was closed at the termination of March 31, 1935. However, the hourly observational work will be con-

tinued at the airport, through cooperation with the Department of Commerce, and the pilot-balloon work will be continued at the Weather Bureau Office in the city.

#### RETIREMENTS

Mr. Harvey B. Dick, official in charge, Pueblo, Colo., since March 15, 1921, was retired at the termination of April 30, 1935. He was born near Denton, Md., on April 9, 1866. Mr. Dick enlisted in the Signal Corps on March 18, 1886. After the usual period of instruction at Fort Myer, he served as assistant or official in charge, respectively, at the Central Office, Woods Hole (Mass.), Cape Henry, Hatteras, Micco (Fla.); Vicksburg, Memphis, New Orleans, Vineyard Haven (Mass.), Kalispell, Spokane, and Pueblo. Subsequent to action for his retirement, information has been received that Mr. Dick died May 2, 1935, after a prolonged illness.

Mr. John H. Lucas, mechanic (painter), was retired at the termination of April 30, 1935. He was born on February 25, 1872, at Bellefonte, Pa. Mr. Lucas entered the service on September 25, 1908, at the Central Office and served there until the time of his retirement. Previous to entering the Weather Bureau service, he was employed in various Departments of the Government.

#### CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of April 1935, is published for the *exclusive* information of employees of the Weather Bureau:

#### *Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Dick, Harvey B.....	Pueblo, Colo.....	Assistant meteorologist at \$2,800, retired.
Dightman, Richard A...	Seattle, Wash.....	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Jones, James M.....	Eureka, Calif.....	Junior meteorologist at \$2,300, name changed on rolls from James Jones.
Krumm, Wilbert R.....	Medford, Oreg.....	Junior observer at \$1,440, name changed on rolls from Wilbert R. Crum.
Lawlor, Miss Mary J.*..	Washington, D. C.....	Assistant clerk, CAF-3, at \$1,620, appointment terminated.
Lucas, John H.....	Washington, D. C.....	Senior mechanic, Cu-7, at \$2,040, retired.
Showalter, Albert K.....	Washington, D. C.....	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,620.
White, Mrs. Jessie M...	Washington, D. C.....	Appointed junior laborer (charwoman), Cu-2, at 50 cents per hour, wae.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Wyman, Kenneth N....	Syracuse, N. Y.....	Under observer at \$1,500, resigned; record, poor.

\*Indicates temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Bomalaski, Herbert H..	Evansville, Ind.....	Cleveland, Ohio, assistant.
Schick, Charles O.....	Seattle, Wash.....	Salt Lake City, Utah, assistant.
Shands, Alexander L....	Newark, N. J.....	Albany, N. Y., assistant.

*W. D. P. Gegg*

Chief of Bureau.



# WEATHER BUREAU TOPICS AND PERSONNEL

MAY 1935

## REIMBURSEMENT FOR TRAVEL EXPENSES BY AUTOMOBILE ON ACTUAL EXPENSE BASIS

Under decisions of the Comptroller General, an employee traveling on official business in his own automobile on an actual expense basis may be reimbursed for only a proportionate part of his transportation expenses when accompanied by persons other than Government employees. Where an employee is accompanied by his wife and minor children, the division of transportation expenses with reference to the children is made on the following basis: Children under 5 years of age will not be considered in apportioning the expenses; each child 5 years of age and under 12 years will be considered as costing one-half as much as an adult, and each child 12 years of age or over will be considered on the same basis as an adult.

It is, therefore, necessary that an employee traveling in his own automobile on an actual expense basis make a definite statement in his reimbursement voucher as to whether or not he was accompanied by a person (or persons) other than a Government employee and, if accompanied by such person (or persons), make deductions from his transportation expenses in accordance with the foregoing. The total amount expended must of course be shown on the voucher.

Delay in settlement of vouchers and much correspondence will be obviated if reimbursement vouchers are prepared to include data as to extra passengers, the comparative statement as to cost of the same journey by rail (paragraph 12, Government Travel Regulations), and all information called for in paragraph 83(e) of Government Travel Regulations.

### USE OF TAX-EXEMPTION CERTIFICATES

The following advisory notice has been received from the General Accounting Office:

In the future when gasoline purchases are made on a trip on which employee is accompanied by a person other than an employee of the United States, tax-exemption certificates should not be used, as State tax should be paid by the person not an employee of the United States.

Accordingly, the next to the last paragraph under paragraph 91(g) of Station Regulations is amended to read as follows:

These Standard Forms are for use in connection with purchases of gasoline, as follows: (1) For miscellaneous station use, (2) for operation of Government-owned vehicles, and (3) for operation of personally owned vehicles when traveling on official business on an actual expense basis and not accompanied by a person

other than an employee of the United States. They are *not* to be used for operation of personally owned vehicles when traveling on official business on a mileage basis nor on an actual expense basis when accompanied by a person other than an employee of the United States.

When making request for authorization of travel by personally owned vehicle on an actual expense basis the employee should state whether or not he is to be accompanied by a person other than an employee of the United States.

#### ONLY ONE MAJOR SUBJECT TO BE INCLUDED IN A LETTER

In many instances more than one major subject is treated in letters received at the Central Office from station officials. This practice results in delay of action and causes much extra work and confusion in connection with the filing of papers.

It is requested that the instructions contained in Station Regulations, paragraph 139 (m), be complied with in the preparation of letters whenever it is practicable to do so.

#### REORGANIZATION OF THE HURRICANE-WARNING SERVICE

The Agricultural Appropriation Bill for the fiscal year beginning July 1, 1935, contains an item providing for reorganization and expansion of the hurricane-warning service. The principal features of the new program, which will be put into operation on July 1, 1935, will be as follows:

1. Hurricane warnings will be issued from three centers, namely, San Juan, P. R.; Jacksonville, Fla., and New Orleans, La. The areas to be served by those centers will be as follows:

*San Juan.*—Caribbean Sea and islands east of longitude 75° W. and south of latitude 20° N.

*New Orleans.*—That portion of the Gulf of Mexico and its coast west of longitude 85° W.

*Jacksonville.*—Remaining portions of the Atlantic coast, Caribbean Sea, and Gulf of Mexico areas, and islands and coasts south of latitude 35° N.

2. When storms, including those of tropical origin, move or occur north of latitude 35° N., hurricane warnings, whole gale warnings, storm warnings, advisories, etc., as may be appropriate for ocean areas and coasts north of that latitude, will be issued from Washington.

3. In addition to hurricane warnings and advices, marine forecasts will be issued daily from the San Juan, Jacksonville, and New Orleans centers, as follows:

*San Juan.*—Eastern Caribbean\* (east of longitude 75° W. and south of latitude 20° N.).

*Jacksonville.*—Hatteras to Jacksonville, Jacksonville to Florida Straits (to cover the immediate coast areas and contiguous waters, approximately 200 miles from shore), east Gulf (east of longitude 85° W.), and Western Caribbean (west of longitude 75° W.).

*New Orleans.*—Middle Gulf (between longitude 85° and 90° W. and north of Yucatan Channel) and west Gulf (west of longitude 90° W.).

\*Not daily, but only when a hurricane is in progress.

4. During the months of June to November, inclusive, all cooperative ships, so far as is feasible, will take four observations a day when in the Gulf of Mexico, Caribbean Sea, and North Atlantic Ocean, south of latitude 35° N., and transmit them by radio to Jacksonville.
5. Southern selected ships will send reports throughout the year, dually addressed, to Jacksonville and Washington and include *only the "Universal" groups*.
6. There will be no change in present arrangements affecting North Atlantic and foreign selected ships.
7. Cooperative ships will, so far as practicable, include both "*Universal*" and "*Supplemental*" (6) *groups* in all observations.
8. The system inaugurated in 1934 for direct call to ships when a hurricane is in progress will continue in effect, except that the calls will be directed from Jacksonville or New Orleans, as circumstances may warrant. In making such calls the radio facilities of the Coast Guard will be used whenever practicable.
9. Officials in charge at Jacksonville and New Orleans will be authorized to secure tide and swell observations from available points in their districts when a hurricane is in progress.
10. Arrangements will be made for obtaining surface weather observations from Coast Guard stations as frequently as may be desired when a hurricane is in progress. In connection therewith, preliminary arrangements already have been made whereby Weather Bureau representatives will be permitted to visit Coast Guard stations for the purpose of checking barometers (aneroid in nearly all cases) and conferring with Coast Guard station keepers regarding the observations to be forwarded. Later instructions will be issued regarding this work.
11. Officials in charge at Jacksonville and New Orleans will make arrangements with the Weather Bureau officials in charge of storm-warning display sections in their respective districts for securing surface observations (including tide and swell reports, when available) from storm-warning display stations, when required. Detailed instructions for this service also will be issued later.
12. In addition to existing radio schedules, a special bulletin containing ocean-zone forecasts—Jacksonville to Florida Straits for the Gulf (three zones) and the Western Caribbean—will be made twice daily on fixed schedules from the Navy Radio Station at Key West, Fla. When a hurricane is in progress this bulletin will also include warnings and advices relating thereto.
13. Weather Bureau Offices in the following cities will be connected by teletype during the period June 15 to November 15, inclusive (in 1935 the installations cannot be made until July 1):
 

Jacksonville, Fla.	Pensacola, Fla.	Houston, Tex.
Tampa, Fla.	Mobile, Ala.	Galveston, Tex.
Miami, Fla.	New Orleans, La.	Corpus Christi, Tex.
Key West, Fla.	Port Arthur, Tex.	Brownsville, Tex.

14. As far as communication facilities will admit, two additional observations intermediate to those now secured in the a. m. and p. m. during the hurricane season will be obtained from stations in the West Indies.

15. After July 1, 1935, the name of the forecaster will be omitted from all forecasts, warnings, and advisories relating to storms and hurricanes; only the signature "Weather Bureau" will be used on such messages for general distribution. Station officials will be permitted to issue local bulletins giving out the information contained in the messages, preceded by a statement crediting it to the Weather Bureau.

#### NEW FORECAST CENTER AT JACKSONVILLE

In connection with the reorganization of the hurricane-warning service and the assignment of personnel to the Jacksonville station for forecast duty, an additional forecast district will be established. Beginning October 1, 1935, daily forecasts, weekly outlooks, and special warnings (cold wave, frost, etc.), when justified, will be issued from Jacksonville for the following States: North Carolina, South Carolina, Georgia, and the Florida Peninsula. Extreme northwest Florida will remain in the New Orleans district.

#### ERRORS IN SGL D&A REPORTS

Recently there has been an increase in the frequency of errors in SGL D&A coded reports. Relative humidity is being enciphered instead of dew point in many observations, and other errors are frequent. Officials in charge of stations are requested to bring to the attention of employees the importance of accuracy in telegraphic reports of regular observations.

#### CHANGES FOR CIRCULAR NO. 1—RADIO

The report for Cartwright, Labrador, approximately 53°30' N. and 57°30' W., was substituted for Cape Hopes Advance in the Angot Bulletin (index number 76) on June 5, 1935.

Copies of Circular No. 1—Radio on hand at stations should be changed accordingly.

#### PROJECT ACCOUNTING

A number of queries relating to the circular of May 15, 1935, "Weather Bureau Project Accounting", have been received. The following is an answer to questions of general application.

The man-hour cost computation is obtained by dividing the total monthly gross salary, *in the amount paid*, by the total actual number of hours worked during the month.

Time devoted to incidental and occasional duties not directly related to project activity, such as hanging storm windows, care of grounds, etc., or to duties of any nature in the interest of projects classified under other subappropriations than that from which a salary is paid, should

be allocated to the principal projects conducted at the station under the subappropriation to which such salary is charged. In preparing the circular of May 15, 1935, it was recognized that in particular instances difficulty would arise in the allocation of time where duties did not wholly coincide with subappropriation activities and that, for the present at least, arbitrary methods are required. Effort should be made to effect the most logical adjustment possible in each case, giving consideration, where practicable, to mutual benefits derived from work under different subappropriations.

The "Monthly Report of Salary Allocations" is to be rendered for each headquarters with separate office facilities. Separate reports should, therefore, be submitted for aerological stations if located in offices outside the regular city office.

#### DISPOSITION OF PROPERTY AT CLOSED AIRPORT STATIONS

Station officials charged with the accountability of property at the airports to be closed July 1, 1935, should immediately make arrangements, if not already done, to take over the property. Where separate property returns are maintained, the official at present charged with the accountability should request authority to transfer the property to the Weather Bureau station having direct supervision or to the station recommended by the general supervising station. Lists of all X, Y, and Z property on hand should be separated into groups of instrumental and noninstrumental and submitted to the Central Office with recommendations as to disposition and remarks as to its condition. The lists should indicate the serial numbers of all instrumental equipment. The items remaining at the Department of Commerce stations should be listed separately and a *memorandum receipt obtained from the Department of Commerce for file at the station*. Surplus items, or any items desired by the station to which the pilot-balloon work is being transferred, should also be listed in a separate group. The reason for desiring each item of accountable property should be indicated on the list.

Property regulations and articles in TOPICS AND PERSONNEL bearing on disposition of property should be consulted in order to avoid any discrepancies in property returns at the end of the calendar year.

Property reported surplus, in good condition, and worth the cost of transportation elsewhere will be listed at the Central Office for future transfer.

#### SEMIANNUAL REQUISITIONS FOR SUPPLIES AT CLOSED AIRPORTS

All semiannual requisitions for supplies at airports that have been ordered closed July 1, 1935, and are now on file at the Central Office and have not been shipped for the 6-month period ending December 31, 1935, should be immediately revised and the Central Office notified at once. All semiannual requisitions that have already been submitted to the Central Office or are due by June 15, 1935, for the 6-month period

ending June 30, 1936, that will be or have been submitted for aerological work at the regular station where pilot-balloon work has been transferred, or elsewhere, as has been directed, should be carefully prepared or revised to meet the new requirements and the Central Office promptly advised.

This action is deemed necessary in order that quantities of supplies requested may be held to actual requirements for the 6-month periods specified and no unnecessary items furnished.

#### ISSUE OF LARGE CARBON SHEETS, OILBOARD, AND BLOTING PAPER

Large carbon paper, oilboard, and blotting paper, 19 by 24 inches, and the proposed new size of carbon paper and oil board, 22 by 29 inches, cannot be shipped conveniently or with economy unless the sheets are requested on and shipped with semiannual requisitions. Therefore, all stations using these supplies should request the items on the semiannual requisitions to be submitted by June 15, 1935, and thereafter. If semiannuals have already been submitted, the Central Office should be advised to add the items needed on the semiannual already submitted. The material is costly, and only such stations that have been authorized to perform work requiring these supplies should make requests.

Plywood that has been used in shipping the material should be used, if possible, as a backing instead of oilboard. It is believed that this will result in economy, since the plywood may last much longer than oilboard.

#### NRA CERTIFICATES—NEW BID PROCEDURE

Proposal forms *must not* be issued hereafter referring to or attaching Exhibit 1 sheet, "Special Conditions Applicable to All Bids", originally sent to all stations in connection with circular letter of Chief of Bureau, dated September 20, 1934, insofar as NRA certificates and provisions are concerned. This action is taken in view of the decision of the Supreme Court, dated May 27, 1935, relative to the NRA act. Exhibit 1A is, likewise, canceled. Exhibit sheets 1 and 1A *must be destroyed*.

Exhibit sheet 3 should be retained and used for construction proposals for other than PWA funds.

The following paragraphs of Exhibit sheets 1 and 1A are in force and apply to all bid specifications and should be typed in the specifications:

Bidder hereby warrants that all unmanufactured articles, materials, and supplies offered herein have been mined or produced in the United States, and that all manufactured articles, materials, and supplies offered have been manufactured in the United States wholly from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, except as stated below:

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Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment charge, or other taxes or charges are imposed or changed by the Con-

gress after the date set for the opening of this bid and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are payable by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

(See Personnel and Business Administration Circular No. 233 and items in TOPICS AND PERSONNEL of May 1933, April 1934, and July 1934.)

The certificate of origin of articles, materials, or supplies should be used as heretofore in connection with all purchases.

The article entitled "Contracts for Continuing Service", on page 117 of the April 1935 number of this publication, is hereby amended by elimination of the second paragraph thereof.

It is understood that it is the intention of the President to submit to Congress at an early date legislation which would require provision to be made in every Government contract that all persons engaged in the production of the supplies, or in the carrying out of the contract, shall be paid in accordance with minimum-wage and maximum-hour standards, and that no person under the age of 16 years shall be employed; the same law to apply to the use of Government loans or grants made by the United States, or any agency thereof, to any State, municipal government, local subdivision, person, or corporation.

Until such time as the proposed legislation may be acted upon by Congress, the Director of Procurement recommends that, in lieu of the code compliance requirements, all invitations to bid for supplies, materials, or construction projects of any character include the following clause:

*Bids are requested on the basis that if subsequent legislation shall require observance of minimum wages and/or maximum hours of employment and/or limitation as to age of employees, in the performance of Government contracts, any contract entered into shall be subject to modification to accord with such statutory requirements to the extent authorized or required by law.*

Therefore, all invitations for bids must have the three paragraphs relative to origin of goods, taxes, and clause in lieu of code requirements typed in the specifications before issue.

#### **PUBLICATION OF DATA FOR SUBURBAN STATIONS ON MAPS, BULLETINS, AND CARDS**

At a number of stations the data recorded at airport offices and at suburban special and climatological stations are included in the tables on printed and mimeographed maps or bulletins. There is no objection to the publication of suburban data, including airport observations, provided such stations are clearly identified by the names given in the tables or by brief footnotes thereto.

It is desired in all such cases that prior approval be secured from the Central Office and that report be made as to whether or not any additional expense will be incurred in transmitting the reports to the city office for publication.

**DEGREE-DAY DATA ON FORM 1030**

Considerable interest has developed in the matter of degree-day data in connection with heating operations. A few stations include on Form 1030 degree-day data, principally as totals for the month, and it is thought desirable that all stations, wherever practicable, follow this procedure.

The number of degree days for a month is determined by totaling the daily deficiencies in the mean temperature (mean of maximum and minimum) relative to 65°. When the mean temperature on a given day is 65°, or higher, that day is not considered in making the monthly total; but, if the mean temperature is below 65°, the degree-day entry is the difference between the daily mean and 65°.

For example, for mean temperatures of 75°, 65°, 60°, 32°, 10°, and -5° the daily degree days for summation will be 0, 0, 5, 33, 55, and 70, respectively. The total degree days for the month will be the sum of daily values. Such totals should be published for those months in which some or all of the days have mean temperatures below 65°.

Because of the considerable amount of work required to compute normals of degree days, the publication of normals will not be required. A single entry on the bottom of Form 1030, as follows, will suffice: "Total degree days this month, 864".

**RECOGNITION OF LONG COOPERATIVE SERVICE**

When a cooperative observer has served faithfully for 25 years or more it is deemed fitting that his service be recognized by a letter from the Chief of Bureau, extending congratulations and voicing expressions of appreciation for such cooperation.

Request is made that section directors forward to the Central Office the names of cooperative observers who have rendered such service so that this commendatory action may be taken.

**NEW AIRPLANE WEATHER-OBSERVATION STATIONS**

Beginning July 1, 1935, daily airplane observations will be made by the Weather Bureau under contract at the Weather Bureau Airport Station, El Paso, Tex. These reports will be transmitted over the Bureau of Air Commerce facilities. The call letters of El Paso are "EO".

The National Guard at Spokane will discontinue making airplane observations at the end of this fiscal year and these will be continued at that station by the Weather Bureau, under contract.

The above two airplane stations will be operated in addition to the present six Weather Bureau stations during the fiscal year beginning July 1, 1935.

**PRESSURE-REDUCTION DATA FORMS**

Beginning July 1, 1935, the entries of vapor pressure may be omitted from Pressure-Reduction Data (Form 1146), rendered by stations having mercurial barometers and making 6-hourly airway weather observations.

**BULLETIN OF THE AMERICAN METEOROLOGICAL SOCIETY**

The attention of members of the Weather Bureau is directed to the Bulletin of the American Meteorological Society as a source of current news on the advance of meteorology, including notes on foreign publications, and as a medium of publication of longer or shorter papers covering recent investigations, often with valuable discussions. Sample copies may be had free by addressing the society, care of Blue Hill Observatory, Milton, Mass.

**ANNUAL ENCAMPMENTS OF VETERANS' ORGANIZATIONS**

Employees of the Department affiliated with the American Legion, the United States Spanish War Veterans, or the Veterans of Foreign Wars who desire to attend the annual conventions of these veterans' organizations may be granted annual leave or leave without pay for that purpose when their services can be spared. The time used must be charged to annual leave, or leave without pay if annual leave is exhausted.

The dates of the respective conventions are as follows: American Legion, St. Louis, Mo., September 23 to 26, 1935; United States Spanish War Veterans, San Antonio, Tex., September 15 to 19, 1935; Veterans of Foreign Wars, New Orleans, La., September 15 to 20, 1935.

**CIRCULAR LETTERS**

Two circular letters, Office of Chief of Bureau, dated May 8, 1935, and June 8, 1935, relative to hydrogen-gas contracts for fiscal year 1936 and survey of office equipment, respectively, were mailed to all stations June 11, 1935. Stations not receiving copies should immediately request the letters.

**RETIREMENT**

Mr. William E. Lockwood, clerk (telegrapher), at the Central Office was retired at the termination of August 31, 1934. He was born at Baltimore, Md., on September 14, 1877, and was appointed clerk (telegrapher) on January 17, 1921, serving there continually until his retirement. Before entering the Weather Bureau service as telegrapher he was employed in the War Department for about 8 years.

**DEATH**

Mr. John F. Hurley, who was retired January 17, 1928, died May 26, 1935, at Buffalo, N. Y. A notice of his retirement and a brief outline of his services will be found in TOPICS AND PERSONNEL for January 1928.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of May 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Bergerson, Maurice P. . . . .	Seattle, Wash. . . . .	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Chinn, Marvel G. . . . .	Grand Junction, Colo. . . . .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Cohen, John M. . . . .	Syracuse, N. Y. . . . .	Appointed junior observer at \$1,560 by reinstatement.
Fuller, H. Clark. . . . .	Moorhead, Minn. . . . .	Junior meteorologist at \$2,000, resigned; record excellent.
Lockwood, William E. . . . .	Washington, D. C. . . . .	Telegrapher, CAF-4, at \$1,920, leave without pay revoked and retired, effective August 31, 1934, on account of total disability.
McClelland, Harden T. . . . .	Seattle, Wash. . . . .	Assistant observer at \$1,740, resigned; record excellent.
Melloy, Thomas J. Jr. . . . .	Washington, D. C. . . . .	Appointed assistant messenger, Cu-2, at \$1,080.
Nienstedt, Austin H. . . . .	Washington, D. C. . . . .	Appointed assistant messenger, Cu-2, at \$1,080.
Phillips, Glen H. . . . .	Pueblo, Colo. . . . .	Promoted to senior observer at \$2,000 from assistant observer at \$1,860.
Thom, Earl C. . . . .	Washington, D. C. . . . .	Appointed assistant scientific aid, SP-4, at \$1,620, by transfer from the War Department.

\* Indicates temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Bolen, Charles E. . . . .	Sioux City, Iowa. . . . .	Chicago, Ill., assistant.
Brown, Merle A. . . . .	Baker, Oreg. . . . .	Portland, Oreg., assistant.
Bruce, David, . . . . .	Bellefonte, Pa. . . . .	Kylertown, Pa., assistant.
Curtis, Robert H. . . . .	Grand Junction, Colo. . . . .	Salt Lake City, Utah, assistant.
Evans, Robert M. . . . .	Kansas City, Mo. . . . .	Topeka, Kans., assistant.
Grimminger, George. . . . .	Boston, Mass. . . . .	South Washington, Va., assistant.
Houmark, William J. . . . .	Fresno, Calif. . . . .	Los Angeles (Burbank), Calif., assistant.
Jones, Foster V. . . . .	Nashville, Tenn. . . . .	Murfreesboro (Nashville), Tenn., in charge.
Lowery, Arlie R. . . . .	Galveston, Tex. . . . .	Barksdale Field (Shreveport), La., in charge.
Parker, Harold P. . . . .	Bellefonte, Pa. . . . .	Kylertown, Pa., in charge.
Powell, Raymond H. . . . .	Chattanooga, Tenn. . . . .	Dallas, Tex., assistant.

*Changes in assignments—Continued*

Name	Relieved from—	Assigned to—
Reed, Wilson, Jr. ....	Cleveland (airport), Ohio.	New York, N. Y. (Newark, N. J.), assistant.
Sanborn, Richard D. ....	Fresno, Calif. ....	San Francisco (Oakland), Calif., assistant.
Tucker, Chester O. ....	Bellefonte, Pa. ....	Kylertown, Pa., assistant.



Chief of Bureau.



**WEATHER BUREAU TOPICS AND PERSONNEL**

JUNE 1935

**PROMOTIONS**

Announcement is made in this number of TOPICS AND PERSONNEL of a small list of promotions within the grade of Central Office and field employees, effective July 1, 1935. This is the first set of administrative promotions within the grade since January 1, 1931, and which have only recently been authorized by the Department to a very limited number.

About 27 promotions in the personnel listed under "Appointments, promotions, reductions, etc.," have been made to carry into effect appropriation legislation effective July 1, 1935, for enlarged and improved hurricane-warning service, extension of the airway weather service, and for fruit-frost service in Florida. There are also included under this heading about six promotions from one grade to the next higher grade involving restoration, or partial restoration, in allocation of the position to the status formerly prevailing, and also three promotions in salary required in connection with changes in classification authorized by the Civil Service Commission.

In the two groups of 84 promotions listed under "within grade" there are 12 cases where the promotion is for two steps within the grade as a partial restoration of the position to the status formerly prevailing. The others, with one exception, are for one step only and are confined primarily to those who have not had any increase in salary for five or more years, to those who are at or near the minimum of the grade, and to those whose present salary is no longer commensurate with the duties performed and who have been under consideration for increased allocation.

**AMENDMENTS TO STATION REGULATIONS**

Paragraph 89 (a) and the last paragraph under paragraph 94 (d) of Station Regulations are hereby amended to read as follows:

89. (a) Informal proposals are obtained at station, accepted by the official in charge, and the original and one carbon of each of the completed contracts forwarded to the Central Office (1) when the amount is \$50 a year, or less, and service is furnished by other than a public utility; (2) in any amount when service is furnished by a public utility.

Forms for use in securing such contracts are kept in stock at the Central Office and may be obtained upon application.

Last paragraph of 94 (d).—All columns on the roll must be totaled. The total of the amount for quarters, fuel, and light will be set down and

subtracted from the total of the "Gross-amount-earned" column; the total of the retirement deductions will be set down and added to the total of the "Net-amount-earned" column; the resultant figure should be the same for both columns and will be carried to the face of the voucher.

If there is no deduction for quarters, fuel, and light, addition of the total of the retirement deductions to the total net amount earned will equal the total of the gross amount earned. The following is an example of the above, with descriptions, which should also be typed on the pay roll:

Totals .....	\$500.00	\$16.50	\$10.00	\$473.50
Deduct value of allowances of kind.....	10.00			16.50 retirement
Net amount chargeable to appropriations.....	490.00			490.00 total approved

**ONE-YEAR PROBATION REQUIRED FOR ALL PROFESSIONAL EMPLOYEES**

Hereafter, all probational employees appointed in all grades of the professional service will be required to serve a 1-year probationary period instead of 6 months.

The probationary period for all other employees, such as junior observers, clerks, etc., will continue as formerly, namely, 6 months.

**REQUEST FOR ATTENDANCE AT MEETINGS**

Request for permission to attend meetings, such as those of the American Meteorological Society, etc., should reach the Central Office at least 10 days or 2 weeks in advance of the date of the meeting in order that necessary recommendation may be submitted to the Secretary for approval, and same be obtained sufficiently in advance for the Central Office to notify the applicant prior to the date of the meeting. There is usually no objection on the part of the Secretary to attendance at meetings of such societies without expense to the Government for the journey, on official time, by those who will present papers or take an active part in the program, but it is embarrassing to the Central Office to have requests come in at the last minute for permission to attend.

**DUAL EMPLOYMENT**

Recently vouchers covering services as janitor (under contract), and for emergency assistance rendered by the same person, were sent to the General Accounting Office for preaudit. The voucher for the janitor service was certified for payment, but that for services as emergency assistance has been returned uncertified for the following reasons:

An employee may not be paid the salary of two separate and distinct positions in the same Department or establishment, even though the combined salaries thereof do not exceed the rate of \$2,000 per annum.

This matter is brought to the attention of station officials for their guidance in the employment of emergency assistance, janitor service, airway observers, etc.

#### RATING EMPLOYEES WHO LEAVE THE SERVICE

The new efficiency-rating-service forms provides a scale of final ratings, as follows: Excellent, very good, good, fair, and unsatisfactory. Therefore, in indicating the "record" in TOPICS AND PERSONNEL in connection with resignations, termination of appointments, etc., the Central Office will hereafter use the same terminology.

#### AIR-MASS ANALYSIS

Instruction is now being given at the Central Office in air-mass analysis and the use of frontal maps in forecasting. It is expected that about the middle of October three students of this subject will be called in from the field service (both regular and airport stations) for approximately 2 months of full-time training and practice in this work. These will be followed at the end of their stay by another three, and so on as long as may seem desirable. The per-diem allowance will be \$2.50.

It is requested, therefore, that applications for authority to attend this course of training be promptly submitted by those, but only those, who are seriously interested in forecasting. Each applicant should state fully what literature on air-mass analysis he has studied and what practice he has had with it and its application to forecasting—desirable information, though not a necessary qualification.

#### SALARY DISBURSEMENTS IN THE FIELD

The Central Office has been working for some time on a plan to put into effect a procedure which will permit the payment of twice-monthly salaries by check on the last day of a pay-roll period at certain cities in which local headquarters of both the Weather Bureau and the Disbursing Office of the Treasury are located. These cities are, generally, headquarters for the Federal Reserve Districts. Under this plan local salary payment (by check) is now actually in operation at Atlanta, Boston, Chicago, Cleveland, Kansas City, Minneapolis, New York, Philadelphia, and St. Louis, and will shortly be in operation at Albuquerque, Dallas, Denver, Helena, Los Angeles, New Orleans, Portland, Oreg., Salt Lake City, San Francisco, and Seattle.

Looking to a prompter settlement of salary at stations not located in disbursing centers, two modifications of the general plan have been proposed, and both have been approved in principle by the Treasury Department. The two modifications are as follows:

1. Certification of pay rolls by officials in charge of stations not located in disbursing centers, but nearer to such centers than to Washington, D. C., and transmittal of their certified pay rolls to designated Weather

Bureau officials in charge who have been authorized to approve and schedule pay rolls. In this case, pay rolls would be certified and approved by different officials. Certification is prohibited prior to the last day of the pay-roll period.

2. Certification *and approval* by the official in charge preparing the pay roll. In this case pay rolls may be forwarded for payment by check directly to the nearest field disbursing office of the Treasury on the last day of the pay-roll period.

The modification under paragraph 1 has been discussed to an extent in correspondence with some station officials and is mentioned principally for that reason. In general, however, it will probably be more satisfactory and effect prompter settlement to follow the procedure under paragraph 2.

The approval of vouchers is of course an added responsibility, particularly for those officials not having direct personal knowledge of the performance of duties. Assumption of such responsibility on the basis of certification by others than themselves have been objected to by several officials. In this connection the Department has directed attention to the following provision of Executive order of June 10, 1933:

The Division of Disbursement shall disburse moneys only upon the certification of persons by law duly authorized to incur obligations upon behalf of the United States. The function of accountability for improper certification shall be transferred to such persons, and no disbursing officer shall be held accountable therefor.

Altogether, it seems best that in all but exceptional instances the certifying and approving officer be the same individual. Any station official who is willing to accept the responsibility of approving pay rolls for payment and believes that, by reason of proximity of his station to one of the field disbursing centers cited in the first paragraph of this article, prompter settlement can be effected by field disbursement, should so advise this office. The selection of a particular disbursing office should be governed largely by the mailing facilities between it and the Weather Bureau Office. The Treasury is desirous, however, that, as far as possible, disbursement be made from the disbursing office of the Federal Reserve District in which a station is located.

Authority to approve pay rolls may be delegated only by the Secretary, and the Treasury Department must be consulted before inaugurating field disbursement at any place. Therefore, no field disbursement is to be initiated until the receipt of specific authority and detailed advice from the Central Office.

#### NEW CLAUSE IN LIEU OF NRA PROVISIONS

Practically all Weather Bureau bidders are agreeing with the clause relative to subsequent legislation in lieu of code compliance requirements, as outlined in article of TOPICS AND PERSONNEL for May 1935, page 130, headed "NRA Certificates—New Bid Procedure".

However, attention is invited to the decision dated July 1, 1935, of the Comptroller General of the United States to the Administrator of Veterans' Affairs (A-63295) in which it is held that bids may not be rejected because a bidder declines to agree to the provisions of the clause printed in TOPICS AND PERSONNEL referred to above, and also states—

The reservation contemplates—in the event subsequent legislation shall require observance of minimum wages and/or maximum hours of employment and/or limitation as to age of employees in the performance of Government contracts, and shall authorize modification of existing contracts wherein the right to so modify has been thus reserved—modification of such existing contracts so as to bring them into conformity with the terms of such legislation with respect to the elements reserved, with right in contractor to be reimbursed the actual additional costs made necessary thereby.

The Director of Procurement, Treasury Department, in his Circular Letter 103, dated July 8, 1935, states that every effort be used to make it clear to bidders that, in the event of a modification of a contract so as to accord with new statutory requirements, the contractor will be entitled to additional compensation under the contract to cover the established excess costs resulting entirely from compliance with the provisions of the new legislation in the performance of such contract, it being the thought that, if clearly understood, there will be no objection on the part of the majority of bidders to the inclusion of such clause.

Officials in charge should make the foregoing clear to all prospective bidders objecting to the clause or desiring additional information in connection therewith.

#### BILLS OF LADING FOR SHIPMENTS OF HOUSEHOLD GOODS

It has been recently observed that employees transferred from one station to another are using blank bills of lading already on hand at the station for shipment of household goods by freight. Bills of lading covering the shipment of household goods are furnished by the Central Office carrying routing and paragraph as to released valuation. The bills of lading will be furnished by the Central Office as soon as an award has been made and not with the letter of authorization, as heretofore. Employees are cautioned not to use blank bills of lading already on hand for this purpose.

#### PROPERTY TRANSFER VERSUS PROPERTY ACCOUNTABILITY TRANSFER

Misunderstanding frequently arises through failure of Weather Bureau officials to keep in mind when making recommendations the distinction between the expressions "transfer of property" and "transfer of property accountability". The former means physical removal of the property itself; the latter merely a change of accountability without any actual change in the location of the property being necessarily involved. Both terms are appropriate at times.

**CONSOLIDATION OF METEOROLOGICAL AND COMMUNICATIONS DUTIES AT  
AIRPORT STATIONS**

A new policy has been adopted by the Weather Bureau in cooperation with the Bureau of Air Commerce whereby airway services of the two Bureaus will be consolidated at many points over the country. This policy has become necessary through the increasing difficulty experienced in justifying the assignment of complete complements of both Weather Bureau and Bureau of Air Commerce personnel to points where the necessary work can be done by a less number of employees.

At some points this consolidation consists of the Bureau of Air Commerce employees taking over the surface weather-reporting work at the airport and the transfer of pilot-balloon work to the city office at the same place, or to some other near-by station. At other points the Bureau of Air Commerce will turn over the teletype and broadcast work to the Weather Bureau employees and will retain only one or two operators who maintain equipment and stand a 4-hour watch each, daily, Sundays and holidays included.

The consolidations are now in progress at a number of points, while at others they have already been completed. For the information of all concerned there follows an outline of all changes now going forward or contemplated under this program.

A list of airport stations at which the Weather Bureau personnel have or will take over the teletype and/or radio broadcast work is as follows:

Albuquerque, N. Mex.	Memphis, Tenn.
Boston, Mass.	Murfreesboro, Tenn.
Buffalo, N. Y.	Oklahoma City, Okla.
Cincinnati, Ohio.	Reno, Nev.
Columbus, Ohio.	Rock Springs, Wyo.
Greensboro, N. C.	San Diego, Calif.
Indianapolis, Ind.	Spartanburg, S. C.
Medford, Oreg.	Winslow, Ariz.

At all of these points it is necessary that a continuous watch for aircraft calls be kept on 3105 kilocycles. This means, of course, that personnel must be in the office or within range of the radio speaker continuously and that arrangements must be made for overlapping of tricks at the times pilot-balloon observations are being taken. Further, it is necessary that all Weather Bureau personnel at these places qualify for teletype speed and broadcast work before being assigned to such duties.

Following is a list of airport and/or first-order stations which have been or are being closed, the surface observation work being turned over to the Bureau of Air Commerce employees, the pilot-balloon work being transferred to some other point, and the surplus Weather Bureau employees being assigned to other stations:

Amarillo, Tex.—Pilot-balloon work transferred to city office.

Big Spring, Tex.—Weather Bureau personnel and pilot-balloon work transferred to the airport at Abilene, Tex.

- Boise, Idaho.—Pilot-balloon work transferred to city office.  
 Charleston, S. C.—Pilot-balloon work transferred to city office.  
 Elko, Nev.—Pilot-balloon work transferred to city office at Winnemucca, Nev.  
 Fresno, Calif.—Pilot-balloon work transferred to city office.  
 Jackson, Miss.—Pilot-balloon work transferred to city office at Vicksburg, Miss.  
 Kingman, Ariz.—Weather Bureau personnel and pilot-balloon work transferred to the airport at Las Vegas, Nev.  
 Moline, Ill.—Pilot-balloon work transferred to city office at Davenport, Iowa.  
 North Platte, Nebr.—Pilot-balloon work transferred to city office.  
 Phoenix, Ariz.—Pilot-balloon work transferred to city office.  
 Richmond, Va.—Pilot-balloon work transferred to city office.  
 Wichita, Kans.—Pilot-balloon work transferred to city office.
- Through agreement with the Bureau of Air Commerce, that Bureau will insist that its employees perform the weather observational duties accurately and in a satisfactory manner. This Bureau will insist that its employees perform teletype and broadcasting duties in a manner satisfactory to the supervising officials of the two Bureaus concerned.

#### CONSOLIDATED DRAYAGE CONTRACTS

In connection with an article in TOPICS AND PERSONNEL for February 1985, page 104, headed "Consolidated Drayage Contracts", the Weather Bureau has been advised by the Procurement Division that the following cities will *not* be included in consolidated drayage contracts:

Detroit, Mich.	Pensacola, Fla.
Chicago, Ill.	Tucson, Ariz.
Baltimore, Md.	Boise, Idaho.

#### EXECUTION AND DISPOSITION OF INVOICES AND RECEIPTS

Invoice Form 2025A was revised and printed October 25, 1984, and carries instructions for proper execution and disposition of the invoice and receipt forms for transfer of property in the field. Form 2058 (transfer of property) likewise bears the proper instructions governing the execution of the invoice and receipt forms. Therefore, Supplies Division circular letter dated March 24, 1984, on this subject (for future reference) may be disregarded. Care should be taken to have these forms properly signed by consignor and consignee.

#### DESIGNATION OF AIRPORTS AS OFFICIAL STATIONS FOR TELEGRAPHIC AND RECORD PURPOSES

In accordance with provisions of circular of February 8, 1984, beginning July 1, 1985, the airport stations at Salt Lake City, Utah, and Pittsburgh, Pa., will be designated official for record and telegraphic pur-

poses. On and after that date all observations telegraphed from these stations will be airport data, and the records will be included in climatological publications.

In view of the fact that daily temperature and humidity data have recently come into frequent use in heating and air conditioning operations, and normals are not available for the airport, when thought advisable at any station where the airport is designated official, as provided in circular of February 3, 1934, authority may be requested to continue the publication of Form 1030 with data observed at the city office. Also, in climatological section publications, weather maps, bulletins, and where space is available and to the extent that it is practicable, both the city office and airport data will be included, with a proper identification of the respective records.

#### NEW AIRWAYS

Beginning July 1, 1935, or as soon thereafter as arrangements can be effected, the Weather Bureau will take over the payment of salaries to observers at substations manned by other than Department of Commerce commissioned employees or full-time employees of transport companies, and the equipping of all substations with airway meteorological instruments, on the following airways:

Seattle-Spokane.	Murfreesboro-Washington.
Spokane-Billings.	Cincinnati-Washington.
Cheyenne-Billings.	Charleston-Atlanta.
Omaha-Bismarck.	Newark-Buffalo.
Twin Cities-Sioux Falls.	Newark-Atlantic City.
Albuquerque-El Paso.	

To do this an appropriation of \$40,000 has been provided by the Congress for the fiscal year beginning July 1, 1935. The various general supervising offices have already been advised of the foregoing and surveys to determine the needs for service are now being conducted by them.

The Department of Commerce is establishing radio stations and circuits on the Seattle-Spokane, Spokane-Billings, Murfreesboro-Washington, and Newark-Buffalo airways similar to the system now in effect on the Dallas-Los Angeles airway. This system is also being extended to the Billings-Fargo airway in order to complete the circuit along the entire Northern Transcontinental Airway.

In addition to the foregoing, action is being taken to establish off-airway 6-hourly-reporting stations at Blaine and Oroville, Wash., Kalispell, Mont., Williston and Devils Lake, N. Dak., and Duluth, Minn., as a part of the general program of airway weather service.

#### MOUNTAIN OBSERVATORY ESTABLISHED ON MOUNT WASHINGTON, N. H.

In cooperation with the Blue Hill Meteorological Observatory of Harvard University, the Weather Bureau has recently established on Mount Washington, N. H., a special airway meteorological observation station

under supervision of the Boston Weather Bureau station. Mr. Philip W. Kenworthy, observer, has been transferred from the Boston station in charge of the meteorological observational work, and two airway observers have been appointed and assigned to Mount Washington as his assistants.

Meteorological observations were first made on Mount Washington, N. H., during the summer months of 1853 to 1859 by the Smithsonian Institution and Patent Office. Later the Signal Corps maintained a station there which was taken over by the Weather Bureau in 1891 and closed in 1892. S. P. Fergusson, of the Blue Hill Observatory, made observations on the summit during the summer months of 1905, 1906, and 1907. The station was reopened under private auspices in the fall of 1932 as a result of an appeal from the second International Polar-Year Commission for cooperation through the establishment of mountain stations.

The present Weather Bureau effort, in cooperation with the Blue Hill Observatory, provides for continuing the routine daily meteorological observations, which were recently inaugurated by the Blue Hill Observatory, in cooperation with the Massachusetts Institute of Technology, the General Radio Company, the Eppley Laboratories, and others. In addition, studies of the deposition of ice on exposed surfaces, observations of solar radiation, extreme wind velocities, and possibly, also, some upper-air observations, under favorable conditions, will be continued. The routine observations will be transmitted by radio on ultra high frequency to the Blue Hill Observatory or some near-by point where they will be relayed to the Boston Weather Bureau Airport station for transmission on the airway teletype circuit to Newark and Washington, D. C. The use of ultra high frequency radio for transmitting the observations will permit the continuation of experiments and research in this field.

It is hoped also to establish a relationship between meteorological conditions on the mountain and a corresponding elevation in the free air which would permit the identification of air masses when conditions are such that airplanes are unable to make aerographic ascents.

#### READING MAXIMUM THERMOMETERS

Revision of Circular B and C, shortly to be issued, contains the following paragraph regarding maximum thermometers:

When it is desired to make a reading, the thermometer must be slowly and carefully lowered to a position in which the mercury rests on the constriction. This reading position, or angle, is not the same for all maximum thermometers, but rather should be determined by the observer watching the manner in which the mercury flows in the tube at different angles of elevation. Greater care must be used with high temperatures because of the greater weight of the long column of mercury.

Former editions contained language that appeared to require readings to be made with the maximum thermometer vertical, a procedure that at times of high temperature might result in incorrect or lost record.

RAIN-GAGE SHIPPING GUARD

The Salt Lake City station reports the use of a wood disc a little less than 8 inches in diameter, with a 3-inch diameter hole in the middle, and with a thin sheet of metal tacked over the hole as a guard to hold the lower end of the rain-gage measuring tube in place during shipment. They cost 10 cents each, locally, and may be returned through the mails for repeated use.

STATION FILE COPIES OF NEW COMBINED FORM 1110A-1115

Hereafter all pilot-balloon stations are directed to use the present supply of the old Form 1110A by carefully registering them beneath the new forms for making *station* carbon copies of the observations. When the supply of the old Form 1110A has been used up, a new Form 1110A and 1115, combined, will be printed for this purpose.

BELLEFONTE STATION TRANSFERRED TO KYLERTOWN

The first-order station at Bellefonte, Pa., was transferred to Kylertown, Pa., and observations were begun at the latter point by Weather Bureau personnel on June 10, 1935. The pilot-balloon work had been transferred to Kylertown prior to the inauguration of other service there.

The Weather Bureau airway observational work at Bellefonte will be continued by the Department of Commerce personnel located there.

NEW FIRST-ORDER STATION

A first-order station was established at Missoula, Mont., on July 1, 1935. The office is located in the Montana Building, and Mr. Berne P. Hughes, formerly of the Miles City station, will be in charge.

HONORARY DEGREE OF DOCTOR OF SCIENCE CONFERRED UPON PATRICK H. SMYTH

An honorary degree of doctor of science was recently conferred by the University of Alabama upon Mr. Patrick H. Smyth, retired, formerly official in charge of the Montgomery station.

FEDERAL BUSINESS ASSOCIATIONS

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

Mr. H. F. Wahlgren, Oklahoma City, elected president.

RETIREMENTS

Mrs. Lydia M. Crabbs, junior laborer (charwoman), at the Central Office, was retired at the termination of June 30, 1935. She was born in Frederick County, Md., on June 11, 1870, and was employed as charwoman at the Central Office from May 1, 1906, to the date of her retirement.

Mr. F. Eugene Hartwell, senior meteorologist, in charge of the San Juan, P. R., station, was retired at the termination of June 30, 1935.

Mr. Hartwell was born at Cardington, Ohio, on August 13, 1873. He entered the Weather Bureau service on April 16, 1901, and served as assistant or official in charge at Lincoln, Cienfuegos (Cuba), Key West, Burlington, and San Juan, P. R.

#### DEATH

Mr. Herman J. Steiert, printer, at the Columbus, Ohio, station, died June 21, 1935. He was born at Columbus, Ohio, on September 23, 1884. Mr. Steiert was appointed printer March 10, 1927, and assigned to the Columbus station, serving there 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 June 1935, is published for the *exclusive* information of employees of the Weather Bureau:

#### *Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Anderson, Mrs. Maud S.	Washington, D. C. ....	Appointed assistant clerk, CAF-3, at \$1,620 by change in assignment. Reinstatement made permanent
Ball, Lonnie F. ....	Salt Lake City, Utah. ....	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Bennett, Walter J. ....	Jacksonville, Fla. ....	Promoted to senior meteorologist at \$4,600 from meteorologist at \$3,800.
Blanc, Milton L. ....	Jacksonville, Fla. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Bobbitt, Ottis C. ....	Brownsville, Tex. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Borders, George R. ....	New Orleans, La. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Brown, Charles Noul. ....	Seattle, Wash. ....	Appointed junior observer at \$1,560 by transfer from the Office of the Secretary, Washington, D. C.
Byers, Horace Robert. ....	Washington, D. C. ....	Appointed associate meteorologist, P-3, at \$3,200.
Camper, Henry F. ....	Washington, D. C. ....	Promoted to junior mechanic, Cu-5, at \$1,500 from assistant messenger, Cu-2, at \$1,080.
Carpenter, Archer B. ....	Portland, Oreg. ....	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Carson, Ernest. ....	Miami, Fla. ....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Crabbs, Mrs. Lydia M. ....	Washington, D. C. ....	Junior laborer (charwoman), Cu-2, at 50 cents per hour, vac, retired.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Dunn, Gordon E.....	Jacksonville, Fla.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Foster, Orville R.....	Pueblo, Colo.....	Appointed junior observer at \$1,440 by reinstatement.
Gephardt, Robert S.....	Denver, Colo.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Gray, Richard W.....	San Juan, P. R.....	Promoted to senior meteorologist at \$4,600* from assistant meteorologist at \$3,000.
Griffith, Willard D.....	Spokane, Wash.....	Assistant observer at \$1,620, granted leave without pay from June 24 to termination of September 23, 1935.
Grimminger, George.....	South Washington, Va..	Promoted to junior meteorologist at \$2,100 from senior observer at \$2,000.
Hartwell, F. Eugene.....	San Juan, P. R.....	Senior meteorologist at \$4,800, retired.
Hastings, Norman R....	Pensacola, Fla.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Hovde, John E.....	Jacksonville, Fla.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Hughes, Berne P.....	Missoula, Mont.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Horn, Victor T.....	Billings, Mont.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Jordan, Clarence R.....	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080.
Kenworthy, Philip W...	Mount Washington, N. H. (Boston, Mass.)	Promoted to observer at \$1,800 from junior observer at \$1,440.
Kincer, Joseph B.....	Washington, D. C.....	Principal meteorologist, P-6; promoted to \$5,600 from \$5,000.
Lloyd, Joseph R.....	Chicago, Ill.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Lovett, Ernest K.....	Kalispell, Mont.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
McDonald, Willard F....	Washington, D. C.....	Principal meteorologist, P-6; promoted to \$5,400 from \$3,800.
McGrew, Alvie E.....	Galveston, Tex.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Marting, Dorsey P.....	Denver, Colo.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Merchant, Gerald C.....	Columbia, S. C.....	Assistant meteorologist, salary readjusted to \$2,600 incident to loss of quarters.
Milligan, James W.....	Greensboro, N. C.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Nienstedt, Austin H. ....	Washington, D. C. ....	Assistant messenger, Cu-2, at \$1,080, resigned; record, good.
Norton, Grady. ....	Jacksonville, Fla. ....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Osmun, James W. W. ....	Boston, Mass. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Pardue, Leonard G., Jr. . . .	Key West, Fla. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Powers, Roy J. ....	El Paso, Tex. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Quattlebaum, B. Harold. . . .	Jacksonville, Fla. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Redus, Robert L. ....	Miami, Fla. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Reed, Charles D. ....	Des Moines, Iowa. ....	Senior meteorologist, full salary of \$4,800 assumed by Weather Bureau (part formerly paid by State of Iowa).
Skillman, Philip B. ....	Jacksonville, Fla. ....	Promoted to assistant observer \$1,620 from junior observer at \$1,440.
Smith, Harold A. ....	Fort Worth, Tex. ....	Appointed minor observer at \$1,020 by transfer from Bureau of Public Roads at the same salary.
Southwick, Thomas S. . . .	Houston, Tex. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Steiert, Herman J. ....	Columbus, Ohio. ....	Printer at \$1,800, died June 21, 1935.
Strickland, Willie Justice. . .	South Washington, Va. . .	Promoted to observer at \$1,800 from junior observer at \$1,620.
Weightman, R. Hanson. . . .	Washington, D. C. ....	Principal meteorologist, P-6, promoted to \$5,600 from \$4,800.
Whipple, J. Howard. ....	Pendleton, Oreg. ....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Williamson, Walter C. . . .	Port Arthur, Tex. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Wilson, Clifford G. ....	Nashville, Tenn. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.

\* Includes allowance of \$400 for quarters, fuel, and light.

## Changes in assignments

Name	Relieved from—	Assigned to—
Adams, Henry P. . . . .	Cheyenne, Wyo. . . . .	Dallas, Tex. (airport), in charge.
Alden, John L. . . . .	Jackson, Miss. . . . .	Murfreesboro, Tenn., assistant (Nashville).
Baldwin, Marvin A. . . . .	Amarillo, Tex. . . . .	Spartanburg, S. C., in charge.
Baldwin, Sherd T. . . . .	Elko, Nev. . . . .	Missoula, Mont., assistant.
Ballard, John C. . . . .	Washington, D. C. . . . .	Fargo, N. Dak., in charge (Moorhead, Minn.).
Best, Vernon K. . . . .	Moline, Ill. . . . . (Davenport, Iowa)	Fargo, N. Dak., assistant (Moorhead, Minn.).
Blanc, Milton L. . . . .	Topeka, Kans. . . . .	Jacksonville, Fla., assistant.
Borders, George R. . . . .	Moline, Ill. . . . . (Davenport, Iowa.)	New Orleans, La., assistant.
Boren, Zeal . . . . .	Phoenix, Ariz. . . . .	Albuquerque, N. Mex., assistant.
Bowie, Glenn L. . . . .	Tampa, Fla. . . . .	Washington, D. C., assistant.
Calvert, Jack H. . . . .	Elko, Nev. . . . .	Winnemucca, Nev., assistant.
Carson, Ernest . . . . .	Pensacola, Fla. . . . .	Miami, Fla., in charge.
Coe, Arthur R. . . . .	Boston, Mass. . . . .	Nashville, Tenn., assistant.
Conover, Leslie F. . . . .	New York, N. Y. . . . .	Hartford, Conn., in charge.
Cook, Albert W. . . . .	Dallas, Tex. . . . .	Chicago, Ill., assistant.
Cummings, John A. . . . .	Big Spring, Tex. . . . .	Abilene, Tex., assistant.
Day, Wilfred P. . . . .	Chicago, Ill. . . . .	Washington, D. C., assistant.
Downs, Harry A. . . . .	Denver, Colo. . . . .	Asheville, N. C., in charge.
Dunn, Gordon E. . . . .	Washington, D. C. . . . .	Jacksonville, Fla., assistant.
Fish, George V. . . . .	Spartanburg, S. C. . . . .	New Orleans, La., assistant.
Givins, Will M. . . . .	Big Spring, Tex. . . . .	Abilene, Tex., assistant.
Gray, Richard W. . . . .	Miami, Fla. . . . .	San Juan, P. R., in charge.
Hastings, Norman R. . . . .	Wichita, Kans. . . . .	Pensacola, Fla., assistant.
Haynes, Frank . . . . .	Amarillo, Tex. . . . .	Austin, Tex., in charge.
Hovde, John E. . . . .	Evansville, Ind. . . . .	Jacksonville, Fla., assistant.
Hughes, Berne P. . . . .	Miles City, Mont. . . . .	Missoula, Mont., in charge.
Jakl, Vincent E. . . . .	Kansas City, Mo. . . . .	Chicago, Ill. (airport), in charge.
Johnson, Warren O. . . . .	Washington, D. C. . . . .	Jacksonville, Fla., assistant.
Jurwitz, Louis R. . . . .	Elko, Nev. . . . .	Miles City, Mont., in charge.
Kenworthy, Philip W. . . . .	Boston, Mass. . . . .	Mount Washington, N. H., in charge.
Lange, Emil T. . . . .	Jackson, Miss. . . . .	Mobile, Ala., assistant.
Lennahan, Charles M. . . . .	South Washington, Va. . . . .	Washington, D. C., assistant.
McGregor, Clifford J. . . . .	Seattle, Wash. . . . .	Newark, N. J., assistant (New York, N. Y.).
McGrew, Alvie E. . . . .	Dallas, Tex. . . . .	Galveston, Tex., assistant.
Miller, Emmett H. . . . .	Charleston, S. C. . . . .	Atlanta, Ga., assistant.
Miller, Roy F. . . . .	Wichita, Kans. . . . .	Denver, Colo., assistant.
Milligan, James W. . . . .	Greensboro, N. C. . . . .	Corpus Christi, Tex., assistant.
Mell, Herbert H. . . . .	Pittsburgh, Pa. . . . .	Kylertown, Pa., assistant.
Moore, Edgar A. . . . .	Big Spring, Tex. . . . .	Abilene, Tex., assistant.
Moreland, James R. . . . .	Amarillo, Tex. . . . .	Brownsville, Tex., assistant.
Naughton, Percy J. . . . .	Jacksonville, Fla. . . . .	New Orleans, La., assistant.
Norton, Grady . . . . .	New Orleans, La. . . . .	Jacksonville, Fla., assistant.
Osmun, James W. W. . . . .	Atlanta, Ga. . . . .	Boston, Mass., assistant.
Pardue, Leonard G., Jr. . . . .	Montgomery, Ala. . . . .	Key West, Fla., assistant.
Pierce, Leland T. . . . .	Asheville, N. C. . . . .	Washington, D. C., assistant.
Powers, Roy J. . . . .	Fargo, N. Dak. . . . . (Moorhead, Minn.)	El Paso, Tex., assistant.
Rampy, Stanley W. . . . .	North Platte, Nebr. . . . .	Omaha, Nebr., assistant.
Raplee, Llewellyn . . . . .	Hartford, Conn. . . . .	New York, N. Y., assistant.
Rinard, Harland C. . . . .	Boise, Idaho. . . . .	Billings, Mont., assistant.
Ruth, Hjalmar A. A. . . . .	Richmond, Va. . . . .	South Washington, Va., assistant.

*Changes in assignments—Continued*

Name	Relieved from—	Assigned to—
Sabine, Charles A. ....	Evansville, Ind. ....	Spartanburg, S. C., assistant.
Sims, Wiley K. ....	Murfreesboro, Tenn. .... (Nashville.)	Atlanta, Ga., assistant.
Southwick, Thomas S. ....	Memphis, Tenn. ....	Houston, Tex., assistant.
Spicer, Lucius P. ....	Jackson, Miss. ....	Vicksburg, Miss., assistant.
Stevens, Welby R. ....	Washington, D. C. ....	New Orleans, La., assistant.
Stevens, Verne D. ....	Omaha, Nebr. ....	Kansas City, Mo., assistant.
Stoesen, Andrew R. W. ....	Austin, Tex. ....	Pensacola, Fla., in charge.
Strickland, Willie J. ....	Richmond, Va. ....	South Washington, Va., as- sistant.
Terry, Cecil T. ....	Phoenix, Ariz. ....	San Diego, Calif., assistant.
Wall, John F. ....	Richmond, Va. ....	Pittsburgh, Pa., assistant.
Walton, Leon C. ....	Phoenix, Ariz. ....	San Diego, Calif., assistant.
Williamson, Walter C. ....	Wichita, Kans. ....	Port Arthur, Tex., assistant.
Zeigler, William J. ....	South Washington, Va. ....	St. Paul, Minn., assistant (Minneapolis).

## Central Office promotions within grade, effective July 1, 1935

Name	Title	Classification grade	Salary	
			From	To
Kadel, Benjamin C.....	Senior Meteorologist.....	P-5	\$4,800	\$5,000
Moxom, Walter J.....	Associate Meteorologist....	P-3	3,200	3,300
Samuels, Leroy T.....	Associate Meteorologist....	P-3	3,200	3,300
Talman, Charles F.....	Associate Librarian.....	P-3	3,400	3,600
Tannehill, Ivan R.....	Associate Meteorologist....	P-3	3,300	3,400
Mattice, William A.....	Assistant Meteorologist....	P-2	2,600	2,700
Miller, Paul A.....	Assistant Meteorologist....	P-2	2,600	2,700
Reed, Wesley W.....	Assistant Meteorologist....	P-2	2,900	3,000
Hand, Irving F.....	Junior Meteorologist.....	P-1	2,500	2,600
Brooks, Thomas R.....	Chief Scientific Aid.....	SP-8	2,900	3,000
Hurd, Willis E.....	Chief Scientific Aid.....	SP-8	2,600	2,700
Harrison, Louis P.....	Senior Scientific Aid.....	SP-6	2,100	2,200
Martin, Robert J.....	Senior Scientific Aid.....	SP-6	2,000	2,100
Sik, Alver E.....	Scientific Aid.....	SP-5	1,800	1,860
Wiedeman, Edwin D.....	Laboratory Mechanic.....	SP-5	1,800	1,860
Stevlenson, David J.....	Assistant Scientific Aid....	SP-4	1,620	1,680
Bell, Miss Mary E.....	Principal Clerk.....	CAF-6	2,300	2,400
Brennan, John J.....	Principal Clerk.....	CAF-6	2,600	2,700
Hunter, Herbert C.....	Principal Clerk.....	CAF-6	2,400	2,500
Adams, Mrs. Ellen J.....	Clerk-Stenographer.....	CAF-4	1,860	1,920
Lyle, James B.....	Telegrapher.....	CAF-4	1,860	1,920
McCollum, Willis V.....	Clerk-Stenographer.....	CAF-4	1,800	1,860
Pullen, William T., Jr.....	Telegrapher.....	CAF-4	1,800	1,860
Angell, Farris E.....	Assistant Clerk.....	CAF-3	1,620	1,680
Haynes, Mrs. Alice H.....	Assistant Clerk.....	CAF-3	1,620	1,680
Hutsler, Miss Darathea G.....	Asst. Clerk-Stenographer..	CAF-3	1,620	1,680
McCollum, Mrs. Mildred S....	Asst. Clerk-Stenographer..	CAF-3	1,620	1,680
Wilson, Howard D.....	Assistant Clerk.....	CAF-3	1,620	1,680
Kass, Mrs. Ruby R.....	Junior Clerk.....	CAF-2	1,440	1,500

## Field promotions within grade, effective July 1, 1935

Name	Title	Station	Salary	
			From	To
Ackelow, Fred H. ....	Observer .....	Indianapolis, Ind. ....	\$1,920	\$1,980
Ahlborn, Clair W. ....	Junior Observer.	Medford, Oreg. ....	1,440	1,500
Anderson, Ellsworth A.	Minor Observer.	Minneapolis, Minn. ....	1,020	1,080
Brown, Claude V. ....	Junior Metlgst..	Los Angeles (Burbank), Calif.	2,000	2,200
Cavanaugh, Daniel J. ...	Minor Observer.	Buffalo, N. Y. ....	1,020	1,080
Choun, Harry F. ....	Junior Metlgst..	Denver, Colo. ....	2,000	2,100
Christi, Ernest J. ....	Junior Observer.	Kansas City, Mo. ....	1,440	1,500
Cocuzzi, Michael J. ....	Junior Observer.	Buffalo, N. Y. ....	1,440	1,500
Cole, Frank T. ....	Asst. Metlgst..	Mobile, Ala. ....	2,800	2,900
Cowdrick, Howard B. ...	Junior Metlgst..	Marquette, Mich. ....	2,300	2,400
Crowshaw, Arthur J. ...	Junior Observer.	Oklahoma City, Okla. ..	1,440	1,500
Finnegan, Miles J. ....	Observer .....	Boston, Mass. ....	1,800	1,860
Fulks, Joe R. ....	Junior Observer.	Winnemucca, Nev. ....	1,440	1,500
Gilbert, Clarence G. ...	Junior Observer.	Pittsburgh, Pa. ....	1,440	1,500
Goldsmith, Samuel M. ...	Observer .....	Key West, Fla. ....	1,920	1,980
Gray, Leslie G. ....	Junior Metlgst..	San Francisco, Calif. ...	2,100	2,300
Grubb, Russell C. ....	Junior Observer.	Roswell, N. Mex. ....	1,440	1,500
Hagen, John C. ....	Junior Observer.	Evansville, Ind. ....	1,440	1,500
Hall, Bertram E. ....	Observer .....	Valentine, Nebr. ....	1,800	1,800
Hanna, Ralph T. ....	Observer .....	Spokane, Wash. ....	1,800	1,920
Hedine, Leonard J. C. ...	Junior Observer.	Havre, Mont. ....	1,440	1,500
Hibbard, Foy N. ....	Asst. Metlgst..	Richmond, Va. ....	*2,600	*2,800
Hug, Floyd E. ....	Junior Observer.	Redding, Calif. ....	1,440	1,500
Hutchison, Howard E. ...	Junior Observer.	Kansas City, Mo. ....	1,440	1,500
Jermin, Thomas E. ....	Observer .....	Seattle, Wash. ....	1,800	1,920
Kenny, Howard S. ....	Junior Observer.	Escanaba, Mich. ....	1,440	1,500
Kernan, Raphael F. ....	Asst. Observer..	Sioux City, Iowa. ....	1,020	1,080
Landau, Joseph B. ....	Minor Observer.	San Francisco, Calif. ...	1,020	1,080
Long, Arthur R. ....	Junior Metlgst..	Memphis, Tenn. ....	2,000	2,100
McDermott, Regis J. ...	Minor Observer.	Havre, Mont. ....	1,020	1,080
McKinney, Wilbur F. ...	Junior Observer.	Omaha, Nebr. ....	1,440	1,500
McQueen, Henry R. ....	Junior Observer.	Kansas City, Mo. ....	1,440	1,500
Magee, Raymond E. ....	Minor Observer.	Galveston, Tex. ....	1,020	1,080
Mindling, George W. ...	Meteorologist ...	Atlanta, Ga. ....	3,800	4,200
Mize, Ralph C. ....	Meteorologist ...	Cleveland, Ohio. ....	3,800	4,200
Moore, Melvin W. ....	Asst. Observer..	Meridian, Miss. ....	1,020	1,080
Neumann, Adolph. ....	Observer .....	Minneapolis, Minn. ....	1,920	1,980
Neumann, Oscar D. ....	Junior Observer.	Little Rock, Ark. ....	1,440	1,500
Norquest, Clinton E. ...	Meteorologist ...	Houston, Tex. ....	3,800	4,200
Ogilvie, E. Levy. ....	Minor Observer.	Columbia, S. C. ....	1,020	1,080
Pitzen, Gervin N. ....	Junior Observer.	Green Bay, Wis. ....	1,440	1,500
Powell, Robert P. ....	Asst. Metlgst. ...	Parkersburg, W. Va. ...	2,000	2,800
Reed, Thomas E. ....	Asst. Metlgst. ...	Binghamton, N. Y. ....	2,700	2,800
Root, Clarence J. ....	Meteorologist ...	Detroit, Mich. ....	3,800	4,200
Ross, Archibald D. ....	Junior Metlgst..	Boston, Mass. ....	2,100	2,300
Roseman, Leonard J. ...	Junior Observer.	Grand Rapids, Mich. ...	1,440	1,500
Rule, Donald D. ....	Junior Observer.	Spokane, Wash. ....	1,440	1,500

*Field promotions within grade, effective July 1, 1935—Continued*

Name	Title	Station	Salary	
			From	To
Slenes, Henry C. ....	Junior Observer.	Helena, Mont. ....	\$1,440	\$1,500
Stanley, Mark H. ....	Observer .....	Los Angeles, Calif. ....	1,800	1,860
Van Patten, J. Harvey ..	Observer .....	San Francisco (Oakland), Calif.	1,800	1,860
Weld, Walter M. ....	Asst. Metlgst ...	Denver, Colo. ....	2,700	2,900
White, Harold B. ....	Minor Observer.	Chattanooga, Tenn. ....	1,020	1,080
Wilhoit, John F. ....	Junior Observer.	Oklahoma City, Okla. ...	1,440	1,500
Wilson, Carl L. ....	Junior Observer.	Grand Rapids, Mich. ...	1,440	1,500
Wood, Charles S. ....	Asst. Metlgst ...	Providence, R. I. ....	2,800	2,900

\* Includes allowance for quarters.



Chief of Bureau.

# WEATHER BUREAU TOPICS AND PERSONNEL

JULY 1935

## AMENDMENTS TO STATION REGULATIONS

Paragraphs of Station Regulations relating to forecasts and warnings, pages 75 to 96, should be amended as follows:

179 (a). Omit "North Carolina, South Carolina, Georgia, and Florida (except extreme northwestern portion)"; and change "also storm warnings for the Atlantic coast and Gulf coast east of Apalachicola and all hurricane warnings" to "also storm and hurricane warnings for the Atlantic coast north of 35° N."

179 (d). Add the words "and hurricane warnings for the Gulf of Mexico and its coasts west of 85° W."

179 (f). Change to read "*Jacksonville, Fla.*—North Carolina, South Carolina, Georgia, and Florida (except the extreme northwestern portion); also storm warnings for the Atlantic coast south of 35° N. and for the Gulf coast east of Apalachicola; also hurricane warnings for all areas in the north Atlantic Ocean, Gulf of Mexico, and Caribbean Sea south of 35° N., except for the areas included in the San Juan and New Orleans districts".

179 (g). Change to "*Juneau, Alaska.*—Certain parts of Alaska".

179 (h). Change to "*San Juan, P. R.*—Forecasts and hurricane warnings for Puerto Rico and hurricane warnings for the islands and the Caribbean Sea east of 75° W. and south of 20° N."

Change from 179 (h) to 179 (i), "*Honolulu, Hawaii.*—Hawaiian Islands and adjacent waters."

192. Omit the word "Washington" and insert immediately thereafter the words "designated hurricane forecast centers (Jacksonville, New Orleans, San Juan, and Washington)".

199. Change to read as follows: "*Signatures to Hurricane and Storm-warning Messages.*—All warnings and advisory messages relating to storms, including hurricanes, transmitted by telegraph, telephone, or broadcast by radio will be signed 'Weather Bureau' and the name of the forecaster will be omitted therefrom".

213. Insert in column after "Washington, D. C.", "Jacksonville, Fla. 2"; and delete district "2", opposite Washington, D. C.

250. Insert "Jacksonville" after "Chicago" in third line.

251. Delete words "to the Central Office" and substitute "to the appropriate forecast center".

SUPPLIES AND EQUIPMENT

Referring to a circular letter from the office of the Chief of Bureau, dated June 8, 1935, calling for a survey report in connection with future replacements of office equipment:

The Central Office is receiving numerous inquiries from sales representatives and letters and additional requisitions from our field officials indicating that there is a likelihood of replacing this equipment immediately or in the near future. There are no additional funds available this fiscal year to cover such purchases. The information requested was for future replacements when funds become available.

The information received was used in arriving at a total cost for future budget purposes. Therefore, no immediate action can be taken to supply new equipment for future needs. No attempt will be made to reply to all requests received from stations in view of this circular, and station officials should advise local sales representatives accordingly.

An effort will be made, as in the past, to replace wornout and totally unserviceable equipment in urgent cases this fiscal year and with the limited funds allotted for the purpose. It is noted that many items of additional equipment were included in the report. It was not the intention of the Central Office to consider the purchase of additional equipment, and funds will not permit action except in a few cases of most urgent need where the service would be impaired without sufficient equipment.

In other words, all replacements requested or the purchase of additional equipment cannot be acted upon with present funds. Each case will have to be decided upon its own merits during the present fiscal year and until such time as the Bureau is in receipt of additional appropriations.

USE OF CERTIFIED INVOICES TO SUPPORT PAYMENTS ON STANDARD FORM NO. 1034

Considerable difficulty is being experienced because of an apparent misinterpretation on the part of officials of the telephone and telegraph companies of instructions issued by the General Accounting Office in Decision A-51601, dated February 17, 1934. The pertinent points brought out in the decision are as follows:

1. Certification by the payee may be either on a bill or on a voucher.
2. Any number of certified bills may be attached to the same voucher, provided the service on all bills is covered by the same agreement and/or under the same conditions as to method or absence of advertising, etc.
3. Certified invoices covering the same purchase or service should not be signed in duplicate.
4. Certified bills must be original copies, except that in cases where invoices are prepared on automatic or mechanical machines of the type using an original, which is ordinarily discarded, an invoice that is not marked "duplicate" or "copy" should be designated as the original and used as such.

Some officials of the telephone companies have interpreted the instructions that bills should not be signed in duplicate to mean that not more than one certified bill may be submitted during any one billing period. As a matter of fact, more than one bill is required when service under two contracts is involved.

Weather Bureau telegraph service is under general contracts prepared at the Central Office, telephone rentals are covered by contracts prepared at stations on Standard Form No. 40, and long-distance telephone tolls are (except in a few cases) not under contract.

Therefore, since telegraph service and telephone rentals are under different contracts, those two services may not be vouchered on the same Form 1034. It follows, also, that the telephone company, if it desires to use the certified invoice method, must submit two separate and distinct certified bills for each billing period—one covering the telephone rental and the other covering the telegraph service—and each bill must be an original bill; or, in case mechanical machines are used as explained in paragraph 4, above, a copy designated as the original bill. Long distance telephone tolls (if not under contract) may be included on bills with either the rental or telegraph service. If under contract (in which case the station official will have a copy on file), long-distance telephone tolls must also be billed separately.

The above instructions apply equally to other services and supplies. Officials frequently forward more than one certified bill covering purchases of supplies, such as hydrogen gas or services such as repairs to equipment. Only an original certified bill should accompany the voucher.

#### COUNTY AGENTS AS WEATHER-CROP REPORTERS

At recent conferences of section directors at New Orleans and Des Moines the matter of securing cooperation of State extension services in rendering weekly weather and crop reports was considered. It was generally agreed that it is difficult to secure this cooperation because of the stress of other work devolving upon county agents, notwithstanding the time required to fill out the regular card would be only a few minutes a week. However, on his return to Jacksonville, Mr. Walter J. Bennett, section director for Florida, took the matter up with the extension officials and, for information of other section directors, his statement as to results is given as follows:

Through the cooperation of Dr. Newell, Director of the Agriculture Extension Service, University of Florida, we have been able to secure almost 100 percent cooperation from the county agents of this State, on a voluntary basis. Their reports have greatly improved the accuracy and scope of our weekly crop-weather cards.

#### FORM 4025

Form 4025 has been revised to include information not heretofore available at the Central Office, except through letters to stations. The new information concerns the number of cooperative observers in a State

or section and the number of climatological summaries and Form 1080 issued at stations. A small supply of the new form is being sent to all stations, except airport stations, and these should be used in making future reports. All the old forms (Form 4025) in stock at stations should be destroyed upon receipt of the new supply.

#### REPORTS OF AIRCRAFT ACCIDENTS

A Weather Bureau representative has been appointed to the Aircraft Accident Board of the Bureau of Air Commerce to sit with the board when it is considering accidents in which weather was a contributory factor. Accordingly, the items under the above title appearing in the May 1928, January and March 1929, and April 1932 issues of TOPICS AND PERSONNEL are hereby canceled, and beginning immediately the following instructions will govern the rendition of such reports, particular attention being invited to the changes in paragraph 6.

1. Report 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 and the Bureau of Air Commerce, to which a copy of each report is forwarded. It will be proper to include in them quoted statements from officials of air transport companies or newspaper statements as to the probable cause of the accident, *but in no case will a statement be made by any Weather Bureau official regarding his conclusions in the matter.* Also, 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.

#### MAILING MONTHLY METEOROLOGICAL FORMS

It is requested that, in so far as practicable, Forms 1001, 1017, 1068, 1072 (or 1076), and 1083 be mailed together in one envelope or one package. This will expedite the checking of forms received at the Central Office.

#### CHARGES TO UPPER-AIR SOUNDINGS ON PROJECT SHEETS

Beginning immediately, all expenses in connection with pilot-balloon, sounding-balloon, and/or ceiling-balloon work will be charged to item "d 1.2, Upper-air Soundings" on Project Sheets submitted to the Central Office. The same procedure will be followed in connection with Project Sheets prepared at the Central Office.

#### AIRPLANE WEATHER OBSERVATIONS AT BOSTON

In cooperation with the War Department, the Weather Bureau will establish an airplane observation station at Boston, Mass. Daily observations will begin about August 1, 1935. The airplane observations at Boston were formerly made by the Massachusetts Institute of Technology in cooperation with the War Department.

#### AMENDMENTS TO WEATHER CODE, 1931

Effective October 1, 1935, paragraphs of the Weather Code, 1931, relating to special observations, will be amended as follows:

109. First line, add "Jacksonville".
  110. Omit words "and the Central Office" and "from the Central Office".
  121. Second sentence should read, "The message will be sent to the forecast center of the district in which the station is located".
- On and after October 1, 1935, stations in the Jacksonville district will mail reports to that office, as provided in paragraphs 5, 13, 42, 58, 64, 70, and 78.

**BULLETIN BOARDS**

Two bulletin boards, suitable for use in displaying airway weather reports, maps, etc., at airport stations, are surplus at Chicago and are available for transfer. Any station not now having such a bulletin board, and desiring one for use, should forward a request to the Central Office for the transfer of one of these.

**FEDERAL BUSINESS ASSOCIATIONS**

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

Mr. M. L. Fuller, Peoria, reelected president.

**RETIREMENT**

Miss Ada M. Holland, clerk (telephone operator), at the Central Office, was retired on July 31, 1935, on account of total disability. She was born in the District of Columbia on February 4, 1868. Miss Holland entered the Weather Bureau service on November 1, 1918, serving at the Central Office during the entire period.

**CHANGES IN PERSONNEL**

The following, relative to changes in the personnel of the Weather Bureau during the month of July 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Allen, George C.....	Greensboro, N. C.....	Appointed junior observer at \$1,440 by reinstatement.
Andrus, Clarence G.....	Cleveland, Ohio.....	Meteorologist at \$3,800, granted leave without pay from June 14, 1935, to termination of September 13, 1935.
Bailey, Cliff E.....	Murfreesboro, Tenn.... (Nashville, Tenn.)	Junior observer at \$1,440, resigned; record, excellent.
Ballard, John C.....	Fargo, N. Dak..... (Moorhead, Minn.)	Promoted to junior meteorologist at \$2,000 from scientific aid, SP-5, at \$1,800.
Barlow, Milton F.....	Boston, Mass.....	Appointed junior observer at \$1,440 by reinstatement.
Becks, Mrs. Anna L.....	Washington, D. C.....	Appointed junior laborer (charwoman), Cu-2, at 50 cents per hour, wae.
Bowie, Glenn L.....	Washington, D. C.....	Promoted to assistant scientific aid, SP-4, at \$1,620 from junior observer at \$1,440.
Bradley, William M.....	Murfreesboro, Tenn.... (Nashville, Tenn.)	Junior observer at \$1,440, resigned; record, excellent.
Brown, Sidney H.....	Washington, D. C.....	Assistant scientific aid, SP-4, at \$1,620, resigned; record, very good.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Christensen, Arthur H..	Kansas City, Mo. ....	Assistant meteorologist at \$2,600, granted leave without pay from June 11, 1935, to termination of September 10, 1935.
Christensen, Arthur H..	Kansas City, Mo. ....	Assistant meteorologist at \$2,600, restored to duty from leave without pay on August 1, 1935.
Downs, Harry A. ....	Asheville, N. C. ....	Promoted to assistant meteorologist at \$2,600 from observer at \$1,800.
Conover, Leslie F. ....	Hartford, Conn. ....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Feldt, Benjamin F.* ....	Williston, N. Dak. ....	Appointed minor observer at \$1,020, pending certification of eligibles.
Despain, Lawrence N. ....	Salt Lake City, Utah. .... (Airport.)	Observer at \$1,980, resigned; record, excellent.
Epperly, Perry O. ....	Salt Lake City, Utah ...	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Gibson, Arville C. ....	Murfreesboro, Tenn. .... (Nashville, Tenn.)	Appointed junior observer at \$1,440 by reinstatement.
Haynes, Frank ....	Austin, Tex. ....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Hilkey, Trent V. ....	Miami, Fla. ....	Appointed junior observer at \$1,440.
Holland, Miss Ada M. ...	Washington, D. C. ....	Under telephone operator, CAF-1, at \$1,440, retired.
Jacobs, Woodrow C. ....	San Diego, Calif. ....	Junior observer at \$1,440, granted leave without pay from July 6, 1935, to termination of October 5, 1935.
Johnson, George A. ....	Jacksonville, Fla. ....	Appointed junior observer at \$1,440 by reinstatement.
Johnson, Warren O. ....	Jacksonville, Fla. ....	Promoted to junior meteorologist at \$2,000 from scientific aid, SP-5, at \$1,800.
Kerr, Samuel Keith. ....	Topeka, Kans. ....	Appointed junior observer at \$1,440.
Landwehr, Miss Eleonora B.*	New Orleans, La. ....	Appointed under operative (teletype) at \$1,260, temporarily.
Lennahan, Charles M. ...	Washington, D. C. ....	Promoted to scientific aid, SP-5, at \$1,800 from assistant observer at \$1,620.
Lewis, Donovan Woodrow	Bismarck, N. Dak. ....	Unskilled laborer, salary adjusted from \$1,020 <sup>1</sup> to \$1,020 (cash salary) to offset loss of quarters.
Naughton, Percy J. ....	New Orleans, La. ....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Norwood, Edmund P.* ...	Phoenix, Ariz. ....	Appointed under observer at \$1,260, temporarily, pending certification of eligibles.
Pierce, Leland T. ....	Washington, D. C. ....	Promoted to associate meteorologist, P-3, at \$3,200 from assistant meteorologist at \$2,600.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Ramsden, Blaine N. ....	Salt Lake City, Utah...	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Showalter, Albert K. ....	Boston, Mass. ....	Designation changed from scientific aid, SP-5, at \$1,800 to observer at the same salary.
Sumner, Howard C. ....	Washington, D. C. ....	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,620.
Starr, Victor P. ....	Tampa, Fla. ....	Appointed junior observer at \$1,440 by reinstatement.
Stoesen, Andrew R. W. . .	Pensacola, Fla. ....	Promoted to assistant meteorologist at \$2,600 from senior observer at \$2,200.
Swart, Harry Leslie. ....	Washington, D. C. ....	Appointed telegrapher, CAF-4, at \$1,800 by transfer from the Department of Commerce.
Trolle-Steenstrup, Frank H.	Trenton, N. J. ....	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Weeks, Clarence E.* ....	Jacksonville, Fla. ....	Appointed junior operative (teletype) at \$1,440, temporarily.
Wexler, Harry. ....	Chicago, Ill. ....	Assistant meteorologist, granted leave without pay from July 22, 1935, to termination of October 21, 1935.
Wilson, Thomas C. ....	Dallas, Tex. ....	Appointed junior observer at \$1,440 by reinstatement.

\*Indicates temporary appointment.

<sup>1</sup>Includes allowance of \$120 for quarters.*Changes in assignments*

Name	Relieved from—	Assigned to—
Brown, Merle A. ....	Portland, Oreg. ....	Winnemucca, Nev., assistant.
Fulks, Joe R. ....	Winnemucca, Nev. ....	Portland, Oreg., assistant.
Showalter, Albert K. ....	Washington, D. C. ....	Boston, Mass., assistant.



# WEATHER BUREAU TOPICS AND PERSONNEL

AUGUST 1935

## TAX-EXEMPTION CERTIFICATES

In view of the fact that certain States have enacted legislation imposing sales tax on items other than motor fuels, Standard Form No. 44 (U. S. Government Motor Fuel Tax Exemption Certificate) and Standard Form No. 1066 (U. S. Government Motor Fuel Tax Exemption Receipt) have been revised in such a manner that they may be used to obtain tax exemption in connection with the purchase of general merchandise as well as in the purchase of motor fuels.

Accordingly, paragraph 91 (g) of Station Regulations is revised to read as follows:

(g) *State tax on gasoline, lubricants, antifreeze solutions, and general merchandise.*—The following listed forms have been prescribed by the Bureau of the Budget and the Comptroller General for use in securing exemption of all Federal activities from the payment of State or local tax on motor fuels, lubricants, antifreeze solutions, and general merchandise:

Standard Form No. 44—Exemption of U. S. Government from State or local tax.

Standard Form No. 45—Identification card.

Standard Form No. 1066—Exemption of U. S. Government from State or local tax.

Forms 44 and 1066 are bound in books, consisting of 20 certificates and 20 receipts, serially numbered in duplicate and arranged alternately with suitable carbon sheets. They will be prepared simultaneously when any purchase of gasoline, lubricant, antifreeze solution, or general merchandise is made at the net rate, i. e., without the imposition of State or local tax. Form 44 will be retained by the dealer and Form 1066 will be forwarded with the voucher, whether a Form 1034 or 1012; in the latter case Form 1066 will be used as a receipt in connection with the claim for reimbursement.

Form 45 should be shown when making the purchase, since otherwise the dealer may refuse to accept the certificate.

These standard forms may not be used in connection with the purchase of gasoline for operation of personally owned automobiles when traveling on official business on a mileage basis nor when on an actual expense basis if accompanied by a person other than an employee of the United States also in a travel status. They should be used in connection with purchases of gasoline, as follows: (1) For miscellaneous station

use; (2) for operation of Government-owned vehicles; (3) for operation of personally owned vehicles when traveling on official business on an actual expense basis and not accompanied by a person other than a Government employee also in travel status.

In the event that dealers will not accept the certificates and officials *are compelled to purchase* at prices which include the tax, receipts therefor (in case payment is actually made by the employee and claim is to be made on S. F. 1012), or statements (in case direct payment is to be made on S. F. 1034), should be taken in duplicate and submitted with the vouchers. In lieu of the duplicate statements, a memorandum copy of the voucher, prepared on Form 1034a, with signatures, etc., exactly as given on Form 1034, may be submitted with the voucher. The receipt or statement must show (1) name of dealer, (2) description and number of articles purchased, (3) the price paid therefor, (4) the amount of tax included in the purchase price, (5) whether the dealer pays the tax directly to the State or local tax authorities, and (6) the signature of the dealer.

#### INCLUSION OF TRAVEL ALLOWANCES AND EXPENSES IN INCOME-TAX RETURNS

Attention is invited to the following paragraphs included in article 23(a)-2 of Regulations 86, Income Tax, Revenue Act of 1934:

(b) If an individual receives a salary and is also repaid his actual traveling expenses, he shall include in gross income the amount so repaid and may deduct such expenses.

(c) If an individual receives a salary and also an allowance for meals and lodging, as, for example, a per diem allowance in lieu of subsistence, the amount of the allowance should be included in gross income and the cost of such meals and lodging may be deducted therefrom.

Under the provisions of paragraph (b), it is necessary that employees include in their income-tax returns as gross income all amounts of actual traveling expenses, such as taxicab or street-car fares, actual expenses of operating personally owned automobiles in official travel, etc., for which they were reimbursed during the calendar year 1935. All such amounts may be deducted as expenses.

Under the provisions of paragraph (c), it is necessary that employees include in their income-tax returns as gross income all amounts received during the calendar year 1935 as reimbursement for per diem in lieu of subsistence and mileage allowances for use of personally owned automobiles in official travel. The *actual cost* of meals, lodging, and other subsistence items and of operation of personally owned automobiles may be deducted as expenses.

In order that employees traveling on official business may be in a position to report the amounts received by them on expense accounts and the actual cost of meals, lodging, and other expenses, it is suggested that each maintain (1) a file of copies of his expense accounts, or a record of the amounts received thereon, as a basis for his income report

for this item; and (2) a record of expenditures actually made for subsistence, travel (including cost of operation of personally owned automobiles used on official business on a mileage basis), and incidental purposes, as a basis of deduction from such income.

The Central Office is required to report on Form 1099 to the Internal Revenue Bureau the salary of all employees and also all items of travel and subsistence expenses paid on reimbursement vouchers. Therefore, it may be possible for the Bureau to furnish duplicate copies of Form 1099 to employees who traveled on official business during this calendar year.

#### REQUESTS FOR TAX-EXEMPTION CERTIFICATES

Attention is called to article entitled "Use of Tax-exemption Certificates" in the May 1935 issue of TOPICS AND PERSONNEL, which requires that, when making request for travel by personally owned automobile on an actual expense basis, the employee is to state whether or not he is accompanied by a person other than an employee of the United States also in a travel status.

In many instances, lately, this information was not at hand when letter of authority was issued and, therefore, tax-exemption certificates were not furnished. This, in some cases, delayed the departure of the employee who was traveling alone and required certificates.

In order to avoid confusion and delay, it is requested that the Central Office be furnished with this information when request for travel by personally owned automobile is made.

#### WEATHER BUREAU CORRESPONDENCE FILES

Attention has been called to the need for additional classifications for fire-weather correspondence at fire-weather centers, and the addition of the following numbers and subjects to the pamphlet, "Weather Bureau Correspondence Files", has been suggested and concurred in by the Central Office:

Page 26: 532.6 Fire-weather (stations).

Page 28: 603.10 Fire-weather (reports).

Station officials should add these numbers and subjects to their copies of the pamphlet.

#### COMPUTATION COSTS IN MOVING HOUSEHOLD GOODS

It is noted that in connection with the shipment of household goods, incident to personnel transfers, requests are being received for bills of lading (for freight shipments) with a brief statement indicating that shipment by freight is the cheapest method. Estimates should be obtained in all cases for van and for packing and crating for freight shipment, and a comparison made as to the total cost to the Government on each method. If commercial van is not available, the fact must be reported to the Central Office when requesting bill of lading. If the total cost to the Government exceeds \$50, bids must be issued in accordance

with instructions. The Central Office will issue a bill of lading only when freight shipment is the cheapest and based on the information furnished by the employee or official in charge, but the responsibility in reporting all information as to costs rests with the official in charge or employee concerned, and the employee will be held responsible in any instance where van or freight shipment is utilized at a greater cost to the Government.

In order to protect the interests of the employee and the Central Office, the following table (example) is cited and should be prepared in arriving at prior estimates and for recommendations on bids:

Freight (rail) shipment:	
Lowest bid received for packing and crating for freight shipment . . .	\$74. 25
Estimated weight of goods, packed, and freight rate on 4,800 lbs., at \$1.98 per cwt., LCL . . . . .	95. 04
Estimated drayage at destination . . . . .	10. 00
Total cost for freight shipment . . . . .	179. 29
Van shipment:	
Lowest bid received for van shipment . . . . .	207. 88
Cheapest method, by freight (rail) . . . . .	179. 29

The above table should be submitted to the Central Office in connection with preliminary estimates for preparation of letters of authority; also for station use in arriving at total costs on estimates preparatory to issuance of bids and in letters of transmittal recommending acceptance of bids.

#### PROPERTY ACCOUNTABILITY CHARGE

Purchase Requisition, Form 2046, and Stores Requisition, Form 2044, in Printing Division stock on hand at the Central Office, are now being overprinted, calling for an entry by official in charge to indicate the station where the property is to be invoiced.

The overprint reads: "Invoice above property to ----- (To be filled in by O. I. C.; indicate whether W. B. O. or W. B. A. S.)."

It is requested that in the future this entry be made on all requisitions for supplies, material, and equipment, and, for the time being, all stations type in the station to be invoiced on forms not bearing the overprint. Requisitions received and not indicating the charge will be returned without action. All messages requesting emergency shipments or purchases of property where accountability is involved must, likewise, indicate station to be charged, since the requisitions have to be prepared in these cases at the Central Office.

The need for this action is now imperative, due to the many requests for property along the airways, since the requisitions are originating at the offices of both the general supervising and the direct supervising stations. The general policy is to leave the matter of accountability to the general supervising station for decision. The official may assume the accountability or delegate it to another station where Weather Bureau commissioned personnel is assigned under his supervision. Strict compliance with this request will tend to eliminate any division of accounta-

bility at a certain point and simplify records for all concerned. Care should be taken when preparing forms that invoicing point is correct.

#### ALLOTING HYDROGEN-GAS EXPENDITURES ON PROJECT SHEETS

Considerable variation in the allotment of hydrogen-gas expenditures has been noted on the Project Sheets received from different stations. To simplify this matter and to insure uniformity of practice, all station officials rendering hydrogen-gas accounts are requested, hereafter, to charge such expenditures to item "d.1.2, Upper-air Soundings", and to enter the amount in the vertical column headed "Other (Specify)". The contract number and date thereof should be entered immediately below the heading of that column. At the bottom of the Project Sheet, opposite "Date", the date of delivery of the hydrogen should be given.

#### THIN-BACK THERMOMETERS

Reports indicate that, in some instances, the clamping screws of Townsend thermometer supports are not quite long enough to hold the thin-back thermometers now being issued. These backs are  $\frac{1}{16}$ -inch thick, whereas the older thermometers have backs  $\frac{1}{8}$ -inch thick. The official in charge of the Baltimore station suggests that small strips of soft metal be bent over the part of the back that is within the clamp. Another method is to use longer screws, threaded part 8-32,  $\frac{1}{2}$ -inch long. The Instrument Division is not at present in position to furnish parts and hence must depend upon stations to work out a solution. Eventually it is expected to stock the longer screws.

#### N. R. A. CERTIFICATE-NEW BID PROCEDURE

Proposal forms hereafter *must not* be issued carrying the clause relative to subsequent legislation called for in article in TOPICS AND PERSONNEL, page 130, May 1935. The paragraphs relative to origin of goods and taxes remain in force, when applicable. The use of the subsequent legislation clause has been eliminated by the direction of the Procurement Division.

#### CEILING-LIGHT PROJECTORS

Ceiling-light projectors, serial numbers 445 to 479, procured in 1935, are found to have been focused at factory with lamps  $5\frac{1}{4}$ -inch light, center length in the sockets. Weather Bureau lamps are, for the most part,  $4\frac{1}{4}$ -inch light, center length. Hence, all sockets in these projectors must be raised 1 inch. The adjustment of the stem that carries the socket is a simple one, apparent upon inspection.

#### FORM 4076

Station officials are requested, when submitting Form 4076, entitled "Substation Appointments", to use the new forms provided for this

purpose, i. e., edition of October 24, 1932, or later. Stations not having any of these forms should obtain a supply from the Central Office.

**SURPLUS COPIES OF FORM 1145 (ROSSBY DIAGRAM)**

It is requested that all stations having an appreciable surplus of Form 1145 return such surplus, carefully packed, to the Central Office in a package marked "Printing Division". It is thought that a number of stations requested more of these forms than they will need and the Central Office stock has been exhausted.

**DUSTSTORMS**

Station officials are reminded that reports of duststorms need not be made unless dust is observed. Memorandum from the Division of Climate and Crop Weather, dated March 25, 1935, second paragraph, ninth line, states as follows: If no dust was noted, no report need be made.

**POTENTIAL TEMPERATURES AND SPECIFIC HUMIDITIES TO BE INCLUDED IN TELETYPE TRANSMISSIONS OF AIRPLANE OBSERVATIONS**

Beginning October 15, 1935, the potential temperature and specific humidity for each significant level will be transmitted in the daily teletype reports. All stations, including Department of Commerce stations and air transport companies, will be supplied with a copy of the circular describing the method of transmission.

**REVISED PRESSURE-REDUCTION DATA FORM FOR SEA-LEVEL PLANE AND 5000-FOOT PLANE**

Form 1146, formerly used exclusively for entries of sea-level pressure-reduction data at stations having mercurial barometers and making 6-hourly airway weather observations, has been revised so that either the data just referred to or pressure-reduction data for the 5000-foot plane (see *TOPICS AND PERSONNEL* of July 1934, pp. 43-44) can be recorded thereon. Beginning October 1, 1935, stations which have been submitting 5000-foot pressure-reduction data forms to the Oakland, Calif., Airport Station will begin using the new Form 1146, entitled "Pressure-reduction Data for Sea-level Plane or 5000-foot Plane"

Stations rendering both sea-level pressure-reduction data and 5000-foot pressure-reduction data will require two copies of the form each month, one for entries of the former data to be forwarded to the Central Office and one for entries of the latter data to be forwarded to the Oakland station. Stations rendering the 5000-foot data, but not the sea-level data in question, will obviously require only one form per month, to be forwarded to the Oakland station.

A supply of the revised Form 1146 has been mailed to all stations coming within the category referred to in the second sentence above. If the supply is not received before October 1, 1935, the Central Office should be advised to that effect. When the new forms are received, the

old, unused pressure-reduction data forms should be returned to the Central Office.

Stations rendering sea-level pressure-reduction data, but not 5000-foot pressure-reduction data, will continue to use the old forms until their present supply is exhausted. Following that, the revised Form 1146 is to be employed and the old forms will be obsolete.

#### NEW FRUIT-FROST SERVICE FOR FLORIDA

A new fruit-frost district will be opened in Florida for the coming winter season, this service being made possible by a special appropriation. The center of the district will be at Lakeland, Fla., and Mr. E. S. Ellison will be in charge.

#### NEW FIRST-ORDER STATION

A first-order station, primarily for airway service, was opened at Las Vegas, Nev., on August 15, 1935. The station was transferred from Kingman, Ariz., and Mr. Clarence V. Lang will be in charge.

#### NEW AIRPORT STATION AT ABILENE, TEX.

An airport station was opened at Abilene, Tex., under supervision of the Abilene station, on July 2, 1935. The personnel from the closed station at Big Spring, Tex., was transferred to that station and Mr. John A. Cummings will be in charge.

#### DEATHS

Mr. Frank Jermin, official in charge at the Duluth, Minn., station, died August 2, 1935. He was born at Alpena, Mich., on April 7, 1873. Mr. Jermin entered the service at Alpena as messenger on July 1, 1895, serving as aerial observer at Arlington (Va.) and Duluth, as assistant at Lincoln, Galveston, and New Orleans, and as official in charge at Corpus Christi, Hannibal, Alpena, and Duluth.

Mr. Henry R. Patrick died in the early morning of August 1, 1935. A brief outline of Mr. Patrick's service will be found in the January 1934 issue of *TOPICS AND PERSONNEL*.

#### UNITED STATES SAVINGS BONDS

At the request of the Treasury Department, posters and pamphlets advertising United States Savings Bonds will be mailed to all stations in the near future. The poster should be displayed in a prominent place in the Weather Bureau Offices. A copy of the pamphlet should also be placed in the hands of every employee.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of August 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Aaronson, Sidney.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Anderson, James W.....	Dayton, Ohio.....	Appointed junior observer at \$1,440.
Anderson, Nils G.....	Washington, D. C.....	Promoted to assistant scientific aid, SP-4, at \$1,620 from junior observer at \$1,440.
Andrus, Clarence G.....	Cleveland, Ohio.....	Meteorologist at \$3,800, restored to duty from leave without pay on August 3, 1935.
Arias, Ramón.....	San Juan, P. R.....	Minor observer at \$1,020, resigned; record, excellent.
Caffrey, Mrs. Laura M..	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440, by transfer from the Forest Service.
Cartwright, Gordon D...	Barksdale Field, La. .... (Shreveport, La.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Corbin, Evarts.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Cutrone, John N.*.....	Cleveland, Ohio.....	Appointed minor observer at \$1,020, pending certification of eligibles.
Dwight, Leo.....	Port Arthur, Tex.....	Senior observer at \$2,300, suspended from duty from August 10 until further orders, but not later than November 9, 1935.
Ellison, Eckley S.....	Lakeland, Fla.....	Promoted to meteorologist at \$3,800 from assistant meteorologist at \$3,000.
Fitzgibbons, Warren J..	Omaha, Nebr.....	Appointed junior observer at \$1,440.
Grant, Charles Leon.....	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080.
Harold, Edward F.....	Columbus, Ohio.....	Promoted to printer at \$1,800 from under observer at \$1,380.
Hester, Albert H.*.....	Abilene, Tex.....	Appointed under observer at \$1,260, temporarily, pending certification of eligibles.
Janofsky, Jack.....	Pomona, Calif.....	Appointed junior observer at \$1,440.
Jermin, Frank.....	Duluth, Minn.....	Associate meteorologist at \$3,200, died August 2, 1935.
Kass, Mrs. Ruby R.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620, from junior clerk, CAF-2, at \$1,500.
Kessler, Edward L.....	Washington, D. C.....	Junior clerk, CAF-2, at \$1,440 transferred to Bureau of Entomology and Plant Quarantine.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Kraft, Gordon M.....	Ludington, Mich..... (Lansing, Mich.)	Appointed junior observer at \$1,440.
Krumm, Wilbert R.....	Washington, D. C.....	Promoted to assistant scientific aid, SP-4, at \$1,620 from junior observer at \$1,440.
Long, Walter P.....	Washington, D. C.....	Designation changed to scientific aid, SP-5, at \$1,800 from observer at the same salary.
MacDonald, Torrence H.	Missoula, Mont.....	Appointed junior observer at \$1,440, by reinstatement.
Otto, Miss Pauline J....	Washington, D. C.....	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620 from junior clerk-stenographer at \$1,440.
Pittman, John Melson...	Richmond, Va.....	Printer at \$1,800, resigned; record, excellent.
Plaster, Roger Glenn....	La Crosse, Wis.....	Appointed junior observer at \$1,440 by reinstatement.
Relic, Miss Anne D.....	Washington, D. C.....	Junior clerk-stenographer, CAF-2, at \$1,440, transferred to Bureau of Chemistry and Soils.
Schmidt, Reinhardt C...	Kansas City, Mo.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Springman, Herbert C...	St. Louis, Mo.....	Promoted to junior meteorologist at \$2,300 from junior meteorologist at \$2,200.
Stevlmgson, David J....	South Washington, Va..	Promoted to observer at \$1,800 from assistant scientific aid, SP-4, at \$1,080.
Talman, Charles F.....	Washington, D. C.....	Promoted to meteorologist, P-4, at \$3,800 from associate librarian at \$3,600.
Thomas, Phillip D.....	Miami, Fla.....	Assistant observer at \$1,740, resigned; record, excellent.
Weck, Fred H.....	Duluth, Minn.....	Associate meteorologist, salary readjusted from \$3,200 to \$2,800 with allowance of \$400 for quarters, fuel, and light.

<sup>†</sup> Includes allowance of \$400 for quarters, fuel, and light. \* Indicates temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Alkire, Herbert L.....	Charleston, S. C.....	Cleveland, Ohio, assistant.
Anderson, Nils G.....	La Crosse, Wis.....	Washington, D. C., assistant.
Bannister, Talmage L...	Kingman, Ariz.....	Winslow, Ariz., assistant.
Cartwright, Gordon D...	Cleveland, Ohio.....	Barksdale Field, La., in charge. (Shreveport, La.)
Christensen, Authur H..	Kansas City, Mo.....	Cheyenne, Wyo., assistant.
Ellison, Eckley S.....	Pomona, Calif.....	Lakeland, Fla., in charge.
Hensel, Foster.....	Greensboro, N. C.....	Richmond, Va. assistant.
Herrick, Walter A.....	Winslow, Ariz.....	Las Vegas, Nev., assistant.
Johnson, Ernest C.....	Richmond, Va.....	Greensboro, N. C., assistant.
Krumm, Wilbert R.....	Medford, Oreg.....	Washington, D. C., assistant.

*Changes in assignments.—Continued*

Name	Relieved from—	Assigned to—
Lang, Clarence V.....	Kingman, Ariz.....	Las Vegas, Nev., in charge.
Schmidt, Reinhart C.....	St. Louis, Mo. ....	Kansas City, Mo., assistant.
Skillman, Clarence E....	Spartanburg, S. C.....	Miami, Fla., assistant.
Springman, Herbert C....	Kansas City, Mo.....	St. Louis, Mo., assistant.
Weck, Fred H.....	Chicago, Ill.....	Duluth, Minn., in charge.
Wettrich, Ernest T.....	Cleveland, Ohio.....	Richmond, Va., assistant.



(WB-9-16-85-420)

Chief of Bureau.

# WEATHER BUREAU TOPICS AND PERSONNEL

SEPTEMBER 1935

## COMPENSATION IN EXCESS OF \$540

Civil-service regulations limit the compensation that can be paid to any employee not holding a regular commissioned appointment to \$540 for any 12-month period.

The Central Office, in general, has no means of knowing when a non-commissioned employee, such as an emergency assistant, is about to exceed the limit until after work involving payment in excess of \$540 has actually been performed and voucher submitted. Station officials will, therefore, be expected to keep careful check on the compensation earned by noncommissioned employees under their supervision to see that they do not exceed the \$540 limit in any case, and will be held personally responsible in this connection.

## DUAL EMPLOYMENT

The provisions of section 1764, Revised Statutes, are in part as follows:

No allowance or compensation shall be made for any extra services whatever which any officer or clerk may be required to perform unless expressly authorized by law.

The Solicitor of the Department (in response to our request upon receipt of inquiries from station officials after publication of an item under the above title in the June 1935 number of this publication) has given his opinion that under the provisions of the statute quoted above, sub-station observers, regardless of the basis and amount of pay received, may not be employed for occasional odd-job work, such as repairing or painting an instrument shelter or cleaning a river gage. Station officials should, therefore, discontinue the practice of such dual employment.

## ADMINISTRATIVE MESSAGES ON AIRWAY TELETYPE CIRCUITS MUST BE REDUCED

In order to provide more time for the transmission of necessary meteorological information on airway teletype circuits, the Bureau of Air Commerce reduced the "star" and "D and W" schedules on the revised National Communication Schedule, which becomes effective October 15, 1935. Action was taken by that Bureau to reduce its administrative messages by suggesting to the district managers that mail or commercial telegraph be used. A reduction of 50 percent in the number of their own dispatches is anticipated by that Bureau. All Weather Bureau stations are requested to cooperate in this matter by decreasing the number of Weather Bureau messages on teletype circuits.

The new instructions provide that ordinary dispatches will not be handled between 9 a. m. and 9 p. m.

Matters which can be handled by mail should not be handled by teletype. Even matters more or less of an urgent nature, which are to be taken up with stations within two days' mailing time of the originating station, should be handled by mail. Every effort should be made to deal with emergency messages in some other manner, such as Army or Navy radio.

#### TELEPHONE REQUESTS FOR CURRENT TEMPERATURES

At some Weather Bureau stations there is serious interruption of routine work caused by numerous telephone requests for current temperatures during periods of abnormally hot or cold weather. One station official reports the satisfactory solution of this problem. Arrangements were made with the local radio station to broadcast the current temperature each hour, exactly on the hour, during the daytime. The Weather Bureau official furnishes the temperature to the radio station hourly, a few minutes before the hour. The result has been a marked falling off in telephone requests for current temperatures during periods of abnormally hot or cold weather.

#### BID PROCEDURE

The following memorandum, dated September 24, 1935, from the Division of Purchase, Sales, and Traffic, U. S. Department of Agriculture, is quoted for guidance of all Bureau officers:

1. The attention of Bureau officers who may have occasion to promulgate specifications and call for competitive proposals thereunder should be invited to the fact that any information given any prospective bidder by way of amplification or explanation of the specifications as originally issued must also be given to all other prospective bidders in time to make same available to them when they are preparing their proposals. If full observation of this principal necessitates postponement of the date and hour of opening bids, such postponement should be ordered and duly advertised to all prospective bidders.

2. The attention of Bureau officers concerned should also be invited to the attached quotation from a letter dated September 19, 1935, from the Comptroller General to the Secretary of Agriculture (Reference A-61502):

"It is obviously improper for a Government purchasing officer to notify prospective bidders as to the names of anticipated competitors and, of course, section 3709, Revised Statutes, requires the award of contract to the lowest responsible bidder proposing to meet the terms of the advertised specifications."

Attention is also called to the article in TOPICS AND PERSONNEL of January 1934, page 5, under the heading "Bid Procedure", particularly section 7, relative to time of acceptance.

Bids are being received from the field calling for such short time of acceptances as 1 day, 2 days, and 5 days. The time of acceptance in these cases has already or will have expired by the time the papers reach the Central Office, and before they can be sent to the Department for making an award. These cases result in delay in acceptance of bids and of sending messages, sometimes at Government expense. Action should be taken to obtain an extension of acceptance time before forwarding bids.

**FIELD PURCHASES OF ELECTRIC-LAMP BULBS**

Hereafter no electric lamps (bulbs) will be purchased locally without prior authority from the Central Office unless the requirement is an extreme emergency and the urgent need is explained in a statement, in duplicate, attached to the voucher. Some types are carried in the Central Office stock and others are under Procurement Division contract at material savings over local prices. Purchase Requisitions, with column prices left blank, or Stores Requisitions should be submitted for lamps. In this connection, attention is called to previous articles in TOPICS AND PERSONNEL of September 1929, page 469; October 1929, page 480, and July 1934, page 45.

**SURPLUS FILING CABINET**

A complete filing cabinet, consisting of the following sections, has been reported surplus at the Weather Bureau Office, Phoenix, Ariz., and is now available for transfer:

Letter-size section, 2 drawers wide by 1 drawer high, 25 inches deep.

Base for above.

Reducing board, 25 inches deep.

Four-drawer section, for cards 4 by 6 inches, 1 drawer high by 4 drawers wide.

Two-drawer box-drawer section, 17 inches deep, 1 drawer wide by 2 drawers high.

Legal blank section, 18 drawers, 3 drawers wide by 6 drawers high, 17 inches deep.

Top for above, 17 inches deep.

The cabinet is quartered oak and in excellent condition.

There are, also, 17 wooden bulletin frames, 18 by 24 inches, surplus and in good condition at the Phoenix Weather Bureau Office.

A station desiring the articles mentioned above should communicate with the Central Office.

**ERRONEOUS BILLING BY GASOLINE VENDORS TO WAR DEPARTMENT DISBURSING OFFICERS**

The following Circular Letter, No. 121, dated September 26, 1935, has been received from the Assistant Director of Procurement, which is self-explanatory:

Advice is received that a large number of vouchers for gasoline are being improperly submitted by contract vendors to Disbursing Officers of the War Department.

It is requested that in order to expedite payments to contractors and to relieve the War Department from this unsatisfactory and improper situation, appropriate instructions be given, or sufficient emphasis to existing instructions be renewed, to cause ordering agencies to give plain directions to the vendor, coincident with the issuance of each order, as to how and to whom vouchers must be submitted.

Your early compliance will assist materially toward correcting the reported erroneous submission of vouchers.

**PREPARATION OF STORES REQUISITIONS**

Requisitions are being received without specifying the project or special activity for which the supplies are required. This is true on several requests from stations for supplies along the Gulf coast. The requests appear to be required for hurricane work. All requisitions, including Purchase and Stores, must indicate the activity to be charged. (See Station Regulations, paragraph 109).

**ENVELOPES 11 BY 13 INCHES**

The 11 by 13-inch plain, penalty, kraft envelope has been restored to the stock list of supplies that may be obtained upon Stores Requisition. The article in TOPICS AND PERSONNEL of February 1933, page 345, headed "Envelopes, Standard Sizes", is hereby amended. This item should be added to the list of supplies carried in stock, which was mailed to all stations in March 1935. Every effort should be made to request 11 by 13-inch envelopes on semiannual requisitions and not on specials, due to weight of shipment.

**CONSOLIDATED DRAYAGE CONTRACTS**

Attention is invited to the consolidated drayage contracts made by the Procurement Division for the fiscal year 1936 and amended in TOPICS AND PERSONNEL for February, March, and April 1935. It is assumed that stations involved are receiving copies of these contracts from the local Federal Business Associations or, perhaps, directly from the Procurement Division. Examination of some of these field contracts received at the Central Office show that they cover not only drayage service but also crating and hauling household effects, etc. These contracts should be carefully checked before any action is taken to invite bids or incur expenditures for these services. Household goods must be moved by the cheapest method, and bids must be issued for van service for comparison with the Procurement Division contract cost of packing and hauling to depot, plus transportation costs, by freight.

**MONTHLY MEANS WORDS**

On September 23, 1935, a circular letter was mailed to all stations modifying the method of telegraphing monthly means words to the Central Office and other collecting centers. To those stations that telegraph this information and did not receive a copy of this circular, please request one from the Division of Climate and Crop Weather.

Also, in this connection, the circular applies only to the data telegraphed *monthly*. The instructions for telegraphing weekly means remain unchanged.

**REQUEST FOR BACK ISSUES OF CLIMATOLOGICAL DATA**

To complete a file of the Climatological Data publications for all sections for 1911-1934 there are needed single copies of the issues listed

below. It is requested that stations having copies that may be released for this important purpose forward the same to the Central Office, marked for the Division of Climate and Crop Weather.

- Arizona*.—December 1914.  
*Arkansas*.—Annual 1923.  
*California*.—Annual 1913.  
*Colorado*.—February and April 1920; July 1922.  
*Florida*.—March, June, August, September, and annual 1914.  
*Georgia*.—January 1918.  
*Idaho*.—December 1914; January to May, inclusive, and July, August, October, November, and December 1915; January, February, and April to December, inclusive, 1916; September and December 1917; May 1918; January, July, August, and September 1919; May 1922.  
*Louisiana*.—Annual 1914; January 1920.  
*Maryland*.—February, and April to December, inclusive, 1916; January and February 1917; January, July, and September to December, inclusive, 1918; February, April, and September 1919.  
*Minnesota*.—Annual 1911.  
*Mississippi*.—Annuals 1911-12; January 1917.  
*Missouri*.—Annual 1916; August 1920.  
*Nebraska*.—September 1918.  
*New Jersey*.—January and February 1916.  
*New Mexico*.—February 1918; January, March, April, and June 1920; January and March 1921; March 1922; January, April, May, and August 1924; annuals 1916, 1917, 1923, 1924, and 1926.  
*Oklahoma*.—January 1918; August 1919; February, May, and October 1920; March 1921; June 1923; January and July 1924.  
*Oregon*.—August and November 1914; March 1915; February 1920.  
*South Dakota*.—Annuals 1911-12; March 1918.  
*Tennessee*.—March, April, May, and June 1920.  
*Utah*.—Annuals 1912-13.  
*Virginia*.—January and annual 1914; January and December 1918.  
*Washington*.—February 1917; October 1919.  
*West Virginia*.—December 1915; annual 1917; February 1918.  
*Wyoming*.—Annual 1912.

REVISED FORM 4004B

In the last several years some radical changes have been made at many river-gage stations, such as rebuilding or relocating the gage, adopting another zero datum, establishing new bench marks, changing the flood stage, etc. Most of the forms (Form 4004B) for these stations are now largely a list of references to papers carrying amendments; they do not present the necessary data in consecutive form, except in a few cases in which district centers have prepared new forms.

The Central Office will be glad to have revised and rewritten copies of Form 4004B in which material changes have been made.

**REVISION OF FORM 4065C**

Weather Bureau officials having supervision of airway work are requested to furnish Form 4065C, "Description of Meteorological Features and Instrumental Equipment and Exposure at Airport and Airway Stations", as soon as practicable after the establishment of a station, and to forward a revised form whenever important changes are made. Minor changes should be reported by letter, having in view the need for up-to-date information at the Central Office.

Form 4065C is required for all airway and airport stations, including those located at Department of Commerce intermediate fields and others not equipped with instruments.

These forms have proved to be most valuable, and every effort to make them complete and accurate at all times will be appreciated.

**TRANSMISSION OF 5,000-FOOT PRESSURES FOR MOUNT WASHINGTON, N. H.**

Beginning on November 1, 1935, the Weather Bureau Observatory, Mount Washington, N. H., will transmit 5000-foot pressures in radio and teletype reports therefrom at the 8 a. m., 2 p. m., and 8 p. m. (75th meridian time) observations. The data in question will be enciphered in accordance with paragraphs 64 and 65 of Circular N, "Instructions for Airway Meteorological Service" (third edition 1935).

**REPORT ON AIRCRAFT ACCIDENTS**

In preparing aircraft-accident reports, as outlined in TOPICS AND PERSONNEL for July 1935, each paragraph should be complete and self-explanatory, without reference to numbered and lettered paragraphs in TOPICS.

**CURTAILMENT OF AIRPLANE OBSERVATIONS AT NAVAL AIR STATION, SUNNYVALE, CALIF.**

Due to reduction in aerological personnel at the Sunnyvale station, it has become necessary to discontinue airplane weather observations on Saturdays, Sundays, and holidays.

**REVISION REGARDING DAILY TRANSMISSION OF POTENTIAL TEMPERATURES AND SPECIFIC HUMIDITIES IN AIRPLANE OBSERVATIONS**

Arrangements are being made, effective October 15, 1935, to transmit by teletype and radio the equivalent potential temperature and specific humidity for each significant level in airplane observations. All stations, including Department of Commerce stations and air-transport companies, will be furnished a copy of the circular describing the method of transmission.

**TRANSMISSION OF AIR-MASS AND FRONTAL ANALYSIS BY TELETYPE AND RADIO**

The transmission by teletype and radio of the analysis of the morning weather map, in accordance with the air-mass system employed in the Division of Meteorological Physics at the Central Office, will begin Oct

tober 15, 1935. The data, in code form, will be placed on the teletype circuit daily at Washington, except Sundays and holidays, at 11:36 a. m. (E. S. T.) and will be relayed to all airway communication circuits for entry on the manuscript maps as prepared at the various airport stations. Data for Sundays and holidays will be transmitted on the next working day immediately following the current day's analysis.

A circular, dated October 15, 1935, describing in detail the use of the code, the preparation of maps, and the distribution of the air-mass data for stations not on teletype or radio circuits, will be sent to all Weather Bureau and Department of Commerce stations prior to the inauguration of this service. Any station not receiving a copy of this circular within a reasonably short time thereafter should request one from the Central Office.

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#### PRACTICE FORECASTS DURING 1936

Application for authority to make practice forecasts for official verification during the year 1936 will be received until November 15, 1935.

Grouping of States will be as follows:

- Group 1.—Ohio and western New York.
- Group 2.—Iowa and Minnesota.
- Group 3.—Louisiana and Arkansas.
- Group 4.—Colorado and New Mexico.
- Group 5.—Washington and Oregon.
- Group 6.—Northern California and southern California (will not be used in 1936).
- Group 7.—North Carolina and South Carolina.
- Group 8.—Indiana and lower Michigan.

Conditions governing application 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.

Applicants whose hours of duty are such as to preclude the preparation of practice forecasts by noon (E. S. T.) should state in their application letters the earliest time (E. S. T.) at which they can be completed with regularity.

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#### MANUAL OF FIRE-LOSS PREVENTION OF THE FEDERAL FIRE COUNCIL

A copy of the Manual of Fire-loss Prevention of the Federal Fire Council was mailed to officials in charge of stations quartered in Weather Bureau buildings. This manual is issued only to these officials, and is for their use in general fire-prevention measures.

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#### FEDERAL BUSINESS ASSOCIATIONS

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

Mr. Erle L. Hardy, Albuquerque, N. Mex., elected president.

RETIREMENTS

Mr. Harvey H. Spindler, official in charge of the Escanaba station, was retired on September 30, 1935, on account of total disability. He was born at Burton City, Ohio, on January 11, 1877. Mr. Spindler entered the Weather Bureau service on September 1, 1904, serving as assistant at Nashville, Cape Henry, Mount Weather, and Lansing, and as official in charge at Escanaba from November 11, 1914, until the time of his retirement.

Mr. Elmer Collins, chief engineer at the Central Office, was retired at the termination of September 30, 1935. He was born at Seaford, Del., on September 10, 1870. Mr. Collins was transferred to the Weather Bureau from the State, War, and Navy Department on September 21, 1923, serving as engineer at the Central Office until the time of his retirement.

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DEATHS

Mr. John H. Jones, who was retired on June 30, 1932, died at his home in Washington, D. C., on September 2, 1935. A brief outline of Mr. Jones' services will be found in the June 1932 issue of TOPICS AND PERSONNEL.

Mr. Leonard M. Tarr, who was retired on October 30, 1931, died at the home of his daughter in Newtonville, Mass., on September 13, 1935. A brief outline of Mr. Tarr's services will be found in the October 1931 issue of TOPICS AND PERSONNEL.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of September 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Adams, Lacy T.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month.
Becks, Mrs. Anna Louise.	Washington, D. C.....	Junior laborer (charwoman), Cu-2, at 50 cents per hour, wae., appointment terminated; record, very good.
Collins, Elmer.....	Washington, D. C.....	Senior mechanic, Cu-7, at \$2,040, retired.
Collman, Herman T....	Amarillo, Tex.....	Assistant meteorologist, salary adjusted from \$2,900 <sup>1</sup> to \$2,000 (cash salary) to offset loss of quarters.
Craig, Robert W.....	Salt Lake City, Utah...	Appointed junior observer at \$1,500 by reinstatement.
Dwight, Leo.....	Port Arthur, Tex.....	Senior observer at \$2,300, removed from the service because of misconduct, etc.
Jacobs, Woodrow C....	San Diego, Calif.....	Junior observer at \$1,440, restored to duty from leave without pay on September 1, 1935.
Jones, Leonard E., Jr...	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
Lowery, Arlie R.....	Kansas City, Mo.....	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Morgan, Michael F.....	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,140.
Nelson, Charles R.....	Medford, Oreg.....	Appointed junior observer at \$1,440 by reinstatement.
Powell, Miss Eva.....	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from the Navy Department.
Skillman, Clarence E....	Miami, Fla.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Spindler, Harvey H....	Escanaba, Mich.....	Assistant meteorologist at \$2,800, retired.
Travis, James.....	Helena, Mont.....	Appointed minor observer at \$1,020; temporary appointment terminated.
Wettrich, Ernest T....	Richmond, Va.....	Promoted to printer at \$1,800 from minor observer at \$1,140.
Wexler, Harry.....	Chicago, Ill.....	Assistant meteorologist at \$2,600, restored to duty from leave without pay on September 16, 1935.

<sup>1</sup> Includes allowance of \$340 for quarters.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Bloom, Archie . . . . .	Buffalo, N. Y. . . . .	Cleveland, Ohio, assistant.
Bradley, William A. . . . .	New Orleans, La. . . . .	Houston, Tex., assistant.
Grimminger, George. . . . .	South Washington, Va. . . . .	Boston, Mass., assistant.
Kliemann, Ernest W. G. . . . .	Cleveland, Ohio . . . . .	Buffalo, N. Y., assistant.
Kraft, Gordon M. . . . .	Ludington, Mich. . . . .	Jacksonville, Fla., assistant.
Lichtblau, Stephen. . . . .	Chicago, Ill. . . . .	Washington, D. C., assistant.
Lowery, Arlie R. . . . .	Shreveport, La. . . . .	Kansas City, Mo., assistant.
	(Barksdale Field)	
Marting, Dorsey P. . . . .	Denver, Colo. . . . .	Roseburg, Oreg., in charge.
Myers, Harry V. . . . .	Davenport, Iowa. . . . .	Columbus, Ohio, assistant.
	(Moline, Ill.)	
Torrence, Everett W. . . . .	Houston, Tex. . . . .	Port Arthur, Tex., in charge.
Wolff, Jerome E. . . . .	Boise, Idaho. . . . .	Spokane, Wash., assistant.



(WB-10-10-35-420)

*Chief of Bureau.*

# WEATHER BUREAU TOPICS AND PERSONNEL

OCTOBER 1935

## MEETINGS OF THE INTERNATIONAL METEOROLOGICAL ORGANIZATION AND THE INTERNATIONAL METEOROLOGICAL COMMITTEE

The Bureau was represented at the meetings of the International Meteorological Organization and of the International Meteorological Committee and several of its commissions, held in Danzig and Warsaw during August and September, by the Chief of Bureau and the Chief of the Division of Climate and Crop Weather. While Mr. Gregg was attending the conference of directors in Warsaw, Mr. Kincer visited the meteorological services in Copenhagen, Stockholm, and Oslo. Both Mr. Gregg and Mr. Kincer visited the meteorological offices in London, Paris, Moscow, Leningrad, and Hamburg. During these conferences many questions were discussed, including, particularly, international relationships in weather service and progress in climatology and agricultural meteorology. Many other subjects were taken up, such as long-range forecasting, aeronautical activities, hydrology, forestation and climate, the possibility of securing more regularly the reports from Siberian stations, and the development of an ever increasingly effective cooperation between the meteorological services of the world. Results of great value are expected to come from these conferences and discussions.

Mr. Gregg and Mr. Kincer returned to Washington early in October.

## REPLIES TO SPECIAL RADIO OR TELEGRAPH REQUESTS FROM THE CENTRAL OFFICE

When replying to special requests from the Central Office for information, e. g., corrections to airplane weather or pilot-balloon observations, such messages should be sent by the same means of communication used by the Central Office. It frequently happens that Army radio is used by the Central Office and the reply is transmitted by teletype. Unless such replies are sent as special messages, addressed to "Observer, Washington", they are likely to be lost among the numerous sequence and regular reports. Moreover, since the teletype is not to be ordinarily used for administration messages, Army and Navy radio should be used whenever practicable.

## HYDROLOGIC RESEARCH IN YELLOWSTONE NATIONAL PARK

The Weather Bureau will, in a few weeks, undertake some hydrologic research in the Yellowstone National Park in connection with the Bureau's regular snowfall and evaporation work. Mr. Albert L. King, formerly

of the Memphis office, has been assigned in charge of the station at Mammoth Hot Spring and Mr. Thomas S. Southwick has been assigned as his assistant.

The research will consist principally of measurement of loss of snow and ice by sublimation; measurement of snow in gages of various kinds; measurement of snow on platforms; comparison of measurements of snow in dense timber, sparse timber, and in the open; studies of the effects of "chinooks" on the melting and sublimation of snow and ice; measurement of the change in relation between snow depth and water content (as the snow season progresses); measurement of evaporation from water in pans and, later, work in the determination of evaporation by observations of solar radiation, and the comparison of the catch of rain gages of different diameters and at different elevations. Obviously, some of this work cannot be undertaken until after the passage of the period of freezing weather, but the park is a peculiarly favorable place for the snow and ice work, which will be prosecuted with vigor during the present winter.

The immediate direction of the work will be under the River and Flood Division.

#### SIGNATURES TO VOUCHERS AND CERTIFIED BILLS

The Comptroller General recently ruled that signatures to official documents must be by pen and ink rather than by pencil. It is accordingly necessary that station officials in submitting vouchers and certified bills see that they are signed in ink. If it is impossible to secure the required signature by pen and ink, a statement must accompany the voucher indicating the reason for signing with pencil.

#### REPORTS OF TROPICAL DISTURBANCES

Owing to the reorganization of the hurricane-warning service, which involves the issuance of advices and warnings from separate centers, the duty of preparing accounts of tropical disturbances and determining their tracks for the Monthly Weather Review has been assigned to the Marine Division. Forecasters at Jacksonville, New Orleans, San Juan, and Washington will prepare separate reports of tropical disturbances and their tracks within their respective districts. These reports, together with information received from ships by mail in the Marine Division, will be used to compile the official report and to determine the track of the center of the disturbance for publication in the Review.

Officials in charge of local offices in sections affected by tropical disturbances will collect data concerning barometer readings, wind velocities, changes in wind direction, damage, loss of life, distribution of warnings, and other information pertinent to their localities and submit promptly after each occurrence a report to the Central Office through their respective district forecast centers. These reports are in addition and not in lieu of the immediate reports provided for in paragraph 242 of the new Station Regulations.

**CHANGES IN STANDARD FORMS OF CONTRACTS**

A decision (A-65034) of the Comptroller General forwarded to the Secretary of Agriculture under date of October 1, 1935, has been received at the Bureau for note and guidance of all Bureau officers making recommendations for acceptance of bids. This decision states definitely that (1) purchasing and contracting officers are without any authority to make changes in standard forms of contracts, except upon prior approval of the Director of Procurement, Treasury Department, and (2) that in all cases awards under bids are to be made item by item, unless otherwise specified by the bidder, so as to result in the lowest net cost to the United States. In this connection attention is particularly directed to "Conditions" on the reverse side of U. S. Standard Form No. 33 (Revised), paragraph 1. Officials preparing specifications are not authorized to change contract forms either by eliminating instructions on the forms or by modifying the forms by entering data in the specifications affecting the instructions without specific authority. Furthermore, no entries should be made in sections headed "Bid" or "Acceptance". These sections must be left blank for use of bidder and Division of Purchase, Sales, and Traffic of the Department, respectively. In other words, standard contract Form Nos. 31, 33, etc., cannot be changed without prior approval.

**STOCK SUPPLIES FOR ISSUE**

The list of property kept in Supplies Division stock for issue on Stores Requisitions, mailed in March 1935, is amended or commented thereon, as follows:

The word "penalty" should be entered after item reading "envelopes 4½ by 10¾, kraft, plain".

"Envelopes, 10 by 14, kraft, penalty; plain", will be discontinued as a stock item as soon as supply on hand is exhausted, since 11 by 13-inch envelopes have been restored to the stock list.

"Metal, alloy, chalk-plate; pounds." Requisitions are being received for large quantities of alloy. Alloy is used in renewing the life of used stereotyping metal and only 1½ pounds of alloy to 100 pounds of metal are required. Therefore, items calling for large quantities of alloy are being changed to stereotyping metal. The list comprises two items, "alloy" and "stereotyping metal".

"Ribbon, typewriter, Corona, ½-inch, black; new and old style." This ribbon can be used on Victor adding machines and is often furnished for this purpose.

"Staples, Bostitch" and "Hotchkiss, No. 1." These are two items, and entirely different kinds. Care should be taken to consider the kind of stapling machine on hand and request staples accordingly.

"Tablets, 'Special Meteorological Service' " (printed), size, 8 by 10½ inches. Delete the colon after the word "Service". There are three kinds of tablets, as indicated.

## SPECIAL AEROLOGICAL GROUP

"Films, roll, gelatin; for duplicator." The size is 8 $\frac{3}{4}$  inches wide. Add items for 22 by 29-inch black and red semicarbon paper.

It is recommended that plywood or sheet duralumin be purchased locally for a backing for 19 by 24 and 22 by 29 carbon-paper map work, since the Central Office has considerable difficulty in shipping large sheets of oilboard. Also, plywood, treated with varnish, or the use of duralumin should last much longer than oilboard or paper pressboard. Therefore, 19 by 24 or 22 by 29 oilboard will hereafter be discontinued as a stock issue.

**STIPULATIONS TO BE MADE A PART OF CONTRACTS FOR PURCHASE OF COAL AND OF CONTRACTS FOR PUBLIC WORK OR SERVICE**

The following circular letter from the Procurement Division, Treasury Department, No. 123, dated October 2, 1935, is self-explanatory:

Reference is made to the Bituminous Coal Conservation Act (Public, No. 402, 74th Cong., approved August 30, 1935), section 14 of which reads as follows:

SEC. 14. (a) No bituminous coal shall be purchased by the United States, or any Department or agency thereof, produced at any mine, where the producer has not complied with the provisions of the code set out in section 4 of this act.

(b) Each contract made by the United States, or any Department or agency thereof, with a contractor for any public work, or service, shall contain a provision that the contractor will buy no bituminous coal to use on or in the carrying out of such contract from any producer except such producer be a member of the code set out in section 4 of this act as certified to by the National Bituminous Coal Commission.

It is directed that the following provision shall be made a part of each contract hereafter made by the United States, or any Department or agency thereof, for the purchase of coal:

*In accordance with the provisions of section 14 (a) of the Bituminous Coal Conservation Act of 1935 (Public, No. 402, 74th Cong., approved August 30, 1935) the coal to be furnished to the United States under this contract shall have been produced at a mine where the producer has complied with the provisions of the Bituminous Coal Code set out in accordance with section 4 of said act.*

It is further directed that the following provision shall be made a part of each contract hereafter made by the United States, or any Department or agency thereof, with a contractor for any public work or service:

*In accordance with the provisions of section 14 (b) of the Bituminous Coal Conservation Act of 1935 (Public, No. 402, 74th Cong., approved August 30, 1935) the contractor agrees that he will buy no bituminous coal to use on or in the carrying out of this contract from any producer except such producer be a member of the Bituminous Coal Code set out in accordance with section 4 of said act as certified to by the National Bituminous Coal Commission.*

Particular attention is called to the following provisions of the aforesaid act:

From and after the date of approval of this act, until prices shall have been established pursuant to subsections (a) and (b) of part II of this section, no contract for the sale of coal shall be made providing for delivery for a period longer than 30 days from the date of the contract. (Subparagraph (c) part II, section 4.)

SEC. 12. No coal may be delivered upon a contract made prior to the effective date of this act at a price below the minimum price at the time of delivery upon such contract, as established pursuant to part II of section 4, of this act, and such contract shall be invalid and unenforceable: *Provided*, That this prohibition shall not apply (a) to a lawful and bona fide written contract entered into prior to October 2, 1933; nor (b) to a lawful and bona fide written contract entered into subsequent to that date and prior to May 27, 1935, at not less than the minimum price current as published under the Code of Fair Competition for the Bituminous Coal Industry, pursuant to the National Industry Recovery Act, at the time of making of such contract; nor (c) to a lawful and bona fide written contract entered into

on or after May 27, 1935, and prior to the date of the approval of this act, at not less than the minimum price for current sale as published under said Code of Fair Competition, as at May 27, 1935.

Sec. 20. Section 3 of this act shall become effective on the first day of the third calendar month after the enactment of this act, unless the Commission shall not at that time have formulated the code and forms of acceptance for membership therein, in which event section 3 of this act shall become effective from and after the date when the Commission shall have formulated the code and such forms for acceptance, which date shall be promulgated by Executive order of the President of the United States. ALL OTHER SECTIONS OF THIS ACT SHALL BECOME EFFECTIVE ON THE DAY OF THE APPROVAL OF THIS ACT.

H. E. COLLINS,

*Assistant Director of Procurement.*

The applicable provision indicated in italics should be included in all proposal forms for bituminous coal and construction contracts and such others as are strictly service in character. The latter classification is construed to include, until otherwise advised, the leasing of office and other space.

Particular attention is called to that part of the act, subparagraph (e), part II, section 4, which states that no contract for the sale of coal shall be made for delivery for a period longer than 30 days from the date of the contract. In this connection the Solicitor's Office of the Department advises that in no instance should more than a 30-day supply of coal be contracted for or purchased until prices shall have been established by the Coal Commission. Stations will be advised when prices have been established, and in the meantime officials in charge may, if necessary, purchase a 30-day supply of coal in the open market when the total cost is less than \$50.

It will be noted that the aforesaid act applies only to bituminous coal.

#### EXEMPTION OF FEDERAL TAXES ON PURCHASES FOR GOVERNMENT USE

Under the provisions of section 620 of the Revenue Act of 1932, as amended (effective October 1, 1935) by section 401 of the Revenue Act of 1935, approved August 30, 1935, Federal excise taxes may not be imposed on articles specified in title IV of the Revenue Act of 1932 if such articles are purchased for the exclusive use of the United States, any State, territory of the United States, any political subdivision of the foregoing, or the District of Columbia. The taxes may not be paid under any circumstances. Therefore, when submitting vouchers covering open-market purchases of any of the articles listed below, a definite statement should be made thereon that the attention of the dealer has been invited to the provisions of section 401 of the Revenue Act of 1935 and that Federal taxes are not included in the purchase price.

The Procurement Division advises that in procuring exemption from payment of the Federal tax pursuant to the act, certificates and receipts similar to Standard Forms Nos. 44 and 1066 should be used with appropriate changes specifying the particular article involved and indicating that the exemption is from the payment of Federal tax, instead of State or local, and that there should be included in the certificate and receipt a statement that the article is purchased "*for the exclusive use of the United*

*States*'. It is understood that a special form will be printed for the purpose later upon receipt of instructions from the Internal Revenue Office and that in the meantime the form provided for use in obtaining exemption from State taxes may be used with appropriate changes. Exemption certificates may not, of course, be used when purchasing gasoline while traveling on official business on an actual expense basis if accompanied by a person other than an employee of the United States.

The articles involved are as follows:

*Tires and inner tubes.*

*Toilet preparations.*—Perfumes, essences, extracts, toilet waters, cosmetics, petroleum jellies, hair oil, pomades, hair dressings, hair restoratives, hair dyes, tooth and mouth washes, dentifrices, tooth pastes, aromatic cachous, toilet soaps, toilet powders, and any similar substance, article, or preparation, by whatsoever name known or distinguished; any of the above which are used or applied or intended to be used or applied for toilet purposes.

*Jewelry, etc.*—All articles commonly or commercially known as jewelry (not including surgical instruments or silver-plated ware, or frames or mountings for spectacles or eyeglasses), watches, clocks, parts for watches or clocks, opera glasses, lorgnettes, marine glasses, field glasses, and binoculars.

*Automobiles, motor cycles, etc.*—Automobile-truck chassis and automobile-truck bodies (including, in both cases, parts or accessories therefor sold on or in connection therewith or with the sale thereof). Other automobile chassis and bodies and motorcycles (including, in each case, parts or accessories therefor sold on or in connection therewith or with the sale thereof).

*Radio receiving sets and phonograph records.*—Chassis, cabinets, tubes, reproducing units, power packs, and phonograph mechanisms, suitable for use in connection with or as a part of radio receiving sets or combination radio and phonograph sets (including, in each case, parts or accessories therefor sold on or in connection therewith or with the sale thereof), and records for phonographs.

*Mechanical refrigerators.*—Household-type refrigerators (for single- or multiple-cabinet installations), operated with electricity, gas, kerosene, or other means (including parts or accessories therefor sold on or in connection therewith or with the sale thereof). Cabinets, compressors, condensers, expansion units, absorbers, and controls (hereinafter referred to as "refrigerator components") for, or suitable for use as part of or with, any of the articles enumerated in the preceding paragraph (including, in each case, parts or accessories for such refrigerator components sold on or in connection therewith or with the sale thereof), except when sold as component parts of complete refrigerators or refrigerating or cooling apparatus.

*Firearms, shells, and cartridges.*

*Cameras.*—Weight not more than 100 pounds, and lenses for such cameras (except aerial cameras).

*Gasoline.*—All products commonly or commercially known or sold as gasoline (including casing head and natural gasoline), benzol, benzene, or naphtha, regardless of their classifications or uses; and any other liquid of a kind prepared, advertised, offered for sale or sold for use as, or used as a fuel for the propulsion of motor vehicles, motor boats, or airplanes, except that it does not include any of the foregoing (other than products commonly or commercially known or sold as gasoline) sold for use otherwise than as a fuel for the propulsion of motor vehicles, motor boats, or airplanes, and otherwise than in the manufacture or production of such fuel, and does not include kerosene, gas oil, or fuel oil.

*Lubricating oil.*

*Matches.*

Each invitation for bids for supplying a commodity of any of the exempted classes will include the following paragraph in the specifications:

Attention is called to section 401 of the Revenue Act of 1935, approved August 30, 1935, exempting from Federal excise taxes certain articles for the exclusive use of the United States. Such taxes should not be included in your bid price.

In soliciting a quotation as the basis for an open-market purchase and in the preparation of a Purchase Order to cover an open-market purchase of an exempted commodity, the following language will be included:

Attention is called to section 401 of the Revenue Act of 1935, approved August 30, 1935, exempting from excise taxes certain articles for the exclusive use of the United States. Such taxes should not be included in your price.

#### SEPARATE REQUISITIONS FOR INSTRUMENTAL EQUIPMENT

As required by Station Regulations, paragraphs 110 and 111, requisitions for instrumental equipment should be separate and distinct, not made a part of the semiannual requisition. It is beyond resources available to maintain a stock of such equipment sufficient to meet indefinite requests. Furthermore, under the present organization of the Bureau, each individual request of this nature is given special consideration by the division supervising the activity for which required, as well as by the Instrument Division and the Supplies Division. Inclusion of some items of this type in "List of Property Kept in Supplies Division Stock" should not be interpreted as nullifying in any way the provisions of Station Regulations above cited.

It is suggested that appropriate notation be made on station copies of the "List of Property Kept in Supplies Division Stock".

#### REQUISITION FOR LEAD-COVERED CABLE

It has been found that a number of stations are making requisitions for lead-covered cable for installations that perhaps could be made as well with the braid-covered cable. Not only is the braid-covered cable

less expensive, but it is also more readily shipped and installed. It is suitable for aerial use outdoors but not for underground use nor where it is likely to be covered with standing water. The filling of a number of requisitions on file in the Central Office are being delayed awaiting the procurement of lead-covered cable. If braid-covered cable can be used, such requisitions may be corrected by letter, which should contain no other information.

#### **VIBRATION OF MINIMUM THERMOMETERS**

The official in charge of the Portland, Oreg., airport station reports that vibration, caused by rotary psychrometer fans to an extent that disturbed the index of the minimum thermometer, has been eliminated at several stations in Oregon by a combination of less energetic whirling and the introduction of sponge-rubber pads between the thermometer support and the board on which it is mounted. Through-bolts in rubber-bushed holes should replace the wood screws ordinarily used.

#### **SURPLUS FILING CABINET**

The surplus filing cabinet and frames mentioned in TOPICS AND PERSONNEL of September 1935, page 175, have been disposed of and are no longer available for transfer.

#### **PILOT-BALLOON AND AIRPLANE WEATHER OBSERVATIONS FROM NAVAL VESSELS AT SEA WILL BE GIVEN IN GREENWICH MEAN TIME AND CONFORM TO WEATHER BUREAU INSTRUCTIONS**

There has been some confusion in connection with surface, pilot-balloon, and airplane observations furnished by navy ships, due to the fact that local, 75th meridian, and Greenwich mean time have been used in various types of observations. Therefore, the Bureau of Aeronautics, Navy Department, has issued regulations directing that in coding reports from Navy ships the instructions contained in Weather Bureau circular "Instructions for Reporting Pilot-balloon Observations", dated July 1, 1933, and "Instructions for Daily Transmission of Airplane Weather Observations", dated December 1, 1934, will be utilized. The effect of the instructions is that, hereafter, Greenwich mean time (shown in the second group of the International Code) will be used exclusively in all classes of observations.

#### **REPORTING CLOUDS ABOVE MAXIMUM ALTITUDE REACHED IN AIRPLANE OBSERVATIONS**

For the benefit of stations receiving airplane observation reports by teletype, the following recent instructions sent to airplane observation stations are quoted:

Whenever cloud, other than Ci., Ci.St., and Ci.Cu., are transmitted in APOB reports, and the elevation of their base is above the maximum height recorded in the flight, the cloud type in the message will be immediately followed by the abbreviation "abmax", which will indicate that their base is above the maximum height reached.

**DISCONTINUANCE OF AIRPLANE WEATHER OBSERVATIONS AT SUNNYVALE, CALIF.**

The Navy has transferred its activities from Sunnyvale, Calif., and, accordingly, the last airplane weather observation was made by that Department on October 10, 1935. The War Department will take over the Sunnyvale station but, owing to the fact that only lighter-than-air activities will be carried on, no airplane weather observations will be made there during the remainder of this fiscal year.

**DESIGNATION OF AIRPORTS AS OFFICIAL STATIONS FOR TELEGRAPHIC AND RECORD PURPOSES**

In accordance with provisions of circular of February 3, 1934, beginning September 1, 1935, the airport station at Cheyenne, Wyo., was designated official for record and telegraphic purposes. Observations telegraphed from this station are airport data, and the airport records are used in climatological publications.

**INDEX FOR STATION REGULATIONS**

Index for Station Regulations has been mailed to all regular and airport stations. Any station not receiving the index should notify the Central Office.

**BOUND VOLUMES OF PUBLICATIONS AVAILABLE FOR STATION USE**

There are now in stock at the Central Office and available for issue to first-order and airport stations, limited supplies of buckram-bound volumes of the Chief's Annual Report, Monthly Weather Review, and Daily River Stages, as enumerated in the following paragraphs:

Annual Reports of the Chief of Bureau for the years 1891-92, 1893, 1895-96, 1896-97, 1897-98, 1898-99 (parts 1 and 2), 1899-1900, 1900-1901 (parts 1 and 2), 1901-2, 1902-3, 1903-4, 1904-5, 1905-6, 1906-7, 1907-8, 1909-10, 1911-12, 1914-15, 1915-16, 1916-17, 1917-18, 1918-19, 1919-20, 1920-21, 1921-22, 1922-23, 1923-24, 1924-25, 1925-26, 1926-27, 1927-28, 1928-29, 1929-30. For the years 1891-92 to 1917-18, inclusive, there are only a few copies of each, but for the years 1918-19 to 1929-30, inclusive, there are from 10 to 50 copies each.

The Monthly Weather Review, bound in one volume for each of the months July, August, October, November, and December for the years 1872-1887, and also for the months of March, April, May, and June for the years 1873-1887. Only one volume each of the above sets can be supplied. Also, a limited number of bound volumes for the years 1888 to 1933, inclusive.

Daily River Stages are available only in limited quantities and will be issued to first-order stations where needed to replenish files. The surplus supply on hand consists of part 2 and parts 5 to 12, inclusive, and volumes 13 to 29, inclusive. Parts 3 and 4 are not available.

In making request for any of the above-mentioned books, envelopes should be marked "Forms for Printing Division."

## FEDERAL BUSINESS ASSOCIATIONS

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

Mr. Philip G. McGinnis, reelected president.

## DEATHS

Mr. Cornelius J. Doherty, official in charge at New Haven, died October 2, 1935. He was born at Boston, Mass., on July 16, 1870. Mr. Doherty enlisted in the Signal Corps on October 14, 1889, and served as assistant at Boston, Huron, Chicago, and Philadelphia, and as official in charge at New London (Conn.), Jupiter (Fla.), Vineyard Haven (Mass.), Key West, Savannah, Reading, and New Haven.

Mr. Charles S. Wood, official in charge at Providence, died October 30, 1935. He was born at Meriden, Conn., on December 4, 1871. Mr. Wood entered the service July 19, 1902, serving as assistant at Detroit, Duluth, Hartford, Mount Weather, and Lincoln, and as official in charge at Phoenix, Williston, Ludington, and Providence, serving at the latter place since February 4, 1916.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of October 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Anderson, Clarence A. . . . .	Spokane, Wash . . . . .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Arnote, Mrs. Pauline Marie . . . . .	Washington, D. C. . . . .	Appointed junior clerk-stenographer, CAF-2, at \$1,440.
Baldwin, Emmett E. . . . .	Spartanburg, S. C. . . . .	Appointed junior observer at \$1,440 by reinstatement.
Banister, Talmage L. . . . .	Winslow, Ariz. . . . .	Junior observer at \$1,440, resigned; record, very good.
Baughman, Fred. A. . . . .	Pomona, Calif. . . . .	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Becker, Jonathan O. . . . .	Denver, Colo. . . . .	Senior observer, salary readjusted from \$2,000 <sup>1</sup> to \$2,000 (cash salary) to offset loss of quarters.
Bradley, William A. . . . .	Houston, Tex. . . . .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Brown, George H. . . . .	Cleveland, Ohio. . . . .	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Colwell, Bruce E. . . . .	Portland, Oreg. . . . .	Junior observer at \$1,440, resigned; record, excellent.
Crespo, Maximo* . . . . .	San Juan, P. R. . . . .	Appointed minor observer at \$1,020, pending certification of eligibles.

\*Temporary appointment.

<sup>1</sup>Includes allowance of \$240 for quarters.

## Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Doherty, Cornelius J. . . . .	New Haven, Conn . . . . .	Associate meteorologist at \$3,200, died October 2, 1935.
Eberhardt, John C. . . . .	Cheyenne, Wyo. . . . .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Ellett, Mark W. . . . .	Rock Springs, Wyo. . . . .	Appointed junior observer at \$1,440 by reinstatement.
Finnegan, Miles J. . . . .	Boston, Mass . . . . .	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Frankel, Morris H. . . . .	Albany, N. Y. . . . .	Appointed junior observer at \$1,560, by reinstatement.
Griffith, Willard D. . . . .	Spokane, Wash . . . . .	Assistant observer at \$1,620, resigned; record, very good.
Harper, James W. . . . .	Boston, Mass . . . . .	Appointed minor observer at \$1,020.
Harrison, Henry T., Jr. . . . .	Cleveland, Ohio . . . . .	Junior meteorologist at \$2,000, resigned; record, excellent.
Hays, Cloyd A. . . . .	Little Rock, Ark . . . . .	Observer at \$1,800, resigned; record, excellent.
Hayward, Thomas B. . . . .	Nome, Alaska . . . . .	Promoted to junior meteorologist at \$2,100 <sup>1</sup> .
Hogan, Raymond P. . . . .	Washington, D. C. . . . .	Appointed assistant messenger, Cu-2, at \$1,080.
Johnson, Leland H. . . . .	Pomona, Calif . . . . .	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
King, Albert L. . . . .	Yellowstone Park, Wyo. . . . .	Promoted to assistant meteorologist at \$2,000 <sup>1</sup> from junior meteorologist at \$2,000.
Klemetsmo, Arvid S. . . . .	Richmond, Va . . . . .	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Knapp, Loyd L. . . . .	Richmond, Va . . . . .	Promoted to junior meteorologist at \$2,000 from observer at \$1,980.
Lathrop, William T. . . . .	Escanaba, Mich. . . . .	Assistant meteorologist, salary readjusted from \$3,000 <sup>1</sup> to \$3,000 (cash salary) to offset loss of quarters.
Lavin, John J. . . . .	Boston, Mass . . . . .	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Levy, Henry . . . . .	Baltimore, Md . . . . .	Assistant observer, full salary of \$1,740 assumed by Weather Bureau (part formerly paid by State of Maryland).
Magar, Roy A. * . . . .	Lauder, Wyo . . . . .	Appointed minor observer at \$1,020, pending certification of eligibles.
Marting, Dorsey P. . . . .	Roseburg, Oreg. . . . .	Promoted to senior observer at \$2,000 from observer at \$1,800.
Morelock, Richard O. . . . .	Portland, Oreg. . . . .	Appointed minor observer at \$1,020.
Naimark, Sam. . . . .	Portland, Oreg. . . . .	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Nesmith, Mark T. . . . .	Boston, Mass . . . . .	Promoted to associate meteorologist at \$3,200 from junior meteorologist at \$2,400.

\* Temporary appointment.

<sup>1</sup> Includes allowance of \$240 for quarters.<sup>2</sup> Includes allowance of \$100 for quarters.

## Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Neumann, Oscar D. ....	Little Rock, Ark. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Oak, Wilbur W. ....	Cleveland, Ohio. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Prucha, Gilbert L. ....	Juneau, Alaska. ....	Reduced to junior meteorologist at \$2,200 from assistant meteorologist at \$2,600 <sup>2</sup> , without prejudice.
Quinn, Eugene H. ....	Pomona, Calif. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Sable, Edward. ....	Boston, Mass. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Smith, Mrs. Isabel. ....	Washington, D. C. ....	Appointed junior laborer (charwoman), Cu-2, at 50 cents per hour, wae.
Sunseri, Nino. ....	North Head, Wash. ....	Junior meteorologist, salary readjusted from \$2,000 to \$2,200, with allowance of \$240 for quarters, fuel, and light.
Swain, Tedrow R. ....	Houston, Tex. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Thompson, Miss Agnes Ruth.	Washington, D. C. ....	Appointed junior clerk, CAF-2, at \$1,440 by reinstatement to terminate not later than January 20, 1936.
Torrence, Everett W. ....	Port Arthur, Tex. ....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Vardy, Mrs. Sarah M. ....	Washington, D. C. ....	Appointed junior telephone operator and information clerk, CAF-2, at \$1,440 by reinstatement in the Government service.
Waters, Hugh H. ....	Richmond, Va. ....	Junior meteorologist at \$2,100, resigned; record, very good.
White, Mrs. Jessie M. ....	Washington, D. C. ....	Junior laborer (charwoman), Cu-2, at 50 cents per hour, wae, granted leave without pay beginning September 9, 1935; restored to duty October 16, 1935.
Williams, Harry H. ....	Little Rock, Ark. ....	Appointed junior observer at \$1,440.
Wise, Mrs. Eva P. ....	Washington, D. C. ....	Junior clerk-stenographer, CAF-2, at \$1,440, name changed on rolls from Miss Eva Powell.
Wood, Charles S. ....	Providence, R. I. ....	Assistant meteorologist at \$2,900, died October 30, 1935.

<sup>2</sup>Includes allowance of \$100 for quarters.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Becker, Jonathan O.....	North Head, Wash.....	Denver, Colo., assistant.
Hastings, Philip A.....	Lander, Wyo.....	Cheyenne, Wyo., assistant.
Hayward, Thomas B.....	Juneau, Alaska.....	Nome, Alaska, in charge.
King, Albert L.....	Memphis, Tenn.....	Yellowstone Park, Wyo., in charge.
Kirk, Joseph M.....	Boston, Mass.....	New Haven, Conn., in charge.
Klemetsmo, Arvid S.....	Cleveland, Ohio.....	Richmond, Va., assistant.
Lathrop, William T.....	Yellowstone Park, Wyo.	Escanaba, Mich., in charge.
Long, Walter P.....	South Washington, Va..	Washington, D. C., assistant.
Moore, Bernhard H.....	Brownsville, Tex.....	Lakeland, Fla., assistant.
Oak, Wilbur W.....	Cheyenne, Wyo.....	Cleveland, Ohio, assistant.
Prucha, Gilbert L.....	Nome, Alaska.....	Juneau, Alaska, assistant.
Stevlmgson, David J.....	Washington, D. C.....	South Washington, Va., assistant.
Sunseri, Nino.....	Roseburg, Oreg.....	North Head, Wash., in charge.
Wexler, Harry.....	Chicago, Ill.....	Washington, D. C., assistant.



*Chief of Bureau.*



# WEATHER BUREAU TOPICS AND PERSONNEL

NOVEMBER 1935

## 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**

### USE OF TAX-EXEMPTION CERTIFICATES

Attention is called to article entitled "Use of Tax-Exemption Certificates" in the May 1935 issue of TOPICS AND PERSONNEL, which states that, when making requests for authorization to travel by personally owned vehicle on an actual expense basis, the employee should state whether or not he is to be accompanied by a person other than an employee of the United States.

In a number of instances lately, employees transferred to another station, when contemplating travel by personally owned automobile, have failed to state whether or not any one is to accompany them. Consequently no Tax-Exemption Certificates were furnished, causing telegraphic expense and delay in transfers in several cases when it developed that certificates were required. It is obligatory that statement be made every time whether or not anyone is to accompany the traveler when it is planned to use personally owned automobile on an actual expense basis.

### OFFICIAL TRAVEL IN CANADA

The State Department has requested that it be advised in the future when officers of this Department proceed to Canada on official business, and that they be instructed promptly to establish contact with the American Legation in Ottawa and refer to that legation questions relating to any privilege or immunities to which they may be themselves entitled before taking independent action with the Canadian authorities.

Therefore, when officials of this Bureau contemplate traveling to points in Canada on official business, request should be made in time so that a letter can be prepared in advance to the Secretary of State for the signature of the Secretary of Agriculture, giving the name and designation of the official concerned and the point or points in Canada which will be visited.

AMENDMENT TO THE ADMINISTRATIVE REGULATIONS OF THE DEPARTMENT  
REGARDING APPEARANCE, FEES, AND EXPENSES OF DEPARTMENT EM-  
PLOYEES AS WITNESSES IN JUDICIAL PROCEEDINGS

Paragraph 688 of the Administrative Regulations of the Department is hereby amended to read as follows:

688. *Appearance, fees, and expenses of Department employees as witnesses in judicial proceedings.*—The cases involving appearance will be treated in the following groups:

(a) Employees testifying in cases arising within the Department or growing out of the violation of laws of a State or subdivision thereof in the enforcement of which employees of the Department have been authorized to assist, including laws with respect to migratory birds, livestock, the protection of fish and game, and the prevention and extinguishment of forest fires.

(b) Employees testifying for the United States in cases not arising within the Department.

(c) Cases between private parties or by some party other than the Federal Government where the employee is called upon solely because of and to testify in his official capacity or to produce official records or information.

(d) Cases between private parties where the employee's testimony has no official character, or in cases which a State is a party not covered by (a) above.

*Appearance.*—In cases (a) and (b), may be without subpoena; in case (c), there must be no appearance without subpoena; in case (d), the Department is not interested in the manner of appearance; in case (c), the employee subpoenaed should notify the Chief of Bureau by letter or telegram, stating the names of the parties litigant, the matter in suit, and the nature of the testimony the employee expects to give. Where, in case (c), the Chief of Bureau deems the production of records or the employee's proposed testimony prejudicial to the public interest, he should at once refer the case to the Solicitor of the Department, who will promptly advise whether the employee may be compelled to appear and testify. The term "Chief of Bureau" throughout this regulation will be construed to include regional foresters.

*Witness fees and expenses of travel and subsistence.*—The terms "fees" and "expenses" are distinct. The first means the amount allowed as pay for attendance; the second, the amount allowed to cover travel and subsistence.

In case (a), no fees are allowable. Expenses of travel and subsistence should be paid from the Department appropriations, as in case of official travel, unless a different arrangement has been made between the cooperating States and the Department.

In case (b), no fees are allowable. The expense account, prepared on a special form furnished by the United States marshal, should be presented to the United States marshal for payment.

In case (c), fees and expenses should be accepted, but all amounts so collected over and above the amount of actual and necessary expenses, a statement of which must be furnished the Chief of Bureau, must be turned into the Treasury as miscellaneous receipts.

In case (d), the Department is not concerned with fees or expenses. No account need be rendered.

*Leave.*—In cases (a), (b), and (c), no leave need be taken. The employee is regarded as on official duty.

In case (d), leave with pay; or, if such leave has been exhausted, leave without pay must be taken.

(Signed) H. A. WALLACE,  
Secretary.

## WEATHER BUREAU PROJECT ACCOUNTING

In order to permit of prompter audit of vouchers in the Central Office, it is requested that station officials follow more closely the instructions contained in paragraph (c) of the circular dated May 15, 1935, entitled "Weather Bureau Project Accounting". Failure to submit a project sheet with a voucher necessitates return of the voucher to station and results in a delay of a week or more in settlement. Incorrect preparation of the project sheet necessitates that the sheet be corrected at the Central Office or returned to station for correction. In either case, additional work and delay results.

Particular attention is invited to the following:

1. A project sheet is required for every voucher submitted, except when the amount is payable from the appropriation "Air Navigation Facilities" or from public works funds. It will be noted that the form carries no provision for distribution by projects under those appropriations.
2. The name of the State should be entered on the project sheet in the column headed "State or Territory", opposite the amount chargeable to each work project. If an amount under any particular work project is chargeable to more than one State, the amount for each State should be given on the form (rather than by footnote) if at all practicable; this may be accomplished by crowding several amounts in one line or by deletion of the designation of the work project just above or below the one to which the amounts are chargeable and use of several lines by bracketing. The number of men employed in each State should be shown in the column headed "Temporary" on project sheets covering substation pay rolls.
3. Amounts of substation wages are to be allocated in accordance with instructions given in paragraph (c) of the circular letter mentioned above, except that a correction is necessary in connection with Circular 8 on account of a later change in the paragraphing of that circular. The wording should be as follows:  
Circular 8 wages to the project "Hurricane and Storm Warning Service" (except paragraphs 4, 5, 8, and 10, which are chargeable to "General Forecast and Warning Service").
4. Amounts for telegraph, telephone, and radio tolls should be allocated in accordance with information given on Form 3057 and not by station percentages.
5. All amounts included on one voucher should be entered in the same column on the project sheet; e.g., if a voucher carries charges against Circular 1, paragraph I, and Circular 5, paragraph III, show both references in the column heading and combine the amounts chargeable to the various work projects.
6. The number of men on the "Monthly Report of Salary Allocation" should be given (in fractions—tenths—if necessary) for each specific work project conducted at a station, and the total should equal the total

number of men (in whole numbers) who worked at the station during the month; i. e., each man should be counted as a unit, even though he was employed at the station only a part of the month.

#### PAYMENTS DUE DECEASED SUBSTATION OBSERVERS

Station officials are requested to make prompt report to the Central Office *by letter* prior to submission of Form 4076 covering appointment of a new observer in case of death of a substation observer. If death occurs prior to the cashing of a check drawn in favor of a substation observer, the check should be returned to the Central Office with request that Standard Form No. 1055 be furnished. Standard Form No. 1055 should be completed to show not only amounts due and unpaid, but also those for which checks have been drawn and not cashed.

#### TAX-EXEMPTION CERTIFICATES

Standard Form Nos. 44, 45, and 1066, referred to in the article entitled as above on page 163 of the August 1935 number of this publication, have not been printed. Requisitions submitted by station officials cannot be filled until a supply of the forms is received at the Central Office.

If the forms are not received in the near future, it may be necessary to temporarily use the State gasoline tax-exemption forms, making necessary corrections thereon.

#### PURCHASE OF ARTICLES, MATERIALS, AND SUPPLIES OF FOREIGN OR DOMESTIC ORIGIN

Budget and Finance Circular, No. 2—Revised, dated October 18, 1935, which is self-explanatory has been mailed to all stations. This circular supersedes and consolidates P.B.A. Circulars Nos. 232 and 233 and B and F Circular No. 2. P.B.A. Circular No. 232 and B and F Circular No. 2 were not issued to the field stations. (See article in TOPICS AND PERSONNEL of May 1933, page 368.)

1. *Procedure when supplies, material, or equipment are wholly or substantially all from articles, materials, or supplies produced, mined, or manufactured in the United States.*—Station officials should proceed as at present in connection with the actual procurement under Purchase Orders, bids, circular authority, etc., but have placed on or attached to each voucher or certified bill a statement as to domestic origin, regardless of whether or not the certificate of origin has already been furnished in connection with the contract of purchase.

2. *Procedure when purchase is wholly or materially of foreign origin.*—Station officials should proceed as at present for all purchases based upon Purchase Orders or bids, but should advise the Central Office by letter of all pertinent information as outlined in Budget and Finance Circular, No. 2—Revised, for Central Office action and recommendation for acceptance of bid to the Department. Open-market purchases of goods of

foreign origin should not be made in the field without authority from the Central Office, except in case of emergency. In case of emergency, a certificate by the Secretary will be secured by the Central Office for attachment to the voucher upon receipt of necessary information from the field official.

**STIPULATIONS TO BE MADE A PART OF CONTRACTS FOR PURCHASE OF COAL  
AND OF CONTRACTS FOR PUBLIC WORK OR SERVICE**

The Real Estate Officer of the Department, under date of October 29, 1935, advises that the following provisions should be incorporated in all invitations to bid and specifications for the leasing of office, laboratory, warehouse, storage, or other space for the Department of Agriculture in connection with the Bituminous Coal Conservation Act of 1935:

In accordance with the provisions of section 14 (b) of the Bituminous Coal Conservation Act of 1935 (Public No. 402, 74th Cong., approved August 30, 1935), the lessor agrees that he will buy no bituminous coal to use on or in the carrying out of this lease from any producer except such producer be a member of the Bituminous Coal Code set out in accordance with section 4 of said act, as certified to by the National Bituminous Coal Commission.

The provision must be included in all leases prepared in the field, including short-form agreements for limited periods. In the event that a bidder or lessor refuses to signify his willingness to comply with the provision, the case should be referred to the Central Office for action. The provision must be used in all instances, whether or not the contractor uses bituminous coal in the performance of the contract.

Also, see article in TOPICS AND PERSONNEL for October 1935, page 186, relative to this subject.

The Central Office has also been informally advised by the Solicitor's Office of the Department in connection with the Procurement Division Circular Letter No. 123, dated October 2, 1935, relative to the Coal Conservation Act of August 30, 1935, particularly to that part having reference to purchasing a 30-day supply of bituminous coal until prices shall have been established—that *all purchases*, whether in the open market or under formal contract, must be made in accordance with the provisions of section 4 of said act. Therefore, no bituminous coal should be purchased from any dealer without ascertaining in advance that the coal has been produced at a mine where the producer has complied with all the provisions of the Bituminous Coal Code. A signed certificate to the effect that the coal has been produced at a mine where the producer has complied with the Bituminous Coal Code must accompany the voucher transmitted to the Central Office.

Furthermore, it should be noted that all bid specifications and informal agreements for any public work, service, supplies, material, or equipment must include the provision (second provision in italics; see TOPICS AND PERSONNEL for October 1935, page 186). Some bid specifications are now being received without reference to the provision. The

provision must be included in the specifications and informal agreements whether or not the contractor proposes to use bituminous coal in carrying out the proposed contract. In other words, the second provision in italics must be included in all specifications and informal agreements, regardless of the nature of the service, supplies, materials, or equipment desired.

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#### MONTHLY AND WEEKLY MEANS WORDS

Reference is made to circular letter, Division of Climate and Crop Weather, dated September 23, 1935, and to TOPICS AND PERSONNEL of September 1935, page 176. Attention is invited to the fact that the new method of preparing the monthly means words does not apply to weekly means. Several stations have been using the new method for weekly data, contrary to the provisions in TOPICS AND PERSONNEL, cited above.

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#### REQUESTS FROM SCHOOL CHILDREN FOR WEATHER MAPS

A number of text books used in schools for instruction in general science contain suggestions that pupils write to the Weather Bureau and ask to be listed to receive the Weather Map daily or request a Weather Map and sheet of information. The number of such requests at the Central Office is increasing and it now approximates 10,000 per annum. Numerous requests are also received at field stations.

While it is desirable that the Bureau be helpful in school instruction, so far as practicable, it is obviously impossible to send even a single copy to every pupil using the text books containing the notices. It is desired that the attention of authors and publishers be invited to the fact that the printing facilities of the Weather Bureau are inadequate to supply maps and other publications in the quantities that would be required to meet the demands arising from notices of this character. Field officials who have information as to titles, authors, and publishers of texts containing notices regarding the Weather Map are asked to inform the Central Office so that appropriate action may be taken to have the notices eliminated or modified. The notice, in each instance, should be quoted verbatim and the page number should be given with the title, author, and publisher of the book.

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#### ELEVATION OF FIRST- AND SECOND-ORDER AIRPORT AND INTERMEDIATE FIELD AIRWAY STATIONS

The circular entitled "Changes in Symbols for Publications and Records", dated November 25, 1935, is applicable to all stations established for airway service. That is, the *official elevation of the station* (H) will be the height of the ground above sea level at the station. The station elevation ( $H_b$ , i.e., the elevation above sea level adopted for a station as the basis to which all pressure observations at the station are correlated; see Circular F) will remain the same as hitherto at established stations unless or until changes are authorized.

In the future, for all newly opened stations established for airway service located near airports, the station elevation ( $H_b$ ) will be the elevation of the 8-foot plane above the most-used landing point of the field, provided that the difference between the *actual elevation* of the barometer and the elevation of the 8-foot plane does not exceed 50 feet. When this difference exceeds 50 feet, the station elevation ( $H_b$ ) will be made the same as the actual elevation of the barometer in order to avoid the error incident to large or variable removal corrections. In no case should the data " $H_b$ " and " $H$ " be omitted from Form 1058 rendered for the stations in question.

All general supervising airport stations are requested to forward to the Central Office, as soon as practicable, a list of the values: (1) The *official elevation of the station* ( $H$ ), (2) the *station elevation* ( $H_b$ ), (3) the *actual elevation of the barometer*, and (4) the *elevation of the 8-foot plane above the most-used landing point of the airport* (if any) for the airport, airway, and off-airway stations in their districts, giving explicitly in each case a description of the fixed reference point on the ground to which the elevation " $H$ " pertains. In the case of each of these four data the source of the information should be indicated and also whether the data are based on estimates, measurements, or surveys. Caution should be exercised to insure that the data submitted are correct.

Attention is recalled to paragraph 4 of the above-mentioned circular, as no funds are available for expenditures in this connection.

#### **EXTREME CARE NECESSARY IN CODING PRESSURE CHANGES IN SGL D&A REPORTS**

The barometric pressure tendency as coded in SGL D&A reports frequently is not in accord with other conditions shown on the Weather Map, which, on inquiry, proves usually to be due to an error on the part of the observer. Attention of observers is invited to the necessity for extreme caution in recording and coding amounts and characteristics of pressure changes.

#### **TOWNSEND THERMOMETER SUPPORTS**

As a result of measurements of widths of backs of thermometers made at the San Francisco office, it is found that some few backs narrower than the specified  $\frac{3}{8}$ -inch have been issued to stations. This condition has been traced to the fact that the groove was pressed in after the back had been formed, the operation drawing in the metal slightly. The San Francisco office has tried, with success, a method employed in the Instrument Division of crimping the jaws of supports slightly in an iron vise. This method is recommended for use at section centers, as may be necessary. In some cases it may be best for the supports to be recalled to the section center for this adjustment.

#### **FORM 4025**

Redition of Form 4025, "Number of Crop-Weather Bulletins Issued", is required of all stations issuing Form 1030, Climatological Data, Weekly

Weather and Crop Bulletins, and Weekly and Daily Corn and Wheat and Cotton Region Bulletins. Reference is made to TOPICS AND PERSONNEL of July 1935, page 157, in connection with the issuance of the above publications. Many stations are neglecting to render this form, necessitating reminders and thus entailing additional expenditure of time. If any station publishing one or more of the above-named bulletins did not receive a supply of Form 4025, a small quantity should be requested on the next forms requisition. Reference is particularly invited to the paragraph in TOPICS AND PERSONNEL cited above, as some stations are still rendering reports on the old-style form.

#### NEW FORM 1206

A new Form 1206 (card) is being printed and will be furnished to marine centers within the next 30 days. Immediately upon its receipt all of the old supply of blank Form 1206 on hand will be obsolete and must be destroyed. The new card forms will be used by station officials beginning with the report for January 1936.

#### EARTHQUAKE REPORTS

Requests are frequently received for the cards formerly used to report earthquakes. These cards have been discontinued for some time. Earthquake reports should be recorded on Form 5000.

#### AMENDMENT TO STATION REGULATIONS

Paragraph 97 of Station Regulations is hereby revised to read as follows:

97. *Vouchers covering services of assistants employed to relieve regular commissioned employees.*—Accounts covering amounts due emergency assistants employed under letters of authorization to relieve regular commissioned employees will be stated on separate forms, Forms 1013d and 1013e, and submitted monthly if the authorization covers several months or an entire fiscal year, or as soon as service is completed if the authorization is for a short period. The number of days employed and the rate per day must be given.

#### MAILING OF AMENDED PAGES OF STATION REGULATIONS

Amended pages of Station Regulations, numbers 9-R, 10-R, 21, 22-R, 29, 30-R, 35-R, 36-2R, 36a, 39-R, 40-R, 40a, 75-R, 76-R, 77-R, 78-R, 79-R, 80, 81, 82-R, 95, 96-R, 111, 112-R, 113-R, and 114-R, were mailed to all first-order and airport stations on December 3, 1935. Any station not receiving copies of each should notify the Central Office.

#### FEDERAL BUSINESS ASSOCIATIONS

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

Mr. H. G. Carter, Boise, reelected secretary and treasurer.

## DEATHS

Mr. Albert J. Davis, retired, died in Norfolk, Va., on November 16, 1935. A brief outline of Mr. Davis' services may be found in the November 1924 number of TOPICS AND PERSONNEL.

Mr. William E. Lockwood, retired, died at his home in Washington, D. C., on November 1, 1935. A brief outline of Mr. Lockwood's services may be found in the May 1935 number of TOPICS AND PERSONNEL.

## CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of November 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Adams, Lacy T. ....	Washington, D. C. ....	Relief watchman at \$3 per diem, wae., resigned; record, good.
Daily, John. ....	Providence, R. I. ....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Despain, Lawrence N. ....	Salt Lake City, Utah. ....	Appointed observer at \$1,980 by reinstatement.
DiLauro, Gean, Jr. ....	Philadelphia, Pa. ....	Minor observer at \$1,020, name changed on rolls from Gean W. G. DiLauro, Jr.
Eigenmann, Joseph J. ....	Cleveland, Ohio. ....	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Feldt, Benjamin F. ....	Williston, N. Dak. ....	Appointed minor observer at \$1,020; temporary appointment terminated.
Firestone, Timothy D. ....	Keokuk, Iowa. ....	Senior observer at \$2,100, granted leave without pay from noon, November 20, 1935, to termination of February 20, 1936.
Gardner, Carroll W. ....	Washington, D. C. ....	Appointed assistant messenger, Cu-2, at \$1,080.
Jones, Edward V.*. ....	Washington, D. C. ....	Appointed under mechanic (fireman), Cu-4, at \$1,320.
Landwehr, Miss Eleonora B.*	New Orleans, La. ....	Under operative (teletype) at \$1,260, appointment terminated; record, very good.
Long, Thomas L. ....	Columbia, S. C. ....	Junior observer at \$1,440, resigned; record, very good.
Manson, William E. ....	Winslow, Ariz. ....	Appointed junior observer at \$1,440.
Newton, Dix E. ....	Cincinnati, Ohio. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Norwood, Edmund P. ....	Phoenix, Ariz. ....	Appointed under observer at \$1,260; temporary appointment terminated.
Rusey, Lyle B. ....	Cincinnati, Ohio. ....	Promoted to observer at \$1,800 from assistant observer at \$1,620.

\* Temporary appointment.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Reed, Thomas R. ....	San Francisco, Calif. ....	Senior meteorologist at \$4,600, granted leave without pay from noon, October 22, 1935, to termination of January 22, 1936.
Robinette, Leslie C. ....	Shreveport, La. ....	Minor observer at \$1,020, resigned; record, excellent.
Sherouse, Ray T. ....	Lakeland, Fla. ....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Southwick, Thomas S. ...	Yellowstone Park, Wyo.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Weeks, Clarence E.* ....	Jacksonville, Fla. ....	Junior operator (teletype) at \$1,440, resigned; record, very good.

\* Temporary appointment.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Blanc, Milton L. ....	Jacksonville, Fla. ....	Lakeland, Fla., assistant.
Daily, John. ....	Cincinnati, Ohio. ....	Providence, R. I., in charge.
Eigenmann, Joseph J. ....	Springfield, Ill. ....	Cleveland, Ohio, assistant.
Hargis, Jewel K. ....	Memphis, Tenn. ....	Shreveport, La., assistant.
Johnson, Warren O. ....	Jacksonville, Fla. ....	Lakeland, Fla., assistant.
Lange, Emil T. ....	Mobile, Ala. ....	Wichita, Kans., assistant.
Milligan, James W. ....	Corpus Christi, Tex. ....	Jacksonville, Fla., assistant.
Pardue, Leonard G., Jr. ...	Key West, Fla. ....	Jacksonville, Fla., assistant.
Redus, Robert L. ....	Miami, Fla. ....	Tampa, Fla., assistant.
Rollins, Howard A. ....	Cleveland, Ohio. ....	Springfield, Ill., assistant.
Sherouse, Ray T. ....	Tampa, Fla. ....	Lakeland, Fla., assistant.
Southwick, Thomas S. ....	Houston, Tex. ....	Yellowstone Park, Wyo., assistant.
Williamson, Walter C. ...	Port Arthur, Tex. ....	Columbia, S. C., assistant.



# WEATHER BUREAU TOPICS AND PERSONNEL

DECEMBER 1935

## APPEARANCES IN COURT

Reference is made to the article in TOPICS AND PERSONNEL for November 1935, page 198, concerning the amendment of paragraph 688 of Administrative Regulations regarding appearances in court.

The amended paragraph was written for the guidance of the entire Department and, therefore, it was impracticable for the Weather Bureau, with its particular court-attendance requirements, to secure special exceptions or interpretations in the revision. However, it is understood that no change is necessary in the policy, practice, and procedure heretofore followed by Weather Bureau officials appearing in court with records when properly subpoenaed, in the customary routine local cases, and rendering the card form, "Report of Court Attendance", by mail. No telegrams need be sent to the Central Office except in cases of appearance out of town, with resulting absence from the station, or in some local case involving unusual circumstances.

## LECTURES BY DR. PETERSSSEN

During the month of January 1936 Dr. Sverre Petterssen, of the Norwegian meteorological service, in charge of one of the three forecast districts into which Norway is divided, is conducting a series of lectures and discussions at the Central Office on weather-map analysis and weather forecasting. A period is devoted each morning to a discussion of the current analyzed map, and a series of lectures on forecasting is being given in the afternoons.

Dr. Petterssen has made important progress toward bridging the gap between the analysis of the map and the making of forecasts. He has spent the past several months in this country with the Navy and the California Institute of Technology explaining the methods which he has developed.

The discussions at the Central Office are attended by one representative each from the Army and the Navy, in addition to selected Weather Bureau personnel; and representatives from the school of meteorology at the Massachusetts Institute of Technology will also attend. A summary of the work accomplished in this program will appear in a later issue of TOPICS AND PERSONNEL.

**CHANGE OF DESIGNATED BENEFICIARY**

A number of requests have been received at the Central Office for copies of Civil-service Form 2806-2, "Change of Beneficiary", under the Retirement Act. Attention is invited to TOPICS AND PERSONNEL, February 1935, page 101, in regard to retirement forms. The Civil Service Commission distributes this form direct to annuitants and employees, and request for copies should be made to the "Retirement and Service Record Division, U. S. Civil Service Commission, Washington, D. C." The Weather Bureau does not have this form in stock. It is requested that the Central Office be advised in all cases of the designation of or change in beneficiary of each employee, in harmony with paragraph 26 of revised Station Regulations.

**CHANGE IN ORGANIZATION OF DISTRICT FORECAST CENTERS**

It has long been the view of the Chief of Bureau that the service rendered the public by district forecast centers, in addition to the highly important forecasting work, is so comprehensive that the official in charge should be free to devote his time chiefly to administrative and other essential activities, including, as one of the most important, the obligation of maintaining contact with the public and with the leaders of the major interests served. It is believed highly desirable that such stations be so organized that the official in charge should not be required to take his regular turn in the exacting and oftentimes distracting work of making district forecasts. This is not to be interpreted as meaning that he should not engage in the forecasting work at all. In emergencies, and occasionally under other special conditions, he should have authority to take part in this work, but, for the most part, it is felt that the forecasting should be done by those who have not only demonstrated their special fitness for it but will be enabled to become specialists in this one line instead of engaging in it as an incidental part of many duties.

This policy was inaugurated at San Francisco a few months ago, and essentially is in operation at Jacksonville. It will be put into effect at New Orleans in connection with the assignment of Mr. Willard F. McDonald in charge of that station, succeeding Dr. Isaac M. Cline, announcement of which is contained in this issue. It will be applied to other district forecast centers as circumstances permit.

**MAILING FORECAST CARDS TO THE CENTRAL OFFICE**

It is requested that officials in charge of State section centers mail to the Central Office weekly a copy of the forecast card issued on Saturday from each card-distributing substation under their supervision.

Officials in charge of Weather Bureau Offices issuing forecast cards are requested to mail weekly files to the Central Office in accordance with the article in TOPICS AND PERSONNEL of August 1931, "Verification of Local Forecasts".

The cards should be mailed in an envelope marked "Forms for Forecast Division".

## CHANGES FOR CIRCULAR NO. 1—RADIO

The following corrections should be made in copies of Circular No. 1—Radio: In list of key letters, stations and locations appearing on pages 9 and 10 for Major Marine Bulletin broadcast from San Francisco, Calif. (via NPG), add "FB" (Fort Bragg, Calif.,  $39^{\circ} 28' N.$ ,  $123^{\circ} 48' W.$  between Eureka and Redding); "FI" (Southeast Farrallon Island, Calif.,  $37^{\circ} 40' N.$ ,  $123^{\circ} 00' W.$  between San Francisco and Fresno), and "NI" (San Nicholas Island, Calif.;  $33^{\circ} 15' N.$ ,  $123^{\circ} 48' W.$  between San Pedro and San Diego).

## FORWARDING OF PAY ROLLS TO REGIONAL DISBURSING OFFICES

In conformity with a policy adopted by the Department of Agriculture, pay rolls at stations located outside of the regional disbursing cities will not be certified and forwarded for payment prior to the last working day of the pay-roll period, notwithstanding any request for earlier submission which may be made by a disbursing officer.

## PURCHASE OF ARTICLES, MATERIALS, AND SUPPLIES OF FOREIGN ORIGIN

Attention of station officials is invited to instructions contained in the paragraph numbered 1 in the article under the above title on page 200 of the November 1935 number of this publication. The statement as to domestic origin of materials is required under decisions of the Comptroller General in connection with each and every voucher submitted, even though a certificate has already been furnished with the contract of purchase.

## CHANGE IN INSTRUCTIONS FOR TABULATING EXCESSIVE PRECIPITATION

Paragraph 200, "Instructions for Preparing Meteorological Forms", edition of 1936, has been amended as follows:

Beginning January 1, 1936, in tabulating excessive precipitation data from Form 1017 for storms in which the rate of fall equals or exceeds the limits shown in the two tables, the maximum amount for each period will be entered in the spaces provided for that purpose on page 14, Form 1001. No matter how brief the excessive duration, the maximum amount for each one of the 11 periods will be recorded. The hourly amounts of precipitation for the entire month should be recorded on page 14, Form 1001.

On page 9, Form 1001, edition of 1936, no entries will be made under the heading, "Excessive.—Accumulated depths during excessive rate for consecutive periods of time indicated below".

On Form 1014, edition of 1936, the entries under "Excessive" should be maximum amounts as indicated for the various periods on page 14, Form 1001. If the precipitation is below the excessive rate, no entries will be made. The headings should be changed accordingly.

As the 1936 edition of Form 1001 and Form 1014 were printed before the change in the method of tabulating excessive precipitation was made, it was deemed better to avoid additional expense by using these forms as first printed.

**DESIGNATION OF CHEYENNE AND BOSTON AIRPORTS AS OFFICIAL STATIONS FOR  
TELEGRAPHIC AND RECORD PURPOSES**

In accordance with the provisions of circular of February 3, 1934, beginning January 1, 1936, the airport stations at Cheyenne, Wyo., and Boston, Mass., will be designated official for record and telegraphic purposes. On and after that date all observations telegraphed from these stations will be airport data, and the records will be included in climatological publications.

**FORM 1144**

Form 1144 has been revised recently and mailed to field stations. The cardboard forms should be filled out completely and forwarded to the Central Office as promptly as practicable for all stations engaged in any type of aerological or airway work, whether manned by Department of Commerce personnel, cooperative observers, or Weather Bureau employees. In order to carry on the administrative work of the Central Office efficiently it is essential that these forms be filled out carefully and completely, and that they be kept up to date by reporting any changes on the paper form provided for this purpose. The responsibility for the accuracy of these forms rests on the supervising stations. New cardboard forms should be rendered on January 1 and July 1 of each year. However, station officials should not hesitate to render new cardboard forms between these dates whenever new stations are opened or changes at those already established become so numerous as to make it impracticable to correct the original cards.

**NEW ORLEANS FORECAST DISTRICT**

Mr. Willard F. McDonald, chief of the Marine Division at the Central Office, has been selected to take administrative charge of the New Orleans station, succeeding Dr. Isaac M. Cline, whose retirement is announced in this issue of TOPICS AND PERSONNEL.

Messrs. Ray A. Dyke and Welby R. Stevens will continue as forecasters for the district.

The station and property was formally turned over to Mr. McDonald by Dr. Cline at the end of the year, after which Mr. McDonald returned to the Central Office to complete some important work in the Marine Division. He will return to New Orleans on or about February 1, 1936.

**MONTHLY WEATHER REVIEW**

Dr. Edgar W. Woolard has been appointed Editor of the Monthly Weather Review, succeeding Dr. William J. Humphreys, whose retirement as meteorological physicist and appointment as collaborator is announced in this issue of TOPICS AND PERSONNEL.

The editorial work will be carried on by Dr. Woolard, in addition to his original investigations on the dynamics of the atmosphere and related studies in meteorological physics.

## FEDERAL BUSINESS ASSOCIATIONS

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

Mr. William E. Maughan, Helena, elected vice president.

Mr. John J. Murphy, Norfolk, elected chairman, executive committee.

## RETIREMENTS

## DR. ISAAC M. CLINE

Dr. Isaac M. Cline was retired at the termination of December 31, 1935, after a service of about 53½ years. He was born at Madisonville, Tenn., on October 13, 1861, and enlisted in the Signal Corps on July 7, 1882. After the usual period of instruction at Fort Myer, Va., he was transferred to Pittsburgh as assistant, serving as assistant also at Little Rock and Fort Smith, respectively. He later served as official in charge at Fort Concho (Tex.), Little Rock, Abilene, Galveston, and New Orleans, in the order named. His service at Galveston covered a period of about 12 years (1889-1901), and that at New Orleans 34 years (1902-1935) as district forecaster for the New Orleans district and section director for the State of Louisiana.

Dr. Cline's service is especially noteworthy in connection with his hurricane-warning and river and flood work. Among the outstanding incidents are his detail to Mexico City and other points in Mexico during the Spanish-American War (1898-99) for the purpose of establishing special meteorological stations in Mexico in connection with the hurricane-warning service of the U. S. Weather Bureau and arranging for the exchange of meteorological reports with the Mexican Meteorological Service; also, his services during the Galveston hurricane of September 8, 1900, in which connection he was officially commended for his "heroic devotion to duty", and the New Orleans hurricane of September 29, 1915. Among his more recent achievements was his splendid work during the great flood of 1927 throughout the Mississippi Valley, for which he was formally commended by the Secretaries of Agriculture and Commerce.

Dr. Cline is author of numerous meteorological papers, among them being those on "Relation of Climate and Weather Changes to Diseases and Deaths", "Relations of the Climatic Conditions of Texas to its Agricultural Interests", "Summer Hot Winds on the Great Plains", "Temperature Conditions at New Orleans as Influenced by Subsurface Drainage", "Relation of Changes in Storm Tides on the Coast of the Gulf of Mexico to the Center and Movement of Hurricanes", etc. His book on "Tropical Cyclones" is regarded as a valuable contribution to the literature on the subject.

He is a member of the American Meteorological Society, having served as president during 1934-35, the American Geophysical Union, and the New Orleans Academy of Science.

Dr. Cline received his A.B. and A.M. degrees from Hiwassee College

in 1882 and 1885, respectively, his M.D. degree from the University of Arkansas in 1885, and Ph.D. degree from Texas Christian University in 1896. In 1934 an honorary degree of D.Sc. was conferred upon him by Tulane University of Louisiana.

DR. WILLIAM J. HUMPHREYS

Dr. William J. Humphreys retired from active service as meteorological physicist at the termination of December 31, 1935, but, through a special type of appointment, continues his association with the Weather Bureau as collaborator, without compensation. This is an arrangement that is mutually pleasing and profitable to Dr. Humphreys and to the Weather Bureau.

Dr. Humphreys was born at Gap Mills, Monroe County, W. Va., on February 3, 1862. He entered the Weather Bureau July 1, 1905, as a meteorological physicist; from July 1, 1905, to June 30, 1908, he was supervising director of the Mount Weather (Va.) Observatory, and after that date served continuously at the Central Office in Washington. During the last 4 years he has been Editor of the Monthly Weather Review, in addition to carrying on his other work.

Dr. Humphreys obtained his training in physics at Washington and Lee University, the University of Virginia, and the Johns Hopkins University; at this last institution he studied under the eminent physicist, H. A. Rowland, and received the Ph.D. degree in 1897.

At the time he entered the Weather Bureau, Dr. Humphreys had already completed a number of important physical researches, especially in the field of spectroscopy, the most notable of which was his investigation of the pressure shifts of spectrum lines. With a training in physics that was exceptional among meteorologists, he was able to make numerous contributions that materially advanced our understanding of atmospheric phenomena. Particularly noteworthy was his success in finding, in 1909, the explanation of the existence and the principal characteristics of the stratosphere. A long list of papers, and several books, have come from his pen, and have established for him an international reputation. One of his most valuable services to meteorology was the publication of his unique treatise on the "Physics of the Air".

Dr. Humphreys is a member of the American Physical Society, American Association for the Advancement of Science, American Geophysical Union, American Meteorological Society, Optical Society of America, American Astronomical Society, Seismological Society of America, American Mathematical Society, Philosophical Society of Washington, Franklin Institute, American Academy of Arts and Sciences, and corresponding member of the Meteorological Society of Hungary. He has held numerous offices in many of these organizations and has been president of several of them.

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DEATH

Mr. Samuel L. Mosby, senior scientific aid at the Central Office, died December 12, 1935. He was born at Vienna, Mo., on May 1, 1867. Mr.

Mosby enlisted in the Signal Corps on November 1, 1887, serving as assistant at St. Louis, Cairo, Norfolk, New York, Washington, and Ithaca. At the time of his death he was in charge of the observatory at the Central Office, in which capacity he had served since August 19, 1918.

**CHANGES IN PERSONNEL**

The following, relative to changes in the personnel of the Weather Bureau during the month of December 1935, is published for the *exclusive* information of employees of the Weather Bureau:

*Appointments, promotions, reductions, etc.*

Name	Station	Remarks
Alilborn, Clair W.....	Medford, Oreg.....	Junior observer at \$1,500, resigned; record, very good.
Apperson, John G.....	Washington, D. C.....	Relief watchman (guard) at \$3 per day, wae., resigned; record, fair.
Camper, Clauda M.....	Washington, D. C.....	Appointed relief watchman (guard) at \$3 per day, wae., not to exceed \$45 a month.
Cline, Isaac M.....	New Orleans, La.....	Principal meteorologist at \$6,000, retired.
Dashiell, B. Francis.....	Washington, D. C.....	Senior scientific aid, SP-6, at \$2,100, granted leave without pay from November 4, 1935, to termination of February 3, 1936.
Davis, Vernor T.....	Medford, Oreg.....	Appointed assistant observer at \$1,620 by reinstatement.
Hagen, Norman R.....	Washington, D. C.....	Promoted to senior engineering draftsman, SP-6, at \$2,000 from scientific aid, SP-5, at \$1,860.
Heller, J. Roe.....	Washington, D. C.....	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,620.
Humphreys, William J..	Washington, D. C.....	Principal meteorologist, P-6, at \$5,800, retired.
Humphreys, William J..	Washington, D. C.....	Appointed collaborator, without compensation.
Kramer, Horace H., Jr..	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
Lane, Arthur A.....	Albany, N. Y.....	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Mosby, Samuel L.....	Washington, D. C.....	Senior scientific aid, SP-6, at \$2,400, died.
Otto, Miss Pauline J....	Washington, D. C.....	Assistant clerk-stenographer, CAF-3, at \$1,620, resigned; record, excellent.
Pettersen, Sverre*.....	Washington, D. C.....	Appointed principal meteorologist, P-6, at \$5,000.
Rabbitt, George G.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.

\*Indicates temporary appointment.

*Appointments, promotions, reductions, etc.—Continued*

Name	Station	Remarks
Schlosser, Lawrence.....	Washington, D. C.....	Senior engineering draftsman, SP-6, at \$2,200, resigned; record, excellent.
Seebode, Alvin F.....	Memphis, Tenn.....	Appointed junior observer at \$1,440 by reinstatement.
Serlin, Morton J.....	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080.
Shands, Alexander L....	Albany, N. Y.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Sprong, Clifford.....	Washington, D. C.....	Appointed senior mechanic, Cu-7, at \$1,860 by transfer from National Park Service.
Zoch, Richmond T.....	Washington, D. C.....	Principal scientific aid, SP-7, at \$2,300, resigned; record, excellent.

*Changes in assignments*

Name	Relieved from—	Assigned to—
Borders, George R.....	New Orleans, La.....	Cincinnati, Ohio., assistant.
Cochrane, Calvin W.....	Albany, N. Y.....	Chicago, Ill., assistant.
Haber, David.....	Murfreesboro, Tenn.... (Nashville.)	Knoxville, Tenn., assistant.
Hastings, Norman R....	Pensacola, Fla.....	New Haven, Conn., assistant.
Rosenthal, Joseph R....	New Haven, Conn.....	Washington, D. C., assistant.
Sharpton, Richard L....	Knoxville, Tenn.....	Murfreesboro, Tenn., assistant. (Nashville.)

*W. D. R. Suggs*