

WEATHER BUREAU TOPICS (AND PERSONNEL) 1934-1937

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(WB-2-20-89-500)

WEATHER BUREAU TOPICS AND PERSONNEL

JANUARY 1937

REPORT OF SPECIAL COMMITTEE ON ADMINISTRATIVE MANAGEMENT

The following is a memorandum received from the Secretary, Department of Agriculture, for the information of all Bureau chiefs and heads of offices:

The President has just transmitted to Congress a message to which is attached a report of the Special Committee on Administrative Management. This report is a tremendous achievement of the most fundamental importance.

This whole subject is, of course, of special interest to Government employees. From messenger to department head, everyone has at one time or another conceived some pet plan for reorganizing the Government, usually without damage to his own interests. Consequently, it is not to be expected that the President's Special Committee on Administrative Management has incorporated in its report all the long-cherished notions of all Government employees.

Those of us in the Department of Agriculture are part of the Executive branch of the United States Government. So far as Congress is concerned, or so far as the public is concerned, the Chief Executive has done our speaking for us in the message and report above mentioned.

I assume that it is clearly understood, but I wish to emphasize necessity of clear understanding by everyone in the Department that there should not be on any front or in any way any contribution to outside agitation concerning this report.

EFFECTIVE DATE OF PROMOTION

The Comptroller General has ruled in effect that a promotion in connection with a change in duty must coincide with the date on which the employee concerned assumes his new duties. There have been a number of cases of transfer where it was necessary to issue a new appointment paper notifying the employee concerned of change in the effective date of promotion to coincide with delayed arrival at the new post of duty. There have also been several cases of suspension of salary when the employees promoted did not report at their new post of duty until after the effective date of promotion. In such cases they were required to make refund of the salary overpayment.

It is urged, therefore, that when an employee has been advised of his proposed transfer to another station, with promotion, that he make every reasonable effort to report for duty at the new station not later than the date on which he is informed by the Central Office that his promotion will be made effective. It is realized, of course, that this may not always be possible. In such cases the Central Office should be promptly advised as to the probable date of arrival.

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National Oceanic and Atmospheric Administration Weather Bureau Topics and Personnel

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AUTHORITY FOR EMPLOYEES TO ACCOMPANY AIRPLANE OBSERVATION PILOTS

It is occasionally desirable for Weather Bureau employees to accompany the pilots making airplane-observation flights in order to instruct them in regard to the various meteorological observations and notes required of the pilots. Therefore, in order to cover claims for compensation which may arise, due to an accident, action is being taken to issue formal authorization to Weather Bureau stations where airplane observations are made.

It is desired to state in this connection, however, that neither Army pilots nor contract pilots are required to carry Weather Bureau employees when making airplane-observation flights. Formal authorization will be issued to cover officials in charge and their assistants in making airplane-observation flights whenever it is deemed advisable to do so, and provided it is agreeable to the contractor and pilot or Army authorities. Such flights will be made without expense to the Weather Bureau for transportation of its employees.

The above will apply to those stations where airplane observations are made by the Army as well as those where they are made under contract with the Weather Bureau.

VOUCHERING SERVICE UNDER PUBLIC-UTILITY CONTRACTS

The Comptroller General recently ruled that when the certification on vouchers or bills for telephone rent is worded as follows: "I certify that the above bill is correct and just; that payment therefor has not been received; that the rates charged were in effect at the time the services were rendered, and that they are not higher than those charged the general public for similar services", the certificate to the effect that there has been no change in rates to the public, generally, since the last prior payment under the contract will not be required when service is performed under a contract covering an indefinite period. However, the ruling is based on the assumption that the telephone companies will in all cases give prompt notification, by letter in duplicate, as to any duly authorized change in rates as outlined in paragraph 5 of the instructions on the reverse side of Standard Form No. 40, "Contract for Telephone Service".

The article under the above title on page 244 of the May 1936 number of TOPICS AND PERSONNEL is amended accordingly. Since no mention is made of other public-utility services, such as gas, electricity, water, etc., each voucher (or bill) covering an expenditure for such services must bear the statement that there has been no change in rates to the public, generally, since the last prior payment under the contract—if the service is furnished under a contract covering an indefinite period.

PURCHASES OF HYDROGEN GAS IN ZONES 1 AND 2

The Central Office is in receipt of a notification to the effect that, effective with January 1, 1937, the Compressed Industrial Gases, Inc.,

liquidated the following-named companies and on that date became an operating company:

- Burdett Oxygen & Hydrogen Company of Chicago.
- Burdett Oxygen & Hydrogen Company of Pittsburgh.
- Burdett Oxygen Company of Chattanooga.
- Burdett Oxygen Company (Oklahoma).
- Butler Gas Products Company.
- Mo.-Ark. Oxygen Company, Fort Smith, Ark.
- Wisconsin Oxygen-Hydrogen Company, Kenosha, Wis.

Vouchers formerly drawn in favor of the above-named companies will, therefore, hereafter be prepared in the name of Compressed Industrial Gases, Inc. Payments will be made to the Burdett Oxygen Company at Norristown, Pa., as heretofore.

CIRCULAR LETTER

Circular letter of Chief, Administrative Division, dated January 18, 1937, relative to Motor Carriers' Act, 1935, Tax Data Applicable to Bids and Tax Exemption Certificates, was mailed to all regular and airports stations on January 22, 1937. Any station not receiving a copy should notify the Central Office.

CHANGE IN TELEGRAPHIC DESIGNATION

Effective February 21, 1937, the designation of the 6-hourly observation station at Fort Peck, Mont., will be changed from "Glasgow" to "Peck". The city of Glasgow is 20 miles from Fort Peck, the place at which the observations are made.

DISCONTINUANCE OF SPECIAL CROP-SERVICE REPORTS

A number of new 6-hourly airway stations now filing 7:30 a. m. and 7:30 p. m., E. S. T., SGL D&A reports are located at or near places from which special reports are telegraphed for the corn and wheat, cotton, sugar, or rice region services.

It will be advantageous and economical to furnish the data through the SGL D&A system instead of by special telegrams. It is requested that crop-bulletin centers examine the list of new stations published in this issue of TOPICS AND PERSONNEL and advise the Central Office about March 15, 1937, what a. m. reports may be supplied through the SGL D&A system.

TEMPORARY ABANDONMENT OF SOUNDING-BALLOON PROJECT

The cooperative project undertaken by the Weather Bureau and the Massachusetts Institute of Technology for releasing sounding balloons, with Jaumotte meteorographs, from Vicksburg, Miss., Maxwell Field (Montgomery), Ala., and Augusta, Ga., during the passage of an energetic extratropical cyclone, has been abandoned for the present. The meteorographs are being called in. It is planned to establish sounding-

balloon equipment at several southern stations early next summer for release of the balloons during the passage of a hurricane. This contemplated plan is similar to that undertaken last summer when occasion did not arise for releasing the balloons (see issues of TOPICS AND PERSONNEL for August 1936, pp. 286-288, and October 1936, p. 303).

ADDITIONAL REPORTS IN SGL D&A SYSTEM

Effective on January 15, 1937, arrangements were made for adding 7:30 a. m. and 7:30 p. m., E. S. T., observations taken at 81 newly established 6-hourly observation stations to the SGL D&A system for distribution. Not all of the 81 stations were in readiness on January 15, but they were added as rapidly as practicable. Names of stations, arranged according to their telegraphic designations, are as follows:

Aberdeen (S. Dak.)	Laredo (Tex.)
Alester (McAlester, Okla.)	Lewistown (Mont.)
Alger (Ohio)	Leesville (La.)
Alpine (Tex.)	Louisiana (Lake Charles, La.)
Ayr (Mount Ayr, Iowa)	Lubbock (Tex.)
Bangor (Maine)	Macrae (McRae, Ga.)
Batesville (Ark.)	Minot (N. Dak.)
Bemid (Bemidji, Minn.)	Mitchell (Mount Mitchell, N. C.)
Brady (Tex.)	Mobridge (S. Dak.)
Burwell (Nebr.)	Mogollon (N. Mex.)
Canyon (Grand Canyon, Ariz.)	Monroe (Monroeville, Ala.)
Carriz (Carrizozo, N. Mex.)	Montfalls (Great Falls, Mont.)
Casper (Wyo.)	Monticello (Ark.)
Chadron (Nebr.)	Moran (Kans.)
Clayton (N. Mex.)	Navasota (Tex.)
Clinton (Mo.)	Newcastle (Wyo.)
Crown (Crownpoint, N. Mex.)	Norka (Akron, Colo.)
Cutbank (Mont.)	Paris (Tenn.)
Dakota (Sioux Falls, S. Dak.)	Parkfalls (Wis.)
Delta (Utah)	Peck (Fort Peck, Mont.)*
Dothan (Ala.)	Phillip (Phillipsburg, Kans.)
Dubois (Idaho)	Pierre (S. Dak.)
Duchesne (Utah)	Placid (Lake Placid, N. Y.)
Elkcity (Okla.)	Ponca (Ponca City, Okla.)
Ellis (Kans.)	Prescott (Ariz.)
Engle (N. Mex.)	River (Green River, Utah)
Flattop (W. Va.)	Rolla (Mo.)
Fieldspring (Springfield, Minn.)	Salisbury (Md.)
Fordrum (Rumford, Maine)	Salmon (Idaho)
Frostburg (Md.)	Stearns (Ky.)
Garr (Garrison, N. Dak.)	Texfalls (Wichita Falls, Tex.)
Glendive (Mont.)	Trinidad (Colo.)
Hampshire (Mount Washington, N. H.)	Urbanna (Va.)
Harbor (Harbor Beach, Mich.)	Villegreen (Greenville, N. C.)
Hinckley (Minn.)	Watertown (S. Dak.)
Houghton (Mich.)	Wausau (Wis.)
Indiana (Washington, Ind.)	Westplains (Mo.)
Iowa (Iowa Falls, Iowa)	Westvir (Charleston, W. Va.)
Junction (White River Junction, Vt.)	Whitehall (N. Y.)
Knapp (Knapp Creek, N. Y.)	Winchester (Ky.)
Lamar (Colo.)	

*Formerly Glasgow.

RECORDING AND PUBLISHING FOG DATA

In the new Form 1083 fog is entered under the designations "light", "moderate", and "dense", while all other forms and publications (Forms 1001, 1030, etc.) carry headings for light and dense fog only.

Until the necessary changes in printed forms can be made, moderate fog will be considered as light fog and will be entered on climatological records and carried in climatological publications as such, with a proper notation.

CORRESPONDENCE WITH BUFFALO AIRPORT STATION

The official in charge at the Weather Bureau Airport Station, Buffalo, N. Y., has been authorized, effective January 28, 1937, to address and forward all correspondence originating at that station direct to the Central Office, or other addressee concerned. Replies, original letters, instructions, etc., from the Central Office will be sent direct to the Buffalo Airport Station. Copies of all letters, either to or from the Buffalo Airport, will be sent to the Buffalo city office.

AMENDMENT TO WEATHER CODE

Paragraph 30 of the Weather Code (Revised), 1936, is amended by inserting on page 7, after the provision for reporting thick dust, the following line: "Blowing or drifting snow (visibility less than 1 mile), 'Drifting'".

PRIOR INFORMATION CONCERNING INSPECTION OF SUBSTATIONS

In connection with the matter of inspecting cooperative stations, it is always desirable that section directors have full information as to the exact location of stations, facilities for reaching the same from railway stations when travel is by public conveyance, and other details that will facilitate inspection and form a basis for estimating expenses in connection with inspection work. It has come to our attention that the official in charge at San Francisco contacts cooperative observers in advance of a contemplated inspection so that all needed information with regard to these matters may be had before starting on an inspection trip. Following is copy used in a mimeographed letter for that purpose, given for the information of other section directors who may find this method advantageous:

It is planned to have a climatologist from the section center visit your station within the next few weeks. In order to make an estimate of cost of the journey and to prevent loss of time in reaching your place, it would be considered a great favor if you would answer the questions at the bottom of this letter and return it to this office in the inclosed envelope. Any additional information that might be helpful in this matter would also be appreciated.

1. What railroad line or public bus or stage line passes nearest to your cooperative station?
2. How far from, and in what direction from its nearest stage stop or railroad depot, is your station?
3. Will it be possible to hire an automobile from this stop or depot to your station, if needed?
4. What will be the probable cost to passenger for the hire of an automobile?

RECHECKING FORMS 1005 AND 1009

In view of the necessity of making some changes in the allocation of Forms 1005 and 1009 for rechecking after these have been summarized for publication at the section centers, it is requested that station officials who can conveniently arrange to cooperate in this work advise the Division of Climate and Crop Weather. Such cooperation will be very much appreciated, as it will relieve several stations of a part of the considerable amount of this work that has been carried for a long period. The time required for one set of monthly forms will be about 10 to 15 hours.

SURPLUS PROPERTY REPORTS

It is noted that station officials are filing lists of surplus property with Form 2034, "Report of Weather Bureau Property". The reports are, as a general rule, in proper form, showing condition, description, estimated value, and recommendation as to transfer or disposal. However, it is noticed that a number of stations have made the description entirely too brief. No sizes are given nor sufficiently detailed description to effect a transfer elsewhere without carrying on additional correspondence. Also, many items are reported as being in poor condition, not worth cost of repairs, without sales value, and no recommendation is made as to disposal. In these cases no action can be taken by the Central Office until a formal request for authority to destroy or drop such property is received from the station.

SOFTENING PRINTING INK

Where it is found that the printing ink contains too much "drier", it is suggested that one-half ounce of petrolatum be thoroughly mixed with each pound of ink. It is, however, important that care be taken not to use too much of the reducer. If the ink is softened beyond the proper consistency there will be the attendant difficulty of offsetting on the printed sheets.

PREPARATION OF STORES REQUISITIONS

In order to facilitate the tabulating of Stores Requisitions at the Central Office, particularly semiannual requisitions, and other special requisitions of one or more pages, it is requested that hereafter all items be listed in alphabetical order, following the arrangement shown on the list of stock supplies, copy of which was furnished all stations in March 1935.

DECLARING VALUE OF EXPRESS SHIPMENTS

The attention of all station officials is called to articles in TOPICS AND PERSONNEL for March 1926 and December 1932. The last sentence in the article of December 1932 should read: "When the cost exceeds \$50 the consignor must sign below the value indicated."

AMENDMENTS TO DEPARTMENTAL REGULATIONS

Copies of paragraphs 3347, 3348, and 3349, amendments to the Regulations of the U. S. Department of Agriculture, were mailed to all regular and airport stations on January 21, 1937. Any station not receiving copies of each should notify the Central Office.

REQUISITIONS FOR RUBBER STAMPS

Paragraph 112, Station Regulations, is hereby amended to include the following instructions:

The purchase of rubber stamps must be effected through the Central Office, and no local purchases may be made except under exceptional circumstances. In each such case the voucher must be accompanied by a statement (in duplicate) setting forth the necessity for purchase in the field.

RETIREMENTS

Mr. William H. Alexander, official in charge of the Columbus, Ohio, station, was retired at the termination of January 31, 1937. He was born in Hunt County, Tex., on January 10, 1867. Mr. Alexander entered the Weather Bureau service on July 20, 1898, serving as assistant at Galveston until March 31, 1899, when he was placed in charge of Basseterre, St. Kitts, West Indies, remaining there until April 10, 1901. On this date he was transferred to San Juan, P. R., and later to Galveston, where he served as assistant until March 10, 1905. In March 1905 he was made official in charge at Taylor (Tex.), and subsequently served in that capacity at Burlington, Baltimore, Cleveland, and Columbus, respectively. He remained in charge of the last-named station for 21 years, from February 4, 1916, to the time of retirement. In addition to administrative Weather Bureau duties, Mr. Alexander has made numerous contributions to meteorology and climatology, including a comprehensive work entitled "A Climatological History of Ohio", published by the Engineering Department of Ohio State University. He also held membership in many scientific organizations, and is past president and now secretary of the Ohio Academy of Science.

Mr. C. Grant Bigham, senior clerk in the Central Office was retired at the termination of January 31, 1937. He was born at Fairfield, Pa., on October 7, 1868. Mr. Bigham's service in the Bureau began as assistant at Nashville, Tenn., on June 27, 1901, at which place he remained until June 12, 1903, when he was assigned to a clerical position in the Central Office. Since then he has served in various divisions of the Bureau, and at the time of his retirement was employed in the Stations and Accounts Section.

DEATHS

Mr. Albert Ashenberger, who was retired April 30, 1931, died on the night of January 28, 1937, at Mobile, Ala. A notice of his retirement

and a brief outline of his service will be found in TOPICS AND PERSONNEL of January 1932.

Mr. McLin S. Collom, official in charge of the Evansville, Ind., station, died January 24, 1937. He was born at Paris, Ill., on February 28, 1880. Mr. Collom entered the service as messenger at Houghton, Mich., on July 25, 1900, and served in that capacity until April 12, 1902. He reentered the service on January 12, 1907, as assistant observer at Vicksburg, Miss., and later served at Little Rock, Denver, Wagon Wheel Gap, Lander, and Evansville. His death, which occurred in line of duty in connection with his strenuous activities during the disastrous flood of this month, is a distinct loss to this Bureau, which he served faithfully for more than 31 years.

Mr. Lewis M. Pindell, who was retired December 31, 1930, died at his home in Chattanooga, Tenn., on January 6, 1937. A notice of his retirement and an outline of his service at various Weather Bureau stations will be found in TOPICS AND PERSONNEL of November 1930.

Mr. William A. Shaw, who was retired on July 31, 1934, died January 14, 1937, in Burlington, Vt. A brief outline of Mr. Shaw's service in the Bureau will be found in the July 1934 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 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Alexander, William H...	Columbus, Ohio.....	Senior meteorologist at \$4,600, retired.
Beers, Paul D.....	Kylertown, Pa.....	Appointed junior observer at \$1,440.
Bigham, C. Grant.....	Washington, D. C.....	Senior clerk, CAF-5, at \$2,300, retired.
Bruegger, Erwin K.....	Medford, Oreg.....	Junior observer at \$1,440, promotional appointment terminated; record, unsatisfactory.
Carney, Cecil E.....	Memphis, Tenn.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Catiller, Frederick L.....	Cincinnati, Ohio.....	Appointed minor observer at \$1,020.
Christensen, Arthur H...	Cheyenne, Wyo..... (Airport)	Assistant meteorologist at \$2,600, died December 28, 1936.
Collom, McLin S.....	Evansville, Ind.....	Assistant meteorologist at \$3,000, died January 24, 1937.
Divver, Paul J.....	Boston, Mass..... (Airport)	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Fahrmeier, Vennus F....	Dayton, Ohio.....	Junior observer at \$1,440, resigned; record, fair.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Fisher, John C.....	Columbus, Ohio.....	Promoted to senior meteorologist at \$4,600 from meteorologist at \$3,800.
Floreen, Harold T.....	Cheyenne, Wyo.....	Assistant observer at \$1,620, name changed on rolls from Harold Floreen.
Fuller, John W., Jr.....	San Diego, Calif.....	Junior observer at \$1,440, name changed on rolls from John W. Fuller.
Geren, Harry O.....	Ithaca, N. Y.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Grantham, William P....	Topeka, Kans.....	Appointed junior observer at \$1,440, by transfer from Soil Conservation Service.
Hall, Bertram E.....	Valentine, Nebr.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Hilworth, Jerry T.*.....	El Paso, Tex.....	Appointed minor observer at \$1,020, pending certification of eligibles.
Hughes, John C.....	Baltimore, Md.....	Junior observer at \$1,440, resigned; record, very good.
Jennings, Arthur H.....	Lansing, Mich.....	Assistant observer at \$1,620, leave without pay extended to termination of April 5, 1937.
Kelleher, John E.*.....	Parkersburg, W. Va....	Appointed minor observer at \$1,020, pending certification of eligibles.
Keough, Robert S.*.....	Boston, Mass.....	Appointed minor observer at \$1,020, pending certification of eligibles.
McDaniel, Wayne A.....	Des Moines, Iowa.....	Promoted to observer at \$1,860 from observer at \$1,800.
Maldonado, Americo....	San Juan, P. R.....	Observer, salary readjusted from \$1,800 (cash salary) to \$1,800 ¹ , to allow for quarters, fuel, and light.
Mell, Herbert H.....	Kylertown, Pa.....	Minor observer at \$1,020, leave without pay extended to termination of April 5, 1937.
Northington, Isaac J....	Washington, D. C.....	Assistant messenger, Cu-2, at \$1,080, name changed on rolls from I. J. Northington.
Overbay, Charles L.....	San Antonio, Tex.....	Appointed under observer at \$1,260.
Phillips, Glen H.....	Pueblo, Colo.....	Promoted to assistant meteorologist at \$2,600 from senior observer at \$2,000.
Raven, Charlie J.....	Corpus Christi, Tex....	Observer at \$1,800, name changed on rolls from Charlie Raven.
Reynolds, Clarence R....	Dayton, Ohio.....	Appointed junior observer at \$1,440.
Schilder, Gerald P.....	Pittsburgh, Pa.....	Probational appointment as junior observer at \$1,440, revoked.

*Indicates temporary appointment.

¹Includes allowance of \$120 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Seebode, Alvin F.....	Memphis, Tenn.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Seppeler, Melvin.....	Toledo, Ohio.....	Minor observer at \$1,020, resigned; record, good.
Swank, Laurance F.....	Topeka, Kans.....	Junior observer at \$1,440, resigned; record, fair.
Tovey, ^{Wyatt} Paul D.....	Seattle, Wash.....	Appointed junior observer at \$1,440.
Tyler, James L.....	Vicksburg, Miss.....	Appointed minor observer at \$1,020; temporary appointment terminated.
Vickers, Miss Rose M....	Washington, D. C.....	Assistant librarian, SP-5, at \$1,800, name changed on rolls from Miss Rose Vickers.
Weaver, Charles H.*....	Cincinnati, Ohio.....	Minor observer at \$1,020, temporary appointment terminated; record, good.
Wells, Dana C., Jr.....	Boston, Mass.....	Junior observer at \$1,440, probational appointment terminated; record, unsatisfactory.
Woollum, Clarence A....	Nashville, Tenn..... (Murfreesboro)	Appointed junior observer at \$1,440.

* Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Fisher, John C.....	Ithaca, N. Y.....	Columbus, Ohio, in charge.
Geren, Harry O.....	Trenton, N. J.....	Ithaca, N. Y., in charge.
Watson, Clarence E.....	Seattle, Wash.....	Medford, Oreg. (Airport), assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

FEBRUARY 1937

FILING TIME OF SGL D&A OBSERVATIONS

Station officials are advised that the Western Union Telegraph Company furnishes each month a tabulation giving the dates on which SGL D&A observations were filed late. These instances will be referred to officials in charge of stations concerned for a report as to the cause of the late filings and the employees responsible therefor. Strict observance of instructions regarding the filing of observations is essential to the efficient operation of the SGL D&A system, and this fact cannot be too strongly impressed on station employees.

Officials in charge of stations which now file SGL D&A observations at 7:40, 7:50, or 8:00 a. m. and p. m., E. S. T., for immediate transmission are informed that there is no objection to filing observations after 7:30 o'clock and before the times specified, provided it is clearly understood by the telegraph operator that the report will not be sent until the authorized transmission time (7:40, 7:50, or 8:00 a. m. and p. m., E. S. T., as the case may be).

TYPEWRITING SPEED

It now appears that there will be opportunity during the next fiscal year for employees in the subprofessional grades (minor observer, under observer, junior observer, assistant observer, and observer), who have or can attain a satisfactory typewriting speed, to obtain a preferment status for advancement. Employees with such qualifications will be needed particularly at stations preparing bulletins and tabular data, or operating teletype machines at city offices and airport stations. Ability to typewrite at a satisfactory speed, using the touch system, is particularly desirable and will attract special attention in considering employees for new positions.

Officials in charge of all stations are now advised concerning this situation so that they can encourage employees in these grades at their stations to obtain additional training or practice in typewriting between now and June 15, 1937.

In order that the Central Office may have information concerning the typing ability and speed of all employees of the grade of observer, or lower, officials in charge of stations are requested to mail to the Central Office on June 15, 1937, a list of the typing speed, in words per minute, of everyone in these grades at their stations, as of that date, together with information as to whether or not the employee uses the touch system.

REPORTS TO BUREAU OF INTERNAL REVENUE

Under instructions issued by the Department of Agriculture and the Bureau of Internal Revenue, reports have been made on Internal Revenue Form 1099 for all employees to whom salary payments and allowances were made during the last calendar year of \$1,000 or more in a single status, and \$2,500 or more in a married status. Instructions furnished this office by the Department were to the effect that if the marital status of the employee changed during the taxable year the payee would be considered a single person for the purpose of filing a return of information on Form 1099, and was so reported. These forms have been transmitted to the Internal Revenue Bureau, through the Department, and carbon copies mailed to the stations concerned for each employee so reported.

CHIEF OF RIVER AND FLOOD DIVISION

Mr. Merrill Bernard has been appointed to succeed Mr. Montrose W. Hayes, deceased, as Chief of the River and Flood Division of the Central Office, effective March 5, 1937. Mr. Bernard comes to the Bureau highly recommended by outstanding members of the engineering profession as eminently qualified for this position. He has conducted important researches on rainfall, run-off, and stream-flow, and is the author of a number of reports and papers on these subjects, some of which have been published in the Proceedings of the American Society of Civil Engineers. Mr. Bernard has had long experience in hydrologic work in private practice as well as in the Government service. The latter includes employment with the U. S. Geological Survey, Department of the Interior, and the Soil Conservation Service, Department of Agriculture.

USE OF CREDIT OR COURTESY CARDS

The attention of employees purchasing gasoline and lubricating oil in connection with Government-owned automobiles while used on official business is invited to the following summarization of a decision (A-80062, dated December 5, 1936) of the Acting Comptroller General:

Under Government contracts, gasoline and oil for use in Government-owned automobiles may now be obtained on credit or courtesy cards. However, the fact that credit-card purchases may be made from several sources, such as the contractor, his agents, service stations, or so-called "chain stores" that have been leased to others in order to avoid the payment of the chain-store sales tax, appears to raise three questions in the mind of the Acting Comptroller General which are set forth hereunder and answered in the affirmative or negative, as indicated.

1. Where an oil company has contracted to furnish the Bureau gasoline and oil at its service stations throughout a State or area for a certain period of time and then, by reason of a State chain-store tax, or otherwise, has leased part or all of such service stations to individual dealers, may payment legally be made to the parent company, or contractor, for gasoline and oil furnished by such dealers on credit cards issued by the contractor? *Yes.*

2. If, under such circumstances, the contractor makes no arrangements with the individual dealers at such leased stations to furnish gasoline and oil under the terms of the contract, is the contractor liable for any excess cost of gasoline and oil otherwise procured? *No.*

3. Where the Bureau has no such contract for a certain State, or the contractor for that State has leased its stations to individual dealers without arrangements for such dealers to supply the gasoline and oil required, may the Bureau purchase gasoline and oil under Department of the Interior contracts for similar service in that State? *Yes.*

The Acting Comptroller General concludes the decision by stating * * * that the practice of employees obtaining gasoline and oil on credit or courtesy cards under Government contracts is not wholly free from objection. It is realized that such procedure is of great convenience and practicability, particularly where the duty of employees requires them to spend much time in traveling about the country by Government-owned automobiles. But the practice is so obviously open to grave abuse, especially if such cards are widely issued, that it scarcely need be stated that such practice should have the closest administrative supervision. Any evidence throughout the Government service of the abuse of such credit or courtesy-card privilege may require a discontinuance of the practice.

In view of the foregoing, station officials will be held responsible for a strict administrative supervision of the use of credit or courtesy cards whenever such use is warranted in the interest of the service.

INTERPRETATION OF PARAGRAPH 8(b) OF TRAVEL REGULATIONS

The Comptroller General recently gave the following interpretation of paragraph 8(b) of the Standardized Government Travel Regulations in connection with expenses of transportation between place of abode and an airport *while in a travel status*:

Whether the travel of employees of the Interstate Commerce Commission between place of abode and airports at which engaged in the performance of temporary duty is, because of the distance involved, an expense incident to subsistence or transportation is for determination upon the facts in each case, but a reasonable application of paragraph 8(b) of the Standardized Government Travel Regulations to such cases would require that such travel be considered incidental to subsistence where regular airport employees who live in the nearest city usually provide for their own transportation between place of duty and place of abode.

The Comptroller General emphasized that determination in each case must be controlled by the particular facts therein involved and that, therefore, each voucher in which claim is made for transportation between place of abode and place of duty at an airport must be accompanied by a statement to the effect that meals and lodging could not be obtained at the airport and, in addition, that workers at the airport who live in the nearest city are not usually required to provide their own transportation between the airport and the city.

AMENDMENTS TO LETTERS OF AUTHORITY

The number of requests for amendments to letters of authority for travel is increasing steadily. This is thought to be due to the lack of careful study, in advance, of the travel itinerary and of the possible work required to be done at the various locations. Prospective travelers are requested to take more care in the preparation of their requests for authority to travel in order to be sure to estimate the amount required to cover all travel and incidental costs before the letter of authority therefor is written.

FORM AD-102

Forms AD-102 and/or AD-102 A, required in support of long-distance telephone messages, tolls on which exceed 50 cents, are often forwarded from stations incomplete. This necessitates their return for additional action, with consequent delay in settlement of the expense. Station officials are reminded that Department Regulations prescribe that the forms be certified and approved before rendition. Compliance with these requirements will permit more expeditious handling of connecting accounts at the Central Office.

OBSERVATIONS BY MINOR OBSERVERS

The Climate and Crop Weather Division advises that several minor observers are now taking regular observations and preparing meteorological forms without having been given authority from the Central Office. The attention of station officials is invited to paragraph 40 of Station Regulations and paragraph 10 of "Instructions for Preparing Meteorological Forms", which requires that prior approval must be obtained from the Central Office before a minor observer can take regular observations.

AMENDMENT TO WEATHER CODE (REVISED), 1936

All paragraphs and headings in the Weather Code (Revised), 1936, in which reference is made to 2 a. m., 8 a. m., 2 p. m., and 8 p. m. observations, are hereby amended to conform with the provisions of the circular of December 18, 1936, "Instructions Pertaining to the Time of Taking and Coding Telegraphic Observations", which require that observations be completed by 1:30 a. m., 7:30 a. m., 1:30 p. m., and 7:30 p. m., respectively. The revised Weather Code was mimeographed and distributed before the decision was made to change the time for taking regular telegraphic observations.

In accordance with the above, "S" words will be used to encipher the time of beginnings or endings of precipitation occurring between the 7:30, E. S. T., observation and 10 o'clock, E. S. T.

BIDS FOR AIRPLANE WEATHER OBSERVATIONS

Action is being taken to invite bids for daily airplane observations during the fiscal year beginning July 1, 1937, at the following stations, although it is expected to establish the work at only 16 places, depending on the bid prices for the country, as a whole:

Billings, Mont.	El Paso, Tex.	Omaha, Nebr.
Boston, Mass.	Fargo, N. Dak.	St. Louis, Mo.
Buffalo, N. Y.	Memphis, Tenn.	Salt Lake City, Utah
Charleston, S. C.	Miami, Fla.	Sault Ste. Marie, Mich.
Cheyenne, Wyo.	Murfreesboro, Tenn.	Shreveport, La.
Chicago, Ill.	Oakland, Calif.	Spokane, Wash.
Detroit, Mich.	Oklahoma City, Okla.	

Station officials are requested to bring this information to the atten-

tion of all prospective bidders, advising them to communicate with the Chief, U. S. Weather Bureau, Washington, D. C., promptly, and indicate the stations or sections of the country for which they desire to submit bids.

PRINTING AND ISSUING STATION ANNUALS

Many requests have been received at the Central Office from field officials desiring to have station Annual Meteorological Summaries printed but who do not have printing equipment available.

In the past, several stations have volunteered to print one or more annuals after completing their own, and a few are still helping in this way. Officials in charge of stations having printing equipment who would be willing to cooperate in this work should communicate with the Division of Climate and Crop Weather. All manuscripts 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. Further, it is requested that all stations performing additional printing, in the way of station annuals, render a report near the close of November 1937 in order that the Central Office may be informed of the extent of the cooperation by field stations.

It is noted that a great number of stations have not issued an Annual Meteorological Summary for several years. The lapse of time between the current year and the last annual published should not, as a rule, exceed 4 years. Therefore, stations exceeding the above limit are requested to make every effort to have an annual published during the current year.

INSTRUCTIONS FOR FORWARDING INSTRUMENTAL RECORDS

In forwarding monthly instrumental records, Forms 1015, 1017, thermograph, barograph, and hygrograph traces, the sheets should be fastened in the center of the left side, and Form 1083 in the center of the top, using round-head fasteners. The name of station, with the designation of airport when appropriate, and dates, should be indicated on the face of each sheet with full identification as to station, month, and year entered on the back of the last sheet just below the fastener, which will indicate the top of the sheet.

CHANGE IN LOCATION OF ANEMOMETER AT THE EL PASO STATION

Following removal of Weather Bureau quarters from the Mills Building to the U. S. Courthouse, comparisons of wind velocities over a period of 8 months show an average hourly velocity of 8.1 miles at the Mills Building, 175 feet above ground, and 7.4 miles at the Courthouse, 101 feet above ground. The Courthouse is in a more open location.

EARTHQUAKE REPORTS

In compliance with circular letter dated March 22, 1926, all first-order stations are required to render Form 5000 (Earthquake Report) at the

end of each month. Records indicate that a number of stations have not been forwarding this report, while others have been doing so somewhat irregularly. All first-order stations are hereby requested to comply with the existing instructions. When no earthquakes have been reported during the month, a statement to that effect should be forwarded.

FROST WARNINGS

Station officials are reminded of the provisions of paragraph 75, Weather Code (Revised), 1936, which require that forecast centers be notified when vegetation has advanced sufficiently to require the issuance of frost warnings.

INDEX FOR CORRESPONDENCE FILES

Copies of the Index for Weather Bureau Correspondence Files were mailed to all regular and airport stations on February 16, 1937. Any station not receiving a copy should notify the Central Office.

DEPARTMENT REGULATIONS

Copies of amendments to Department Regulations, numbers 7, 8, 9, 10, 11, 12, 14, and 15, were mailed to all regular and airport stations on February 25, 1937. Any station not receiving a copy of each should notify the Central Office.

STATION REGULATIONS

Amended pages of Station Regulations, numbers 13-R, 14-R, 14a, 35-2R, 36-3R, 36a-R, 51, 52-2R, 53-2R, 54-R, and 54a, were mailed to all regular and airport stations with Department Regulations, noted above, on February 25, 1937. Any station not receiving a copy of each should notify the Central Office.

CORRECTION

The name Paul D. Tovey, under "Changes in Personnel" for January 1937, should be corrected to Wyatt T. Tovey.

RETIREMENT

Mr. Leo J. Fangman, assistant meteorologist at the Akron, Ohio, station, was retired, effective February 28, 1937, on account of total disability. He was born at Zell, S. Dak., on July 25, 1903. Mr. Fangman entered the Weather Bureau service as junior observer at Madison, Wis., on June 4, 1926. He subsequently served at New York, Washington, Evansville, and Akron. He was made official in charge of the latter station on November 21, 1930. Due to a long illness, Mr. Fangman was on leave without pay from August 4, 1936, to the time of his retirement.

DEATHS

Mr. Edward P. Jones, who was retired on June 30, 1932, died at the U. S. Soldiers' Home in Washington, D. C., on March 1, 1937. A notice of his retirement and an outline of his service will be found in the June 1932 issue of TOPICS AND PERSONNEL.

Mr. James H. Melton, who was retired May 18, 1923, died February 2, 1937, at Providence Hospital in Washington, D. C. A notice of his retirement and a brief outline of his service will be found in TOPICS AND PERSONNEL for May 1923.

Dr. James L. Whiteside, who was retired on May 21, 1925, died on February 26, 1937, at his home in Washington, D. C. A notice of his retirement and an outline of his service in the Bureau will be found in TOPICS AND PERSONNEL for May 1925.

Mr. James I. Widmeyer, who was retired January 8, 1930, died at his home in Knoxville, Tenn., on Friday, February 12, 1937. A brief outline of his service will be found in the January 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 February 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Baird, Kenneth K.....	Omaha, Nebr. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Ballard, John C.....	Arlington, Va.....	Promoted to assistant meteorologist, P-2, at \$2,600 from junior meteorologist, P-1, at \$2,000.
Bernard, Merrill.....	Washington, D. C.....	Appointed principal hydrologist, P-6, at \$5,600, by transfer from Soil Conservation Service (effective March 5, 1937).
Brown, William H.....	Baltimore, Md.....	Appointed junior observer at \$1,440.
Centen, Winford J.....	Spokane, Wash. (Airport).	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Chappell, Edward H....	Arlington, Va.....	Promoted to junior meteorologist, P-1, at \$2,000 from observer, SP-5, at \$1,800.
Clark, Francis X.*.....	Toledo, Ohio.....	Appointed minor observer at \$1,020, pending certification of eligibles.
Crowshaw, Arthur J....	El Paso, Tex. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Cunningham, Leo I.*	Philadelphia, Pa.	Appointed minor observer at \$1,020, pending certification of eligibles.
Fangman, Leo J.	Akron, Ohio.	Assistant meteorologist at \$2,600, leave without pay extended to termination of February 28, 1937.
Feldt, Benjamin F.	Williston, N. Dak.	Minor observer at \$1,020, granted leave without pay from noon of February 3, 1937, to termination of July 15, 1937.
Griffith, Wesley W.	Brownsville, Tex.	Appointed junior observer at \$1,440.
Hammons, Wendell.	Omaha, Nebr. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Himburg, Paul K.	Chattanooga, Tenn.	Appointed minor observer at \$1,020.
Jefferson, Glen	Atlanta, Ga. (Airport).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
McKinney, Wilbur F.	Omaha, Nebr.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Magee, Arthur R.	Denver, Colo.	Assistant observer at \$1,620, granted leave without pay from February 27, 1937, to termination of April 30, 1937.
Maguire, Daniel J.	Omaha, Nebr. (Airport).	Promoted to assistant observer at \$1,680 from junior observer at \$1,620.
Mahler, Mrs. Hazel R.	Washington, D. C.	Junior clerk-stenographer, CAF-2, at \$1,440, name changed on rolls from Miss Hazel O. Ruff.
Martin, Fred R.	Washington, D. C.	Appointed guard (watchman), Cu-3, at \$1,200, by reinstatement in the Department.
Martin, George C.*	Little Rock, Ark.	Appointed minor observer at \$1,020, pending certification of eligibles.
Murray, Harold F.	Memphis, Tenn.	Appointed junior observer at \$1,440.
Newton, Charles H.	El Paso, Tex. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
O'Toole, Morgan J.	Washington, D. C.	Clerk, CAF-4, at \$1,800, granted leave without pay from February 9, 1937, to termination of May 8, 1937.
Rigby, Malcolm.	Spokane, Wash.	Designation changed to junior meteorologist at \$2,000 from senior observer at the same salary.
Robinson, Raymond C.	Akron, Ohio.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Ruth, Hjalmar A. A.	Chicago, Ill. (Airport).	Promoted to assistant meteorologist at \$2,900 from assistant meteorologist at \$2,800.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Sehrt, Edward H.*.....	Washington, D. C.....	Appointed etymologist-lexicographer, P-4, at \$1.50 per hour, wae, temporary appointment for duration of work.
Shultz, Ralph W.....	Moorhead, Minn..... (Fargo, N. Dak.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Siedentopf, Will O.....	Los Angeles, Calif.....	Appointed junior observer at \$1,440.
Sykes, Lloyd A.....	Pittsburgh, Pa.(Airport).	Observer at \$1,800, resigned; record, very good.
White, Raymond E.*....	Chattanooga, Tenn.....	Minor observer at \$1,020, temporary appointment terminated; record, good.
Williams, Harry H.....	Albuquerque, N. Mex..	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

* Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Arnold, Oliver.....	Oklahoma City, Okla. (Airport.)	Scott Field, Ill. (St. Louis, Mo.), in charge.
Ballard, John C.....	Fargo, N. Dak..... (Moorhead, Minn.)	Washington Airport (Arlington, Va.), assistant.
Benton, Dwight W.....	Albuquerque, N. Mex..	El Paso, Tex. (Airport), assistant.
Boren, Zeal.....	Phoenix, Ariz.....	Las Vegas, Nev., assistant.
Chapin, William C.....	Seattle, Wash. (Airport).	Miles City, Mont., in charge.
Chappell, Edward H....	Memphis, Tenn. (Airport).	Washington Airport (Arlington, Va.) assistant.
Crawford, Gerald P....	Scott Field, Ill. (St. Louis, Mo.)	St. Louis, Mo. (Airport), in charge.
Drapier, William C., Jr..	Omaha, Nebr. (Airport).	St. Louis, Mo., assistant.
Hayes, John W.....	Rapid City, S. Dak.....	Oklahoma City, Okla. (Airport), assistant.
Herrick, Walter A.....	Las Vegas, Nev.....	Missoula, Mont., assistant.
Jefferson, Glen.....	Chicago, Ill. (Airport)..	Atlanta, Ga. (Airport), in charge.
Maguire, Daniel J.....	St. Louis, Mo.....	Omaha, Nebr. (Airport), assistant.
Ruth, Hjalmar A. A....	Washington Airport (Arlington, Va.)	Chicago, Ill. (Airport), assistant.
Shultz, Ralph W.....	El Paso, Tex. (Airport).	Fargo, N. Dak. (Moorhead, Minn.), in charge.
Williams, Harry H.....	Little Rock, Ark.....	Albuquerque, N. Mex., assistant.

W. D. R. Suggs

WEATHER BUREAU TOPICS AND PERSONNEL

MARCH 1937

AUTHORIZATIONS FOR FISCAL YEAR 1938

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 the next fiscal year, giving details as follows:

FOR EMERGENCY ASSISTANCE

1. Kind of service required.
2. Rate on daily, hourly, or observational basis.
3. Number of days, hours, or observations desired.
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 No. 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 station.

(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) If entire journey can not be made by public conveyance, give distance between destination and nearest approach by 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.

6. Detailed statement as to economy and *advantage* which will result to the Government if use of personally owned automobile is desired with the 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 of requests for authority to travel.

COAL CONTRACTS FOR FISCAL YEAR 1938

The Procurement Division, Treasury Department, requests that invitations for bids on bituminous coal requirements for the fiscal year 1938 be withheld until final action is taken by the Congress on Senate Bill S. 1, to be known as "The Bituminous Coal Act of 1937". Stations will be advised when they may issue proposals for the fiscal year 1938.

PAY STATUS ON SUNDAYS AND HOLIDAYS FOLLOWING LEAVE WITHOUT PAY

The following extract from Personnel Circular No. 40, from the Acting Director of Personnel, is given for the information of the Weather Bureau personnel:

The Acting Comptroller General of the United States, in an opinion dated March 3, 1937 (A-83766), has ruled that employees absent on leave without pay granted in advance for a definite period and who report for duty at the beginning of the duty day next following the expiration of such definite period, are entitled to the compensation for the Sundays and holidays occurring between the expiration of the leave granted and the day of actual reporting for duty (13 Comp. Gen. 206). If an employee should report for duty on a Monday or any other day following a holiday before the expiration date of his definitely granted period of leave without pay he would not be entitled to pay for the Sunday or holiday.

Where, however, the leave without pay is taken without obtaining appropriate authorization prior to the taking of such leave, the established rule is that in the absence of a statute specifically providing otherwise, the employee is considered in a non-pay status for the entire period of absence from duty, and in such cases deduction of pay is required for all days coming within that period, including Sundays and holidays, irrespective of whether occurring immediately prior to the day on which the employee reports for duty.

COMPENSATION FOR EMERGENCY ASSISTANTS

The Central Office has received requests for information as to whether an emergency assistant employed on a per-diem basis is to be compensated for a full day for 4 hours work on Saturday or for only four-sevenths of a day.

Officials are advised that recent regulations for Weather Bureau employees provide for a normal work day, except Saturday, of 7 hours, and, on Saturday, 4 hours. Therefore, per-diem emergency assistants will be given a full day's pay for 7 hours' work on any day and four-sevenths of a day's pay for four hours' work on Saturday. In view of various decisions of the Comptroller General in relation to Saturday half holidays, it is believed that a per-diem employee is not entitled to pay for any but the time actually employed.

STANDARD FORM 1012e—STATEMENT OF TRAVEL BY MOTOR VEHICLE

It will be noted by reference to the article on page 315 of the November 1936 number of this publication that Standard Form 1012e was prescribed by the Comptroller General for use in stating the detail of travel accomplished by personally owned vehicle on a *mileage* basis. The form should not, therefore, be used when traveling by personally owned vehicle on an actual expense basis, and will not hereafter be furnished employees with letters of authorization prepared on that basis.

USE OF CREDIT CARDS

The following memorandum from the Office of Budget and Finance, Department of Agriculture, is given for the information of Weather Bureau personnel:

Letter A-51644, addressed to the Rio Grande Oil Company by the Acting Comptroller General on January 29, 1937, on the subject of deliveries to employees of the Government through the use of credit cards where the vendor does not have a contract, included the following paragraph:

"Circular Letter A-51644, issued by this office under date of August 24, 1936, * * * does not prohibit the use of credit cards in the procurement of gasoline and oil where a contract exists covering such deliveries. *In the absence of a contract it is necessary that credit cards in use be issued under proper order by the purchasing authority and that a copy of such order accompany vouchers claiming payment for such deliveries.*"

The Acting Comptroller General's requirement in connection with vouchers covering procurements by use of credit cards from vendors who do not have contracts for the delivery of gasoline and oils should be brought to the attention of procurement and fiscal officers by Bureau chiefs.

CONDUCT OF CORRESPONDENCE AT AIRPORT STATIONS

Beginning May 1, 1937, the officials in charge of all airport stations are authorized to conduct intra-Bureau correspondence of a routine nature directly with other stations of the Bureau and with the Central Office. Letters addressed to or mailed from airport stations, or from city office to city office when pertaining to airway work, will be sent in duplicate (original and carbon) in one envelope, except that in letters addressed to the Central Office only the original copy will be mailed. An official in charge of an airport station will be responsible for mailing copies of all correspondence written or received by him to the official in charge of the immediate supervising city office for his information and, vice versa, the official in charge of the city office will be responsible for sending carbons of all letters written or received by him, involving airway work, to the airport station under his supervision. Carbon copies of all letters written will be prepared for the station's files and, when appropriate, also for the information of all stations not provided for in the foregoing, including the proper Weather Bureau Airport general supervising station and the Central Office.

It is assumed that officials at airport stations will, when in doubt as to the propriety or advisability of issuing a certain letter, discuss the matter with the city-office officials before taking action to issue the letter.

Nothing in the above should be construed to change the present supervising authority of airport general-supervising officials in the conduct of the airway meteorological service in their respective districts.

TYPEWRITING-SPEED TESTS

In connection with item in TOPICS AND PERSONNEL of February 1937 entitled "Typewriting Speed", the following instructions are issued for conducting typewriting speed tests in order that a standard basis of com-

parison may be obtained for those employees wishing to obtain a preferred status for advancement.

The employee should copy for 5 minutes from printed matter. The number of words thus copied will be counted and, from the total, five words will be deducted for each error made. Dividing the remainder by five, the quotient is the number of words per minute made on the test. Errors should be counted for each failure to capitalize a letter when required, for each mistake in punctuation, and also for each erroneous letter in any particular word.

MEMORANDUM BILLS OF LADING

Many Memorandum Bills of Lading (yellow copy) have failed to arrive at the Central Office promptly after shipments were made. In a number of instances the copies of Form 1058a are not being forwarded by the consignor. This means that the Central Office must prepare a dummy copy upon the receipt of the carrier's voucher and original copy. Many memorandum copies are being received without weight, date of shipment, and project sheet. This entails extra work in tracing the Memorandum Bill of Lading, retards entry of record, and much inconvenience for all parties concerned—the station, Central Office, and the carriers. It is necessary to have the copy fully completed and forwarded immediately in order to pass transportation vouchers promptly. Officials in charge should bring this important matter to the attention of all employees charged with the handling of bills of lading, and also instruct substations, contracting companies, and others who are furnished Government bills of lading for official shipments. (See TOPICS AND PERSONNEL for August 1936, page 286.)

REPORT ON EQUIPMENT AND DUPLICATING WORK

Under date of March 25, 1937, a circular letter from the office of the Chief, Business Administration, issuing instructions relative to a report on equipment and duplicating work performed at Weather Bureau stations and airports for the information of the Joint Committee on Printing, was mailed to all regular and airport stations.

Any station not receiving a copy of this circular should immediately notify the Central Office.

CLIMATIC SUMMARY OF THE UNITED STATES

The last section of the 1930 edition of the Climatic Summary of the United States (Bulletin W) has been ordered printed and should be available for distribution before May 1, 1937. The separates for the continental United States and Puerto Rico will be bound in four volumes early in the coming fiscal year, while those for Alaska and Hawaii (which will include data through 1935) will be bound later as volume V.

Employees of the Weather Bureau are requested to report all errors

in the 1930 edition that have come to their attention to the Division of Climate and Crop Weather in order that the errata table to be included in each volume may be as complete as possible. This report should be made as soon as practicable, and not later than July 1, 1937.

REQUISITIONS FOR FORM 1083

It is expected, depending upon appropriation of funds for this purpose, that a figure code will be adopted July 1, 1937, or as soon thereafter as practicable, for the transmission of all SGL D&A and 6-hourly observations. This will involve a revision of the present Form 1083. Station officials are, therefore, advised to limit their requests for this form to not more than 6 months' supply and to indicate on all requisitions submitted the approximate date on which the supply requested will be exhausted.

CLOTH ON WET-BULB THERMOMETERS

In view of the increasing importance of dew-point temperatures, instructions applicable to airway stations, requiring that the cloth or muslin be changed at least once each week, are hereby extended to include all stations making dry- and wet-bulb readings.

MAP SUBSCRIPTIONS

Station officials should not accept or forward to the Superintendent of Documents remittances for subscriptions to the Daily Weather Map for periods of less than 1 month. The small amounts remitted do not justify the labor and correspondence involved in such cases. This does not apply to station maps of a single issue ordered in quantities of 25 or more, provided the order is placed in advance of issue. The foregoing conforms with notices appearing in the Price List of Publications.

DATA FURNISHED PRESS ASSOCIATIONS

Officials in charge of stations furnishing weather data for selected lists of stations to press associations (United Press, Associated Press, International News, etc.) for distribution to subscriber newspapers are requested to report to the Central Office the names of organizations receiving this service and the stations included in each bulletin. A similar report should be rendered if a local newspaper is furnished a bulletin which it distributes to other newspapers as agent for a press association.

It is desired that this information be forwarded to the Central Office by May 15, 1937, in an envelope marked "Forecast Division—Press Associations Data".

PURCHASE REQUISITIONS INVOLVING AEROLOGICAL FUNDS

Effective immediately, all Purchase Requisitions prepared by stations containing any items to be charged against Aerological funds will be submitted to the Central Office in duplicate.

DEPARTMENT REGULATIONS

Copies of paragraphs 1737, 2155, 2211, 3233, and 4116 additions to the Regulations of the Department were mailed during March to all regular and airport stations. Any station not receiving copies of each should notify the Central Office.

PURCHASE OF PRISON-MADE GOODS

Under date of March 12, 1937, a circular letter from the office of the Chief, Business Administration, giving instructions as to the proper procedure to follow when purchasing prison-made goods was mailed to all regular and airport stations.

Any station not receiving a copy of this circular dated March 11, 1937, should notify the Central Office.

DEATHS

Miss Alice T. Hercus, who was retired July 8, 1929, died March 4, 1937, at the age of 74, in Washington, D. C. A brief outline of her service and a notice of her retirement will be found in TOPICS AND PERSONNEL for July 1929.

Mr. John R. McArtor, who was retired at the termination of August 31, 1932, died at his home in Washington, D. C., on March 16, 1937. An outline of his service and a notice of his retirement will be found in the August 1932 issue of this publication.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of March 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Adams, Henry P.....	Dallas, Tex. (Airport) ..	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Akkanen, George R.*...	Sault Ste. Marie, Mich..	Appointed minor observer at \$1,020, pending certification of eligibles.
Alexander, Harold S....	Yuma, Ariz.....	Appointed minor observer at \$1,020; temporary appointment terminated.
Baldwin, Emmett E.....	Spartanburg, S. C	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Baldwin, Sherd T.....	Spokane, Wash. (Airport)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Barrett, Paul G.....	Indianapolis, Ind. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Barto, Eugene M.....	Washington Airport (Arlington, Va.)	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Bobbitt, Ottis C.....	Brownsville, Tex.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Borders, Robert C.....	Billings, Mont.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Borem, Zeal.....	Las Vegas, Nev.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Brown, Miss Hazel G...	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from Veterans' Administration.
Caffrey, Mrs. Laura M..	Washington, D. C.....	Promoted to assistant clerk-stenographer at \$1,620 from junior clerk-stenographer at \$1,440, with transfer to field service.
Carpenter, Myron H....	Brownsville, Tex.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Carter, Richard E.....	Winslow, Ariz.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Coen, Thomas D.....	Alpena, Mich.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Crawford, Gerald P.....	St. Louis, Mo. (Airport).	Promoted to junior meteorologist at \$2,100 from junior meteorologist at \$2,000.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Crawford, Herbert D....	Robertson Airport (St. Louis, Mo.)	Promoted to assistant observer at \$1,620 from junior observ- er at \$1,620.
Davis, Walter R.....	Miami, Fla. (Airport) ..	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Dix, Fralan L.....	Pittsburgh, Pa. (Airport).	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Edrington, Oren E.....	Indianapolis, Ind. (Air- port).	Promoted to assistant observer at \$1,620 from junior ob- server at \$1,500.
Ellett, Mark W.....	Rock Springs, Wyo.....	Promoted to assistant observer at \$1,620 from junior observ- er. at \$1,500.
Fox, Elmer J.....	Billings, Mont.....	Promoted to observer at \$1,800 from junior observer at \$1,440.
Franklin, Horace.....	San Diego, Calif. (Airport)	Promoted to observer at \$1,800 from junior observer at \$1,620.
Frantz, Roger S.....	Grand Rapids, Mich ...	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Gibson, Dwight F.....	Oklahoma City, Okla. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Gould, Donnell H.....	Rock Springs, Wyo.....	Promoted to assistant observer at \$1,620 from junior observ- er at \$1,560.
Grace, Emmett T.....	Huron, S. Dak.....	Appointed junior observer at \$1,440.
Guigou, Leonce J.....	New Orleans, La. (Air- port).	Promoted to senior observer at \$2,000 from observer at \$1,860.
Haight, Clifford J.....	Sault Ste. Marie, Mich..	Promoted to junior observer at \$1,440 from minor observ- er at \$1,020.
Hamann, Roland R.....	Rapid City, S. Dak.....	Promoted to assistant observer at \$1,620 from junior observ- er at \$1,500.
Hayes, John W.....	Oklahoma City, Okla. (Airport).	Promoted to assistant observer at \$1,740 from assistant ob- server at \$1,680.
Hemmersbaugh, Anthony C.	Columbus, Ohio.....	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Heine, Richard.....	Phoenix, Ariz.....	Assistant observer at \$1,860, leave without pay extended to termination of May 31, 1937.
Herrick, Walter A.....	Missoula, Mont.....	Promoted to assistant observer at \$1,620 from junior observ- er at \$1,440.
Hilkey, Trent V.....	Miami, Fla. (Airport) ..	Promoted to assistant observer at \$1,620 from junior observ- er at \$1,440.
Jurwitz, Louis R.....	Seattle, Wash.....	Promoted to junior meteorol- ogist at \$2,100 from junior meteorologist at \$2,000.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Lang, Clarence V.	Las Vegas, Nev.	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Lange, Emil T.	Wichita, Kans.	Promoted to senior observer at \$2,000 from observer at \$1,800.
Lehr, Weston G. *	Grand Rapids, Mich.	Appointed minor observer at \$1,020, pending certification of eligibles.
Letsinger, John D.	Memphis, Tenn.	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Long, Arthur R.	Meridian, Miss.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
McIlhenny, James H.	Pittsburgh, Pa. (Airport).	Junior observer at \$1,440, resigned; record, very good.
McKenzie, Arnold E.	Columbus, Ohio.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
McLaughlin, Earl S.	Memphis, Tenn.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
MacDonald, Torrence H.	Missoula, Mont.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Mack, James L.	Reno, Nev. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Magar, Lloyd H.	Rock Springs, Wyo.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Matros, Arnold.	Oklahoma City, Okla. (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Matthews, Kenneth W.	Wichita, Kans.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Montzka, Alfred J.	Washington Airport (Arlington, Va.)	Promoted to junior meteorologist at \$2,000 from senior observer at \$2,000.
Mox, Eldred O.	Los Angeles, Calif. (Burbank).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Muerdter, Kurt M.	Sacramento, Calif.	Appointed under observer at \$1,260, by transfer from Post Office Department.
Nichols, Esck S.	Trenton, N. J.	Promoted to associate meteorologist at \$3,300 from associate meteorologist at \$3,200.
O'Daniel, George E.	St. Louis, Mo. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,800.
Owen, Elbert A.	Palestine, Tex.	Promoted to junior meteorologist at \$2,000 from observer at \$1,980.
Pride, Hilary L., Jr.	Phoenix, Ariz.	Appointed minor observer at \$1,020.
Richards, Harland.	Miami, Fla. (Airport)	Promoted to senior observer at \$2,000 from observer at \$1,800.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Rinard, Harlan C.	Billings, Mont.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Sabine, Charles A.	Spartanburg, S. C.	Promoted to observer at \$1,800 from junior observer at \$1,500.
Schnurbusch, William J.	Brownsville, Tex.	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Shaw, Archie E., Jr.	Charleston, S. C.	Promoted to under observer at \$1,260 from minor observer at \$1,080.
Shepherd, C. Eugene.	San Diego, Calif. (Airport)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Smith, Harlan H.	Pocatello, Idaho.	Promoted to junior meteorologist at \$2,100 from observer at \$2,100.
Smith, Julius C.	Portland, Oreg. (Airport).	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300. <i>A Senior</i>
Spangler, Hugh D.	Cheyenne, Wyo. (Airport)	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Springman, Herbert C. ...	Cheyenne, Wyo. (Airport)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Stone, Leroy C.	Spartanburg, S. C.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Stout, Franklin K.	Cincinnati, Ohio.	Promoted to under observer at \$1,260 from minor observer at \$1,140.
Swayne, William W.	Albuquerque, N. Mex. ..	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Taft, Paul H.	Winslow, Ariz.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Unger, Ellwood E.	Evansville, Ind.	Promoted to assistant meteorologist at \$3,000 from assistant meteorologist at \$2,800.
Wagner, Arthur C.	Indianapolis, Ind. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Waite, Robert J.	New Orleans, La.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Wall, John F.	Pittsburgh, Pa. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Warren, Leslie A.	Kansas City, Mo. (Airport)	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Wilhoit, John F.	Oklahoma City, Okla. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440. <i>\$1,500</i>
Williamson, Walter C. ...	Wichita, Kans.	Promoted to observer at \$1,800 from assistant observer at \$1,620.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Wilson, Edward E.	Sandberg, Calif.	Promoted to observer at \$1,800 ¹ from assistant observer at \$1,740 ¹ .
Woolard, Edgar W.	Washington, D. C.	Promoted to principal meteorologist, P-6, at \$5,600 from senior meteorologist, P-5, at \$4,600.
Wozencraft, Jean Paul.	Cincinnati, Ohio (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Wyland, Miles M.	Winslow, Ariz.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Zimmerer, Max K.	Washington, D. C.	Apprentice lithographer, mechanical, SP-2, at \$1,200, resigned; record, very good.

¹ Includes allowance of \$120 for quarters, fuel, and light.

Changes in assignments

Name	Relieved from—	Assigned to—
Baldwin, Sherd T.	Missoula, Mont.	Spokane, Wash. (Airport), assistant.
Barto, Eugene M.	Atlanta, Ga. (Airport)	Washington Airport (Arlington, Va.), in charge.
Coen, Thomas D.	Sault Ste. Marie, Mich.	Alpena, Mich., assistant.
Dix, Fralan L.	Philadelphia, Pa.	Pittsburgh, Pa. (Airport), assistant.
Hamann, Roland R.	Huron, S. Dak.	Rapid City, S. Dak., assistant.
Henry, Berl I.	New Orleans, La.	Knoxville, Tenn., assistant.
Jurwitz, Louis R.	Miles City, Mont.	Seattle, Wash. (Airport), assistant.
Long, Arthur R.	Memphis, Tenn.	Meridian, Miss., in charge.
McLaughlin, Earl S.	Cincinnati, Ohio.	Memphis, Tenn., assistant.
Nichols, Esck S.	Harlingen, Tex.	Trenton, N. J., in charge.
Owen, Elbert A.	Alpena, Mich.	Palestine, Tex., in charge.
Pugh, Arthur W.	Palestine, Tex.	Shreveport, La., in charge.
Ribble, Norbert G.	Cheyenne, Wyo.	Lander, Wyo., in charge.
Spangler, Hugh D.	Lander, Wyo.	Cheyenne, Wyo. (Airport), assistant.
Springman, Herbert C.	St. Louis, Mo. (Airport)	Cheyenne, Wyo. (Airport), in charge.
Unger, Ellwood E.	Meridian, Miss.	Evansville, Ind., in charge.
Yarbrough, Ralph H.	Knoxville, Tenn.	New Orleans, La., assistant.

W. D. P. Suggs

WEATHER BUREAU TOPICS AND PERSONNEL

APRIL 1937

CHIEF OF BUREAU ELECTED CHAIRMAN OF EXECUTIVE COMMITTEE N. A. C. A.

Mr. Willis R. Gregg, Chief of Bureau, was recently elected chairman of the executive committee of the National Advisory Committee for Aeronautics to fill the vacancy created by the resignation of Dr. Joseph S. Ames. This action was taken at a special meeting of the executive committee held on April 22, 1937. Officers of the committee are appointed annually in October, and Mr. Gregg's present term will be for the next 6 months.

MR. DELBERT M. LITTLE TO ATTEND AERONAUTICAL MEETING

Mr. Delbert M. Little, Chief of the Aerological Division, has been designated by the Secretary of Agriculture to represent this Bureau at the meeting of the International Commission on Aeronautical Meteorology to be held in Paris, France, June 3 to 9, 1937. While abroad he will also consult with officials of the meteorological services and aeronautical activities in Hamburg and Berlin, Germany, Utrecht, The Netherlands, and London, England. He expects to return to the United States about July 8, 1937.

LEAVE NOT PERMISSIBLE AFTER SEPARATION FROM SERVICE

The following quotation from a recent decision (A-84582) of the Acting Comptroller General is published for the information of Weather Bureau officials and employees:

The act of March 14, 1936, makes a grant of leave in kind only, that is, the right to be absent from duty for the prescribed period without loss of pay while retaining a status as one of the "civilian officers and employees of the United States" included within the purview of the law. There is no provision of the law, expressed or implied, authorizing a payment in lieu of leave not granted to a former officer or employee who no longer has a *status* upon which the statute may operate. Hence, after an employee becomes legally and effectively separated from the service, there is no authority to restore him to the status of an employee solely for the purpose of granting leave which had accrued but was not taken prior to such separation.

This office has recognized the fact that the statute, unlike certain prior leave acts, makes it the plain duty of administrative officers to grant the leave, but there must be recognized, also, the fact that no remedy has been provided to officers and employees who do not receive the leave prior to their separation from the service because of administrative failure or refusal to comply with the statute. The granting of leave is entirely an administrative responsibility, and misunderstandings or negligence in the administration of the law may not form the basis of a claim against appropriated moneys for additional compensation.

EFFECTIVE DATES OF APPOINTMENT AND SEPARATION

Personnel Circular No. 38, from the Acting Director of Personnel, is given herewith for the information of Weather Bureau employees:

In accordance with an opinion of the Solicitor of the Department, dated February 8, 1937, the effective date of an appointment in this Department is the day on which the employee reports for duty, regardless of the hour of the day on which he reports.

The Solicitor has also ruled that, in view of the new leave law which specifically provides that the date of the discharge of an employee shall be fixed to permit the allowance of all accumulated leave and current accrued leave, the effective date or time of separation of employees from the Department shall be fixed as of the hour of the day when he was in a pay status. With respect to this, I quote specifically the Solicitor's opinion:

"If an employee is in an active duty status at the time of his separation from the service, final salary payment shall include the day of separation from the service of the Department by retirement, death, resignation, or other termination of appointment, but if he is on leave provided by the act of March 14, 1936 (49 Stat. 1161), he shall be paid only for that part of the day up to the time of the expiration of such leave."

ANNUAL AND SICK LEAVE REGULATIONS

The following extract from a decision (A-84992) of the Acting Comptroller General is given for the information of Weather Bureau personnel:

Leave acts of March 14, 1937 (49 Stat. 1161 and 1162), recognize only two general classes of employees for leave purposes, namely, permanent and temporary. Leave benefits provided by the statute for the two classes of employees differ. In the absence of a definition in the statute of the terms "permanent" and "temporary", it was necessary for the President, under the authority vested in him by the statute, to define by regulation what constitutes a permanent and a temporary employee for leave purposes.

Section 14 of the Uniform Annual Leave Regulations provides as follows:

"* * * for leave purposes, persons who are appointed for definite periods of time not exceeding 6 months shall be considered temporary employees."

See, also, section 17 of the Uniform Sick Leave Regulations.

These regulations were promulgated pursuant to statute and have the force and effect of law. All employees not coming within the purview of the term "temporary", as defined by the regulations, and otherwise entitled to leave of absence with pay, are, of necessity, to be deemed as permanent employees for leave purposes, even though they may be regarded as temporary employees for other purposes. Whether employees are permanent or temporary must, of necessity, be determined by the terms of their appointments * * *. If the termination of the employment is not fixed in advance and stated in the appointment * * *, or if fixed in advance at a date exceeding 6 months from effective date of the appointment and stated in the appointment * * *, the employees are permanent for leave purposes regardless of whether their length of actual service is more or less than 6 months. Such employees are entitled to 2 1/6 days annual leave, exclusive of Sundays and holidays, for each full month of service. On the other hand, if the termination of the employment is fixed in advance at a date not exceeding 6 months from effective date of appointment, and stated in the appointment * * *, the employees are temporary for leave purposes. These employees are entitled to 2 1/2 days annual leave, inclusive of Sundays and holidays, for each full month of service.

CONTRACTS FOR CONTINUING SERVICES

Station officials are reminded of the necessity for promptly obtaining contracts for the fiscal year 1938 for all continuing services such as laundry, janitor and messenger service, *intrastate* drayage, telephone, gas, electricity water, and ice. The contracts should be forwarded to the Central Office not later than June 15, 1937. Competitive bids are required for all such services other than public utilities where the annual cost is in excess of \$50, except where competition is impracticable, in which case the circumstances should be brought to the attention of the Central Office before informal agreements are executed. Instructions in that connection are included in paragraphs 89 and 90 of Station Regulations.

When the contractor is an individual, his full name (given name, initial, if any, and surname) should be typed in the body of the agreement and his signature should be in accordance therewith.

Where informal agreements for public-utility services were executed during the current fiscal year to cover indefinite periods, new agreements will not be required for next fiscal year unless two or more supplements have been prepared during the year, in which cases, for purposes of clarity, it is requested that new agreements be prepared. It may be stated in this connection that preparation of agreements for indefinite periods has not generally proven satisfactory, in view of the difficulties encountered in having statements as to changes in rates placed on vouchers.

Informal agreements for other than public-utility services must be accompanied by Standard Form No. 1036 (Revised). Care should be exercised in preparing Form 1036 to see that the proper statement is made in connection with the absence of advertising. The number "4" should be used where the amounts do not exceed \$50 a year and the statement made that the service is being secured without advertising in accordance with Department Regulations governing purchases not in excess of \$50. In the few cases where amounts are in excess of \$50 and competition is impracticable, the number "5" will be used and a clear, concise statement made thereunder as to the circumstances which made competition impracticable.

The Assistant Director of the Procurement Division of the Treasury Department has advised that consolidated contracts for Federal activities in the following-named cities will be executed to cover drayage services during the fiscal year 1938: New York, N. Y.; Seattle, Wash.; San Francisco, Calif.; Kansas City, Mo.; Minneapolis, Minn., and St. Paul, Minn.

The contracts will include a provision under which the Government will be allowed to use any pick-up and delivery service of line-haul carriers—rail, water, motor, and/or air which may be available. The contract numbers should be quoted on vouchers submitted thereunder.

Further instructions will be given by circular letter relative to contracts involving *interstate* drayage which are subject to control by the Interstate Commerce Commission under the Motor Carrier Act of 1935 and require special handling.

TELEPHONE SERVICE

Budget and Finance Circular No. 45, dated April 7, 1937, is quoted hereunder for guidance of all station officials:

Attention is directed to the following extract from a recent decision of the Acting Comptroller General:

There would appear no question as to the desirability of a telephone installed in the residence of the U. S. Game Management Agent, but the question as to whether the expense of a telephone so installed should be borne by the Government or by the officer or employee in whose residence or quarters the telephone is installed has been determined by the Congress in the statute quoted above (section 7 of the act of August 23, 1912, 37 Stat. 414). The language of said statute is plain and comprehensive and has been uniformly construed in a long line of decisions to prohibit the furnishing, at public expense, of personal telephone service to a Government officer or employee in a private residence or quarters. (See 11 Comp. Gen., 87 and decisions there cited; also, 15 Comp. Gen., 885.)

Accordingly, in view of the express statutory prohibition in the act of August 23, 1912, *supra*, this office has no choice but to hold that no payment for rent of the telephone installed under the contract in this case may be made from public funds, even though it may be used principally or entirely for official business.

Payments made to cover the cost of telephone installed in private residences are illegal, except as provided in Department Regulations 1672. No installation of an official telephone in a private residence should be made without prior approval of a competent administrative official. Failure to obtain such approval may subject employees responsible for such installations to the assumption of personal liability for all payments made in connection therewith.

In connection with the subject matter of the above circular, the following information is furnished:

Telephone tolls for long-distance messages sent from telephones installed in private residences, as permitted by Department Regulations 1672, are best handled, where circumstances allow, by arranging to have the charges reversed. This procedure is also applicable to all telephone messages sent from public telephones other than Weather Bureau telephones. Reversal of charges is practicable, however, only if the destination of the messages is to a Weather Bureau Office telephone. Since telephone companies ordinarily refuse to bill any but subscribers, the only available method of payment, if charges cannot be reversed, is for the observer to pay cash and submit an account in settlement, supported by receipts.

In an opinion of the Solicitor, dated April 23, 1937, it is stated that the Bureau is not authorized to enter into a contract for telephone service over a telephone installed in a private residence (for the purpose of becoming the subscriber and thereby permitting the company to bill the Bureau), notwithstanding that arrangement is made to have the rental and unofficial tolls paid from personal funds before any settlement is effected for tolls on official messages.

SPECIAL REPORT OF PERSONNEL AND PAY-ROLL STATISTICS

Under regulations of the Civil Service Commission a report must hereafter be prepared at the Central Office promptly at the end of each month to show the number of personnel employed by the Weather Bureau during the month, together with the total of the salaries paid. It will, therefore, be necessary that officials comply strictly with the following instructions:

1. All vouchers covering amounts due emergency assistants employed during the month should be forwarded on the last day service is performed (the last working day of the month if service is performed either regularly or intermittently throughout the month).

2. All pay rolls which are paid in Washington, covering salaries due regular commissioned employees for services during the last half of the month, must be forwarded (together with project sheets) on the last working day of the month.

3. All project sheets for pay rolls covering salaries due regular commissioned employees for services during the last half of the month, which are paid by regional disbursing officers, must be mailed to the Central Office on the day the pay roll is forwarded to the regional disbursing officer. Care must be taken by officials to see that such project sheets are prepared as follows:

(a) To show the voucher number (with letter symbols) in the upper left-hand corner.

(b) To show the subappropriation totals identical with those shown on pay rolls and schedules (net amount paid, plus retirement deduction).

(c) To show the number of employees whose names appear on the roll, separated to indicate whether employees are permanent or temporary, in the columns provided therefor.

(d) To show the period of the pay roll at the bottom of the project sheet in the blank space after "Date of service".

AUTHORIZATIONS FOR APPROVAL OF PAY ROLLS

Officials in charge of stations are requested to promptly advise the Central Office when changes are necessary in authorizations for approval of pay rolls for payment by regional disbursing officers due to transfers, resignations, retirements, or deaths. The requests should be made by letter and should carry the following information:

1. Name of employee to be authorized, together with his classification title (meteorologist, etc.) and his title as approving officer (whether official in charge or acting official in charge). Employees below the grade of junior observer will not be authorized to approve pay rolls.

2. Effective pay-roll period of the authorization. (Sufficient time should be allowed to provide for obtaining signatures on cards and approval of the Secretary of Agriculture thereafter.)

3. Name of the employee who is to be relieved. If a transfer is involved, additional information should be given as to whether or not the

Commercial Bulletins. Substitute 9090 kc. and 12540 kc. for 8770 kc. and 12885 kc., respectively, in list of frequencies used in transmission of Marine Bulletins. These changes go into effect June 15, 1937.

Pages 21 and 22, station NPM, Oahu (Honolulu) T. H., substitute 9090 kc. and 12540 kc. for 8090 kc. and 16180 kc., respectively, in list of frequencies used in transmission of Marine Bulletins. These changes go into effect June 15, 1937.

Page 23, add North Truro, Mass., to list of observations broadcast from station NAD, Boston, Mass., at 1610, G. C. T.

Page 31, add the following schedule: WPA, Port Arthur, Tex., 1418, G. C. T., 418 kc. Broadcast consists of 7:30 a. m., E. S. T., barometric pressure, temperature, wind direction and velocity, and state of weather at Port Arthur.

Page 39, delete schedules of station NPQ, St. Paul, Alaska. Broadcasts will be discontinued, effective May 15, 1937, due to closing of the radio station.

SPECULATION IN STOCKS, BONDS, ETC., CONTRARY TO GOVERNMENT POLICY

Personnel Circular No. 44, from the Acting Director of Personnel, is given herewith for the information and guidance of all officials and employees of the Weather Bureau:

All officials and employees of the United States Department of Agriculture whether under competitive Civil Service or not, are hereby informed that speculation on their part or in their behalf in corporate stocks or bonds or in commodities is contrary to Government policy. This is in accordance with a letter dated April 22, 1937, from the President to the Civil Service Commission. The President said:

"I believe it to be a sound policy of the Government that no officer or employee shall participate directly or indirectly in any transaction concerning the purchase or sale of corporate stocks or bonds or of commodities for speculative purposes, as distinguished from bona fide investment purposes. Engagement in such speculative activities by any officer or employee, whether under the competitive Civil Service or not, should be among the matters considered by the heads of departments and establishments and by the Commission in passing upon questions concerning his qualifications for retention or advancement."

The above information should be distributed to each office in the Department of Agriculture for the information and guidance of all officials and employees.

DELIVERY OF GASOLINE AND LUBRICATING OIL

The Procurement Division advises that it *will not* enter into service-station contracts for gasoline and lubricating oil for the fiscal year 1938. All stations requiring this service should utilize Interior Department contracts or those of other Government services, when practicable, and where provisions have been made in these contracts for such action. Otherwise, purchases should be made in the open market, or under bid procedure when the total cost exceeds \$50 during the fiscal year 1938.

MAP OR BULLETIN FRAMES

There are a number of stations having surplus map or bulletin frames available for transfer. The following are those for which the number and size have been furnished:

One hundred and nine 9 by 13½ inches, inside measurement; 11 by 16 inches, outside measurement.

Thirty 9 by 14 inches, for River Bulletin.

Twenty-four 12 by 17 inches, inside measurement; 14 by 19 inches, outside measurement. (For Maps DD and E.)

Twenty 8 by 12 inches, inside measurement. (For Map CM.)

There are also 542 surplus map or bulletin frames in addition to the above, of which the sizes have not been reported.

The following stations should advise the Central Office at once as to number, size, and description of surplus map or bulletin frames, giving the condition: Birmingham, Cairo, Canton, Elkins, El Paso, Ithaca, Macon, Montgomery, Pensacola, Providence, and Terre Haute.

RUBBER BANDS USED TO ATTACH LANTERNS TO PILOT BALLOONS

The first assistant at the Billings, Mont., station, in a recent letter to the Central Office, describes a method of releasing pilot balloons with lanterns attached which has proven especially helpful when high surface winds prevail. The method involves the use of four or five No. 18 rubber bands, looped together, end-to-end, and inserted between the lantern and the cord attached to the balloon. The rubber bands serve as a shock absorber and eliminate the sudden jerking which so frequently extinguishes the candle when the balloon is released.

This method is used by other meteorological services and is recommended for trial at stations where difficulty is experienced in successfully releasing balloons with lantern attached.

TEMPERATURE ARGUMENT USED IN PRESSURE REDUCTION

Unless special instructions are given to the contrary, the temperature argument used in the reduction of barometric pressure to sea level should be obtained, as illustrated in the following example, in conformity with standard procedure in the past:

Current temperature (°F)	64.8
Temperature 12 hours previously	52.6
Sum	117.4
	Mean = sum ÷ 2 = 58.7
Drop the decimal, according to Weather Bureau rule, making the temperature argument used in referring to the pressure-reduction table (°F)	59

When the thermograph readings (corrected) are used for either the current or the 12-hour-preceding temperature, they shall be taken to the nearest whole degree.

PREFERENCE CARDS

Preference cards, Form 4047, should be rendered on June 1 by all permanent employees. Only one copy of the card is desired from each regular employee.

U. S. EMPLOYEES' COMPENSATION COMMISSION FORMS

When reporting injuries which occur in performance of duty, officials in charge are requested to furnish all C. A. forms in duplicate. This means not only Form C. A. 1, but all C. A. forms furnished subsequently in connection with the case. The original is forwarded to the Commission and the copy is retained for the Central Office files.

DEPARTMENT REGULATIONS

Copies of paragraphs 1122 and 3417, amendments to the Regulations of the Department, were mailed to all regular and airport stations on April 19, 1937. Any station not receiving a copy of each should notify the Central Office.

STATION REGULATIONS

Revised pages of Station Regulations, numbers 2a-R, 3-R, 4-R, 45-R, and 46-R, were mailed to all regular and airport stations on April 19, 1937. Any station not receiving a copy of each should notify the Central Office.

CORRECTION

The following correction should be made in Index to Station Regulations:

Page 149, "Sale of property", indexed 191, should be 119.

DEATHS

Mr. Alexander J. Mitchell, who was retired June 30, 1932, died on April 4, 1937, at Jacksonville, Fla. A notice of his retirement and an outline of his service will be found in TOPICS AND PERSONNEL for June 1932.

Mr. Robert P. Powell, official in charge of the Parkersburg, W. Va., station, died at St. Joseph's Hospital in Parkersburg on April 21, 1937. He was born at Vicksburg, Miss., on August 14, 1872. Mr. Powell entered the service at Vicksburg, Miss., on December 1, 1895, and subsequently served at Arlington, Knoxville, and Parkersburg, respectively, being employed at the latter station as assistant from October 1898 to September 1932, and in charge from September 1932 to the time of his death.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of April 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Angell, Farris E.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,680.
Bennett, Escal S.....	Indianapolis, Ind.....	Appointed junior observer at \$1,440.
Brotzman, William S....	Pittsburgh, Pa.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,500.
Brown, Homer F.....	Chicago, Ill.....	Appointed junior observer at \$1,440.
Chapman, Percy H.....	New York, N. Y..... (Newark, N. J.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Chavez, Frank, Jr.....	New Orleans, La.....	Minor observer at \$1,020, resigned; record, good.
Coleman, Frank H.....	Milwaukee, Wis.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Collins, Mrs. Elizabeth G.	Washington, D. C.....	Assistant clerk-stenographer, CAF-3, at \$1,740, granted leave without pay from April 19, 1937, to termination of July 18, 1937.
Cowdrick, Wendell E....	Cincinnati, Ohio.....	Appointed junior observer at \$1,440.
Cox, James F., Jr.....	Charleston, S. C.....	Appointed minor observer at \$1,020.
Curtis, Robert H.....	Washington Airport.... (Arlington, Va.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Day, Wilfred P.....	Washington, D. C.....	Promoted to meteorologist at \$3,800, P-4, from associate meteorologist at \$3,300, P-3.
Dean, John J.....	Washington, D. C.....	Appointed junior clerk, CAF-2, at \$1,440, by transfer from the Veterans' Administration.
Flora, Snowden D.....	Topeka, Kans.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,600.
Gerber, Harry M.....	Pittsburgh, Pa. (Airport).	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Goldberg, Ralph*.....	New York, N. Y.....	Appointed minor observer at \$1,020, pending certification of eligibles.
Grant, Miss Jeanetta M..	Washington, D. C.....	Junior clerk-stenographer, CAF-2, at \$1,440, resigned; record, very good.
Harvey, Harold C.....	Los Angeles, Calif..... (Burbank.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Heine, Richard	Corpus Christi, Tex.	Assistant observer at \$1800, restored to duty from leave without pay, effective May 1, 1937.
Henschel, Herbert F.	Los Angeles, Calif.	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Herrmann, Melvin R.*	Pittsburgh, Pa	Minor observer at \$1,020, granted leave without pay from March 23, 1937, to termination of June 22, 1937.
Holcomb, Edward W.	Springfield, Ill.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Hovde, Martin R.	Minneapolis, Minn.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Jackson, Harwood F.	Las Vegas, Nev.	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Jaqua, James C.	Meridian, Miss.	Under observer at \$1,320, resigned; record, excellent.
Jennings, Arthur H.	Lansing, Mich.	Assistant observer at \$1,620, leave without pay extended to termination of July 5, 1937.
Keating, John L., Jr.*	New Orleans, La.	Appointed minor observer at \$1,020, pending certification of eligibles.
Kendall, James L.	Louisville, Ky.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Knight, Samuel P., Jr.*	Portland, Oreg.	Appointed minor observer at \$1,020, pending certification of eligibles.
Lange, Walter A.	Washington, D. C.	Appointed senior laborer, Cu-3 (lithographic stone grinder), at \$1,200.
Lloyd, Joseph R.	Chicago, Ill.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
McGeohan, Charles H.	Washington, D. C.	Appointed telegraph and teleprinter operator, CAF-4, at \$1 800.
McQueen, Henry R.	New York, N. Y. (Newark, N. J.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Mangus, Mrs. Felicitas P.	Washington, D. C.	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620 from junior clerk-stenographer, CAF-2, at \$1,440.
Mell, Herbert H.	Kylertown, Pa.	Minor observer at \$1,020, leave without pay extended to termination of July 5, 1937.
Nicholas, Earl E.	Wichita, Kans.	Appointed junior observer at \$1,440.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Noble, Mrs. Edwina W.	Washington, D. C.	Appointed assistant clerk, CAF-3, at \$1,620, by transfer and promotion from junior clerk, CAF-2, at \$1,440, Office of the Secretary.
Pettit, William A.	Washington, D. C.	Appointed apprentice lithographer, mechanical, SP-2, at \$1,260, by reinstatement in the Department.
Powell, Robert P.	Parkersburg, W. Va.	Associate meteorologist at \$3,200, died April 21, 1937.
Rennels, Ivory P.	Miami, Fla. (Airport)	Appointed junior observer at \$1,440.
Roller, Paul F.	Sacramento, Calif.	Junior observer at \$1,440, resigned; record, good.
Rossman, Leonard J.	Albany, N. Y. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Stevens, Welby R.	New Orleans, La.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Stiehl, William Charles.	Hartford, Conn.	Under observer at \$1,260, resigned; record, good.
Sullivan, Daniel G.	San Diego, Calif. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Taft, Paul H.	Winslow, Ariz.	Assistant observer at \$1,620, resigned; record, excellent.
Thompson, Howard J.	Juneau, Alaska	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,400.
Timberman, Clarence W.	St. Joseph, Mo.	Appointed junior observer at \$1,440.
Tornroth, Edward Henry*	Eureka, Calif.	Appointed minor observer at \$1,020, pending certification of eligibles.
Wahlgren, Harry F.	Oklahoma City, Okla.	Promoted to meteorologist at \$3,800 ¹ from associate meteorologist at \$3,200 ¹ .
Weeks, John R.	Baltimore, Md.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,500.
Whittelsey, Chauncey A., Jr.	Kansas City, Mo. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Williamson, Robert M.	Nashville, Tenn.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Winburn, Henry C.	Houston, Tex.	Promoted to observer at \$1,800 from assistant observer at \$1,800.
Zwecher, Abraham.	Hartford, Conn.	Promoted to under observer at \$1,260 from minor observer at \$1,080.

*Indicates temporary appointment.

¹Includes allowance of \$400 for quarters, fuel, and light.

Changes in assignments

Name	Relieved from—	Assigned to—
Calvert, Jack H.	Winnemucca, Nev.	Reno, Nev. (Airport), assistant.
Carpenter, Myron H.	Harlingen, Tex.	Brownsville, Tex., assistant.
Curtis, Robert H.	Reno, Nev.	Arlington, Va. (Washington Airport), assistant.
Gerber, Harry M.	New York, N. Y. (Newark, N. J.)	Pittsburgh, Pa. (Airport), in charge.
Harvey, Harold C.	Eureka, Calif.	Los Angeles, Calif. (Burbank), assistant.
Heine, Richard.	Phoenix, Ariz.	Corpus Christi, Tex., assistant.
Henschel, Herbert F.	Portland, Oreg.	Los Angeles, Calif., assistant.
Jackson, Harwood F.	Los Angeles, Calif. (Burbank.)	Las Vegas, Nev., assistant.
Johnson, Warren O.	Lakeland, Fla.	Jacksonville, Fla., assistant.
McQueen, Henry R.	Kansas City, Mo.	New York, N. Y. (Newark, N. J.), assistant.
Pardue, Leonard G., Jr.	Lakeland, Fla.	Mobile, Ala., assistant.
Phillips, Victor V.	Atlanta, Ga. (Airport)	Winslow, Ariz., in charge.
Rossmann, Leonard J.	Grand Rapids, Mich.	Albany, N. Y. (Airport), assistant.
Sullivan, Daniel G.	Los Angeles, Calif.	San Diego, Calif. (Airport), assistant.
Whittelsey, Chauncey A., Jr.	St. Joseph, Mo.	Kansas City, Mo. (Airport), assistant.
Zwecher, Abraham.	New York, N. Y.	Hartford, Conn., assistant.



(WB- 5-14-37-420)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

MAY 1937

HONOR CONFERRED UPON CHIEF OF BUREAU

An honorary degree of doctor of science was conferred upon Willis Ray Gregg, Chief of Bureau, by Norwich University, Northfield, Vt., on Monday, June 7, 1937. In conferring the degree upon Mr. Gregg, Col. Porter H. Adams, president of the university, gave the following citation:

To Willis Ray Gregg, meteorologist and executive, Chief of the United States Weather Bureau; pioneer in the study of the meteorological problems of aeronautics, who justly is acclaimed as a distinguished contributor to the advancement of the science of meteorology—the degree, Doctor of Science.

EFFECTIVE DATE OF PROMOTION

In applying the principle indicated in the article appearing in the January 1937 number of TOPICS AND PERSONNEL, concerning the effective date of a promotion, station officials and employees should bear in mind that a promotion cannot be made effective on a date earlier than that on which the promotion is approved by the Secretary of Agriculture. Promotion recommendations incident to station transfers are not submitted to the Secretary until after receipt of notification from the station that the employee concerned has arrived at his new post of duty. Hence, in most cases, the effective date of the promotion will be a day or more later than the date of arrival, and station officials must await definite advice from the Central Office as to the effective date before putting the employee promoted on the pay roll at his new rate of pay.

PAYMENTS FOR SERVICES WHEN QUANTITY IS DETERMINED BY METER READINGS

Public No. 57, 75th Cong., chapter 143, 1st sess., approved April 27, 1937, "An act to simplify accounting", reads as follows:

Be it enacted by the Senate and House of Representatives of the United States of America, in Congress assembled, That hereafter, in making payments for commodities or services, the quantity of which is determined by metered readings, such as gas, electricity, water, steam, and the like, where the period covered by the charge begins in one fiscal year or allotment period and ends in another, the entire amount of the payment may be regarded as a charge against the appropriation or allotment current at the end of such period.

Therefore, charges against allotments for the current fiscal year for metered service will end with those on bills for periods ending during June 1937. All such bills should be vouchered and forwarded to the Central

Office as soon as practicable after receipt in order that they may be promptly paid and recorded; all bills for metered services for the June-July period will be chargeable to allotments for the fiscal year 1938. This will not tend to deplete allotments for next fiscal year, since the June-July bills for the 1938 calendar year will be chargeable to allotments for the fiscal year 1939, thus offsetting any additional charges to allotments for the fiscal year 1938. Station officials who submit vouchers for any metered service on a quarterly basis should voucher any bills on hand when the bill for the May-June period is received; e. g., if an official receives bills for electricity for a period extending from the 11th of one month to the 10th of the next month, and has on hand a bill for the period April 11 to May 10, 1937, he should voucher that bill, together with that for the period May 11 to June 10, 1937, as soon as the latter is received; that will complete the charges for the service against his allotment under Circular 1, Circular 3, or Circular 7, as the case may be, for the current fiscal year. The bill for the June-July period will be chargeable to the allotment for the next fiscal year and may be vouchered as soon as received or retained until the bills for the period July 11 to October 10, 1937, are received, if satisfactory to the payee.

It should be understood that the above applies to metered service, even though a minimum charge is made, but does not apply to service on a flat-rate basis.

COMMERCIAL AIRWAY COMMUNICATIONS COSTS

Certain expenditures for communications costs under project d.1.1—Commercial Airway Meteorological Service—have for a number of years been made from funds transferred to the Weather Bureau by the Department of Commerce from the appropriation "Air Navigation Facilities". In the budget estimates for the fiscal year 1938 approval was given to including this transfer fund in the regular Weather Bureau appropriation for "Aerology" with a corresponding reduction in "Air Navigation Facilities". Therefore, all airway communications expenditures heretofore charged to "Air Navigation Facilities" will, beginning with July 1, 1937, be charged to "Aerology", and vouchers in settlement must consequently be accompanied by project sheets on which allocations are made to project d.1.1. Authority for this class of expenditures will be included in paragraph V, Circular 7, dated July 1, 1937.

SUBMISSION OF VOUCHERS FOR FISCAL YEAR 1937

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

Vouchers for supplies purchased or services performed prior to June 30, 1937, should not be withheld until July 1, 1937, but should be forwarded as soon as due in order to relieve, as much as possible, the "peak load" in the Central Office just after July 1, 1937.

BITUMINOUS-COAL ACT OF 1937

A circular letter, "Instructions Regarding Bituminous-coal Act of 1937", was mailed May 18, 1937, to all stations using bituminous coal known to the Central Office. If any station using bituminous coal, or proposing to purchase it, has not received copies of Purchase, Sales, and Traffic Circular No. 179, Procurement Division Circular Letter No. 226, and Supplement No. 1, a copy of each should be obtained from the Central Office before taking any action to issue bids.

METEOROLOGICAL AND COMMUNICATIONS DUTIES AT PENDLETON

Beginning March 30, 1937, and thereafter, the meteorological and communications duties at the Pendleton Airport Station will be handled jointly by the Weather Bureau and Bureau of Air Commerce personnel assigned to that station. For further information regarding consolidation of meteorological duties at airport stations, see TOPICS AND PERSONNEL for June 1935.

MINNEAPOLIS-ST. PAUL OBSERVATIONS

It is desired that hereafter the Minneapolis weather report transmitted through the SGL D&A system, or by teletype, shall be indicated by the abbreviation "Mpls-St. P." in the data columns of all weather maps and bulletins issued from Weather Bureau Offices; also, in all bulletins furnished to newspapers for publication. The purpose is to give both Minneapolis and St. Paul recognition in weather observations distributed for publication.

The telegraphic designation "Minneapolis" will remain unchanged.

INTERNATIONAL MONTH, AUGUST 1937

The Weather Bureau will make daily sounding-balloon observations at Omaha, Nebr., during the international month, August 1937, with two observations daily during the period August 16-21, inclusive. It is requested that stations within approximately 300 miles of Omaha take steps to disseminate this information through the local press and radio a few days prior to August 1, and occasionally during the month of August, in order that the instruments may be returned to the Omaha Weather Bureau Airport station by the finders. A payment of \$3 will be made for the return of each instrument.

CHANGES IN RADIO CIRCULAR NO. 1

The following changes should be made in copies of Radio Circular No. 1 (Revised):

Page 21, station NPO, Cavite, P. I., substitute 56 kc. for 22.9 kc., and delete (56 standby) in the list of frequencies used in transmission of the weather bulletins at 0230, 0430, and 1200, G. C. T., respectively. These changes go into effect June 1, 1937.

EIGHT-INCH RAIN-GAGE PARTS

It has recently been learned from a Weather Bureau inspector that section directors and other station officials are not generally informed that constituent parts of rain gages are stocked in the Central Office for issue on Stores Requisition. It was found that, in some cases, entire rain gages were being requested with consequent waste, especially of the measuring tube.

Some years ago, at a time of emergency in the brass industry, a large number of measuring tubes were called in to the Central Office. Many of them were found to have been expanded by freezing so that they were unfit for reissue. It is, therefore, apparent that old measuring tubes cannot be safely assumed to be serviceable without examination. A simple check for accuracy may be made by pouring into the measuring tube repeatedly a definite quantity of water, as, for example, a small bottle brimful, and making a measuring-stick reading after each increment. Fairly uniform increases in depth are to be expected, subject to usual tolerances. It is obvious that the measuring tubes should not leak, and also that the collecting funnel should be in good condition.

REPAIR PARTS FOR ANEMOMETERS

For the information of field officials, it is stated that the following anemometer parts can be furnished by the Instrument Division on requisition, with reasonable confidence that they will fit:

FOR 4-CUP ANEMOMETERS

Cups, set.
Steel disc for lower bearings.
One-mile contact spring.
One-mile, platinum-tipped, angle-wire contact.
Knurled-head set screws.
Wrench.
Sleet shield.

FOR 8-CUP ANEMOMETERS

Cups, set.
Oil cup.
Clamping nut, for use in place of oil cup.
Steel disc for lower bearing.
One-sixtieth-mile contact assembly.
One-sixtieth-mile contact spring.
One-mile contact spring.
One-mile, platinum-tipped, angle-wire contact.
Dial cover.
Sleet shield.

Upper bearings, spindles, and gears, intended for replacements in anemometers in the field, cannot be furnished with assurance of satisfactory results. Such parts are not interchangeable, and frequently require careful fitting involving the use of facilities not ordinarily available.

EXCHANGE OF USED MECHANICAL PARTS

Budget and Finance Circular No. 48, dated May 6, 1937, is quoted for the guidance of all station officials:

The attention of Bureau administrative and procurement officers is invited to an act, Public No. 32, approved April 15, 1937, reading as follows:

* * * "Be it enacted by the Senate and House of Representatives of the United States of America, in Congress assembled, That any Government Department is authorized to exchange used parts of mechanical refrigerators, hermetically sealed refrigerating units, temperature-control devices, and watchmen's clocks as payment, in full or in part, for new or reconditioned parts to be used for the same purpose as those proposed to be exchanged."

DATA FOR SECOND-ORDER 6-HOURLY STATIONS

Section directors are requested, when practicable, to include in the publication, Climatological Data, reports from all second-order stations making 6-hourly observations. Where space is available, the data should appear in the summary and precipitation tables, and optionally elsewhere, in line with present make-up. An additional table is not desired.

UPPER-AIR CROSS-SECTION FORMS

Requests for printed atmospheric cross-section forms for upper-air analysis will, for the present, be granted only after approval by the Meteorological Research Division, and their distribution will be restricted to the five district forecast centers and 11 airway forecast centers.

Only one cross-section form is now kept in stock. It contains only altitude lines and scales for horizontal distances and for frontal slopes. This form is applicable to any chosen series of upper-air stations, the station locations and the ground contour to be entered when the data are plotted. Templates for this purpose can be constructed of cardboard or other suitable material.

No form number has been assigned to the cross-section forms. Requests should be marked for the attention of the Meteorological Research Division.

COMPENSATION IN EXCESS OF \$540

The attention of officials in charge of stations is called to the article, "Compensation in Excess of \$540", which appeared on page 173 of the September 1935 issue of TOPICS AND PERSONNEL. It is incumbent upon Weather Bureau officials to observe the requirements of this article, as they may be held responsible for any amount in excess of \$540 paid to an emergency assistant or any noncommissioned employee in any 12-month period.

HARLINGEN STATION CLOSED

The first-order station at Harlingen, Tex. (fruit-frost service only), was closed at the termination of March 31, 1937, with supervision of fruit-frost work in the lower Rio Grande Valley transferred to the Brownsville station.

DEPARTMENT REGULATIONS

Copies of amendments to Department Regulations, paragraphs 2163 and 3434, were mailed to all regular and airport stations on May 20, 1937. Any station not receiving a copy 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. Thomas B. Hayward, Nome, Alaska, reelected secretary.

RETIREMENT

Mr. James W. Cronk, official in charge at the Shreveport station, was retired May 31, 1937. Mr. Cronk was born at Flint, Mich., on May 14, 1867. He entered the Weather Bureau service on October 10, 1887, serving as assistant at Atlanta, Boston, Norfolk, and Philadelphia, and as official in charge at Columbia, S. C., Jupiter, Fla., Port Huron, and Shreveport.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of May 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Brown, Charles N.	Salt Lake City, Utah...	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Calvert, Jack H.	Reno, Nev.	Promoted to assistant observer at \$1,680 from assistant observer at \$1,620.
Cronk, James W.	Shreveport, La.	Assistant meteorologist at \$2,800, retired.
Davidson, Robert E.	Washington, D. C.	Promoted to principal engineering draftsman, SP-7, at \$2,300 from senior engineering draftsman, SP-6, at the same salary.
Dean, Rollo H.	Meridian, Miss.	Promoted to under observer at \$1,260 from minor observer at \$1,080.
Desmond, Ralph H.	Atlanta, Ga. (Airport) ..	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Despain, Lawrence N.	Brownsville, Tex.	Promoted to junior meteorologist at \$2,000 from observer at \$1,980.
Grant, Charles L.	Washington, D. C.	Promoted to assistant clerk, CAF-3, at \$1,620, from junior clerk, CAF-2, at \$1,440.
Grubb, Russell C.	Albuquerque, N. Mex. ..	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Hanson, Floyd L.	Seattle, Wash.	Appointed minor observer at \$1,020.
Hutchinson, Charles E.*.	Mobile, Ala.	Appointed minor observer at \$1,020, pending certification of eligibles.
Jenks, Carlton E.	Seattle, Wash.	Appointed assistant observer \$1,620, by transfer from the Department of Commerce.
Jennings, Arthur H.	Ithaca, N. Y.	Assistant observer at \$1,620, restored to duty from leave without pay, effective May 10, 1937.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
McChesney, Lambert W.*	Atlanta, Ga.....	Minor observer at \$1,020, temporary appointment terminated; record, good.
Magee, Arthur R.....	Denver, Colo.....	Assistant observer at \$1,620, granted leave without pay from May 27, 1937, to termination of August 26, 1937. Termination date in February 1937 TOPICS AND PERSONNEL should be May 26, 1937.
Mahler, Mrs. Hazel R...	Washington, D. C.....	Junior clerk-stenographer, CAF-2, at \$1,440, resigned; record, very good.
O'Toole, Morgan J.....	Washington, D. C.....	Clerk, CAF-4, at \$1,800, leave without pay extended to termination of August 8, 1937.
Phillips, Victor V.....	Winslow, Ariz.....	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Plaster, Roger G.....	Columbus, Ohio (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Pugh, Arthur W.....	Shreveport, La.:.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,500.
Rahmlow, Herbert W...	La Crosse, Wis.....	Appointed junior observer at \$1,440.
Ramsden, Blaine N.....	Salt Lake City, Utah (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Stanski, Miss Mary D...	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440, by transfer from U. S. Employees' Compensation Commission.
Thicketun, William R...	Washington, D. C.....	Promoted to assistant meteorologist, P-2, at \$2,700 from principal engineering draftsman, SP-7, at \$2,700.
Weinschenk, John W...	Augusta, Ga.....	Appointed minor observer at \$1,020.
White, Carl N.*.....	San Francisco, Calif. (Mount Shasta)	Appointed radio operator at \$1,620, temporarily.
Woodcock, Walter F.*..	Seattle, Wash.....	Minor observer at \$1,020, temporary appointment terminated; record, very good.

*Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Brown, Charles N.....	Seattle, Wash.....	Salt Lake City, Utah (Airport), assistant.
Dean, Rollo H.....	Mobile, Ala.....	Meridian, Miss., assistant.
Dobbs, Roswell V.....	Ithaca, N. Y.....	Nome, Alaska, assistant.
Desmond, Ralph H.....	Brownsville, Tex.....	Atlanta, Ga. (Airport), assistant.

Changes in assignments.—Continued

Name	Relieved from—	Assigned to—
Despain, Lawrence N....	Salt Lake City, Utah (Airport)	Brownsville, Tex. (Airport), in charge.
Givens, Will M.....	Abilene, Tex.....	Winslow, Ariz., assistant.
Grubb, Russel C.....	Roswell, N. Mex.....	Albuquerque, N. Mex., assistant.
Janson, Raymond H....	Moorhead, Minn..... (Fargo, N. Dak.)	El Paso, Tex. (Airport), assistant.
Jennings, Arthur H....	Lansing, Mich.....	Ithaca, N. Y., assistant.
Lothman, Arvy A.....	San Francisco, Calif....	Pasadena, Calif., assistant.
Plaster, Roger G.....	La Crosse, Wis.....	Columbus, Ohio (Airport), assistant.
Renneke, Merl V.....	El Paso, Tex.....	Moorhead, Minn. (Fargo, N. Dak.), assistant.
Staples, Lester A.....	Winslow, Ariz.....	Winnemucca, Nev., assistant.



(WB-6-14-37-420)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JUNE 1937

OBSERVANCE OF LAWS AND REGULATIONS

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

The administrative officers of the Department, including its various Bureaus and offices, are devoting increasing amounts of time and thought to the development of regulations and procedural instructions designed to supply essential control, advice, and assistance in the performance of the vast and complex operations with which we are charged. The need for this is recognized by interested officers and employees throughout the entire Department, and splendid cooperation and many helpful suggestions have been received from a variety of sources. With the rapid expansion of our activities, the introduction of new projects, involving practices for which no background of operating experience exists, and the employment of persons whose familiarity with Government routine is limited, it is not surprising that many difficult problems have developed which admittedly have resulted at times in delay, interference, and embarrassment to the work. The major difficulties experienced in the past have been surmounted, however; and, while some degree of difficulty is inherent in Government operations, with the continued intelligent and helpful cooperation of the officials of this and other governmental agencies, it is believed that no impassable barriers to the performance of the necessary functions will be encountered.

Inquiries made by the investigational staffs of the Department and of the General Accounting Office have revealed that, in a limited number of cases, officials and employees have attempted to provide "easy" solutions of some of the operating problems encountered in their work. The evidence usually indicates that these actions have provided no personal benefit to the individuals concerned but, on the contrary, have been intended to expedite the performance of Government business, often with consequent reduction in the expenditure of public funds. While the Department commends constant endeavor on the part of all employees to devise ways and means for expediting the transaction of business and to reduce unnecessary "red tape", it is apparent that the persons responsible do not recognize the serious implications of such actions when they involve disregard of legal or other properly constituted restrictions. In such cases they violate laws and regulations designed to provide for orderly processes of Government, and the responsible supervisory officials of the Department and of its Bureaus and offices cannot condone such transactions, however well intentioned. Detection must necessarily result in the imposition of penalties which may sometimes seem of unwarranted severity in the light of the motives involved.

Investigations which have been made indicate also that in a very minor number of instances members of the Department staff have deliberately violated laws and regulations to permit the accomplishment of objectives, known to be prohibited, to avoid the time and effort required to conduct the business in the approved fashion, and for other purposes. The policy of the Department in handling such cases is well known.

The approved procedures constitute the only legal, effective, and really expeditious methods of conducting Department business. It is the policy of the Department to constantly review the current administrative, personnel, fiscal, and property requirements to the end that operations may always be on the best basis

permitted by existing law. If authorized procedures, whether by law, regulation or requirement, seem, without due warrant therefor, to prevent the expeditious transaction of the business with which any employee is charged, the remedy lies, as pointed out to the staff of the Department when the revised regulations were issued July 1, 1936, in reporting such matters through Bureau channels to this Office in order that determinations may be made whether the requirements can or should be modified.

The purpose of this memorandum is to make clear that, while the Department welcomes all proper efforts to improve existing requirements, it cannot sanction their disregard, whatever the intent may be of those who become involved in such transactions.

CLASSIFICATION GRADES APPLICABLE TO EMERGENCY ASSISTANTS

Comptroller General's decision (A-83763) requires that with the beginning of the next fiscal year, July 1, 1937, all vouchers and pay rolls should be prepared to show the applicable classification grade of all regular and emergency positions, the salary rates of which are controlled by the Classification Act of 1923, as amended, and Executive Order No. 6746 of June 21, 1934. It will, therefore, be necessary for the Weather Bureau to comply with this decision and indicate on the pay rolls, beginning with July 1, 1937, the classification grades of emergency assistants, the same as is now being done in the case of regular, full-time employees in the field.

In view of the foregoing, it will hereafter be necessary to issue letters authorizing the employment of emergency assistants in the field at rates that correspond to the minimum per-diem rate that is applicable to the grade in which the Bureau determines that the employment will fall. For example:

Per diem	For—	Employment
\$2.83	SP-1 (\$1,020)	Minor observer.
3.50	SP-2 (1,200)	Under observer.
4.00	SP-3 (1,440)	Junior observer.
4.50	SP-4 (1,620)	Assistant observer.
5.00	SP-5 (1,800)	Observer, printer, etc.
5.55	SP-6 (2,000)	Senior observer.
6.38	SP-7 (2,300)	Principal observer.
7.22	SP-8 (2,600)	Chief observer.

It was also indicated that in cases of employment of emergency assistants at stations for the taking of observations it would be proper for the Bureau to set up an hourly rate of a per-diem rate that would be comparable to a minimum salary of a classification grade. It was suggested that this could be done on the determination of the fact that the taking of a regular observation and related work would constitute employment for practically a quarter of a day.

It was further indicated by the Department that in all cases the rates and designation on the pay roll should conform to the minimum salary of the classification grade determined upon.

AMENDMENT TO STATION REGULATIONS

Paragraph 97 of Station Regulations is hereby amended 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 1013d and 1013e and submitted monthly (on the last day of the month), or on the last day service is performed if work is completed before the end of the month. The title (junior observer, etc.) and applicable classification grade of the position, the number and date of the authorization, the number of days employed (with dates of service), and the rate per day must be given.

WEATHER BUREAU AIRPORT STATION ESTABLISHED AT ARLINGTON, VA.

On May 15, 1987, the Weather Bureau Airport Station at Arlington, Va., was established as a general supervising and airway forecast station, with general supervision over and responsibility of preparing forecasts for the following airways:

Washington-Camden section (not including Camden terminal) of the Washington-Newark airway.

Washington-Cincinnati (not including Cincinnati terminal).

Washington-Memphis (not including Memphis terminal).

Murfreesboro-Louisville (not including Louisville terminal).

Washington-Richmond-Charleston (including Richmond, but not the Charleston terminal).

Richmond-Greensboro section (including the Greensboro terminal) of the Richmond-Atlanta airway

The following stations are located in the Arlington, Va., general supervising district:

ON-AIRWAY STATIONS

Aberdeen, Md.	Roanoke, Va.	Smiths Grove, Ky.
Baltimore, Md.	Pulaski, Va.	Quantico, Va.
Front Royal, Va.	Wytheville, Va.	Richmond, Va.
Mathias, W. Va.	Bristol, Va.	Crewe, Va.
Mouth of Seneca, W. Va.	Morristown, Tenn.	South Boston, Va.
Elkins, W. Va.	Knoxville, Tenn.	Greensboro, N. C.
Gassaway, W. Va.	Smithville, Tenn.	Warrenton, N. C.
Charleston, W. Va.	Murfreesboro, Tenn.*	Raleigh, N. C.
Chesapeake, Ohio.	Graham, Tenn.	Fort Bragg, N. C.
Peebles, Ohio.	Chesterfield, Tenn.	Florence, S. C.
Gordonsville, Va.		Lane, S. C.
Lynchburg, Va.		

* To be changed later to Nashville, Tenn.

OFF-AIRWAY STATIONS

Delaware Breakwater, Del.	Cape Lookout, N. C.	Stearns, Ky.
Salisbury, Md.	Wilmington, N. C.	Winchester, Ky.
Urbanna, Va. (when established).	Greenville, N. C. (when established).	Frostburg, Md.
Norfolk, Va.	Flat Top, W. Va.	Asheville, N. C.
Hatteras, N. C.	Pikeville, Ky.	Mount Mitchell, N. C.
		Paris, Tenn.

CHANGE IN SPEED OF TELETYPE MACHINES

The Bureau of Air Commerce contemplates changing the speed of all teletype machines on the communications circuits of that Bureau from 40 to 60 words a minute, effective 12:11 a. m. (E. S. T.), July 20, 1937. All station officials at places where Weather Bureau owned or rented machines are connected to the Bureau of Air Commerce teletype circuits should take action, if such action has not already been taken, to arrange to have these machines geared at the proper time to the 60-word-a-minute ratio. Station officials should also keep themselves informed by contact with proper Bureau of Air Commerce officials of any last-minute changes regarding the foregoing matter, especially as concerns the exact time the 60-word speed is to become effective.

MURFREESBORO AIRPORT STATION MOVED TO NASHVILLE

The Weather Bureau Airport Station at Murfreesboro, Tenn., was moved to the new Municipal Airport at Nashville on June 25, 1937. All airway-meteorological activities formerly conducted at the Murfreesboro station will hereafter be conducted at the Nashville station, including airplane-weather (APOB), pilot-balloon, and hourly and special airway observations.

MAXIMUM-ALTITUDE AND MAXIMUM-WIND-VELOCITY DATA ENTERED ON PILOT-BALLOON FORMS

As some confusion has arisen over the instructions in the circular dated January 18, 1937, regarding the correct procedure for entering the maximum-altitude and *monthly* maximum-wind-velocity data on Form 1110A, clarification and revision of these and previous instructions on the same subject are considered necessary. All pilot-balloon stations are, accordingly, hereafter directed to enter (effective July 1937) the following data for each month on the 5 a. m. (E. S. T.) Form 1114 *instead of on the last Form 1110A, as heretofore:*

1. Maximum altitude *above sea level* reached during the month.
 - (a) Corresponding wind directions and velocity.
 - (b) Date and time.
2. Maximum wind velocities for the month, as follows:

	Surface to 2,500 m. (m. s. l.)	2,501 to 5,000 m. (m. s. l.)	Above 5,000 m. (m. s. l.)
Maximum velocity (to tenths)			
Direction (16 points)			
Altitude (m. s. l.) to nearest 10 meters			
Date			
Time			

In addition to the above *monthly* data, similar data for the year, as a whole, as determined from the 12 monthly records, are also to be entered

on the 5 a. m. Form 1114 for the month of December. Copies of the monthly data, from which the yearly data are to be determined, must, therefore, be retained each month in the station files.

The maximum altitudes for each observation, as entered in the right-hand column of the revised Form 1114, are hereafter to be entered to the exact altitude (i. e., to the nearest meter) *above sea level* and not to the nearest 10 meters or the nearest 100 meters, as is the practice at some stations.

These instructions supersede similar instructions contained in TOPICS AND PERSONNEL for February 1930, September 1934, and April 1936, and in the circular, "Entering Maximum Velocity Data On Form 1110A", dated January 18, 1937.

TOLLS OVER THE SAN FRANCISCO-OAKLAND BAY BRIDGE

The Comptroller General has ruled that payment by the Federal Government of tolls over the San Francisco-Oakland Bay Bridge is not authorized in view of the fact that consent of the Congress for construction of the bridge was granted on the basis of permission secured from the Secretaries of War, Navy, and Commerce, and that a joint permit of those officials, dated January 6, 1932, accepted by the State of California, contains a provision as follows:

Free passage over the bridge shall on proper identification be granted at all times to military, naval, or civilian personnel of the United States, resident, regularly employed, or having Government business on the island or points which may be reached via said bridge, and to their dependents; and, in like manner, for passenger and freight vehicles belonging to or operated by or in behalf of the United States or the individuals mentioned.

In a later decision the Comptroller General stated that, if any Government employees traveling on official business are actually compelled to make payments from their personal funds for passage over the San Francisco-Oakland Bay Bridge, receipts should be taken and claims referred to his office.

Therefore, if any Weather Bureau employees are asked to pay toll charges for passage over the bridge while traveling on official business they should make payments only under protest, secure receipts, and submit receipts as subvouchers in reimbursement accounts containing no other items. The accounts should be accompanied by statements, in duplicate, showing the necessity for crossing the bridge, and also that payments of the tolls were made under protest. Such vouchers will be sent to the General Accounting Office for consideration before payments are made.

PROJECT FOR RELEASING SOUNDING BALLOONS DURING A HURRICANE, 1937

During the 1937 hurricane season the Weather Bureau and the Massachusetts Institute of Technology are cooperating in a project for investigating upper-air conditions in a tropical cyclone. The Bureau is installing

equipment for this purpose at Macon, Ga., Maxwell Field (Montgomery), Ala., and Vicksburg, Miss. The Massachusetts Institute of Technology is installing similar equipment at Raleigh, N. C. Thirty meteorographs will be available at each of the first three Weather Bureau stations and 57 at the latter station.

The details of this year's project are similar to those of the 1936 project, which were described on pages 286-287 of the August 1936 issue of TOPICS AND PERSONNEL, except that Weather Bureau instruments are to be returned by finders to the Central Office of the Weather Bureau, Washington, D. C., instead of to the Weather Bureau Office, Boston, Mass.

It is requested that officials in charge of Weather Bureau stations located within a radius of several hundred miles (at least 500 miles, to be on the safe side) of the four possible releasing stations in question prepare a digest of information regarding this project, based on the relevant facts conveyed in this communication and the note in the August 1936 issue of TOPICS AND PERSONNEL, referred to above, then give copies thereof to local newspapers in order to disseminate the information as widely as practicable with a view to increasing the likelihood of return of meteorographs found.

DETAILED OBSERVATIONS DURING PASSAGE OF A HURRICANE, 1937

Reference is made to a note on pages 287-288 of the August 1936 issue of TOPICS AND PERSONNEL, with the above title (except year), requesting detailed cloud observations and pilot-balloon observations of greatest possible length during the passage of a hurricane, in connection with a cooperative project undertaken by the Weather Bureau and the Massachusetts Institute of Technology for investigating upper-air conditions in such a disturbance. It is desired that every effort be made by officials at Weather Bureau stations to fulfill similar requests in relation to hurricanes which, during the 1937 season, traverse any part of the neighborhood wherein Macon, Ga.; Maxwell Field (Montgomery), Ala.; Vicksburg, Miss., and Raleigh, N. C., are located. (See preceding article entitled "Project for Releasing Sounding Balloons During a Hurricane, 1937").

CHANGE IN AIR-MASS DESIGNATIONS

A revision of the circular, "Transmission of Air-mass and Frontal Analysis by Teletype and Radio", effective July 15, is being sent to all stations. It contains several minor changes in symbols and procedures, but of considerable importance is the elimination of the tropical-gulf (Tg) air mass.

As a result of study and experience, it has been known for some time that no real difference exists between tropical air from the Gulf of Mexico and that from the Atlantic. Beginning on the effective date of the circular, the practice will be followed of combining "Tropical Gulf"

and "Tropical Atlantic" into the single designation of "Tropical Atlantic" (TA). An effort will be made to designate separately, whenever possible, the Atlantic and Pacific tropical masses, but when this is not practicable the general name "Tropical Maritime" (TM) will be used. These designations imply that the tropical air of the Pacific anticyclonic cell will be characterized as "Tropical Pacific" and that of the Atlantic high-pressure cell as "Tropical Atlantic." The latter name also will be applied to the moist, tropical air frequently found aloft in summer in the high-level anticyclone over the western part of the United States. (See Reed, T. R.: The North American high-level anticyclone, Monthly Weather Review, 1933, vol. 61, pp. 321-325.)

METEOROLOGICAL AND COMMUNICATIONS DUTIES AT PENDLETON

The joint handling of meteorological and communications duties at Pendleton Airport Station by the Weather Bureau and Bureau of Air Commerce personnel was discontinued at the termination of May 31, 1987.

THUNDERSTORMS REPORTED BY USE OF WEATHER CODE (REVISED), 1986

To avoid confusion, use of the word "Wyoming" should be confined to reporting thunderstorms that begin and end within the hour succeeding 7:30 a. m. and 7:30 p. m. observations only. Thunderstorms that begin and end during the hour succeeding 1:30 a. m. and 1:30 p. m. observations should be reported by use of either the word "Walnut" or "Warrant", as appropriate. The thunderstorm code on page 104, Weather Code (Revised), 1986, should be amended accordingly.

PURCHASE OF PRISON-MADE PRODUCTS

The Federal Prison Industries, Inc., under date of June 3, 1987, has granted the Bureau authority to purchase corn brooms from commercial sources during the fiscal year 1988 at the field stations when purchases are made in quantities not exceeding one-half dozen brooms at one time. Also, see circular letter dated March 11, 1987, from Chief, Business Administration.

All vouchers covering local purchases of brooms during the fiscal year 1988 must carry statements as follows: "Clearance obtained from the Federal Prison Industries, Inc., Washington, D. C., June 3, 1987."

RECOATING STEEL PLATES

Under date of July 3, 1987, a copy of circular letter entitled "Purchase of Service Required in Recoating Steel Stereotype Plates at Field Stations During the Fiscal Year 1988" was mailed to all stations using chalk plates. Any station requiring the recoating of steel plates and not having received a copy of the circular should immediately notify the Central Office.

HYDROGEN-GAS CONTRACTS

Under date of July 3, 1937, a copy of circular letter entitled "Purchase of Hydrogen Gas at Field Stations During the Fiscal Year 1938", was mailed to all regular and airport stations. Any station not receiving a copy should immediately notify the Central Office.

USE OF FIGURES IN TELEGRAMS

The Western Union Telegraph Co. and the Postal Telegraph Co. have established a rule concerning the use of figures in telegrams whereby five figures or less in sequence will be counted as one word. This rule applies to all classes of miscellaneous messages, but it does not admit of observations being collected and distributed through the SGL D&A system in a numeral code form. Miscellaneous messages means all classes of telegrams, except observations addressed to the Western Union SGL D&A distributing centers at Chicago and/or New York, and distributions from those centers.

SPECIFICATIONS FOR EMPLOYING TRADE NAME WITH WORDS "OR EQUAL"

Purchase, Sales, and Traffic Circular No. 205, "Specifications Employing Manufacturer's or Trade Name with the Words 'Or Equal'", dated June 10, 1937, was mailed to all regular and airport stations on June 16, 1937. Any station not receiving a copy should notify the Central Office.

CHANGES IN RADIO CIRCULAR NO. 1 (REVISED)

The following changes should be made in copies of Radio Circular No. 1 (Revised):

Page 29, station WOE, Palm Beach, Fla. Station has been moved to Lake Worth, Fla. Broadcast schedules have been changed to 0348, G. C. T., using 394 kc. and 6,350 kc., and 1548, G. C. T., using 394 kc. and 11,220 kc. Storm warnings and advisories, when issued, are broadcast on frequencies of 394 kc. and 11,220 kc. during daylight hours, and on 394 kc. and 6,350 kc. during the night.

SURPLUS ADDRESSOGRAPH SUPPLIES

There is surplus and available for transfer at the Weather Bureau Office, Buffalo, N. Y., the following:

Name plates, N 5300, 1,000; frames, for use with 3-line plates, 63; buff cards, to fit 3-line plates, 900.

The above items have never been used. Stations desiring all or part of the above should submit a request to the Central Office.

ROSTER

The semiannual roster of commissioned officials and employees, as of April 1, 1937, was mailed to all regular and airport stations on June 28, 1937. Any station not receiving a copy should notify the Central Office.

CORRECTION

The name Carlton E. Jenks, under "Changes in Personnel" for May 1937, should be corrected to Carlton E. Jencks.

CHANGE OF ADDRESS

The address of the Weather Bureau Airport Station at Spokane, Wash., has been changed from Weather Bureau Airport Station, Parkwater, Wash., to Weather Bureau Airport Station, Route 5, Spokane, Wash.

DEPARTMENTAL REGULATIONS

Copies of amendments to Department Regulations, paragraphs 1711, 1712, 1838 (two amendments), 3113, and 3225, were mailed to all regular and airport stations during June 1937. Any station not receiving a copy 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. Frank B. Whitney, Oklahoma City, reelected secretary-treasurer.

DEATHS

Mr. Charles H. McGeehan, telegraph and teleprinter operator in the Central Office, died at Mount Alto Hospital, Washington, D. C., on June 24, 1937. He was born at Hazleton, Pa., on July 14, 1897. Mr. McGeehan entered the Weather Bureau service on April 19, 1937, and was assigned to the Telegraph Section. He was a sergeant in the World War from July 15, 1917, to May 18, 1919.

Mr. Joseph E. Mutchler, minor observer at the Boise station, died June 26, 1937. He was born at Braddock, N. Dak., May 5, 1902. His entire service in the Weather Bureau was at Boise, Idaho, at which place it began October 9, 1936.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of June 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Anderson, Ellsworth A..	Minneapolis, Minn.....	Appointed minor observer at \$1,080 by reinstatement in the Department.
Carter, Gay B.....	Amarillo, Tex	Minor observer at \$1,020, resigned; record, excellent.
Caudle, Frederick L.....	Washington, D. C	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,020.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Collins, Mrs. Elizabeth G.	Washington, D. C.	Assistant clerk-stenographer, CAF-3, at \$1,740, restored to duty from leave without pay, effective June 11, 1937.
Cook, Richard N.	Huron, S. Dak.	Appointed minor observer at \$1,020.
Dobbs, Roswell V.	Nome, Alaska	Promoted to observer at \$1,800 from junior observer at \$1,500.
Duff, Oliver A.	New Orleans, La.	Appointed assistant observer at \$1,620 by reinstatement in the Government Service.
Gilbert, Clarence G.	Pittsburgh, Pa. (Airport).	Promoted to observer at \$1,800 from junior observer at \$1,500.
Givens, Will M.	Winslow, Ariz.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Harris, Dale R.	Los Angeles, Calif. (Burbank.)	Assistant observer at \$1,620, restored to duty from leave without pay, effective June 14, 1937.
Heller, J. Roe	Washington, D. C.	Promoted to senior engineer draftsman, SP-6, at \$2,000 from scientific aid, SP-5, at \$1,800.
Herrmann, Melvin R.	Pittsburgh, Pa.	Minor observer at \$1,020, resigned; record, very good.
Hilworth, Jerry T.*.	El Paso, Tex.	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Howe, James M.	Charlotte, N. C.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Ives, Herbert D.	El Paso, Tex.	Appointed minor observer at \$1,020.
McCollum, Eugene Wilbur	Denver, Colo.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
McGeehan, Charles H.	Washington, D. C.	Telegraph and teleprinter operator, CAF-4, at \$1,800, died June 24, 1937.
McGregor, Clifford J.	New York, N. Y. (Newark, N. J.)	Junior meteorologist at \$2,200, granted leave without pay from July 1, 1937, to termination of June 30, 1938.
McGrew, Alvie E.	Galveston, Tex.	Promoted to observer at \$1,800 from assistant observer, at \$1,620.
Marks, Arthur M., Jr.	Chicago, Ill. (Airport)	Promoted to observer at \$1,800 from junior observer at \$1,500.
Mutchler, Joseph B.	Boise, Idaho.	Minor observer at \$1,020, died June 26, 1937.
Planert, Milton F.	Sault Ste. Marie, Mich.	Appointed junior observer at \$1,440.
Quinn, Eugene H.	Pomona, Calif.	Observer at \$1,800, restored to duty from leave without pay, effective June 20, 1937.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Robbins, Minter W.	Washington, D. C.	Promoted to assistant scientific aid, SP-4, at \$1,620 from junior observer, SP-3, at \$1,440, with transfer to Departmental Service.
Robinson, Fred S.	Green Bay, Wis.	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Schafer, George J.	Pittsburgh, Pa.	Appointed minor observer at \$1,020.
Scherr, Miss Mary.	Washington, D. C.	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by reinstatement in Government Service.
Schworm, Stanley S.	Parkersburg, W. Va. ...	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Torgerson, Miss Ruby M.*	Huron, S. Dak.	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Tveter, Elmer C.	Nome, Alaska	Observer at \$1,860, resigned; record, unsatisfactory.
Wall, John F.	Pittsburgh, Pa. (Airport).	Assistant observer at \$1,620, resigned; record, excellent.
Walton, Llewellyn J.* ...	Minneapolis, Minn.	Minor observer at \$1,020, temporary appointment terminated; record, very good.
West, Mrs. Susie M.	Washington, D. C.	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from Veterans' Administration.
Weinstein, Irving I.	Rochester, N. Y.	Minor observer at \$1,080, resigned; record, excellent.

* Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Gold, Harold K.	Binghamton, N. Y.	Oswego, N. Y., in charge.
Howe, James M.	Oswego, N. Y.	Charlotte, N. C., in charge.
Lorenz, Alfred L.	Apalachicola, Fla.	Jacksonville, Fla., assistant.
Redus, Robert L.	Tampa, Fla.	Miami, Fla., assistant.
Robbins, Minter W.	Trenton, N. J.	Washington, D. C., assistant.
Schworm, Stanley S.	Charlotte, N. C.	Parkersburg, W. Va., in charge.
Sherouse, Ray T.	Lakeland, Fla.	Tampa, Fla., assistant.
Tilson, William L.	Jacksonville, Fla.	Pensacola, Fla., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JULY 1937

ANNUAL LEAVE

The Solicitor of the Department of Agriculture, under date of June 29, 1937, rendered the following opinion regarding the taking and granting of annual leave:

In a memorandum of June 21, 1937, you ask this office to construe section 8 of the Annual Leave Regulations, which provides that "leave shall be granted at such time or times as may be deemed to be in the public interest" insofar as the section relates to a particular set of circumstances in the Resettlement Administration.

It is indicated that the Resettlement Administration has advised you that a certain regional office has reported that "at the present time and for the next several weeks they will not be as busy as at any other time later in the year" and that it would be "very convenient to give a considerable number of employees leave during this slack period, as it may be that the employees cannot be spared at a later date. However, a number of employees having expressed unwillingness to take their leave at this time, * * * some division and section chiefs feel that it is within their right to require an employee to take all of his annual leave, even as much as 30 or 40 days, at a time when such chiefs specify, and has asked us if these employees may be forced to take their leave."

The inquiry of the section chiefs in question must be answered in the negative. Under the terms of the act of March 14, 1936, "An Act to Provide for Vacations for Government Employees and for Other Purposes" (Public No. 471, 74th Cong.), leave accrues as a matter of right. It is granted to the employee who makes application for leave and it is not forced upon the employee by administrative officers. Section 8, *supra*, of the leave regulations relating to annual leave, in my opinion, was promulgated to protect the Government in the event that the applicant for leave desired to absent himself from his employment at a time which would not be in accordance with "the public interest". Under the terms of section 8, leave could be refused under such circumstances.

Section 18 provides that the "heads or governing parties of the various Governmental agencies to which this Executive Order applies shall be responsible for the proper administration of these regulations insofar as they pertain to the granting of annual leave to employees under their respective jurisdiction; and may, within the limits authorized by the law, issue such regulations as are not inconsistent with these regulations."

Although there are no formal Departmental regulations covering the instant inquiry, this Department has always allowed its employees, both under the present leave laws and those that were in effect prior to March 14, 1936, to take their leave when it has best suited their convenience, so long as that convenience has not conflicted with the interests of their employment. It is not believed that the Department would now be warranted, under the law, in altering its position in this respect so as to require employees to take leave at times stipulated by the Department.

ANNUAL LEAVE FOR TEMPORARY EMPLOYEES

Personnel Circular No. 50, from the Acting Director of Personnel, states that a further decision of the Acting Comptroller General (A-84992), dated July 9, 1937, provides the method of computing annual leave of temporary employees who are not absent all day Saturday. The provisions are as follows:

Except for the minimum charge of one-half day, paragraph 12 of the sick-leave regulations indicates the rule for granting annual leave to temporary employees for a part of Saturday.

When a temporary employee works only a part of the 4 hours required on Saturday, the charge against such employee's annual leave for the period he is off work should be that portion of one regular full day's leave that the number of hours during which he does not work bears to the 4-hour period of service required on Saturday. For example: A temporary employee who works only 1 hour and is on leave with pay for 3 hours on Saturday should have three-fourths of one-full time day charged against his leave; a temporary employee who works only 2 hours and is on leave with pay 2 hours on Saturday should have one-half of one full-time day charged against his leave, and a temporary employee who works only 3 hours and is on leave with pay for 1 hour on Saturday should have one-fourth of one full-time day charged against his leave.

In this connection see article in TOPICS AND PERSONNEL, April 1937, page 372.

AIRPLANE AND RADIO-METEOROGRAPH OBSERVATIONS

During the fiscal year 1937-38 airplane observations will be made under contract for the Weather Bureau at the same 12 stations as during the previous fiscal year, with the exception that Chicago will replace Miami.

The War Department will continue to make airplane observations at the same eight Army Fields as during the fiscal year 1936-37.

The Navy Department will also continue to make such observations at nine stations.

The complete list of airplane stations follows:

WEATHER BUREAU

Billings, Mont.	Fargo, N. Dak.	Omaha, Nebr.
Cheyenne, Wyo.	Nashville, Tenn.	Salt Lake City, Utah.
Chicago, Ill.	Oakland, Calif.	Sault Ste. Marie, Mich.
El Paso, Tex.	Oklahoma City, Okla.	Spokane, Wash.

ARMY

Barksdale Field (Shreveport, La.)	Maxwell Field (Montgomery, Ala.)	Selfridge Field (Mount Clemens, Mich.)
East Boston, Mass.	Mitchel Field, N. Y.	Wright Field (Dayton, Ohio).
Kelly Field (San Antonio, Tex.)	Scott Field (Belleville, Ill.)	

NAVY

Coco Solo, Canal Zone.	Pearl Harbor, Hawaii.	St. Thomas, Virgin Islands.
Lakehurst, N. J.	Pensacola, Fla.	Seattle, Wash.
Norfolk, Va.	San Diego, Calif.	Washington, D. C.

In addition to the airplane observations referred to above, daily radio-meteorograph observations will be made at Burbank, beginning approxi-

mately September 1, 1937, where the instrument developed by the California Institute of Technology will be employed, and at Boston, beginning approximately September 20, 1937, where the instrument developed by Blue Hill Observatory, Harvard University, will be used.

Experimental radio-meteorograph observations will also be made at the Central Office from time to time during the fiscal year, using various types of instruments.

It is hoped that the results of these experimental flights will warrant the adoption of radio-meteorographs on a larger scale next year.

INVESTIGATION OF STRUCTURE OF POLAR AIR AND DEVELOPMENT OF COLD WAVES

Arrangements have been made for the continuation of investigation of the structure of polar continental air and development of cold waves in North America under the Bankhead-Jones Special Research Fund. Two men are being assigned to Fairbanks, Alaska, for making daily radio-meteorograph sounding-balloon observations during the period September 15, 1937, to March 15, 1938. In view of the fact that radio-meteorograph observations are still in the developmental stage, airplane observations will be made every third day in order to check the radio-meteorograph data up to a height of 5 km. Since last winter was exceptionally mild in Alaska, the data obtained under this project at that time were not as productive as was desired for the purposes of this study.

REPORTS ON SEVERE LOCAL STORMS

In order that section directors may have on hand at the end of each month all available data concerning damaging storms (tornadoes, wind, hail, dust, etc.) for incorporation in the monthly Climatological Data summary and for use in compilation of a section storm summary forwarded to the Central Office, station officials are hereby instructed to forward newspaper clippings and detailed written reports, when necessary—especially so where the damage or extent is of unusual proportions—to the section directors of the respective States as soon after the time of occurrence as possible, thus permitting sufficient time for the collection of important material, including monetary estimates of damage.

Further, officials in charge are enjoined to employ the usual form letters in obtaining data on destructive storms within a 25- to 50-mile radius of their stations. Copies of the usual form letters may be obtained on requisition.

REIMBURSEMENT FOR JOB WORK BY PART-TIME EMPLOYEES

The following proviso appears in the 1938 Appropriation Act for the Department of Agriculture:

Provided, That Weather Bureau part-time employees, appointed by designation or otherwise, under regulations of the Civil Service Commission, for observational

work, may perform odd jobs in the installation, repair, improvement, alteration, cleaning, or removal of Government property and receive compensation therefor at rates of pay to be fixed by the Secretary of Agriculture.

In an opinion given by the Solicitor to the Chief of Bureau, under date of July 16, 1937, it is held that the authority of the language quoted may not be delegated by the Secretary to anyone other than the Assistant Secretary, and probably the Under Secretary, and that such authority must be in advance of performance of services. Accordingly, whenever it is contemplated that an odd job be performed by a part-time employee in connection with the installation, repair, improvement, alteration, cleaning, or removal of Government property, requisition should be submitted for advance approval by the Secretary. Such approval, if given, will be noted on the Purchase Order and, necessarily, the work should not be performed prior to the date of such approval.

The requisition in every case should describe the nature of the work in order that it may be determined that it falls within the classification specifically set forth in the proviso and, in addition, should carry a certification by the official submitting the requisition that the rate of compensation for the job is considered just and reasonable, citing special circumstances, if any exist.

The new legislation is in the nature of an exception to the general prohibition against dual employment in the same Department.

CERTIFICATES OF OWNERSHIP OF HOUSEHOLD GOODS

The Central Office furnishes with each letter of authorization, including provision for the shipment of household goods and personal effects, three copies of a blank form relative to ownership of the household goods to be shipped. In order not to delay approval of vouchers, it is requested that care be taken to see that one of the certificates, signed by the official in charge of station, or other qualified person, be stapled to each voucher covering the cost of drayage of household goods and to the memorandum copy of the bill of lading covering the shipment.

CONTRACTS FOR CONSTRUCTION OR REPAIRS OF PUBLIC WORKS

A copy of circular letter entitled "Requirements Under Act of June 13, 1934, in Connection With Contracts for Construction or Repairs of Public Works", and copy of "Amendment to Regulations of January 1935", promulgated jointly by the Secretary of the Treasury and the Secretary of the Interior, pursuant to the "kick-back" law (U. S. C., title 40, sec. 276b), was mailed to all regular and airport stations on July 12, 1937. Any station not having received copies of the above should immediately notify the Central Office.

WEATHER BUREAU CORRESPONDENCE FILES

Attention has been called to the need for an additional classification number in the "Weather Bureau Correspondence Files" pamphlet for

hydrologic studies. This suggestion has been concurred in by the Central Office, and the following subject number will be added:

Page 8: 040.81 hydrologic studies.

Station officials should add this number and subject to their copy of the pamphlet.

TAKING OF SGL D&A OBSERVATIONS AT FIRST-ORDER STATIONS

Officials in charge of first-order Weather Bureau stations at which airway observers have been assigned are notified that these employees are not authorized to take regular 7:30 a. m. and 7:30 p. m. observations addressed SGL D&A Chicago and/or New York for transmission through the Western Union distribution system, and that all SGL D&A observations from first-order stations must be taken by commissioned personnel. This does not affect arrangements for taking airway, code-sequence, or intermediate observations, or observations at second-order Weather Bureau stations.

APPEARANCE OF FORECAST CARDS AND BULLETINS

Copies of daily forecast cards and bulletins received at the Central Office reveal that at many places these publications are not being clearly and legibly printed. The attention of section directors is particularly invited to the appearance of stamped cards prepared at substations. It is requested that appropriate action be taken, wherever necessary, to improve the appearance of this work.

The name of the issuing station should appear on the face of the card. This includes cards issued by post offices, chambers of commerce, storm-warning displaymen, etc.

SPECIAL BLANK FORM 4065E

A supply of Form 4065E, for use in reporting storm-warning and small-craft display facilities, has been mailed with a circular letter dated July 21, 1937, to all stations supervising such displays. Any station failing to receive these new forms should notify the Central Office.

FORM 1035

Station officials forwarding observational data to the Central Office and other forecast centers on Form 1035 are requested, when appropriate, to enter the state of weather as "scattered clouds", "broken clouds", or "overcast", in conformity with the Weather Code (Revised) 1936. At many stations the former designations of partly cloudy and cloudy are still being entered on these forms.

A revised Form 1035, providing for entry of dew point and 3-hour pressure change and characteristic, is available for distribution, and officials in charge who have not yet been furnished the new cards should, without delay, submit requisitions for a supply.

NEW RADIO WEATHER MAP—NORTH ATLANTIC

A new Radio Weather Map—North Atlantic (polar stereographic projection) has been prepared at the Central Office and is now ready for distribution. Weather Bureau Offices on the Atlantic and Gulf coasts, including San Juan, P. R., should make requisition on the Central Office for a supply of these maps for issue to vessels cooperating with the Weather Bureau.

STATION COPIES OF FORM 1110A

All pilot-balloon stations now using the obsolete printed Form 1110A for the station copies of the original observational data are hereby directed to begin using plain paper for this purpose as soon as the supply of the old forms on hand has been exhausted. A considerable saving in printing costs will be accomplished thereby without detracting materially from the value of the retained records.

CHANGES IN RADIO CIRCULAR NO. 1 (REVISED)

The following changes should be made in Radio Circular No. 1 (Revised):

Page 18, station NAA/NSS, Washington, D. C., add 64 kc and 12,630 kc to the list of frequencies used for transmission of the Aviation and Commercial Bulletin at 0100, G. C. T., and 64 kc and 16,820 kc to the list of frequencies used for transmission of the bulletin at 1300, G. C. T. These changes go into effect August 1, 1937, at 1300, G. C. T.

Pages 13 and 21, station NPO, Cavite, P. I., the 0230, G. C. T., Marine Bulletin schedule will be changed to 0200, G. C. T., effective August 15, 1937.

Regulations concerning the broadcast of storm warnings from U. S. Navy Radio stations have been amended as follows:

Storm warnings and notices concerning the safety of navigation at sea of an urgent nature will be transmitted at the end of the first ensuing silent period after receipt of the message and every 2 hours thereafter for a period of 10 hours, or until superseded.

CORRECTION FOR CIRCULAR DATED JULY 26, 1937

An error has been found in the circular, "Delayed Pilot Balloon Observations", dated July 26, 1937, which was recently mailed to all pilot-balloon stations. In the third line of the second paragraph the time indicated within the parentheses should read "4 to 6 a. m. and p. m., and 10 to noon, or midnight, E. S. T." It is requested that all copies of the circular be corrected accordingly.

CEMENT FOR USE ON CROSS-SECTION-PAPER PLOTTING BOARDS

Recent experiments made at the Central Office indicate that cross-section paper can be applied to the pilot-balloon plotting boards by means of rubber cement without any stretching of the paper, as is the

case when mucilage or library paste is used. Consequently, a supply of the rubber cement will hereafter be stocked at the Central Office and all pilot-balloon stations are, accordingly, directed to include two tubes of cement with each request for new cross-section paper.

In applying the paper, a thin coating of the cement should be spread, as rapidly as possible, on both surfaces and the paper applied immediately, being careful to place the paper in the exact position desired before it is pressed flat. It should then be pressed or rolled flat and allowed to dry.

DEPARTMENT REGULATIONS

Copies of paragraph 4116, amendment to Department Regulations, were mailed to regular and airport stations on July 17, 1937. Any station not receiving a copy should notify the Central Office.

ADDRESSING CORRESPONDENCE

Recently some station officials and others have been addressing correspondence on official subjects to project leaders in the Central Office by name. This is contrary to Station Regulations and results in confusion. Official correspondence should be addressed in conformity with instructions contained in paragraph 136(g) of Station Regulations.

RETIREMENTS

Mr. Julius M. Sherier, district forecaster and official in charge of the Denver station, was retired July 31, 1937, after more than 51 years of Government service. Mr. Sherier was born at Georgetown, D. C., on July 11, 1869. He entered the service on November 2, 1885, at Fort Myer, Va., and after a short period of instruction at that place was transferred to the Central Office. He subsequently served as assistant at Omaha, Little Rock, Chicago, Albany, Cairo, and Milwaukee, and as official in charge at Mount Killington, Red Wing, Moorhead, Atlanta, Palestine, Helena, Savannah, Davenport, and Denver.

Mr. Leo J. Fangman, assistant meteorologist at the Akron, Ohio, station, was retired, effective at the termination of February 28, 1937, on account of total disability. He was born at Zell, S. Dak., on July 25, 1908. Mr. Fangman entered the Weather Bureau service as junior observer at Madison, Wis., on June 4, 1926. He subsequently served as assistant at New York, Washington, and Evansville, and was in charge at Akron prior to his leave without pay, which extended from August 4, 1936, to the time of his retirement.

Mr. Alois Holderith, gardener at the Central Office, was retired July 31, 1937. Mr. Holderith was born in Germany on July 16, 1872. After a short period of service at Fort Myer, Va., he was transferred to the Weather Bureau as laborer and gardener on August 12, 1907. His entire service in the Weather Bureau was at the Central Office.

DEATHS

Mr. John S. Hazen, who was retired June 30, 1932, died on July 16, 1937, at Mercy Hospital in San Diego, Calif. A notice of his retirement and outline of his service will be found in TOPICS AND PERSONNEL for June 1932.

Mr. Ulysses G. Purssell, who was retired August 31, 1934, died at his home in Minneapolis, Minn., on July 5, 1937. He was born at Donnelsville, Ohio, on August 3, 1864. Mr. Purssell entered the Weather Bureau service at the Central Office on July 9, 1885. He was detailed to Fort Myer, Va., for a short period of instruction, after which he returned to the Central Office. He subsequently served as assistant at Boston and as official in charge at Cheyenne, Sioux City, Erie, and Minneapolis.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of July 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Akkanen, George R.*....	Sault Ste. Marie, Mich..	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Anderson, Roland L.....	Asheville, N. C.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Anthony, Milford E.....	Fresno, Calif.....	Minor observer at \$1,020, resigned; record, excellent.
Barnes, George H.*.....	Seattle, Wash.....	Appointed radio operator at \$1,020, temporarily.
Barrett, Osborn T.....	New Orleans, La.....	Appointed junior observer at \$1,440.
Beers, Paul D.....	Kylertown, Pa.....	Junior observer at \$1,440, appointment terminated; record, unsatisfactory.
Blinde, Glover L.....	Denver, Colo.....	Appointed junior observer at \$1,440.
Bloom, Archie.....	Cleveland, Ohio (Airport).	Promoted to assistant observer at \$1,620 from junior observer at the same salary.
Boland, William A.....	Jacksonville, Fla.....	Appointed junior observer at \$1,440.
Bomalaski, Herbert H...	Cleveland, Ohio (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Chappell, William B....	Miami, Fla.....	Promoted to junior observer at \$1,440 from minor observer at \$1,080.
Copeland, John A.....	Del Rio, Tex.....	Appointed junior observer at \$1,440.
Coulter, Marshall J.....	Sault Ste. Marie, Mich..	Appointed minor observer at \$1,020.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Devaney, James L.	Washington, D. C.	Appointed assistant messenger, Cu-2, at \$1,080.
Edelblut, Theodore B.	Augusta, Ga.	Under observer at \$1,440, granted leave without pay from July 16, 1937, to termination of October 15, 1937.
Fangman, Leo J.	Akron, Ohio.	Assistant meteorologist at \$2,600, retired.
Feinsilber, Max M.	Chicago, Ill. (Airport). .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Gardner, Carroll W.	Washington, D. C.	Promoted to junior clerk, CAF-2, at \$1,440 from messenger, Cu-3, at \$1,200.
Gold, Harold K.	Oswego, N. Y.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Greenwood, Newton C. ...	Binghamton, N. Y.	Appointed minor observer at \$1,020.
Hammer, Charles H.* ...	Milwaukee, Wis.	Under observer at \$1,260, temporary appointment terminated; record, very good.
Hayes, Lewis.	Jacksonville, Fla. (Airport). .	Promoted to observer at \$1,800 from junior observer at \$1,680.
Hilworth, Jerry T.	Port Arthur, Tex.	Appointed junior observer at \$1,440.
Holderith, Alois.	Washington, D. C.	Gardener, SP-3, at \$1,800, retired.
Huff, James H.	Knoxville, Tenn.	Promoted to junior observer at \$1,440 from under observer at \$1,320.
Hutchinson, Charles E. .	Mobile, Ala.	Appointed minor observer at \$1,020.
Justice, Donald A.	Topeka, Kans.	Appointed junior observer at \$1,440.
Keough, Robert S.*.	Boston, Mass.	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Kraft, Gordon M.	Jacksonville, Fla. (Airport). .	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Lightfoot, John B.	Seattle, Wash.	Promoted to junior observer at \$1,440 from under observer at \$1,260.
McDermott, Regis J.	Havre, Mont.	Minor observer at \$1,080, resigned; record, excellent.
Machen, Guy C., Jr.	Roswell, N. Mex.	Appointed junior observer at \$1,440.
Maiden, Darrell E.	Chicago, Ill.	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Mattice, William A.	Washington, D. C.	Appointed associate meteorologist, P-3, at \$3,200 by transfer from Soil Conservation Service.
Mell, Herbert H.	Kylertown, Pa.	Minor observer at \$1,020, granted extension of leave without pay from July 6, 1937, to termination of October 5, 1937.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Morrison, Emil A., Jr...	Macon, Ga.	Appointed junior observer at \$1,440.
Muerdter, Kurt M.	Sacramento, Calif.	Promoted to junior observer at \$1,440 from under observer at \$1,260.
Myers, Albert B.	Savannah, Ga.	Minor observer at \$1,020, resigned; record, good.
Nakamura, Winters T.	Honolulu, Hawaii.	Junior observer at \$1,620, resigned; record, very good.
Norman, N. Oscar.	Tampa, Fla.	Appointed junior observer at \$1,440.
Pierce, Lawrence C.	Spartanburg, S. C.	Appointed junior observer at \$1,440.
Powell, Philip J.	Jacksonville, Fla.	Promoted to junior observer at \$1,440 from under observer at \$1,260.
Pyper, William Ball* ...	Havre, Mont.	Appointed minor observer at \$1,020, pending certification of eligibles.
Richard, Clement A.	El Paso, Tex.	Promoted to junior observer at \$1,440 from under observer at \$1,320.
Risinger, Lewis.	Houston, Tex. (Airport)	Appointed junior observer at \$1,440.
Roberts, Ray E.*.	Boise, Idaho.	Appointed minor observer at \$1,020, pending certification of eligibles.
Rutkas, Anthony C.	Chicago, Ill.	Appointed minor observer at \$1,020.
Sherier, Julius M.	Denver, Colo.	Principal meteorologist at \$6,000, retired.
Sherwin, John F.	Boston, Mass.	Appointed minor observer at \$1,020.
Smith, Mrs. Mary H.	Birmingham, Ala.	Junior observer at \$1,740, name changed on rolls from Miss May H. Horton.
Smith, Richard E.	Trenton, N. J.	Appointed junior observer at \$1,440.
Stephens, Gilley T.	Knoxville, Tenn.	Appointed minor observer at \$1,020.
Swift, Harry L.	Winslow, Ariz.	Appointed junior observer at \$1,440.
Trebbe, William Jack.	Milwaukee, Wis.	Appointed under observer at \$1,260.
Vederman, Joseph.	Kylertown, Pa.	Appointed junior observer at \$1,440.
Weiss, Leonard L.	Rock Springs, Wyo.	Appointed junior observer at \$1,440.
Wexler, Harry.	Cambridge, Mass.	Assistant meteorologist, P-2, at \$2,600, transferred from departmental service to field service without change in grade or salary.
White, Carl N.	San Francisco, Calif. (Mount Shasta)	Radio operator at \$1,620, resigned; record, fair.
Whitely, Thomas D.	Washington, D. C.	Promoted to messenger, Cu-3, at \$1,200 from assistant messenger, Cu-2, at \$1,080.
Wilcox, Chester E.	Binghamton, N. Y.	Promoted to junior observer at \$1,440 from minor observer at \$1,020.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Wobus, Hermann B.	Abilene, Tex.	Appointed junior observer at \$1,440.
Winters, Francis J.	San Francisco, Calif.	Appointed junior observer at \$1,440.
Wolfe, Alfred Y.	Jacksonville, Fla. (Airport).	Promoted to senior observer at \$2,000 from observer at \$1,980.
Zubrecky, Stephen J.	Pittsburgh, Pa. (Airport).	Appointed junior observer at \$1,440, by transfer from Social Security Board.
Zwecher, Abraham.	Hartford, Conn.	Promoted to junior observer at \$1,440 from under observer at \$1,200.

Changes in assignments

Name	Relieved from—	Assigned to—
Anderson, Roland L.	Jacksonville, Fla.	Asheville, N. C., in charge.
Eigenmann, Joseph J.	Cleveland, Ohio (Airport).	New York (Newark, N. J.), assistant.
Feinsilber, Max M.	Green Bay, Wis.	Chicago, Ill. (Airport), assistant.
Haight, Clifford J.	Sault Ste. Marie, Mich..	Cleveland, Ohio (Airport), assistant.
Roquemore, Walter P. ...	Palestine, Tex.	Dallas, Tex. (Airport), assistant.
Rink, James F.	Topeka, Kans.	Washington, D. C., assistant.
Stork, James E.	Knoxville, Tenn.	Pittsburgh, Pa., assistant.
Wexler, Harry.	Washington, D. C.	Cambridge, Mass., special project.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

AUGUST 1937

MEETINGS OF THE INTERNATIONAL COMMITTEE AND VARIOUS COMMISSIONS AT SALZBURG, AUSTRIA

Dr. W. R. Gregg, Chief of Bureau, and Mr. Ivan R. Tannehill, Chief of Marine Division, have been designated by the Secretary of Agriculture to represent the Bureau at international meteorological meetings in Salzburg, Austria, during September 1937. A newly organized commission, known as the Commission on Projections for Meteorological Maps, of which Dr. Gregg is president, will hold its first meeting on September 16. Mr. Tannehill, who has made a special study of the important questions of projections and scales for use by meteorological services, will take an active part in the discussions at the meetings of this commission. As a result of correspondence during the past year or two, tentative resolutions have been formulated and it is confidently expected that these, or modifications of them, will accomplish much in standardizing this phase of meteorological service throughout the world.

Messrs. Gregg and Tannehill will also represent the Bureau at meetings of several other commissions and subcommissions, among them the Climatological, Agricultural Meteorology, and Synoptic Weather Commissions.

Following the meetings of the commissions, Dr. Gregg will participate in the meetings of the International Meteorological Committee, which have been called for September 21 to 25, inclusive. During this period Mr. Tannehill will visit several meteorological offices, including those at Paris, De Bilt, and London for conferences regarding matters connected with marine meteorological service. The subject of cloud observations will also be discussed as an aid in connection with his work as chairman of the recently organized Weather Bureau Committee on Clouds and Cloud Forms.

TECHNICAL AVIATION CONFERENCE AT LIMA, PERU

An international Technical Aviation Conference will be held at Lima, Peru, from September 16 to 23, 1937, inclusive. At the request of the State Department the Secretary of Agriculture designated Mr. Edgar B. Calvert, Chief of the Forecast Division, and Mr. Delbert M. Little, Chief of the Aerological Division, to represent the Weather Bureau.

It is expected that representatives from nearly all of the North American and South American countries will be in attendance and that meteorological problems, especially those bearing on inter-continental aviation

and communications relations between the pan-American nations, will be discussed. Closing of the conference will be celebrated by unveiling of a monument to Jorge Javez, a famed Peruvian pioneer in aviation.

A meeting of the third Regional Meteorological Commission of the International Meteorological Organization—of which Dr. Alfredo G. Galmarini, Director General of the Meteorological, Geophysical, and Hydrological Services of Argentine, is president—will be held at the same time.

Mr. Calvert and Mr. Little will go by steamship from New York to the Canal Zone and thence by airplane to Lima. The return trip will be wholly by steamship.

AVIATION AND COMMUNICATIONS CONFERENCE IN ALASKA

Mr. E. B. Calvert, Chief of the Forecast Division, and Mr. Howard J. Thompson, meteorologist, in charge at Juneau, Alaska, represented the Weather Bureau at an aviation and communications conference held at Juneau, Alaska, from August 3 to 7, inclusive. This conference was held at the instance of Hon. John W. Troy, Governor of Alaska, and also was participated in by the newly appointed Alaska Aeronautics and Communications Commission and representatives of the Department of Commerce (Bureau of Air Commerce), Federal Communications Commission, Department of the Interior, Treasury Department (Coast Guard), and the War Department (Signal Corps).

During the past few years aviation and communications needs in Alaska have expanded greatly. It was thought that the most satisfactory means of bringing about cooperation and coordination with all governmental, territorial, and private interests concerned would be to hold a conference between representatives of the interested Federal services and the Alaska Aeronautics and Communications Commission.

After the close of the conference arrangements were made for some of the members of the conference to observe conditions in Alaska, especially in the interior. This was done in a special airplane. Fairbanks, Nome, and Anchorage were visited. The trip extended beyond the international date line and into the Arctic Circle. Mr. Calvert also made the trip from Juneau to Seattle by airplane, totaling more than 4,000 miles of air travel.

SAFETY DIVISION ESTABLISHED

At the direction of the President, the Secretary of Labor held conferences with various Department executives with a view to stimulating and developing an organized program of health and safety in subdivisions of the Federal service having sufficient accident exposure to warrant such action. An outgrowth of these conferences was the formation of an interdepartmental safety council of which the Department of Agriculture is a member.

The general safety program in the Department of Agriculture will be

directed from the office of the Director of Personnel, who has established a Division of Safety in his office. The chief of this division will make a detailed study of the accident problem in the Department, devise a system of recording and reporting accidents, and, in cooperation with the Bureaus, formulate general plans for accident prevention.

The Chief, Division of Business Administration, has been designated a representative of the Weather Bureau to cooperate in the development of the safety work of the Department. Constructive suggestions looking to the promotion of safety of the personnel in the performance of their duties are invited.

MINOR AND UNDER OBSERVER APPOINTMENTS

Due to the fact that about 1,500 eligibles passed the recent junior observer examination, the Civil Service Commission does not intend to hold further examinations for minor and under observers at the present time. They will, instead, certify junior observer eligibles for these lower-grade positions. Station officials should explain to the eligibles who are certified for appointment as minor or under observer that if they accept the lower-grade position they will be removed from the junior observer register. However, after satisfactorily completing a 6-month probationary period they will be eligible for promotion to junior observer at \$1,440 per annum, without further examination, upon the occurrence of suitable vacancies. It is incumbent upon the eligible to decide whether he wishes to accept the lower-grade position or wait until his name is reached for certification by the Commission for a junior observer vacancy.

BAROMETER COMPARISONS BY NAVAL VESSELS

At the request of the Weather Bureau, the following order, dated August 12, 1937, was issued by the Chief of the Bureau of Navigation, Navy Department, to all commanding officers and unit commanders of the U. S. Fleet:

Subject: Barometer corrections.

Reference: (a) Article 1023, U. S. Navy Regulations, 1920.

Enclosure: (A) U. S. Weather Bureau Barometer Comparison Cards, Form No. 1202-Marine.

1. In receiving weather reports from naval vessels made in compliance with reference (a), the U. S. Weather Bureau finds, in a number of instances, that barometer readings are not in harmony with those from surrounding ships, the barometers of which are regularly compared at port offices of that Bureau.

2. In order that the highest accuracy in barometer readings may be obtained for naval facilities and for best assisting the U. S. Weather Bureau, vessels should have their barometer rated for error by the nearest port office of the Weather Bureau as opportunity permits. Enclosure (A), which is self-explanatory, is forwarded herewith in order that barometer errors may be obtained.

3. Comparisons of barometers used in radio reports should be made regularly at intervals of 3 or 4 months in order that the changing errors to which many barometers, especially aneroids, are subject, may be discovered and the proper corrections may be furnished by the Weather Bureau for use of the vessels.

The substance of this order, under the title "Barometer Comparisons by Naval Vessels," appeared in the issue of the Hydrographic Bulletin of August 25, 1937. The suggestion leading to this action was proposed by the official in charge Weather Bureau Office, San Francisco, in the belief that general comparisons would result in greater harmony in barometer readings furnished in radio reports received by the Bureau from naval vessels.

COMPARATIVE BAROMETER READINGS

Effective upon receipt of this issue of TOPICS AND PERSONNEL, all stations having station and extra mercurial barometers will render reports of comparative barometer readings on Form 1027 quarterly rather than monthly, as heretofore. Readings will be made on the first work day after the 14th of March, June, September, and December.

CORRECTIONS FOR COOPERATIVE OBSERVERS' RETAINED RECORDS

The section center at Atlanta, Ga., and probably some others, return to cooperative observers each month after their reports have been examined, blanks of Form 1009 with notation entries thereon of corrections, completion of summaries, etc. Corrected, or incomplete, data only are entered in the proper spaces, with the following notation imprinted with rubber stamp under "Remarks":

With every appreciation of your kind assistance, we give you figures hereon to complete your retained record or to be substituted for original entries, apparently incorrect. Any inquiry will be cheerfully answered.

This is considered a good plan, and is hereby noted with the thought that other section centers, not now employing the method, may wish to do so.

PARTICIPATION IN COMMERCIAL RADIO PROGRAMS PROHIBITED

In accordance with a memorandum received from the Office of the Director of Information of the Department of Agriculture, employees of the Weather Bureau are cautioned against violations of the provisions of Department Regulations 1215 and 1231, relating, respectively, to the endorsement of commercial products and the appearance of employees on commercially sponsored radio programs.

These regulations are interpreted as prohibiting a Weather Bureau employee from appearing in an official capacity on a commercially sponsored program, except for the issuance of emergency information, regardless of whether the broadcast is during or outside of office hours, or is made from the studio of the radio company or from a microphone in the Weather Bureau Office. Employees should also refrain from preparing articles or addresses relating to the work of the Bureau exclusively for such programs. There is no objection, however, to furnishing radio companies or commercial firms with information, including forecasts, warnings, and weather data, available to the general public.

Weather Bureau employees are cautioned against indorsing directly or indirectly commercial products and against providing official information, illustrations, or photographs for use in advertisements so worded as to lead the public to believe that the Weather Bureau endorses such commercial products.

**AIRWAY FORECASTING AND SUPERVISING WORK TRANSFERRED FROM DALLAS
TO FORT WORTH**

A Weather Bureau airport general supervising and forecasting station was opened at Fort Worth, Tex., on September 1, 1937. Except for general supervising and forecast work, which has been transferred to Fort Worth, the Weather Bureau Airport Station at Dallas will continue with a full complement of Weather Bureau commissioned personnel and will maintain 24-hour airway weather and teletype service. While pilot-balloon observations will be made at Fort Worth instead of Dallas, the results of these observations, as well as all airway forecasts, will be available at Dallas as at present. It is expected that with the realignment of existing teletype circuits and the establishment of new circuits, all passing through Fort Worth as a relay point, the transfer of airway forecast and supervising work to Fort Worth will provide a more efficient airway service to all persons concerned.

SURPLUS COPIES OF CIRCULAR O

As the Central Office supply of Circular O, "Instructions for Making Pilot-Balloon Observations" (1928 edition), is nearly exhausted, additional copies are required for use during the next few months while a revision of the circular is being made and printed. All stations, except those now making pilot-balloon observations, having copies of this circular are, therefore, requested to forward them to the Central Office at the earliest practicable date.

DITTO MACHINE AVAILABLE FOR TRANSFER

The Weather Bureau Airport Station, Oakland, Calif., has reported one small ditto duplicating machine surplus and available for transfer. Stations without printing plants may submit a request to the Central Office for the equipment. It is suggested that stations first contact Oakland for any necessary information relative to size, etc., before referring the request to the Central Office.

VOUCHERS FOR EMERGENCY FIELD PRINTING AND BINDING

Paragraph 100 (a) of Station Regulations is hereby amended by addition of the following:

All vouchers covering the cost of job printing and binding in the field must be submitted in triplicate (original on Standard Form 1034 and two memorandum copies on Standard Form 1034a), and, when printing is involved, the voucher must be accompanied by a sample of the job.

REQUEST FOR FARM ACCESSORIES

Stations requiring the following equipment should contact the Central Office for the names of prospective bidders before submitting bids:

Dairy; dusting, hand; farm accessories; poultry; spraying, hand and portable, and tools, garden.

CHANGE IN GENERAL SUPERVISION

Effective October 1, 1937, general supervision of the Wichita-Oklahoma City Airway, not including Oklahoma City, was transferred from the Fort Worth to the Kansas City station.

ROSTER OF PERSONNEL

Due to the many changes now being made in the airway and other services of the Bureau, the roster of commissioned personnel, which ordinarily is issued as of October 1, will not be published until some later date.

CATALOG OF FEDERAL PRISON INDUSTRIES, INC.

A revised catalog of products manufactured by the Federal Prison Industries, Inc., will be distributed by the Prison Industries during October or November 1937 to all Weather Bureau stations. Any station not receiving a copy by December 1 should notify the Central Office.

DEATH

Mr. Norman B. Conger, who was retired June 30, 1932, died at his home in Highland Park, Mich., on August 17, 1937. A notice of his retirement and an outline of his service in the Bureau will be found in TOPICS AND PERSONNEL for June 1932.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of August 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Arnhold, David, 3d.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,740.
Asbell, Frank M.....	Lander, Wyo.....	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Bice, Ernest G.....	Galveston, Tex.....	Appointed junior observer at \$1,440.
Brown, Homer F.....	Chicago, Ill.....	Junior observer at \$1,440, granted leave without pay from August 4, 1937, to termination of November 3, 1937.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Browne, Laurence W....	Honolulu, Hawaii.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Braley, Bryan.....	Las Vegas, Nev.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Carpenter, Lowell E....	Boise, Idaho.....	Appointed minor observer at \$1,020.
Chaskin, Wilbur S.*....	San Francisco, Calif.... (Mount Shasta)	Appointed radio operator at \$1,620, temporarily.
Clark, Francis X.....	Toledo, Ohio.....	Appointed minor observer at \$1,020.
Coffin, Leroy A.....	Fairbanks, Alaska.....	Promoted to senior observer at \$2,000 from assistant scientific aid, SP-4, at \$1,620, with transfer to the field service.
Collier, James S.....	Rochester, N. Y.....	Appointed minor observer at \$1,020.
Combs, James F., Jr....	Dallas, Tex. (Airport)..	Appointed junior observer at \$1,440.
Cook, Albert W.....	Denver, Colo.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Craig, Robert W.....	San Francisco, Calif....	Promoted to observer at \$1,800 from junior observer at \$1,560.
Divver, Paul J.....	Boston, Mass.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Dobbs, Roswell V.....	Nome, Alaska.....	Observer, salary readjusted from \$1,800 to \$2,160.
Douglas, Harry W.....	Juneau, Alaska.....	Assistant meteorologist, salary readjusted from \$2,700 to \$3,200.
Downs, Harry A.....	Chicago, Ill.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Drawbaugh, William B..	Fairbanks, Alaska.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Eigenman, Joseph J....	New York, N. Y..... (Newark, N. J.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Ericson, Paul E.....	Concord, N. H.....	Appointed under observer at \$1,260 by reinstatement in the Government service.
Ewing, Arland W.....	Buffalo, N. Y.....	Promoted to assistant observer at \$1,620 from junior observer at the same salary.
Feldt, Benjamin F.....	Williston, N. Dak.....	Minor observer at \$1,020, restored to duty from leave without pay, effective July 16, 1937.
Frost, Reuben L.....	Fairbanks, Alaska.....	Assistant meteorologist, salary readjusted from \$2,600 to \$3,200.
Gardiner, James W.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,680.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Gittings, Edwin B.....	Denver, Colo.....	Promoted to principal meteorologist at \$5,600 from senior meteorologist at \$4,600, and name changed on rolls from Edwin B. Gittings, Jr.
Grantham, William P....	Topeka, Kans.....	Junior observer at \$1,440, granted leave without pay from October 7, 1937, to termination of June 6, 1938.
Green, Ernest W.....	Fort Worth, Tex.....	Appointed under observer at \$1,260.
Harris, Miles F.....	Savannah, Ga.....	Appointed minor observer at \$1,020.
Hayward, Thomas B....	Nome, Alaska.....	Junior meteorologist, salary readjusted from \$2,100 to \$2,600. ¹
Hedine, Leonard J. C....	Havre, Mont.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Henschel, Herbert F....	Los Angeles, Calif.....	Junior observer at \$1,440, resigned; record, excellent.
Ives, Herbert D.....	El Paso, Tex.....	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Jacobs, Woodrow C....	Pomona, Calif.....	Assistant observer at \$1,620, granted leave without pay from August 6, 1937, to termination of November 5, 1937.
Jarboe, James H.....	San Antonio, Tex.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$3,100.
Kerr, Samuel Keith....	Topeka, Kans.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Keyser, John J.....	Juneau, Alaska.....	Observer, salary readjusted from \$1,800 to \$2,160.
Kliemann, Ernest W. G.	Buffalo, N. Y.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Kolb, Eugene E.....	San Francisco, Calif....	Senior observer and radio operator at \$2,000, granted leave without pay from September 1, 1937, to termination of May 20, 1939.
Lange, Emil T.....	Dallas, Tex. (Airport) ..	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
McCloy, James F.....	Philadelphia, Pa.....	Promoted to printer at \$1,800 from minor observer at \$1,080.
Magee, Arthur R.....	Topeka, Kans.....	Assistant observer at \$1,620, restored to duty from leave without pay, effective August 27, 1937.
Maltry, Jacob P.....	Wichita, Kans. (Airport.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Martin, George C.....	Little Rock, Ark.....	Appointed minor observer at \$1,020.

¹ Includes allowance of \$100 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Murphy, Alvin D., Jr...	Chicago, Ill.....	Appointed junior observer at \$1,440.
Murphy, John J.....	Norfolk, Va.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Newell, Francis E.....	Amarillo, Tex.....	Appointed minor observer at \$1,020.
Norman, Oscar N.....	Tampa, Fla.....	Junior observer at \$1,440, name changed on rolls from Oscar Norman.
O'Toole, Morgan J.....	Washington, D. C.....	Clerk at \$1,800, leave without pay extended from August 9, 1937, to termination of November 8, 1937.
Paul, John W.....	Fairbanks, Alaska.....	Senior observer, salary readjusted from \$2,000 to \$2,500.
Pekeris, Chaim L.*.....	Cambridge, Mass..... (M.I.T.)	Appointed agent at \$1,700, temporarily.
Pinder, Robert W., Jr...	Miami, Fla.....	Appointed minor observer at \$1,020.
Prucha, Gilbert L.....	Juneau, Alaska.....	Junior meteorologist, salary readjusted from \$2,200 to \$2,600.
Pyper, William P.....	Havre, Mont.....	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Raab, Emil A. P.....	Boston, Mass.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Ratner, Benjamin.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at the same salary.
Rigney, Dwight A.....	Boston, Mass.....	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Rink, James F.....	Washington, D. C.....	Designation changed to assistant scientific aid, SP-4, at \$1,020 from assistant observer at the same salary with transfer from field service to departmental service.
Roberts, Ray E.*.....	Boise, Idaho.....	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Roquemore, Walter P...	Dallas, Tex. (Airport) ..	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Rosenthal, Joseph R.....	Washington, D. C.....	Promoted to observer at \$1,800 from assistant scientific aid, SP-4, at \$1,020, with transfer to the field service.
Ross, Archibald D.....	Concord, N. H.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Rossby, Carl-Gustaf A.*.	Cambridge, Mass..... (M.I.T.)	Appointed agent at \$2,100, temporarily.
Stapowich, Edward F....	Buffalo, N. Y.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,800.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Starr, Victor P.....	Arlington, Va.....	Designation changed to assistant observer at \$1,020 from assistant scientific aid, SP-4, at the same salary with transfer from the departmental service to the field service.
Stevens, Charles A.....	Billings, Mont.....	Appointed junior observer at \$1,440.
Stevens, Loyd A.....	Washington, D. C.....	Promoted to associate meteorologist, P-3, at \$3,200 from assistant meteorologist, P-2, at \$2,700.
Stork, James E.....	Pittsburgh, Pa.....	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Strange, Willoughby T..	Fort Worth, Tex.....	Appointed under observer at \$1,260.
Thompson, Howard J...	Juneau, Alaska.....	Meteorologist, salary readjusted from \$3,800 to \$4,600.
Watson, Clarence E.....	Medford, Oreg.....	Junior observer at \$1,440, suspended without pay from August 1, 1937, to termination of August 3, 1937.
Witter, Jack A.....	Pendleton, Oreg.....	Appointed junior observer at \$1,440.
Wright, Samuel F.....	North Platte, Nebr.....	Minor observer at \$1,020, granted leave without pay from September 10, 1937, to termination of June 15, 1938.
Zeien, Edward O.....	Devils Lake, N. Dak...	Appointed minor observer at \$1,020.

Changes in assignments

Name	Relieved from—	Assigned to—
Adams, Henry P.....	Dallas, Tex. (Airport)...	Fort Worth, Tex. (Airport), in charge.
Allen, Graham L.....	Dallas, Tex. (Airport)...	Fort Worth, Tex. (Airport), assistant.
Brale, Bryan.....	Del Rio, Tex.....	Las Vegas, Nev., assistant.
Browne, Laurence W....	San Francisco, Calif....	Honolulu, T. H., assistant.
Ball, Homer W.....	New York, N. Y..... (Newark, N. J.)	Omaha, Nebr. (Airport), in charge.
Cartwright, Gordon D...	Dallas, Tex. (Airport)...	Fort Worth, Tex. (Airport), assistant.
Coffin, Le Roy A.....	Washington, D. C.....	Fairbanks, Alaska, assistant.
Cook, Albert L.....	Chicago, Ill.....	Denver, Colo., forecaster.
Downs, Harry A.....	Asheville, N. C.....	Chicago, Ill., fire-weather and relief forecaster.
Ferguson, James H.....	Dallas, Tex. (Airport)...	Fort Worth, Tex. (Airport), assistant.
Gouge, Dexter T.....	Dallas, Tex. (Airport)...	Fort Worth, Tex., (Airport), assistant.
Harrison, Malcolm C....	Dallas, Tex. (Airport)...	Fort Worth, Tex. (Airport), assistant.
King, Albert L.....	Kansas City, Mo.....	Washington, D. C., assistant.

Changes in assignments.—Continued

Name	Relieved from—	Assigned to—
Lawrence, Robert V.	Omaha, Nebr. (Airport).	Kansas City, Mo. (Airport), assistant.
Lange, Emil T.	Wichita, Kans. (Airport)	Dallas, Tex. (Airport), in charge.
Maltry, Jacob P.	Milwaukee, Wis.	Wichita, Kans. (Airport), assistant.
Powell, Raymond H.	Dallas, Tex. (Airport)..	Fort Worth, Tex. (Airport), assistant.
Raab, Emil A. P.	Buffalo, N. Y. (Airport)	Boston, Mass. (Airport), in charge.
Ross, Archibald D.	Boston, Mass. (Airport)	Concord, N. H., in charge.
Starr, Victor P.	Washington, D. C.	Arlington, Va. (Airport), assistant.
Thompson, Wilmer L.	Dallas, Tex. (Airport)..	Fort Worth, Tex. (Airport), assistant.



(WB-9-18-37-420)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

SEPTEMBER 1937

ECONOMY IN GOVERNMENT EXPENDITURES

The following memorandum from the Secretary, Department of Agriculture, is given for the information of all Bureau chiefs and heads of offices:

The Office of Budget and Finance is currently advising the Bureaus and offices of the Department of the approval, by the Bureau of the Budget, of the apportionments of appropriations and other funds for the fiscal year 1938.

Within the limitations of the apportionments as approved there is a certain zone of administrative control wherein Chiefs of Bureaus and other officers who are authorized to incur obligations are in position, as the year progresses, to exercise varying degrees of discretion as to the rate at which funds are obligated, and, finally, as to the total amounts which are obligated for the fiscal year as a whole. Within this zone of administrative control, in recognition of the general budget situation, I am asking all of our Bureaus to cooperate in a special effort this year to hold our spending, even within the authorized program of work, to the minimum sums consistent with effective performance of the functions with which we are charged. As discussed in the conferences held recently between the departmental budget committee and each Bureau head, opportunities for such action exists in such details of administration as the deferring for a time of new or additional work or of the filling of vacancies, and other expenditures for personnel, the special control of expenditures for equipment, travel, and so on.

Without interference with the main objectives of our projects, I believe there is a measure of savings possible in this field, over and above the reserves that have been established. While such savings may seem inconsequential in a specific instance, when everyone cooperates they become substantial for the Government as a whole.

The type of savings I have in mind are reflected in the unobligated funds at the end of the fiscal year.

EFFECTIVE DATE OF PROMOTION

Due to the unprecedented number of transfers, resulting promotions, and appointments, now taking place in the Weather Bureau personnel, there will have to be some delay in effecting the promotions of employees transferred from one station to another. Heretofore it has been the policy to have a promotion made effective within a few days from the date of arrival at the new station, but this will be impossible under present conditions.

Employees who are transferred to new stations should be paid at their old salary rates until such time as official notification of promotion is received.

PRACTICE FORECASTS DURING 1938

Application for authority to make practice forecasts for official verification during the year 1938 will be received until November 15, 1937. First and second choice of groups should be indicated from the following list, showing grouping of States for practice forecast purposes:

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 during 1938).

Group 7.—North Carolina and South Carolina.

Group 8.—Indiana and Lower Michigan.

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

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

STUDENT AID UNDER THE NATIONAL YOUTH ADMINISTRATION

In reply to inquiries received by the Central Office, it is stated that there is no objection to the employment during the current school year of students at field stations on a part-time basis, where students are available, as has been done heretofore under instructions contained in the circular dated September 18, 1935. Such employment must be authorized by the State director of the National Youth Administration as being of benefit to the public and without expense to the Weather Bureau.

NOTICE TO CEASE FROST WARNINGS

Attention is called to paragraph 75, Weather Code (Revised) 1936, directing station officials immediately to notify the appropriate forecast center when, in the fall, frost warnings are no longer needed in the vicinity of their stations. Notification to cease warnings should be by letter if delivery can be effected within 24 hours; otherwise, by telegraph. Card forms should not be used for this purpose.

CHANGE OF GENERAL SUPERVISION OF AIRWAY

Beginning October 10, 1937, supervision of the Memphis-New Orleans airway, not including Memphis, will be transferred from the Fort Worth, Tex., Airport Station to the Atlanta, Ga., Airport Station. Atlanta will hereafter include this airway in their regional forecasts and will issue terminal forecasts for the Jackson, Miss., terminal.

CLEANING GLASS PLATES

The Oklahoma City Airport Station has found that glass plates used for counting ordinates on smoked aerometeorograms can be cleaned satisfactorily by washing them lightly with carbon tetrachloride. If this is done too frequently, however, the plate will become clouded, due to the effect of the carbon tetrachloride on the lacquer. In order to avoid this the plate is given a coat of high-grade varnish, such as super-valspar. After the varnish has dried, a coat of good quality wax is applied. The latter fills in the pores of the varnish and cleaning thereafter is easily done by washing with carbon tetrachloride.

REQUIREMENTS UNDER THE "KICK-BACK" LAW

The attention of station officials is invited to instructions contained in the circular letter of June 18, 1937, relative to the requirements of the "kick-back" law. In order that vouchers covering repairs, alterations, improvements, and installations of public works, as defined in the circular letter, need not be questioned at the Central Office, it is requested that when the payee named in the voucher performs the work alone, and therefore has no employee pay roll, a statement to that effect be placed on the memorandum copy of the voucher; otherwise, a certified copy of the pay roll must be attached to the voucher.

CHANGES IN RADIO CIRCULAR NO. 1 (REVISED)

The following changes should be made in Radio Circular No. 1 (Revised):

Page 17, Oahu (Honolulu), T. H. (NPM), add (c) South Pacific Reports (see below).

Part (c) of this bulletin begins with the words "South Pacific Reports". Observations taken at 0200 and 2000, G.C.T., and coded in the following order: IICW DDFww PPVTT.

Index numbers, names of stations, and locations are as follows:

Index numbers	Name of station	Latitude	Longitude
		south	
		° "	° "
425	Tulagi.....	09 05	160 10 E.
426	Vankoro.....	11 50	166 50 E.
431	Ocean Island.....	00 45	169 50 E.
435	Funafuti.....	08 35	179 15 E.
439	Fakaofu.....	09 30	171 10 W.
443	Vila.....	17 44	168 19 E.
446	Noumea.....	22 07	166 50 E.
447	Pagoumeto.....	20 30	164 12 E.
450	Rotumah.....	12 30	177 00 E.
461	Lambasa.....	16 24	179 25 E.
462	Savusavu.....	16 40	179 10 E.
463	Taveuni.....	16 55	179 50 E.
464	Suva.....	18 08	178 25 E.
465	Lautoka.....	17 36	177 28 E.
466	Levuka.....	17 41	178 50 E.
467	Matautu.....	18 18	176 10 W.
468	Good Hope Island (Niafo'ou).....	15 34	175 38 W.
469	Keppel Island.....	15 53	178 50 W.
460	Vavau.....	18 35	174 00 W.
461	Haapai.....	19 50	174 20 W.
462	Nukualofa.....	21 10	175 00 W.
467	Apia.....	13 50	171 46 W.
473	Niue Island.....	19 02	169 55 W.
477	Rarotonga.....	21 15	159 45 W.
478	Aitutaki.....	18 55	159 45 W.

USE OF FIGURES IN TELEGRAMS

The Pacific Telephone and Telegraph Company has established a rule, effective September 10, 1937, concerning the use of figures in telegrams whereby five figures or less, in sequence, will be counted as one word. This rule is similar to that adopted by the Western Union Telegraph Company and the Postal Telegraph Company, as announced in the June 1937 issue of TOPICS AND PERSONNEL.

DEPARTMENT REGULATIONS

Paragraphs 1821, 2124, 2125, 2146, 2814, 2815, 2911, 2921, 2922, 2923, 3143, 3144, 3162, and 3163, amendments 32 to 43, inclusive, of Department Regulations were mailed to all regular and airport stations during September 1937. Any station not receiving a copy of each should notify the Central Office. In this connection amendment 29 has not been issued to date.

DEATH

Mr. Richard O. Lazenby, who was retired January 31, 1933, died September 27, 1937, at the Soldiers' Home in Washington, D. C. An outline of his service and a notice of his retirement will be found in issues of TOPICS AND PERSONNEL for March and April 1933.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of September 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Alkire, Herbert L.....	Cleveland, Ohio (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Allen, Graham L.....	Fort Worth, Tex. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Ashcraft, William J.....	Dallas, Tex. (Airport) ..	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Ashler, Daniel	Kylertown, Pa.	Appointed junior observer at \$1,440.
Baldwin, Mart G.....	Charleston, S. C.	Appointed junior observer at \$1,440.
Ball, Nicholas, Jr.....	Providence, R. I.	Appointed junior observer at \$1,440.
Banks, William H.....	Memphis, Tenn.....	Appointed junior observer at \$1,440.
Bird, Claude R.....	Salt Lake City, Utah ...	Under observer at \$1,440, resigned; record, excellent.
Brooks, Arthur W.....	Atlanta, Ga. (Airport) ..	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Brown, Claude V.	Los Angeles, Calif. (Burbank).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Brown, George H.	Cleveland, Ohio (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Burt, David A.	Montgomery, Ala.	Appointed junior observer at \$1,440.
Codd, Ashton R.	Sacramento, Calif.	Appointed assistant hydrologic engineer at \$2,600 by transfer from the War Department.
Cornwall, Richard R.	Kansas City, Mo. (Airport)	Appointed junior observer at \$1,440.
Cravens, Stuart E.	Kansas City, Mo.	Appointed junior observer at \$1,440.
Desmond, Ralph H.	Atlanta, Ga. (Airport) ..	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Dightman, Richard A. ...	Seattle, Wash.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Doering, Carroll J.	Washington, D. C.	Promoted to assistant meteorologist, P-2, at \$2,600 from senior scientific aid, SP-6, at \$2,100.
Dwelle, Horace C.	Cheyenne, Wyo. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Eberhardt, John C.	Cheyenne, Wyo. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Feldheim, Monroe.	Washington, D. C.	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
Ferguson, James H.	Fort Worth, Tex. (Airport).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Fitzgibbons, Warren J. ...	Billings, Mont.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Flahive, Albert C.	Boston, Mass.	Appointed junior observer at \$1,440.
Floreen, Harold T.	Salt Lake City, Utah (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Foster, Norman B.	Asheville, N. C.	Appointed junior observer at \$1,440.
Fox, Elmer J.	Billings, Mont.	Promoted to senior observer at \$2,000 from observer at \$1,800.
Frankel, Abraham	Buffalo, N. Y. (Airport)	Appointed junior observer at \$1,440.
French, George M.	Los Angeles, Calif. (Burbank).	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Fritz, Sigmund.	New York, N. Y.	Appointed junior observer at \$1,440 by transfer from the National Advisory Committee for Aeronautics.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Garrett, Richard A.	Cleveland, Ohio (Airport).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Gilman, Charles S.	Little Rock, Ark.	Appointed junior observer at \$1,440.
Goldman, Louis.	Buffalo, N. Y. (Airport)	Appointed junior observer at \$1,440.
Goodwin, Clyde C.	Detroit, Mich. (Airport)	Appointed junior observer at \$1,440.
Gouge, Dexter T.	Fort Worth, Tex. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Grafton, Gilbert F.	Yakima, Wash.	Appointed junior observer at \$1,440.
Green, Harrison H.	Nashville, Tenn. (Airport)	Appointed junior observer at \$1,440.
Grover, George M.	Pocatello, Idaho.	Appointed junior observer at \$1,440.
Gumpf, Ralph E.	Washington Airport. (Arlington, Va.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Harman, Wayne E.	Seattle, Wash. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Harney, Patrick J.	Los Angeles, Calif.	Appointed junior observer at \$1,440.
Harrell, Wayne.	Salt Lake City, Utah (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Harris, Dale R.	Los Angeles, Calif. (Burbank).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Harris, Wendell V.	Jacksonville, Fla.	Appointed junior observer at \$1,440.
Harrison, Malcom C.	Fort Worth, Tex. (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,400.
Hill, Robert G.	Missoula, Mont.	Appointed junior observer at \$1,440.
Hilton, Duncan E.	Havre, Mont.	Appointed minor observer at \$1,020.
Hoffman, Earl N.	Detroit, Mich.	Appointed junior observer at \$1,440.
Horn, Victor T.	Portland, Oreg. (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Houmark, William J.	Los Angeles, Calif. (Burbank)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Huber, Henry S.	Cheyenne, Wyo. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Hudnall, Jack L.	Shreveport, La.	Promoted to junior observer at \$1,440 from minor observer at \$1,080.
Hughes, Clyde L.	Key West, Fla.	Appointed junior observer at \$1,440.
Hutchison, Howard E.	Los Angeles, Calif. (Burbank).	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Jacobson, Henry L.	Chicago, Ill. (Airport)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Jefferson, Glen.....	Atlanta, Ga. (Airport) ..	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,200.
Jurwitz, Louis R.....	Seattle, Wash. (Airport)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Kallquist, Clarence R....	Portland, Oreg. (Airport)	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
Katz, Benjamin.....	Trenton, N. J.....	Appointed junior observer at \$1,440.
Kennedy, Robert A.....	Havre, Mont.....	Appointed junior observer at \$1,440.
Kerr, Harvey C.....	Brownsville, Tex. (Airport).	Appointed junior observer at \$1,440.
Knoph, William C.....	New Orleans, La.....	Appointed junior observer at \$1,440.
Kraft, Raymond H.....	Albuquerque, N. Mex..	Appointed junior observer at \$1,440.
Kramer, Horace H., Jr..	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,500.
Law, Lewis B.....	Elkins, W. Va.....	Appointed junior observer at \$1,440.
Lawler, Howard S.....	Atlanta, Ga. (Airport) ..	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Leghorn, George R.....	Fresno, Calif.....	Appointed minor observer at \$1,020.
Lehr, Weston G.....	Grand Rapids, Mich....	Minor observer at \$1,020, resigned; record, very good.
Lichtblau, Stephen.....	Salt Lake City, Utah....	Promoted to assistant meteorologist at \$2,700 from assistant meteorologist at \$2,600, with transfer to the field service.
Lively, Carlos A.....	Chicago, Ill. (Airport) ..	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Matelson, Joseph.....	Chicago, Ill.....	Appointed junior observer at \$1,440 by transfer from the Government Printing Office.
Miller, David W.....	Atlanta, Ga. (Airport) ..	Promoted to senior observer at \$2,000 from assistant observer at \$1,800.
Miller, Emmett H.....	Atlanta, Ga. (Airport) ..	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Miller, Miss Frances M..	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from senior operative, CAF-3, at \$1,680.
Mox, Elred O.....	Los Angeles, Calif..... (Burbank).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Munch, Charles B.....	Montgomery, Ala.....	Under observer at \$1,320, resigned; record, fairly satisfactory.
Murray, Robert S.....	Washington Airport.... (Arlington, Va.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Myers, Arthur J.....	Kansas City, Mo. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Neill, Howard W.	Albuquerque, N. Mex.	Appointed junior observer at \$1,440.
Nemecek, Albert D.	Missoula, Mont.	Appointed junior observer at \$1,440.
Nichols, Roger C.	San Francisco, Calif.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Osmun, James W. W.	Washington, D. C.	Promoted to junior meteorologist, P-1, at \$2,000 from observer at \$1,800 by transfer from the field service.
Paulhus, Joseph L. II.	Boston, Mass.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Pekeris, Chaim L. *	Cambridge, Mass. (M. I. T.)	Appointed agent at \$1,750 instead of \$1,760 (correction).
Phipps, Jack C.	Abilene, Tex. (Airport)	Appointed junior observer at \$1,440.
Powell, Raymond H.	Fort Worth, Tex. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Rasmussen, Delwyn C.	Salt Lake City, Utah.	Appointed junior observer at \$1,440.
Reiter, Philip	Boston, Mass.	Appointed junior observer at \$1,440.
Rinard, Harlan C.	Billings, Mont.	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Rosenfeld, Abraham.	Boston, Mass. (Airport)	Appointed junior observer at \$1,440.
Rowe, William M.	Memphis, Tenn. (Airport).	Appointed junior observer at \$1,440.
Schmidt, Reinhart C.	Washington Airport. (Arlington, Va.)	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Sharpe, John M., Jr.	Palestine, Tex.	Appointed minor observer at \$1,020.
Sisk, William O.	Brownsville, Tex. (Airport)	Appointed junior observer at \$1,440.
Skillman, Clarence E.	Atlanta, Ga. (Airport)	Promoted to assistant observer at \$1,680 from assistant observer at \$1,020.
Smith, J. Lundie, Jr.	Macon, Ga.	Appointed junior observer at \$1,440.
Smith, Roy A.	Atlanta, Ga. (Airport)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Spangler, Hugh D.	Billings, Mont.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Spencer, John E. W.	Abilene, Tex.	Appointed junior observer at \$1,440.
Spindel, Abraham.	Scranton, Pa.	Appointed junior observer at \$1,440.
Stanley, Kenneth E.	Los Angeles, Calif.	Appointed junior observer at \$1,440.
Thomas, Arthur N.	Cleveland, Ohio (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Thomas, Philip D.	Atlanta, Ga. (Airport) . .	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Torbitt, Harry E.	Seattle, Wash.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Van Patten, J. Harvey. . .	San Francisco, Calif. . . . (Oakland)	Junior meteorologist at \$2,000, suspended without pay from termination of September 4, 1937, to not beyond December 4, 1937.
Williams, John M.	Detroit, Mich.	Appointed junior observer at \$1,440, by transfer from the Department of Justice.
Williams, Nelson R.	Los Angeles, Calif. (Burbank).	Promoted to observer at \$1,800 from junior observer at \$1,620.
Woffinden, Charles M. . . .	Salt Lake City, Utah . . .	Appointed junior observer at \$1,440.

Changes in assignments

Name	Relieved from—	Assigned to—
Baughman, Fred A.	Syracuse, N. Y. (Temporary)	Cleveland, Ohio (Airport), assistant.
Breese, Alexander.	Fresno, Calif.	San Francisco Calif., assistant.
Brown, Jean A.	Pocatello, Idaho.	Sacramento, Calif., assistant.
Carey, Ralph W.	New York, N. Y. (Newark, N. J.)	Pittsburgh, Pa. (Airport), in charge.
Chambers, Marshall J. . . .	Albuquerque, N. Mex. . .	Washington Airport (Arlington, Va.), assistant.
Clasby, Edward J.	Boston, Mass.	Cleveland, Ohio (Airport), assistant.
Courtney, John.	Philadelphia, Pa.	Kylertown, Pa., assistant.
Cummings, John A.	Abilene, Tex. (Airport) .	Salt Lake City, Utah (Airport), assistant.
Dickinson, Willard E. . . .	Macon, Ga.	New Haven, Conn., assistant.
Floreen, Harold T.	Cheyenne, Wyo.	Salt Lake City, Utah (Airport), assistant.
Gerber, Harry M.	Pittsburgh, Pa. (Airport).	Cleveland, Ohio (Airport), assistant.
Guern, Cecil R.	San Diego, Calif. (Airport)	Los Angeles, Calif. (Burbank), assistant.
Hastings, Philip A.	Cheyenne, Wyo. (Airport).	Sacramento, Calif. (Airport), in charge.
Hemphill, Phillips P. . . .	Kylertown, Pa.	Atlanta, Ga. (Airport), assistant.
Horn, Victor T.	Billings, Mont.	Portland, Oreg. (Airport), assistant.
Jones, Edwin H.	Yakima, Wash.	Los Angeles, Calif. (Burbank), assistant.
Kallquist, Clarence R. . . .	Seattle, Wash. (Airport)	Portland, Oreg. (Airport), assistant.
Lichtblau, Stephen.	Washington, D. C.	Salt Lake City, Utah (Airport), assistant.
Lavin, John J.	Boston, Mass.	Providence, R. I. (Airport), in charge.

Changes in assignments.—Continued

Name	Relieved from—	Assigned to—
McComb, Robert B.....	Dubuque, Iowa.....	Alexandria, Minn., in charge.
Mitchell, George S.....	New York, N. Y.....	New York, N. Y. (Newark, N. J.), assistant.
Osmon, James W. W....	Boston, Mass.....	Washington, D. C., assistant.
Peace, Henry T.....	Providence, R. I.....	Block Island, R. I., in charge.
Quinn, Eugene H.....	Pomona, Calif.....	Los Angeles, Calif. (Burbank), assistant.
Rampey, Ernest M.....	Memphis, Tenn. (Airport).	Kansas City, Mo. (Airport), assistant.
Roquemore, Walter P...	Dallas, Tex. (Airport)..	Fort Worth, Tex. (Airport), assistant.
Russo, Carl.....	Washington, D. C.....	Washington Airport (Arlington, Va.), assistant.
Saltsman, Edgar J.....	Washington, D. C.....	New York, N. Y. (Floyd Bennett Field, N. Y.), in charge.
Skillman, Clarence E....	Miami, Fla. (Airport)..	Atlanta, Ga. (Airport), assistant.
Schmidt, Reinhart C....	Kansas City, Mo. (Airport).	Washington Airport (Arlington, Va.), assistant.
Spangler, Hugh D.....	Cheyenne, Wyo. (Airport).	Billings, Mont., in charge.
Syer, Charles S.....	Pittsburgh, Pa. (Airport).	Charlotte, N. C., assistant.
Thomas, Lewis F.....	Greensboro, N. C.....	Atlanta, Ga. (Airport), assistant.
White, Bernard N.....	Charleston, S. C.....	Milwaukee, Wis., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

OCTOBER 1937

COMMEMORATION OF 75TH ANNIVERSARY

In general reply to many inquiries that have been received concerning the formal invitations issued for the "Commemoration of the 75th Anniversaries of the Land-Grant Colleges and Universities and the United States Department of Agriculture", it is stated that the invitation list was restricted to employees who have served in these institutions not less than 35 years.

INFORMATION PERTAINING TO CLAIMS ARISING FROM INJURIES

The following extract from Personnel Circular No. 54, dated October 15, 1937, from the Acting Director of Personnel, is given for the information and guidance of all Weather Bureau personnel:

On July 10, 1937, the U. S. Employees' Compensation Commission adopted an amendment to its regulations prohibiting the disclosure of information contained in files, records, statements of witnesses, and medical or other reports pertaining to claims arising from injuries in which the United States has an interest.

Pursuant to the provisions of section 32 of the act of September 7, 1916 (39 Stat. 749), the Commission adopts and promulgates the following regulations:

All files, records, statements of witnesses, medical and other reports, and papers pertaining to any injury sustained under circumstances involving a party other than the United States, in which the United States has a subrogation or pecuniary interest, shall be deemed confidential and no disclosure thereof shall be made, except with the approval of the United States Employees' Compensation Commission.

No official or employee of a Government establishment who has investigated or secured statements from witnesses and others pertaining to a claim for compensation, or any person who has the custody of such investigations or records, shall disclose information pertaining to such records to any person without the approval of the United States Employees' Compensation Commission. Employees have no control over such records or information with respect to permitting the use of same for any other than official purposes, except in the discretion of the Commission.

Employees or custodians of records are hereby prohibited from presenting such records of information in court, whether in answer to a subpoena duces tecum or otherwise. Whenever a State court subpoena shall have been served upon them, they will appear in court and respectfully decline to present the records or divulge the information called for, basing their refusal upon this rule.

In all cases where a Government employee is requested to testify in regard to matters of an official or confidential character, knowledge of which has been acquired in his official capacity, he shall respectfully decline to answer. If his reasons are requested by the court or body conducting the hearing, he shall courteously state that the matter is privileged and can not be disclosed without the specific approval of the United States Employees' Compensation Commission, citing this rule.

ACCIDENT PREVENTION

The death of Dr. Paul D. Emerson, senior soils scientist, occurred near Rapid City, S. Dak., caused by snake bite. As Dr. Emerson was alone it is rather difficult to reconstruct the accident. However, there are several very important facts connected with this case that must be brought to the attention of *everyone* who works or travels in the country *anywhere*, especially men making inspections and working alone:

First.—Dr. Emerson *did not wear boots*. A 17-inch leather boot or legging will protect against 95 percent of all snake bites, particularly rattlesnake bites.

Second.—Dr. Emerson's snake-bite kit was *in his car—not on his belt*. A belt-type combination first-aid and snake-bite kit was developed more than a *year ago* expressly for the use of surveyors or other small parties. Dr. Emerson's kit evidently was not of this type. It is evident that he had to walk a considerable distance before reaching his car. Being alone he *might* have become panicky and started running; this would cause the venom to act more quickly.

Third.—The person bitten is subject to shock and fright, and only a person with iron nerve will use a kit properly *on himself*.

Therefore, the most certain plan is to protect *both feet and hands* when in a snake country, *certainly* the feet and lower parts of the legs. Dr. Emerson's bite was on his *ankle*, and an ordinary high shoe probably would have prevented his death.

An interesting and instructive article entitled "The Management of Snake Bite" appeared in the May number of The American Rifleman.

AUTHORIZATIONS FOR EXPENDITURES

The attention of all station officials is invited to the instructions contained in paragraph 85 of Station Regulations. Failure of station officials to confirm telegraphic authorizations by requisitions, etc., results in much delay in approval of vouchers when received before formal authorizations have been issued.

CHANGES IN RADIO CIRCULAR NO. 1 (REVISED)

The following changes should be made in Radio Circular No. 1 (Revised): Pages 23, 24, and 27, stations NMF, Boston, Mass.; NMY, New York, N. Y., and NMN, Princess Anne, Va., respectively. The twice-daily broadcasts from these stations will be made on a frequency of 2662 kc, effective November 1, 1937.

COMPARATIVE BAROMETER READINGS

Following receipt of this issue of TOPICS AND PERSONNEL, synchronization of quarterly comparative barometer readings will be effected between each city office that makes such readings and the associated local airport station, if any.

Where the airport station has only one mercurial barometer and the city office has two, readings of the instrument at the former station will be made synchronously with the quarterly comparative barometer readings made at the latter, and the respective sets of readings will be recorded on separate Forms 1027.

The outdoor dry-bulb temperature, representative of the air conditions during the times of reading, will be recorded on the lower margin of Form 1027, at the left, with the appropriate times indicated. If the barometer readings are made at relatively short intervals of time and the outdoor temperature is not changing rapidly, one single representative (near average) temperature value will be sufficient for the record. If the readings are made at rather long intervals of time or the outdoor temperature has changed by a considerable amount between readings, say 5° F., or more, several temperature values will be required, with a notation regarding the time of observation in each case. Readings of the barometer and attached thermometer, and of the outdoor temperature entered on Form 1027, will be only those made at the station for which it is rendered.

The choice of the times of making the synchronous readings will be left to cooperative arrangement by the responsible officials at the respective stations, using discretion to the end that the making of the readings at the times in question results in a minimum of interference with immediately essential duties, such as the making of regular observations, the giving of necessary meteorological information to the public, or other interests (e. g., to pilots in person or via telephone), etc.

ENTERING BAROGRAPH TRACES ON FORM 1014

The installation of the open-scale barograph at many stations has raised a question as to the transfer of the trace to Form 1014.

On account of the difference in scale, the process of direct transfer is not possible, and it is not believed that a free-hand copy will give a sufficiently accurate representation, so at stations where the open-scale barograph is in use the trace may be omitted in preparing Form 1014.

In the few individual cases in which the making of a retained record is advisable, on account of unusual features, it is suggested that the original record be transferred by carbon paper to a similar form for file.

SNOWFALL WORK

Plans are progressing within the River and Flood Division for the expansion of the Bureau's snow work in the West. During October Mr. J. Cecil Alter, official in charge at Salt Lake City, and Mr. Ashton Codd, hydrologic engineer for the Mountain States region, equipped five mountain snowfall stations in Utah with batteries of storage snow gages of the type developed by Mr. Alter and described in the Monthly Weather Review for July.

Also, Mr. Erle L. Hardy, official in charge at Albuquerque, and Mr.

James M. Brady, assistant, established batteries of the new gages at 13 mountain snowfall stations in New Mexico. All stations thus equipped are above 8,000 feet elevation.

SPECIAL REPORT OF PERSONNEL AND PAY-ROLL STATISTICS

The attention of station officials is invited to instructions contained in paragraph numbered "1" in the article under the above title on page 375 of the April 1937 issue of TOPICS AND PERSONNEL. It is important that station officials forward pay rolls either during the month or at the end of each month to cover any service rendered by emergency assistants. For example, if an emergency assistant is employed for the period October 16 to November 15, two pay rolls should be forwarded—one at the end of October to cover services from October 16 to 31 and another as soon as service is completed to cover the period November 1 to 15.

RETURN OF EMPTY HYDROGEN CYLINDERS

The Burdett Oxygen Company, Norristown, Pa., factory point for contract A1s-15258, zone 1, for hydrogen gas, reports under date of October 19, 1937, that their company is experiencing a great deal of difficulty in having empty cylinders returned direct to their factory at Norristown, Pa. The company reports that in some instances the empty cylinders are being returned to their company at Pittsburgh, Pa. This results in the Norristown factory being charged with a loss of cylinders. Stations ordering gas are requested to be particularly careful when returning empty cylinders and to make sure that cylinders are returned to the same point from which shipment was originally made to the station. This action applies to all other zones where more than one factory point is involved.

WEEKLY AND MONTHLY MEANS WORDS

On October 4, 1937, revised instructions for computing and coding weekly and monthly means words were sent to all Weather Bureau stations. Any station not receiving a copy should request same from the Division of Climate and Crop Weather.

Special attention is invited to page 3 of these instructions, particularly that part dealing with a monthly precipitation report of "trace". Some stations are telegraphing additional words on the weekly messages and this practice should be discontinued.

In computing weekly means, page 4, the period for both maximum and minimum temperatures will be that for the 24 hours ending at 7:30 a. m., E. S. T.

REVISED EDITION OF FORM 1001

Revised edition of Form 1001 has been mailed to all first-order stations. The new edition should be put in use beginning December 1, 1937, and all old issues of the form on hand should be destroyed.

DITTO MACHINES AVAILABLE FOR TRANSFER

The Weather Bureau Airport Stations at Cleveland, Ohio, and Portland, Oreg., have each reported one ditto duplicating machine surplus and available for transfer. The machine at Cleveland is a "Vivid", model 914 NC, and the one at Portland is described as a small machine. Stations without printing plants may submit a request to the Central Office for the equipment. It is suggested that stations first contact Cleveland or Portland for any necessary information relative to size, etc., before referring the request to the Central Office.

SUPPLIES FOR NEW AIRPORT STATIONS

For the information of the airport stations now being established, all necessary forms, instructions, regulations, etc., are being furnished as rapidly as possible. Binders for both Department and Station Regulations will be furnished to those stations that have not already received them as soon as the Central Office stock has been replenished.

DEPARTMENTAL REGULATIONS

Complete sets of the Regulations of the Department of Agriculture are being furnished to all of the newly established airport stations. These sets should be checked with the index and the new paragraphs (which have not been inserted) should be indexed both under subjects and paragraphs.

RETIREMENT

Mr. Thomas G. Smith, printer at the Philadelphia station, was retired October 31, 1937, after more than 42 years of Government service. Mr. Smith was born in New York, N. Y., on October 3, 1872. He entered the service on July 1, 1895, at Louisville, Ky., and subsequently served at the Central Office and Philadelphia.

DEATHS

Mr. Theodore L. Bridges, who was retired October 31, 1931, died on October 14, 1937, at his home in North Quincy, Mass. A notice of his retirement and an outline of his service will be found in TOPICS AND PERSONNEL for January 1932.

Mr. Robert H. Morton, who was retired on August 20, 1920, died at his home in Washington, D. C., on October 28, 1937. An outline of his service and a notice of his retirement will be found in TOPICS AND PERSONNEL for July 1920.

Mr. Nathaniel R. Taylor, who was retired on June 30, 1932, died at his home in Sacramento, Calif., on October 31, 1937. A notice of his retirement and an outline of his service will be found in the June 1932 issue of TOPICS AND PERSONNEL.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of October 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Adelstein, Julius D.	Cleveland, Ohio.	Appointed minor observer at \$1,020.
Aldrich, Ralph M.	Salt Lake City, Utah (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Allen, George C.	Greensboro, N. C.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Allison, Loren J. N.	Valentine, Nebr.	Appointed junior observer at \$1,440.
Allmendinger, George H. F.	Davenport, Iowa.	Promoted to senior observer at \$2,000 from observer at \$1,800.
Anderson, Alfred W.	San Francisco, Calif. (Oakland).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Anderson, Clarence A. ...	Salt Lake City, Utah (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Andrus, Rodney J.	Seattle, Wash. (Airport).	Appointed junior observer at \$1,440.
Arenberg, David L.	Boston, Mass.	Appointed junior observer at \$1,440.
Arnerich, Paul A.	Los Angeles, Calif. (Burbank).	Appointed junior observer at \$1,440.
Arnold, James T.	Dodge City, Kans.	Appointed junior observer at \$1,440.
Arnold, Robert R.	North Platte, Nebr.	Appointed minor observer at \$1,020.
Ashburn, Edward V.	San Francisco, Calif. (Oakland).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Atkinson, Paul E.	Reno, Nev. (Airport) ...	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Ball, Homer W.	Omaha, Nebr. (Airport).	Promoted to associate meteorologist at \$3,400 from associate meteorologist at \$3,300.
Barnes, George H.	Seattle, Wash.	Appointed radio operator at \$1,620; temporary appointment terminated.
Baughman, Fred A.	Cleveland, Ohio (Airport).	Promoted to junior meteorologist at \$2,100 from junior meteorologist at \$2,000.
Beall, Gerald T.	Des Moines, Iowa.	Appointed junior observer at \$1,440 by transfer from the War Department.
Belt, George H.	Washington, D. C.	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,740.
Bierbower, William H. ...	Del Rio, Tex.	Appointed junior observer at \$1,440.
Bosworth, Leslie W.	Wichita, Kans.	Appointed junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Brancato, George N.	Chicago, Ill. (Airport) ..	Promoted to junior meteorologist at \$2,000 from scientific aid, SP-5, at \$1,800, with transfer to the field service.
Breese, Alexander.	San Francisco, Calif.	Promoted to assistant observer at \$1,740 from junior observer at the same salary.
Brennan, Thomas J.	Washington, D. C.	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu.-2, at \$1,080.
Brown, Miss Hazel G.	Washington, D. C.	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620, from junior clerk-stenographer, CAF-2, at \$1,440.
Brown, Homer F.	Peoria, Ill.	Junior observer at \$1,440, restored to duty from leave without pay, effective October 4, 1937.
Brown, Jean A.	Sacramento, Calif. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Brownlee, Willard A.	Montgomery, Ala.	Appointed under observer at \$1,260.
Bruce, David.	Kylertown, Pa.	Promoted to junior meteorologist at \$2,000 from observer at \$1,620.
Caldwell, Frank E.	Oklahoma City, Okla.	Appointed junior observer at \$1,440.
Callahan, Lyle B.	Davenport, Iowa. (Moline, Ill.)	Appointed under observer at \$1,260.
Cameron, Donald C.	Chicago, Ill. (Airport) ..	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Carey, Ralph W.	Pittsburgh, Pa.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Carney, Charles B.	Richmond, Va.	Appointed junior observer at \$1,440 by transfer from the National Advisory Committee for Aeronautics.
Carstensen, (P. Louis) ...	Washington Airport. (Arlington, Va.)	Appointed junior observer at \$1,440.
Cartwright, Gordon D. ...	Fort Worth, Tex. (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Cassidy, James J.	New York, N. Y. (Newark, N. J.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Cavanaugh, Daniel J.	Buffalo, N. Y.	Minor observer at \$1,080, resigned; record, excellent.
Chambers, Marshall J. ...	Washington Airport. (Arlington, Va.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Chaskin, Wilbur S*	San Francisco, Calif. (Mount Shasta)	Radio operator at \$1,620, temporary appointment terminated; record, good.
Cheesman, Willard L.	Evansville, Ind.	Appointed junior observer at \$1,440.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Cheney, Werlen F.	Portland, Oreg. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Clark, Donald G.	Laguna Beach, Calif.	Promoted to assistant observer at \$1,680 from assistant observer at \$1,620.
Clasby, Edward J.	Cleveland, Ohio (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Coe, Arthur R.	Nashville, Tenn.	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Collins, William G.	Portland, Oreg. (Airport)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Collins, Mrs. Elizabeth G.	Washington, D. C.	Promoted to clerk-stenographer, CAF-4, at \$1,800 from assistant clerk-stenographer, CAF-3, at \$1,740.
Courtney, John.	Kylertown, Pa.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Crawford, Gerald P.	New York, N. Y. (Newark, N. J.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Crawford, Herbert D.	St. Louis, Mo. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Croom, Herman L.	Nashville, Tenn. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Crowshaw, Arthur J.	New York, N. Y. (Newark, N. J.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Culnan, Robert N.	Sacramento, Calif. (Airport).	Appointed junior observer at \$1,440.
Cummings, John A.	Salt Lake City, Utah (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Dahlin, Laurel W.	Minneapolis, Minn. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Davis, Vernon T.	Medford, Oreg.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Decker, Fred W.	Pendleton, Oreg.	Appointed junior observer at \$1,440.
DeMots, Garrett, Jr.	Lansing, Mich.	Appointed junior observer at \$1,440.
Denmark, William L.	St. Louis, Mo. (Airport).	Appointed junior observer at \$1,440 by transfer from War Department.
Dickinson, Willard E.	New Haven, Conn.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Duff, Oliver A.	New Orleans, La. (Airport).	Assistant observer at \$1,620, resigned; record, good.
Dubin, Albert A.	Philadelphia, Pa.	Appointed minor observer at \$1,020.
Dye, Lawrence M.	Omaha, Nebr.	Appointed junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Edelblut, Theodore B.	Augusta, Ga	Under observer at \$1,440, restored to duty from leave without pay, effective October 16, 1937.
Edelman, Seymour.	Reading, Pa.	Appointed junior observer at \$1,440.
Eggers, Curtis M.	Oklahoma City, Okla. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Ellett, Mark W.	Kansas City, Mo. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Emerson, Mac A.	Chicago, Ill. (Airport) . .	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Emmons, Gardner.	Washington, D. C.	Associate meteorologist, P-3, at \$3,200, restored to duty effective October 4, 1937, from leave without pay, which began August 16, 1937.
Epperly, Perry O.	Salt Lake City, Utah (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Ericson, Arthur B.	Portland, Oreg.	Appointed minor observer at \$1,020.
Evans, Harold J.	Salt Lake City, Utah. . . .	Appointed minor observer at \$1,020.
Evans, Robert B.	Washington, D. C.	Scientific aid, SP-5, at \$1,800, transferred to Bureau of Agricultural Economics.
Fenn, Robert M.	Apalachicola, Fla.	Appointed junior observer at \$1,440.
Fink, Kenneth C.	Los Angeles, Calif. (Burbank).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Forbes, Heston A.	Fresno, Calif.	Promoted to junior observer at \$1,440 from under observer at \$1,200.
Frank, Nathan J.	Baltimore, Md.	Appointed minor observer at \$1,020.
Fry, Samuel.	Cincinnati, Ohio	Under observer at \$1,200, resigned; record, very good.
Fulks, Joe R.	Portland, Oreg. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Fuller, John W., Jr.	San Diego, Calif. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Gardner, Reid B.	Modena, Utah	Appointed junior observer at \$1,440.
Gerber, Harry M.	Cleveland, Ohio (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Gibson, Arville C.	Nashville, Tenn. (Airport).	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Goldhaber, Oscar W.	Albany, N. Y. (Airport).	Appointed junior observer at \$1,440.
Goldhaber, Oscar W.	Albany, N. Y. (Airport)	Junior observer at \$1,440, resigned; served only 1 day.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Goodman, Hyman	Chicago, Ill.	Junior observer at \$1,440, granted leave without pay from October 11, 1937, to termination of June 15, 1938.
Gorbea, Ralph	San Juan, P. R.	Minor observer at \$1,020, resigned; record, very good.
Gould, Donnell H.	Rock Springs, Wyo.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Grace, Joseph A.	Davenport, Iowa. (Moline, Ill., Airport)	Appointed under observer at \$1,260.
Graham, Roderick D.	Eureka, Calif.	Appointed junior observer at \$1,440.
Green, Dale R.	Huron, S. Dak.	Appointed minor observer at \$1,020.
Griggs, Armand L.	Lakeland, Fla.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Guern, Cecil R.	Los Angeles, Calif. (Burbank).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Haber, David.	Knoxville, Tenn.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Haisfield, Rudolph M. ...	El Paso, Tex. (Airport).	Appointed junior observer at \$1,440.
Hall, Clifford D.	Columbus, Ohio (Airport)	Appointed junior observer at \$1,440.
Hamburg, Fredric C.	Philadelphia, Pa.	Appointed junior observer at \$1,440.
Hamilton, Ray E.	St. Louis, Mo. (Airport) .	Promoted to assistant observer at \$1,620 from junior observer at the same salary.
Hammons, Wendell.	Omaha, Nebr. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Hanlon, Earl S.	Kansas City, Mo. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Hastings, Philip A.	Sacramento, Calif. (Airport).	Promoted to observer at \$1,800 from junior observer at \$1,560.
Hatch, Sterling R.	Burlington, Iowa.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Hayes, John W.	Oklahoma City, Okla. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Hemphill, Phillips P.	Atlanta, Ga. (Airport) ..	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Hester, Ralph W.	Portland, Oreg. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Hillman, James.	Chicago, Ill. (Airport) ..	Appointed junior observer at \$1,440.
Hines, William F., Jr. ...	Parkersburg, W. Va.	Appointed minor observer at \$1,020.
Hoffberg, Miss Ruth	Springfield, Ill.	Appointed minor observer at \$1,020.
Hoffman, Harry M.	Bismarck, N. Dak.	Appointed junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Hogan, Raymond P.	Washington, D. C.	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Holland, Mrs. May S. ...	San Francisco, Calif. ...	Junior stenographer at \$1,560, granted leave without pay from November 1, 1937, to the termination of January 31, 1938.
Holmberg, Arthur F.	Portland, Oreg. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Hug, Floyd E.	Redding, Calif.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Hurley, John.	Cincinnati, Ohio (Airport)	Appointed junior observer at \$1,440 by transfer from Social Security Board.
Jacobs, Woodrow C.	Pomona, Calif.	Assistant observer at \$1,620, restored to duty from leave without pay, effective October 1, 1937.
Jacobs, Woodrow C.	Pomona, Calif.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Janofsky, Jack.	Pomona, Calif.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Jennings, Rupert L.	Winnemucca, Nev.	Appointed junior observer at \$1,440.
Jermin, Thomas E.	Seattle, Wash. (Airport)	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Jimenez, Baltasar.	San Juan, P. R.	Appointed minor observer at \$1,020.
Johnson, Ernest C.	Greensboro, N. C.	Promoted to observer at \$1,800 from junior observer at \$1,680.
Johnson, George A.	Jacksonville, Fla.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Jones, Edwin H.	Los Angeles, Calif. (Burbank).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,900.
Jones, Foster V.	Nashville, Tenn. (Airport)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Jones, James J.	San Francisco, Calif. ...	Appointed senior radio operator at \$1,800 by transfer from the Department of Commerce.
Kalstrom, George W.	San Diego, Calif. (Airport)	Appointed junior observer at \$1,440.
Karpov, Boris G.	Minneapolis, Minn. (Airport)	Appointed junior observer at \$1,440.
Katz, Benjamin.	Trenton, N. J. (Airport)	Junior observer at \$1,440, resigned; record, served but 1 day.
Kelleher, John E.*	Parkersburg, W. Va. ...	Minor observer at \$1,020, resigned; record, very good.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Kermis, Joseph R.....	Nashville, Tenn.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Kerr, Wallace M.....	San Antonio, Tex.....	Appointed junior observer at \$1,440.
King, Robert L.....	Baker, Oreg.....	Appointed junior observer at \$1,440.
Kleinsasser, Theodore W.	Huron, S. Dak.....	Appointed junior observer at \$1,440.
Kline, Alfred B.....	New York, N. Y..... (Newark, N. J.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Knarr, Aurel J.....	Kansas City, Mo. (Air- port).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,200.
Knarr, Elmore D.....	Omaha, Nebr.....	Promoted to junior meteorologist at \$2,200 from junior meteorologist at \$2,100.
Knight, Samuel P., Jr.*	Portland, Oreg.....	Minor observer at \$1,020, resigned; record, good.
Koonts, I. Arden.....	Davenport, Iowa..... (Moline, Ill.)	Appointed junior observer at \$1,440.
Kurtzweil, John P.....	Akron, Ohio.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Lager, Ervin J.....	San Francisco, Calif.... (Oakland)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Lamoreux, Wallace W...	Havre, Mont.....	Appointed junior observer at \$1,440.
Landau, Louis.....	New York, N. Y..... (Newark, N. J.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Lange, Walter A.....	Washington, D. C.....	Senior laborer, Cu.-3 (lithographic stone grinder), at \$1,200, suspended without pay from September 1, 1937, to October 31, 1937, and appointment terminated on October 31, 1937; record, unsatisfactory.
Langer, Warren O.....	Bismarck, N. Dak.....	Appointed junior observer at \$1,440.
Lavin, John J.....	Providence, R. I. (Air- port).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Lawrence, Robert V.....	Kansas City, Mo. (Air- port).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Leech, Loren P.....	Akron, Ohio.....	Appointed junior observer at \$1,440.
Long, Walter P.....	Washington Airport.... (Arlington, Va.)	Promoted to assistant meteorologist at \$2,600 from senior observer at \$2,000.
Lorenz, Alfred L.....	Lakeland, Fla.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Lown, Norman R.....	Dayton, Ohio.....	Appointed junior observer at \$1,440.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Lowery, Arlie R.	Kansas City, Mo. (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
McCollum, Mrs. Mildred S.	Washington, D. C.	Reduced to assistant clerk-stenographer, CAF-3, at \$1,800, from clerk-stenographer, CAF-4, at the same salary and without prejudice.
McCollum, Willis V.	Washington, D. C.	Clerk-stenographer, CAF-4, at \$1,860, resigned; record, excellent.
McComb, Robert B.	Alexandria, Minn. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
McDonough, Elven S.	Davenport, Iowa.	Appointed junior observer at \$1,440.
McGurrin, Martin.	Washington, D. C.	Appointed assistant scientific aid, SP-4, at \$1,620 by transfer from Bureau of Plant Industry.
McLaughlin, Earl S.	Cincinnati, Ohio.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
McQueen, Henry R.	New York, N. Y. (Newark, N. J.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Mage, Carroll M.	Pomona, Calif.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Magor, Lloyd H.	Rock Springs, Wyo.	Promoted to senior observer at \$2,000 from observer at \$1,800.
Maguire, Daniel J.	Omaha, Nebr. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Malkin, William.	Moorhead, Minn. (Fargo, N. Dak.)	Appointed junior observer at \$1,440.
Mason, Thomas A.	Los Angeles, Calif. (Burbank).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Mathes, John G.	Washington, D. C.	Promoted to senior laboratory mechanic, SP-6, at \$2,100 from laboratory mechanic, SP-5, at \$2,040.
Matros, Arnold.	Fort Worth, Tex. (Airport).	Promoted to junior meteorologist at \$2,100 from junior meteorologist at \$2,000.
Means, Lynn L.	St. Louis, Mo. (Airport).	Appointed junior observer at \$1,440.
Mell, Herbert H.	Kylertown, Pa.	Minor observer at \$1,020; resigned; record, good.
Merrill, Donald C.	Reno, Nev. (Airport) ...	Appointed junior observer at \$1,440.
Metcalf, William F., Jr.	Las Vegas, Nev.	Appointed junior observer at \$1,440.
Motzger, Frank D.	Buffalo, N. Y.	Appointed minor observer at \$1,020.
Miller, Jacob L.	Chicago, Ill.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Miller, Roy F.	Denver, Colo. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Mills, Ronald M.....	Fort Worth, Tex. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Mitchell, George S.....	New York, N. Y..... (Newark, N. J.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Monson, Milo P.....	Williston, N. Dak.....	Appointed minor observer at \$1,020.
Moore, Edgar A.....	Abilene, Tex. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Moosbrugger, Alois J....	Omaha, Nebr. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Mozeney, Russell P.....	Abilene, Tex. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Murray, Harold F.....	Memphis, Tenn.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Neumann, Oscar D.....	Little Rock, Ark.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Noble, Mrs. Edwina W..	Washington, D. C.....	Assistant clerk, CAF-3, at \$1,620, resigned; record, very good.
Noell, Orville A.....	Denver, Colo. (Airport).	Appointed junior observer at \$1,440.
Oak, Wilbur W.....	Cleveland, Ohio (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Oliver, Lawrence O.....	Kansas City, Mo. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Olson, Leonard T.....	Chicago, Ill. (Airport)..	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Oplinger, Frederick K...	Columbus, Ohio (Airport)	Appointed junior observer at \$1,440.
Palmer, Wayne C.....	Lincoln, Nebr.....	Appointed junior observer at \$1,440.
Pardue, Leonard G., Jr..	Lakeland, Fla.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Peace, Henry T.....	Block Island, R. I.....	Promoted to senior observer at \$2,100 ¹ from assistant observer at \$1,860.
Peake, Frederick D.....	Omaha, Nebr.....	Appointed junior observer at \$1,440.
Peirce, Sheldon J.....	Indianapolis, Ind. (Airport).	Appointed junior observer at \$1,440.
Penninga, Adrian J.....	Grand Rapids, Mich....	Appointed minor observer at \$1,020.
Peterson, Carl G.....	Minneapolis, Minn. (Airport).	Promoted to assistant observer \$1,620 from junior observer at \$1,500.
Pool, Harry A.....	Minneapolis, Minn..... (St. Paul).	Appointed junior observer at \$1,440.
Pope, Lyman A.*.....	Jacksonville, Fla.....	Appointed minor observer at \$1,020, pending certification of eligibles.

* Indicates temporary appointment.

¹ Includes allowance of \$240 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Powell, Philip J.....	Lakeland, Fla.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Quinn, Eugene H.....	Los Angeles, Calif..... (Burbank).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Radle, Woodrow J.....	Dubuque, Iowa.....	Appointed junior observer at \$1,440.
Rampy, Stanley W.....	Omaha, Nebr. (Airport).	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Ratner, Benjamin.....	Washington, D. C.....	Promoted to senior scientific aid, SP-3, at \$2,000, from clerk, CAF-4, at \$1,800.
Reber, Carl M.....	Austin, Tex.....	Appointed junior observer at \$1,440.
Redus, Robert L.....	Lakeland, Fla.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Reeves, Charles G.....	Lakeland, Fla.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Richard, Cloment A.....	El Paso, Tex. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Richards, Edward P.....	Denver, Colo. (Airport).	Appointed junior observer at \$1,440.
Rockwood, Henry.....	Pittsburgh, Pa.....	Appointed assistant hydrologic engineer at \$2,600 by transfer from Soil Conservation Service.
Rodgers, Lyndon T.....	Kansas City, Mo. (Airport).	Appointed junior observer at \$1,440.
Rordame, Alfred A.....	Salt Lake City, Utah (Airport).	Promoted to senior observer at \$2,000 from observer at \$1,980.
Rosenblatt, Albert.....	Fresno, Calif.....	Appointed junior observer at \$1,440.
Rule, Thomas W.....	Detroit, Mich.....	Appointed junior observer at \$1,440.
Ruoff, Robert V.....	Redding, Calif.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Russo, Carl.....	Washington Airport.... (Arlington, Va.)	Promoted to junior meteorologist at \$2,000 from senior scientific aid, SP-3, at \$2,000, with transfer to field service.
Sabine, William L.....	Springfield, Ill. (Airport)	Appointed under observer at \$1,260.
Sable, Edward.....	Boston, Mass.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Sadler, Joseph P.....	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080.
Saltsman, Edgar J.....	New York, N. Y..... (Floyd Bennett Field. L. I., N. Y.)	Promoted to junior meteorologist at \$2,000 from scientific aid, SP-5, at \$1,800, with transfer to the field service.
Sanborn, Richard D.....	San Francisco, Calif.... (Oakland).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Sanders, Ralph.....	New York, N. Y. (Newark, N. J.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Sanders, Robert A.....	Nashville, Tenn. (Airport).	Appointed junior observer at \$1,440.
Schaefer, Franklin J....	San Francisco, Calif....	Appointed junior observer at \$1,440.
Segal, Robert.....	Lynchburg, Va.....	Appointed junior observer at \$1,440.
Selvidge, Grover B.....	St. Joseph, Mo.....	Appointed junior observer at \$1,440.
Sharpton, Richard L....	Kansas City, Mo. (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Sherouse, Ray T.....	Lakeland, Fla.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,620.
Shultz, Wendell F.....	Phoenix, Ariz.....	Appointed junior observer at \$1,440.
Siedentopf, Will O.....	Redding, Calif.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Sims, Wiley K.....	Atlanta, Ga. (Airport) ..	Promoted to junior meteorologist at \$2,000 from observer at \$1,920.
Small, Robert T.....	Medford, Oreg.....	Appointed junior observer at \$1,440.
Smalley, Clarence L....	San Francisco, Calif.... (Oakland).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Smith, Kenneth E.....	Portland, Oreg.....	Appointed junior observer at \$1,440.
Smith, Raymond O.....	Trenton, N. J.....	Appointed junior observer at \$1,440.
Smith, Thomas G.....	Philadelphia, Pa.....	Printer, at \$1,980; retired.
Sodergren, Ford C.....	Moorhead, Minn..... (Fargo, N. Dak.)	Appointed junior observer at \$1,440.
Speer, Thomas J.....	El Paso, Tex.....	Appointed minor observer at \$1,020.
Sproge, Victor M.....	San Francisco, Calif.... (Oakland).	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Sproles, Edward S.....	Tampa, Fla.....	Appointed junior observer at \$1,440.
Starke, Parke P., Jr....	Richmond, Va.....	Appointed junior observer at \$1,440, by transfer from Social Security Board.
Stanski, Miss Mary D...	Washington, D. C.....	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620 from junior clerk-stenographer, CAF-2, at \$1,440.
Sternes, Gilbert L.....	Grand Junction, Colo...	Appointed junior observer at \$1,440.
Stripling, Allen A.....	Houston, Tex. (Airport)	Appointed junior observer at \$1,440.
Stuart, Robert M.....	Springfield, Ill.....	Appointed under observer at \$1,260.
Sullivan, Daniel G.....	San Diego, Calif. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,620.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Syer, Charles S.....	Charlotte, N. C. (Airport).	Promoted to under observer at \$1,380 from under observer at \$1,320.
Taft, Paul H.....	Albuquerque, N. Mex..	Appointed assistant observer at \$1,620 by transfer from Soil Conservation Service.
Thomas, Lewis F.....	Atlanta, Ga. (Airport) ..	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Thompson, Jack C.....	Pomona, Calif.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Thompson, Wilmer L....	Fort Worth, Tex. (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Toland, John P.....	Dallas, Tex.....	Appointed junior observer at \$1,440.
Tornroth, Edward H....	Eureka, Calif.....	Appointed minor observer at \$1,020; temporary appointment terminated.
Tucker, Chester O.....	Kylertown, Pa.....	Promoted to observer at \$1,800 from assistant observer at the same salary.
Underwood, John B....	Albany, N. Y.....	Promoted to junior meteorologist at \$2,400 from junior meteorologist at \$2,300 ¹ .
Van Patten, J. Harvey..	San Francisco, Calif....	Junior meteorologist at \$2,000, resigned; record, unsatisfactory.
Veliquette, Chester M...	Redding, Calif.....	Appointed junior observer at \$1,440.
Vernon, Edward M....	San Francisco, Calif.... (Oakland).	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Vestal, Claude K.....	Greensboro, N. C.....	Appointed junior observer at \$1,440.
Walker, Robert C.....	Nashville, Tenn. (Airport).	Appointed junior observer at \$1,440.
Ward, Mrs. Sadie C....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk-stenographer, CAF-3, at \$1,740.
Watson, Clarence E....	Medford, Oreg.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Weaver, Robert L.....	Grand Junction, Colo...	Appointed junior observer at \$1,440.
Welander, Elmer F.....	Moorhead, Minn.....	Appointed junior observer at \$1,440.
Weiss, Thomas M.....	Denver, Colo.....	Appointed junior observer at \$1,440.
West, Mrs. Susie M....	Washington, D. C.....	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620, from junior clerk-stenographer, CAF-2, at \$1,440.
White, Bernard N.....	Milwaukee, Wis.....	Promoted to observer at \$1,800 from assistant observer at \$1,680.

¹ Includes allowance of \$240 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Whittlesey, Chauncy A., Jr.	Rock Spring, Wyo.	Promoted to assistant observer at \$1,680 from assistant observer at \$1,020.
Wiedemann, Edwin D. . . .	Washington, D. C.	Promoted to senior laboratory mechanic, SP-6, at \$2,000, from laboratory mechanic, SP-5, at \$1,800.
Wiggin, Bernard L.	New York, N. Y. (Newark, N. J.)	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Wilgus, Russell V.	Cheyenne, Wyo. (Airport).	Appointed junior observer at \$1,440.
Wilhoit, John F.	Oklahoma City, Okla. (Airport)	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Wittmeyer, Merle H.	Cheyenne, Wyo. (Airport).	Appointed junior observer at \$1,440.
Wolbach, Ralph S.	North Platte, Nebr.	Appointed under observer at \$1,260.
Wollum, Clarence A.	Nashville, Tenn. (Airport).	Promoted to assistant observer at \$1,020 from junior observer at \$1,440.
Woodward, Wendell H. . . .	Portland, Oreg. (Airport).	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Wylie, W. Gordon.	Fresno, Calif.	Appointed junior observer at \$1,440.
Yonovsky, Abraham.	Philadelphia, Pa.	Appointed junior observer at \$1,440 by transfer from the Department of the Interior.
Younkin, Russell J.	Concordia, Kans.	Appointed junior observer at \$1,440.
Ziegler, W. J.	Minneapolis, Minn. (Airport).	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.

Changes in assignments

Name	Relieved from—	Assigned to—
Aldrich, John H.	Davenport, Iowa.	Kansas City, Mo. (Airport), assistant.
Aldrich, Ralph M.	Omaha, Nebr.	Salt Lake City, Utah (Airport), assistant.
Alexander, Harold.	Oklahoma City, Okla. . .	Waynoka, Okla. (Airport), in charge.
Allmendinger, George H. F.	Kansas City, Mo. (Airport).	Davenport, Iowa, assistant.
Anderson, O. Kenneth . . .	Medford, Oreg.	San Francisco, Calif. (Oakland), assistant.
Baird, Eldon C.	Concordia, Kans.	Davenport, Iowa (Moline, Ill.), assistant.
Baird, George M.	North Platte, Nebr.	Grand Island, Nebr. (Airport), in charge.
Baird, Kenneth K.	Omaha, Nebr. (Airport)	Salt Lake City, Utah (Airport), assistant.
Bell, Roland V.	Detroit, Mich.	Brownsville, Tex. (Airport), assistant.

Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Bergerson, Maurice P . . .	Seattle, Wash.	Tatoosh Island, Wash., in charge.
Brancato, George N	Washington, D. C.	Chicago, Ill. (Airport), assistant.
Cameron, Donald C	Salt Lake City, Utah. (Airport).	Chicago, Ill. (Airport), assistant.
Cassidy, James J	Albany, N. Y.	New York, N. Y. (Newark, N. J.), assistant.
Cheney, Werlen F	Reno, Nev. (Airport) . .	Portland, Oreg. (Airport), assistant.
Clark, Donald G	Redding, Calif.	Laguna Beach, Calif. (Airport), in charge.
Church, Robert D	Pendleton, Oreg.	Spokane, Wash. (Airport), assistant.
Codd, Ashton R	Sacramento, Calif.	Salt Lake City, Utah, assistant.
Crawford, Gerald P	St. Louis, Mo. (Airport)	New York, N. Y. (Newark, N. J.), assistant.
Crawford, Marion E.	San Antonio, Tex.	Washington, D. C., assistant.
Crooker, Clayton B.	Wichita, Kans.	Omaha, Nebr. (Airport), assistant.
Crowshaw, Arthur J.	El Paso, Tex. (Airport).	New York, N. Y. (Newark, N. J.), assistant.
Dahlin, Laurel W.	Minneapolis, Minn. (St. Paul).	Minneapolis, Minn. (Airport), assistant.
Dannheiser, Charles L. . . .	Springfield, Ill.	South Bend, Ind. (Airport), in charge.
Dightman, Richard A.	Seattle, Wash. (Airport)	Chehalis, Wash. (Airport), in charge.
Eggers, Curtis M.	St. Louis, Mo. (Airport).	Oklahoma City, Okla. (Airport), assistant.
Elford, C. Robert.	Missoula, Mont.	San Francisco, Calif. (Oakland), assistant.
Ellett, Mark W.	Rock Springs, Wyo.	Kansas City, Mo. (Airport), assistant.
Ellis, Ivan F.	Baker, Oreg.	Portland, Oreg. (Airport), assistant.
Emerson, Mac A.	Minneapolis, Minn. (St. Paul).	Chicago, Ill. (Airport), assistant.
Ewing, Arland W.	Buffalo, N. Y. (Airport)	Floyd Bennett Field, L. I., N. Y., assistant.
Fencl, Edward J.	Detroit, Mich. (Airport)	Cleveland, Ohio (Airport), assistant.
Fox, Richard T.	Louisville, Ky.	El Paso, Tex. (Airport), in charge.
Frantz, Roger S.	Grand Rapids, Mich. . . .	Detroit, Mich. (Airport), assistant.
Fuerst, Martin J.	Spokane, Wash. (Airport).	Eugene, Oreg. (Airport), in charge.
Gibson, Thomas L.	Denver, Colo. (Airport).	Charlotte, N. C. (Airport), in charge.
Green, Ernest W.	Fort Worth, Tex.	Dallas, Tex. (Airport), assistant.
Griggs, Armand L.	Tampa, Fla.	Lakeland, Fla., assistant.
Grimminger, George	Boston, Mass. (M. I. T.)	Cambridge, Mass., Special Research Investigations (Bankhead-Jones Act).
Hafer, LeRoy F.	Reading, Pa.	Washington, D. C., assistant.
Hansen, Harry B.	Phoenix, Ariz.	Pomona, Calif., assistant.
Hastings, Philip A.	Cheyenne, Wyo. (Airport).	Sacramento, Calif. (Airport), in charge.
Hatch, Sterling R.	Des Moines, Iowa.	Burlington, Iowa (Airport), in charge.

Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Hedine, Leonard J. C.	Havre, Mont	Nome, Alaska, assistant.
Henley, Frank T.	Detroit, Mich. (Airport)	Baltimore, Md. (Logan Field), in charge.
Hensel, Foster.	Richmond, Va.	Charlotte, N. C. (Airport), assistant.
James, Robert M.	Baltimore, Md.	Baltimore, Md. (Logan Field), assistant.
Johnson, Warren O.	Jacksonville, Fla.	Lakeland, Fla., assistant.
Knarr, Elmore D.	Chicago, Ill. (Airport)	Omaha, Nebr., assistant.
Kurtzweil, John P.	Chicago, Ill.	Akron, Ohio, assistant.
Kutchenreuter, Paul H.	Houston, Tex. (Airport)	Fort Worth, Tex. (Airport), assistant.
Lorenz, Alfred L.	Jacksonville, Fla.	Lakeland, Fla., assistant.
McAllister, Jack C.	Los Angeles, Calif. (Burbank).	Roseburg, Oreg., in charge.
McKinney, Wilbur F.	Omaha, Nebr.	Spokane, Wash. (Airport), assistant.
McLaughlin, Earl S.	Memphis, Tenn.	Cincinnati, Ohio, assistant.
Malkin, Louis.	Albuquerque, N. Mex.	St. Cloud, Minn. (Airport), in charge.
Marting, Dorsey P.	Roseburg, Oreg.	San Francisco, Calif. (Oak- land), assistant.
Mason, Thomas A.	Little Rock, Ark.	Los Angeles, Calif. (Burbank), assistant.
Matros, Arnold.	Oklahoma City, Okla. (Airport).	Fort Worth, Tex. (Airport), assistant.
Mills, Richard H.	Chicago, Ill. (Airport)	Louisville, Ky., assistant.
Mills, Ronald M.	Kansas City, Mo.	Fort Worth, Tex. (Airport), assistant.
Moreland, James R.	Brownsville, Tex. (Air- port).	Gainesville, Tex. (Airport), in charge.
Morelock, Richard O.	Portland, Oreg.	Seattle, Wash., assistant.
Myers, Arthur J.	Kansas City, Mo. (Air- port).	Washington, D. C., assistant.
Myers, Harry V.	Columbus, Ohio (Airport)	Springfield, Ill. (Airport), in charge.
Pardue, Leonard G.	Mobile, Ala.	Lakeland, Fla., assistant.
Penfield, Charles F.	Portland, Oreg. (Airport)	Tacoma, Wash. (Airport), in charge.
Peterson, Carl G.	Minneapolis, Minn. (St. Paul).	Minneapolis, Minn. (Airport), assistant.
Powell, Philip J.	Jacksonville, Fla.	Lakeland, Fla., assistant.
Prochnow, Carl T.	Moorhead, Minn.	Bear Mountain, N. Y. (Air- port), in charge.
Rasey, Lyle B.	Cincinnati, Ohio.	Cheyenne, Wyo. (Airport), as- sistant.
Redus, Robert L.	Miami, Fla.	Lakeland, Fla., assistant.
Reeves, Charles G.	Houston, Tex.	Lakeland, Fla., assistant.
Reynolds, Clarence R.	Dayton, Ohio.	Cincinnati, Ohio (Airport), as- sistant.
Richardson, Robert L.	Austin, Tex.	Brownsville, Tex. (Airport), assistant.
Rock, Clayton L.	Cleveland, Ohio	Washington, D. C., assistant.
Rockwood, Henry	Washington, D. C.	Pittsburgh, Pa., assistant.
Rosenberg, Pierce S.	Scranton, Pa.	Richmond, Ind. (Airport), in charge.
Roseman, Leonard J.	Albany, N. Y. (Airport)	Grand Rapids, Mich., assist- ant.
St. Clair, Gilbert L.	Lynchburg, Va.	Sunbury, Pa. (Airport), in charge.
Sharpton, Richard L.	Nashville, Tenn. (Air- port).	Kansas City, Mo. (Airport), assistant.

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Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Sherouse, Ray T	Tampa, Fla.....	Lakeland, Fla., assistant.
Siedentopf, Will O	Los Angeles, Calif.....	Redding, Calif., assistant.
Solheim, Louis J.....	Valentine, Nebr.....	Bismarck, N. Dak., assistant.
Spence, Nelson E	Asheville, N. C.....	Floyd Bennett Field, L. I., N. Y., assistant.
Strange, Willoughby T ..	Fort Worth, Tex.....	Dallas, Tex. (Airport), assist- ant.
Striker, Edmund F	Indianapolis, Ind. (Air- port)	Joliet, Ill. (Airport), in charge.
Thompson, Jack C.....	San Francisco, Calif....	Pomona, Calif., assistant.
Tilson, William L	Pensacola, Fla.....	Mobile, Ala., assistant.
Underwood, John B	Block Island, R. I.....	Albany, N. Y., assistant.
Whittlesey, Chauncey, A., Jr	Kansas City, Mo. (Air- port).	Rock Springs, Wyo., assistant.
Wilson, Clifford G	Nashville, Tenn.....	Fort Worth, Tex. (Airport), assistant.
Wilson, Thomas C.....	Dallas, Tex.....	New Orleans, La., assistant.
Ziegler, William J	Minneapolis, Minn..... (St. Paul).	Minneapolis, Minn. (Airport), assistant in charge



(WB-11-22-87-450)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

NOVEMBER 1937

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

EXECUTIVE ORDER CONCERNING HOLIDAY DECEMBER 24, 1937

The following extract from Executive Order No. 7763, issued by the President on December 6, 1937, excusing Federal employees from duty on December 24, 1937, is given for the information of all Weather Bureau personnel:

The several executive departments, independent establishments, and other governmental agencies in the District of Columbia, including the Government Printing Office and the Navy Yard and Naval Stations, shall be closed all day on Friday, December 24, 1937, the day preceding Christmas Day; and all employees in the Federal Service in the District of Columbia and in the field service of the executive departments, independent establishments, and other agencies of the Government, except those who may for special public reasons be excluded from the provisions of this order by the heads of their respective departments, establishments, or agencies, or those whose absence from duty would be inconsistent with the provisions of existing law, shall be excused from duty on that day.

In connection with the above, employees absent on annual leave during a period which includes December 24, 1937, shall not be charged with any leave on that day. Employees absent on sick leave or leave without pay on December 24, 1937, shall be charged with a full day of sick leave or leave without pay for such day.

The Department of Agriculture will be open and employees will work all day on New Year's Eve, December 31, 1937.

CONFERENCE AT PARIS, FRANCE

Mr. Delbert M. Little, Chief of the Aerological Division, attended the first meeting of the International Commission of Aeronautical Meteorology, held in Paris, France, June 3-8, 1937, announcement of which was given in the April issue of TOPICS AND PERSONNEL. Thirty-nine representatives of meteorological services for 24 countries participated in the deliberations.

The Commission was created under the authority of the International Meteorological Organization and is charged with the responsibility of coordinating the meteorological work of Regional Aeronautical Conferences with that of the International Meteorological Organization and, in general, the examination of meteorological problems which concern aeronautics. The Commission adopted a number of resolutions, wishes, and opinions dealing with international standardization of meteorological service for aviation. Mr. Little was appointed a member of two subcommittees, (a) general organization and (b) North Atlantic Committee.

The journey to Paris was made by way of Germany in order that the airway service at Templehoff Airdrome and the aerological work at Lindenburg Observatory could be studied. The return trip was made by way of Belgium, Holland, and England to obtain additional information relative to the aviation services in those countries.

INTERNATIONAL METEOROLOGICAL CONFERENCES IN SALZBURG, AUSTRIA

As stated in TOPICS AND PERSONNEL, August 1937, the Weather Bureau was represented by Dr. W. R. Gregg, Chief of Bureau, and Mr. Ivan R. Tannehill, Chief of Marine Division, at international conferences in Salzburg during September 1937. Enroute they visited the Deutsche Seewarte, Hamburg, and the Reichswetterdienst, Berlin. After the Salzburg meetings Mr. Tannehill conferred with officials of meteorological services in De Bilt, Paris, and London.

Action was taken at Salzburg on many important questions, including the standardization of projections and scales for meteorological charts, organization of adequate marine service for transoceanic flying, establishment of networks of radiometeorograph stations in all parts of the world, appointment of a subcommission for the study of hail, organization of a program for the observation of sea swells, improvements in the standardization of codes and symbols, and many other matters.

Of special interest to American meteorologists is the acceptance by the International Meteorological Committee of an invitation to hold the 1941 conference of directors in Washington, this to be preceded by meetings of several of the commissions in Toronto.

An account of the proceedings at Salzburg will appear in a forthcoming issue of the Monthly Weather Review.

CONFERENCES AT LIMA, PERU

Mr. Edgar B. Calvert, Chief of the Forecast Division, and Mr. Delbert M. Little, Chief of the Aerological Division, attended the Technical Aviation Conference held in Lima, Peru, to which reference was made in the August 1937 issue of TOPICS AND PERSONNEL.

Overnight stops enroute were made at Balboa, Colon, and Guayaquil, and brief stops at Havana, Buenaventura, Tumaco, Cali, Talara, Trujillo, Barranquilla, Kingston, and Cienfuegos. Travel was by boat from

New York to Colon. From Colon to Lima and from Lima to Miami the journey was made by airplane, a distance of approximately 6,000 miles.

Sessions of the conference extended from September 15 to 25, inclusive. Meetings of the Third Regional Meteorological Commission were held during that period. Twelve countries were represented at the former and six at the latter. Messrs. Calvert and Little attended the meetings of the regional commission by invitation and participated in the discussions.

Six major resolutions of much importance concerning meteorological services were passed by the main conference. Forty-eight were adopted by the regional commission and also were indorsed by the main conference. These resolutions included understandings and agreements which undoubtedly will result in the establishing of more effective international relations and exchanges and will encourage expansions in the national meteorological organizations of South America, some of which have very limited facilities and activities. The rules and regulations of the International Meteorological Organization are given recognition as the basis for operations in all the national services.

Of special interest and importance was a recommendation that a new commission (IV), to be composed of directors of meteorological services in Central and North America, be formed and that a joint session of Regional Commissions III and IV be convened at Montevideo in 1938. This resolution was cabled to the International Meteorological Committee then assembled at Salzburg. Favorable action was taken and Dr. Willis R. Gregg, Chief of the U. S. Weather Bureau, was appointed president of Regional Commission IV.

METEOROLOGICAL CONFERENCE AT WELLINGTON, NEW ZEALAND

Mr. Edward H. Bowie, District Forecaster, in charge of the Weather Bureau Office at San Francisco, Calif., departed from San Francisco on November 9, 1937, to attend a meeting of the directors of national meteorological services in the southwest Pacific, which will be held in Wellington, New Zealand, from November 29 to December 4, 1937, inclusive. This conference is under the auspices of the International Meteorological Organization, and Mr. Bowie is attending by invitation of Dr. Edward Kidson, Director of the New Zealand Meteorological Service, in his capacity as Vice President of the Commission for Synoptic Weather Information for that part of the world.

Mr. Bowie, also, will visit the Office of the Australian Meteorological Service at Melbourne to confer with the officials of that service regarding meteorological matters of mutual interest.

REOPENING OF THE CONCORD STATION

A first-order station was reopened at Concord, N. H., on September 1, 1937. The office is located in the First National Bank Building, 18 North Main Street, and the station is in charge of Mr. Archibald D. Ross, formerly in charge of the Boston, Mass., Airport.

AIRPORT STATIONS OPENED

First-order Weather Bureau Airport Stations, manned by full-time Weather Bureau commissioned personnel, were opened at the following points on the dates indicated:

Stations	Date of opening (1937)	Stations	Date of opening (1937)
Baltimore, Md.....	October 21	Moline, Ill.....	November 18
Charlotte, N. C.....	September 29	Sacramento, Calif.....	September 20
Floyd Bennett Field, N. Y.....	September 21	South Bend, Ind.....	October 19
Fort Worth, Tex.....	September 1	Springfield, Ill.....	October 27
Minneapolis, Minn.....	October 16	Syracuse, N. Y.....	November 16

FIRST-ORDER STATIONS OPENED AT AIRPORTS

First-order Weather Bureau Offices or Weather Bureau Airport Stations were opened at designated points on the dates given below. Three airway observers and one commissioned employee (official in charge) will be employed at these stations to take and forward airway (hourly and special) observations. The stations, their respective classifications (WBO or WBAS), and opening dates, are as follows:

Station	Classifica- tion	Opening date (1937)	Station	Classifica- tion	Opening date (1937)
Alexandria, Minn..	WBO	September 19.	Lincoln, Nebr....	WBAS	November 15.
Bear Mountain, N. Y.....	WBO	October 25.	Montgomery, Ala.	WBAS	September 23.
Burlington, Iowa..	WBO	October 9.	New Haven, Conn.	WBAS	October 1.
Chehalis, Wash....	WBO	October 19.	Providence, R. I..	WBAS	September 27.
Crown Point, Oreg.	WBO	November 11.	Richmond, Ind....	WBO	October 1.
Eugene, Oreg.....	WBO	October 22.	St. Cloud, Minn..	WBO	October 15.
Gainesville, Tex....	WBO	October 25.	St. Paul, Minn....	WBAS	October 16.
Grand Island, Nebr.	WBO	October 28.	Salem, Oreg.....	WBO	November 3.
Joliet, Ill.....	WBO	October 29.	Sunbury, Pa.....	WBO	October 25.
Laguna Beach, Calif.....	WBO	October 20.	Tacoma, Wash.....	WBAS	October 21.
			Waynoka, Okla...	WBO	October 25.
			Wolf Creek, Oreg..	WBO	November 8.

STATION LIBRARIES

In the January 1937 issue of the Monthly Weather Review there is an article, "A Brief List of Works on Meteorology". Naturally, it is not practicable to equip even the majority of Weather Bureau field stations with all the works mentioned in this brief list, but it is the desire that each Weather Bureau station, both city office and airport, be equipped with a certain minimum number of books, and the groups of titles listed below are selected from the above-mentioned list and are suggested as minimum requirements for the respective stations.

ONE- OR TWO-MAN STATIONS

1. Brunt, David. Meteorology. London, 1929.
2. Humphreys, W. J. Weather rambles. Baltimore, 1937.
3. Talman, C. F. A book about the weather. New York, 1935.
4. Geddes, A. E. M. Meteorology, an introductory treatise. London, 1921.
5. Humphreys, W. J. Physics of the air. New York, 1929.
6. Milham, W. I. Meteorology. New York, 1912.
7. International atlas of clouds and states of the sky. Abridged ed.

8. Great Britain, Meteorological Office. Meteorological glossary, 2d ed. London, 1930.
9. Humphreys, W. J. Rainmaking and other weather vagaries. Baltimore, 1926.
10. Shaw, Sir Napier. The drama of weather. Cambridge, 1923.
11. Namias, Jerome, and others. An introduction to the study of air-mass analysis. The American Meteorological Society. 3d ed. Milton, Mass., 1936.
12. Kendrew, W. G. Climates of the continents. 3d ed. Oxford, 1937.
13. Smithsonian Institution. Smithsonian meteorological tables. 5th ed. Washington, 1931.
14. Dictionary.
15. Atlas.

ONE- OR TWO-MAN AIRPORT STATIONS

1. Brunt, David. Meteorology. London, 1929.
2. Humphreys, W. J. Weather rambles. Baltimore, 1937.
3. Talman, C. F. A book about the weather. New York, 1935.
4. Geddes, A. E. M. Meteorology; an introductory treatise. London, 1921.
5. Humphreys, W. J. Physics of the air. New York, 1929.
6. Milham, W. I. Meteorology. New York, 1912.
7. International atlas of clouds and states of the sky. Abridged ed.
8. Great Britain, Meteorological Office. Meteorological glossary. 2d ed. London, 1930.
9. Humphreys, W. J. Rainmaking and other weather vagaries. Baltimore, 1926.
10. Middleton, W. E. K. Visibility in meteorology. Toronto, 1935.
11. Namias, Jerome, and others. An introduction to the study of air-mass analysis. The American Meteorological Society. 3d ed. Milton, Mass., 1936.
12. Gregg, W. R. Aeronautical meteorology. 2d ed. New York, 1930.
13. Smithsonian Institution. Smithsonian meteorological tables. 5th ed. Washington, 1931.
14. Dictionary.
15. Atlas.

City offices consisting of more than two men should have the following books in their libraries, in addition to those recommended for the one- or two-man stations:

1. Brooks, Charles F. Why the weather? New York, 1935.
2. Defant, A. Meteorologie. Berlin, 1929.
3. Rouch, J. L'Atmosphère et la prévision du temps. Paris, 1923.
4. Brunt, David. Physical and dynamical meteorology. Cambridge, 1934.

5. Schmauss, A. Das problem der wettervorhersage. 2d ed. Leipzig, 1937.
6. Van Mieghem, J. Préviation du temps par l'analyse des cartes météorologiques. Paris, 1936.
7. Middleton, W. E. K. Visibility in meteorology. Toronto, 1935.
8. Gregg, W. R. Aeronautical meteorology. 2d ed. New York, 1930.
9. Köppen, W. Grundriss der Klimakunde. Berlin, 1931.

For the airport stations consisting of more than two men the following books should be possessed by the station libraries, in addition to those recommended for the one- or two-man airport stations.

1. Defant, A. Meteorologie. Berlin, 1929.
2. Rouch, J. L'Atmosphère et la préviation du temps. Paris, 1924.
3. Shaw, Sir Napier. The drama of weather. Cambridge, 1923.
4. Brunt, D. Physical and dynamical meteorology. Cambridge, 1934.
5. Van Mieghem, J. Préviation du temps par l'analyse des cartes météorologiques. Paris, 1936.
6. Schmauss, A. Das problem der wettervorhersage. 2d ed. Leipzig, 1937.
7. Kendrew, W. G. Climates of the continents. 3d ed. Oxford, 1937.

It should be emphasized, first, that these suggested books are minimum requirements and there is no objection to any station asking for, by means of requisition, additional books; and, secondly, that despite the fact that the Bureau is anxious to equip all station libraries with these books, funds may not permit carrying this out during the present fiscal year.

The list of works on meteorology in the Monthly Weather Review will be revised from time to time, and each time it is revised stations should note the changes, especially the most recent works on meteorology mentioned, and should prepare requisitions for those books that they feel they require in their work. The most convenient time to prepare these requisitions would be at the time the "Annual Report on Text and Other Books on Station" is prepared.

MONTHLY WEATHER REVIEWS FOR AIRPORT STATIONS

Because of the large number of airport stations that have now been established, it is impracticable to provide each one with a separate copy of the Monthly Weather Review from the limited edition of this publication.

In the future, therefore, two or more copies of the Review will be sent to each of the 11 airway forecast centers—one copy to be retained at the center and the others to be promptly circulated among the stations under its supervision.

Reprints of papers of especial importance to the airway personnel can usually be obtained upon application for station use.

WEATHER BUREAU BULLETIN B

The Library at the Central Office is desirous of obtaining one or more copies of Weather Bureau Bulletin B, "Surface Currents of the Great Lakes", by Mark W. Harrington. Those stations that could spare their copy of this bulletin without seriously injuring their ability to serve the public are requested to write the Chief of Bureau to this effect.

VISITS TO THE CENTRAL OFFICE

Officials and employees of the field service are invited to visit the Central Office whenever in Washington or vicinity and they find it convenient to do so. Personal contacts thus made and discussions entered into promote a better mutual understanding of the problems that concern the entire personnel of the Bureau. It is no longer necessary to obtain permission to visit the Central Office, as was customary for many years, although some employees are still under that impression.

FILING TIME OF SGL D&A AND 6-HOURLY OBSERVATIONS

Correspondence received at the Central Office indicates that there is considerable misunderstanding, particularly by observers at second-order stations, of circular letter dated December 18, 1936, "Instructions Pertaining to the Time of Taking and Telegraphing Coded Observations", which relates to SGL D&A and 6-hourly observations. Instances have occurred when no observations were telegraphed because of erroneous impressions that if the messages, for any reason, could not be filed at the specified time they should not be sent at all.

It is a responsibility and a duty of high import that observations be filed at the time specifically indicated for each station. When this cannot be done, the messages should be filed as soon as possible thereafter, regardless of the amount of the delay. In each case of late filing a report must be made at once by letter setting forth the time of filing and the cause of the delay. Officials in charge of first-order stations will send such letters of explanation directly to the Central Office; observers at second-order stations will forward them through their respective supervising centers.

GOVERNMENT-OWNED VEHICLES

The following memorandum, dated November 13, 1937, from the Secretary of Agriculture is given for the information of Weather Bureau personnel:

The Acting Comptroller General of the United States, under date of October 26, 1937 (A-44002), has reported the results of inquiries made of apparent irregular use of, and failure to mark properly, Department-owned motor vehicles. The Comptroller General states:

It has been brought to attention that several automobiles of the Department of Agriculture are apparently used for the personal convenience of those to whom they are assigned, and, further, that a number of the machines do not have painted thereon the full name of the Department or other branch of the public service to which they belong, as provided by law, the facts being reported substantially as follows: * * *. [Specific cases are then cited by the General Accounting Office.]

It is considered necessary to again direct the attention of the members of the Department, both in Washington and in the field, to the several legislative and regulatory requirements and restrictions governing the identification, by proper marking, and prohibiting private use of Department of Agriculture automobiles. These legal requirements are of universal application and it is not within the province of responsible administrative officers to authorize or permit their violation. (See Regulations of the Department, 1831, et seq.) It is essential that each Bureau chief provide supervision and control adequate to insure that the Department will not be required to defend the use of these vehicles.

VOUCHERS FOR POST-OFFICE-BOX RENTAL

The Chief Disbursing Office has requested that vouchers for post-office-box rental be prepared in favor of "Postmaster", followed by the name of the city in which located, and *not* "U. S. Post Office". Therefore, when preparing such vouchers, station officials will type—

"Postmaster, _____, _____,"
(Name of city) (Name of State)

in both the caption and the first certificate of the voucher.

BITUMINOUS COAL ACT OF 1937

A notice, dated November 15, 1937, carrying the following inclosures, which are self-explanatory, was mailed to all stations known to the Central Office as purchasing bituminous coal: Budget and Finance Circular No. 55, dated August 21, 1937; Procurement Division Circular Letter No. 226, Supplement No. 3, dated July 29, 1937, with Tax Exemption Certificate; Purchase, Sales, and Traffic Circular No. 307, dated November 2, 1937, subject, "Conditions Which Are to Be Made a Part of Specifications for Purchase of Bituminous Coal Until Minimum Prices Are Established".

Since there are a limited number of stations purchasing bituminous coal, no supply of provisions or certificates will be stocked at the Central Office. Stations concerned are expected to make their own copies for use in connection with a bid solicitation.

Stations concerned with bituminous coal procurement and not having received a copy of notice dated November 15, 1937, should immediately notify the Central Office.

NEW PROPERTY CLASSIFICATION

The new property classification list for the Weather Bureau, as approved by the Department, will be mailed to all stations and airports during the month of December 1937. Inclosed with the list will be an appendix, showing the form of an attached sheet to be rendered with Form 2034 for the calendar year ending December 31, 1937, indicating the items dropped, taken up, or otherwise expended, based upon the new classification and existing instructions for semiexpendable property. This appendix *must be* rendered on a separate sheet for the convenience of the Central Office in computing an inventory valuation and for checking records.

The Department has reclassified "Pictures and photographs, framed" as semiexpendable property since compiling the list. Stations are hereby authorized to change the classification in the list from nonexpendable to semiexpendable.

Please refer to pages 5 and 12 in the list where the classifications are not legible, and indicate the proper classification on the following items:

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Duplicator (Z).	Fans, psychrometer, hand (Z).
Electroplates or electrotypes (X).	Fasteners, paper, brass (X).
Elements, battery (X).	Frames, milligraph (X).
Elevators, portable (Z).	Frames, printing, photo (Z).
Emery cloth or paper (X).	Frames, retouching (Z).
Engines, steam or gasoline (Z).	Funnels, glass (X).
Eradicator, ink (X).	Furnaces, soldering (Z).
Erasers, rubber (X).	Fuses (X).
Erasers, steel (X).	Electrometers (Z).

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Telethermographs (Z).	Telethermoscopes (Z).
Telethermograph indicators (Z).	Theodolites (Z).

All property returns for calendar year 1937, to be submitted not later than January 20, 1938, must be rendered in accordance with the new classifications.

Stations failing to receive a copy of the classifications and appendix sheet by December 31, 1937, should immediately notify the Central Office.

COOPERATIVE STATION OPENED ON U. S. LIGHTSHIP AMBROSE

A cooperative, 6-hourly weather-reporting station was opened aboard the U. S. Lightship *Ambrose* on November 9, 1937. This ship is regularly stationed at latitude 40°27'6.5" N. and longitude 73°49'22.5" W., which point is in the Atlantic Ocean about 24 miles south of the Statue of Liberty in New York Harbor. Observations will be taken at 7:30 a. m. and p. m. and 1:30 p. m., E. S. T., and transmitted by radio to station NAH, Brooklyn, L. I., N. Y. The reports will be telephoned from NAH to the Weather Bureau Airport Station, Newark, N. J., where they will be placed in the airway teletype communications system. Water temperatures will be included in the 1:30 p. m. report.

Due to the rolling of the ship, determination of accurate cloud directions will be frequently impossible, and to avoid the frequent use of the word "unknown" in reports, the absence of cloud directions will be interpreted to mean that the directions are unknown.

The teletype designator for *Ambrose* Lightship is HAM.

FORMS 1002 AND 1003

Numerous errors were found in Forms 1002 and 1003 for the year 1936, and it appears that many of these resulted from failure to make corrections on retained records when Form 4012 was rendered. It is

requested that extra care be exercised in preparing these annual forms, the latter of which is used as copy for the United States Meteorological Yearbook.

Attention is called to certain changes in Forms 1002 and 1003. The method of obtaining the percentage of sunshine for the year—see reference (s), page 4, Form 1002—will be by dividing the total hours of sunshine as recorded by the total possible hours of sunshine for the year. On page 5, Form 1002, the average hourly wind velocity for the year—see reference (w)—will be the same entry as appears on page 7.

Copies of the new edition of Forms 1002 and 1003 will be mailed in the near future. All old issues of these forms should be destroyed.

DAILY LOCAL RECORD—FORM 1014

The daily local record book for 1938 is being mailed by the Superintendent of Documents, Government Printing Office, to all Weather Bureau stations that keep this record. Any station not receiving a copy will notify the Division of Climate and Crop Weather.

A few changes have been made in the text of "Instructions for Preparing Meteorological Forms". Special attention is invited to changes made, as follows:

Paragraph 10, last sentence.

Paragraph 26.

Paragraph 94, in which a change has been made in connection with recording of fog.

Paragraph 118 ~~1~~, (1) (2), and o.

Paragraph 197.

INSTRUCTIONS FOR RECEIVING AND TRANSFERRING BAROGRAPHS

New open-scale barographs are now being shipped to a large number of stations in connection with the expansion and improvement of the airway meteorological service during the current fiscal year. Upon receipt of the new barographs, station officials should proceed to install these instruments immediately in accordance with instructions contained in circular dated October 16, 1936, "Instructions for the Installation and Operation of a Barograph". After determining that the new instrument is operating satisfactorily, which may require 2 or 3 days, stations having old-style barographs should pack them carefully for shipment to stations designated to receive these old-style instruments. Instructions for packing and shipping, and some suggestions for installing old-style barographs, will be included along with papers authorizing the transfer of these instruments.

All stations having Weather Bureau old-style barographs that will become surplus upon receipt of the open-scale barographs, have been advised as to where these old-style instruments are to be transferred and have been instructed to forward a letter to the Central Office requesting authority to transfer the instruments involved.

Any station that has not been advised, as stated above, should notify the Central Office immediately, and any station that has been advised but has not forwarded a letter requesting authority to transfer the old-style barograph, should do so immediately.

PROPER PREPARATION OF BAROGRAPH TRACES

Numerous improperly prepared barograph traces are now being forwarded to the Central Office. Accordingly, attention of all field officials is directed to paragraphs 205 to 212, inclusive, of "Instructions for Preparing Meteorological Forms" (1938 edition). For the information of stations not supplied with copies of these instructions, the principal points to be remembered in preparing barograph traces are as follows:

1. Each sheet will be plainly stamped with the name of the station and the standard of time in use at the station, i. e., 75th meridian, 90th meridian, etc. Preferably, these data should be stamped in the upper left corner of the sheet.

2. The date for each day's record will be entered in the top margin of the sheet as near the vertical noon line as possible.

3. The barograph pen arm should be touched daily for time (making a mark about $\frac{1}{8}$ -inch long), preferably at 12 noon, local standard time; if not touched within 5 minutes of that time, a note will be entered giving the exact time the mark was made.

4. Barograph trace sheets on 7-day cylinders will be changed on the 1st, 8th, 15th, 22d, and 29th of the month, and on 4-day cylinders changes will be made on the 1st, 5th, 9th, 13th, 17th, 21st, 25th, and 29th of the month. All changes on the dates listed above will be made on an exact hour, standard of time in local use.

5. Barograph traces for a complete month will be arranged chronologically and fastened together in upper left corner by a size 1 ($\frac{1}{4}$ -inch) brass paper fastener.

6. The name of the station, month, and year will be stamped on the back of the last sheet for the month, about 1 inch below the fastener, the data reading across the width and not across the length of the sheet.

All supervising officials of substations are requested to instruct observers at the substations in accordance with the foregoing.

STANDARD FORM 1012e, "STATEMENT OF TRAVEL BY MOTOR VEHICLE"

The attention of Weather Bureau employees traveling on official business in personally owned motor vehicle is called to an article on page 360 of TOPICS AND PERSONNEL for March 1937. Form 1012e is frequently submitted with the reimbursement voucher when travel was performed in personally owned motor vehicle on an actual expense basis. It is requested that this practice be discontinued, as Standard Form 1012e is required *only* when traveling on a mileage basis.

CORRESPONDENCE WITH DISTRICT MANAGERS OF BUREAU OF AIR COMMERCE

Attention is invited to the fact that Circular N, in paragraph 203 (c), provides that the general supervising officials shall conduct all correspondence with District Managers of the Department of Commerce, and that officials at other than general supervising stations are not authorized to do this. The Central Office has received complaints within the past few months that this rule is being violated, hence the above reiteration of these instructions.

Stations, other than general supervising stations, having problems which must be settled through correspondence with the District Manager of the Bureau of Air Commerce will refer all such questions to the general supervising official for the district in which the station is located.

AN INTRODUCTORY DISCUSSION OF THE ISENTROPIC CHART

Under date of November 10, 1937, an article of the above-indicated title was mailed to all regular and airport stations. Any station not receiving a copy should notify the Central Office.

MARINE PAMPHLET

A pamphlet entitled "Average Conditions of Wind and Weather, North Pacific Ocean", prepared by Mr. Willis E. Hurd, associate meteorologist, of the Central Office, was mailed to all regular and airport stations on November 24, 1937. Any station not receiving a copy should notify the Central Office.

COMPENSATION COMMISSION REGULATIONS

C. A. 22, Regulations of the U. S. Employees' Compensation Commission, is being revised by the Commission and will be forwarded to all regular and airport stations as soon as the Central Office has been furnished with a supply of them. The old edition is entirely exhausted at both the Central Office and the Commission's headquarters. Copies of C. A. 76, "Medical Facilities", will also be furnished to the newly established stations in the near future.

INDEX FOR INSTRUCTIONS

Instructions No. 14 completed the series for 1936. Instructions Nos. 2 and 11, only, were given general distribution.

Indexes of subjects and substations for 1936 were mailed to selected stations on November 24, 1937.

FEDERAL BUSINESS ASSOCIATIONS

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

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

DEPARTMENTAL REGULATIONS

Copies of amendments to Department Regulations, paragraphs 1611 and 1616, were mailed to all regular and airport stations on November 24, 1937. Any station not receiving a copy of each should notify the Central Office.

CORRECTION

The name Jack C. McAllister, under "Changes in Assignments" for October 1937, should be corrected to Jack C. McCallister.

DEATHS

Mr. Theodore B. Edelblut, under observer at the Augusta station, died at his home in Augusta, Ga., on November 26, 1937. He was born in Augusta, Ga., on March 23, 1902. Mr. Edelblut entered the service on May 12, 1919, and served from that date until the time of his death at the Augusta station.

Mr. Aaron H. Kinnear, who was retired on June 28, 1926, died at his home in Kensington, Md., on November 2, 1937. An outline of his service and a notice of his retirement will be found in the July 1926 issue of TOPICS AND PERSONNEL.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of November 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Adams, Mrs. Ellen J.	Washington, D. C.	Promoted to clerk-stenographer, CAF-4, at \$1,980 from \$1,920.
Ahrens, Robert J.	Madison, Wis.	Appointed junior observer at \$1,440 by transfer from the Post Office Department.
Aime, E. Allan.	New Orleans, La.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Aldrich, John H.	Kansas City, Mo.	Promoted to junior meteorologist at \$2,100 from senior observer at \$2,000.
Alexander, Harold.	Waynoka, Okla. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Aman, Eugie F.	Washington, D. C.	Appointed assistant messenger, Cu-2, at \$1,080.
Anderson, Ivan E.	Yakima, Wash.	Promoted to assistant meteorologist at \$2,600 from senior observer at \$2,200.
Anderson, Nils G.	Washington, D. C.	Promoted to senior scientific aid, SP-6, at \$2,000 from scientific aid, SP-5, at \$1,800.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Anderson, O. Kenneth..	San Francisco, Calif.... (Oakland.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Anderson, Mrs. Virginia M.	Washington, D. C.....	Appointed junior telephone operator and information clerk, CAF-2, at \$1,440, by transfer from Office of the Secretary.
Arford, Carroll W.....	Springfield, Ill.....	Appointed junior observer at \$1,440.
Baird, Eldon C.....	Davenport, Iowa..... (Moline, Ill.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Baird, George M.....	Grand Island, Nebr.... (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Baird, Kenneth K.....	Salt Lake City, Utah... (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Baldwin, Sherd T.....	Spokane, Wash.....	Promoted to junior meteorologist at \$2,100 from senior observer at \$2,000.
Ballard, John C.....	Washington, D. C.....	Assistant meteorologist, P-2, at \$2,600, transferred from field service to departmental service without change in grade or salary.
Bander, Adolph A.....	Burlington, Vt.....	Promoted to under observer at \$1,260 from minor observer at \$1,080.
Banister, Talmage J.....	Memphis, Tenn..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Banks, Reuben W.....	Hatteras, N. C.....	Appointed junior observer at \$1,440.
Bardonner, Miss Erma E.	Washington, D. C.....	Appointed senior operative, CAF-3, at \$1,620 by transfer from Soil Conservation Service.
Bell, Miss Mary E.....	Washington, D. C.....	Promoted to principal clerk, CAF-6, at \$2,500 from \$2,400.
Bell, Roland V.....	Brownsville, Tex..... (Airport.)	Promoted to observer at \$1,800 from junior observer at \$1,620.
Bender, Lee.....	Houston, Tex..... (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Benton, Bruce M.....	Columbus, Ohio.....	Appointed junior observer at \$1,440 by transfer from the National Advisory Committee for Aeronautics.
Bergerson, Maurice P...	Tatoosh Island, Wash..	Assistant observer, salary re-adjusted from \$1,620 (cash salary) to \$1,620 ¹ .
Bergerson, Maurice P...	Tatoosh Island, Wash..	Promoted to senior observer at \$2,000 ¹ from assistant observer at \$1,620 ¹ .
Berke, Marcus L.....	Roseburg, Oreg.....	Promoted to junior observer at \$1,560 from \$1,500.

¹Includes allowance of \$140 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Bernstein, Jesse E.....	Memphis, Tenn..... (Airport.)	Promoted to assistant observer at \$1,020 from junior observer at \$1,440.
Briscoe, Henry C.....	Washington, D. C.....	Promoted to administrative assistant, CAF-8, at \$3,000 from \$2,900.
Bromberg, Samuel M....	Chicago, Ill.....	Appointed junior observer at \$1,440.
Brown, Merle A.....	Winnemucca, Nev.....	Promoted to assistant observer at \$1,020 from junior observer at \$1,500.
Brown, Moses H.....	Washington, D. C.....	Promoted to under laboratory mechanic, SP-2, at \$1,500 from \$1,500.
Brunk, Ivan W.....	Tacoma, Wash.....	Appointed junior observer at \$1,440.
Bryan, William J.....	Lincoln, Nebr.....	Promoted to assistant observer at \$1,020 from junior observer at \$1,500.
Bunch, Sterling.....	Oklahoma City, Okla... (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Burke, Harold N.....	Syracuse, N. Y.....	Promoted to observer at \$1,800 from junior observer at \$1,020.
Butler, Owen R.....	Evansville, Ind.....	Promoted to assistant observer at \$1,020 from junior observer at \$1,440.
Byers, Horace R.....	Washington, D. C.....	Promoted to associate meteorologist, P-3, at \$3,300 from \$3,200.
Byrd, Harold L.....	Washington, D. C.....	Appointed messenger, Cu-3, at \$1,200, by transfer from the Office of the Secretary.
Calvert, Edgar B.....	Washington, D. C.....	Promoted to principal meteorologist, P-6, at \$6,200 from \$6,000.
Carney, Cecil E.....	Memphis, Tenn..... (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Carpenter, Carl A.....	Baker, Oreg.....	Promoted to senior observer at \$2,100 from \$2,000.
Centen, Winford J.....	Spokane, Wash.....	Promoted to assistant meteorologist at \$2,000 from junior meteorologist at \$2,200.
Chinn, Marvel G.....	Grand Junction, Colo...	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Chrestenson, Paul E....	Moorhead, Minn..... (Fargo, N. Dak.)	Promoted to assistant observer at \$1,020 from junior observer at \$1,440.
Church, Robert D.....	Spokane, Wash..... (Airport.)	Promoted to assistant observer at \$1,020 from junior observer at \$1,500.
Cochrane, Calvin W....	Chicago, Ill.....	Promoted to junior meteorologist at \$2,100 from \$2,000.
Cogswell, Robert N.....	Columbus, Ohio..... (Airport.)	Promoted to observer at \$1,800 from junior observer at \$1,020.
Cohen, Monroe D.....	Chicago, Ill.....	Observer at \$1,800, resigned; record, good.
Cole, Harold B.....	Chattanooga, Tenn.....	Promoted to assistant observer at \$1,080 from \$1,020.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Coleman, Don E.	Detroit, Mich.	Promoted to observer at \$1,860 from \$1,800.
Connor, Mrs. Margaret G.	Washington, D. C.	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from Veterans' Administration.
Coover, John W.	Washington, D. C.	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk, CAF-3, at \$1,740.
Courville, George L.	Burlington, Vt.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Crawford, Marion E.	Washington, D. C.	Promoted to scientific aid, SP-5, at \$1,800 from assistant observer at \$1,620, with transfer from the field service to the departmental service.
Creesy, William C.	Seattle, Wash.	Appointed junior observer at \$1,440.
Crooker, Clayton B.	Omaha, Nebr. (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Cunningham, Leo I.*	Philadelphia, Pa.	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Dannheiser, Charles L. ...	South Bend, Ind. (Airport.)	Promoted to observer at \$1,800 from assistant observer at the same salary.
Denman, George C.	Houston, Tex. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Despain, Lawrence N. ...	Brownsville, Tex.	Promoted to junior meteorologist at \$2,100 from \$2,000.
Deutsch, Arthur	Floyd Bennett Field ... (Brooklyn, N. Y.)	Appointed under observer at \$1,260.
Dobbs, Roswell V.	Nome, Alaska.	Observer, salary readjusted from \$2,160 (cash salary) to \$2,160 ² .
Dobbs, Roswell V.	Nome, Alaska	Promoted to senior observer at \$2,500 ² from observer at \$2,160 ² .
Dobry, Joseph J. V.	New Orleans, La.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Edelblut, Theodore B. ...	Augusta, Ga.	Under observer at \$1,440, died November 26, 1937.
Ehringer, Miss Lulu A. ...	Washington, D. C.	Promoted to junior administrative assistant, CAF-7, at \$2,700 from \$2,600.
Elford, C. Robert.	San Francisco, Calif. ... (Oakland.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Elliott, Hubert A.	Portland, Oreg. (Airport.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Ellis, Ivan F.	Portland, Oreg. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

* Indicates temporary appointment.

² Includes allowance of \$100 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Ewing, Arland W.....	Floyd Bennett Field... (Brooklyn, N. Y.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Farlowe, Junius K.....	Charlotte, N. C..... (Airport.)	Appointed junior observer at \$1,440.
Fencl, Edward J.....	Cleveland, Ohio..... (Airport.)	Promoted to observer at \$1,800 from junior observer at \$1,620.
Fickenscher, Harold D..	Crown Point, Oreg..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Fillmore, Miss Mabel G..	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,920 from assistant clerk, CAF-3, at the same salary.
Fletcher, Edgar H.....	Sacramento, Calif.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Fox, Richard T.....	El Paso, Tex.....	Promoted to junior meteorologist at \$2,200 from \$2,000.
Frantz, Roger S.....	Detroit, Mich..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Friedman, Seymour.....	Syracuse, N. Y.....	Appointed under observer at \$1,260.
Fuerst, Martin J.....	Eugene, Oreg..... (Airport.)	Promoted to assistant observer at \$1,740 from \$1,620.
Galliot, Clifford J.....	New Orleans, La.....	Promoted to under observer at \$1,320 from \$1,260.
Garfinkel, Morris.....	Buffalo, N. Y..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Gibson, Thomas L.....	Charlotte, N. C..... (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Goerlitz, Joseph A.....	St. Joseph, Mo.....	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Goldsmith, Samuel M...	Key West, Fla.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,980.
Grace, Emmett T.....	Huron, S. Dak.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Graf, Fred M.....	Washington, D. C.....	Promoted to administrative assistant, CAF-8, at \$3,000 from \$2,900.
Grantham, William P...	New Orleans, La.....	Junior observer at \$1,440, restored to duty from leave without pay, effective November 16, 1937.
Hafer, LeRoy F.....	Washington, D. C.....	Promoted to scientific aid, SP-5, at \$1,800 from junior observer at \$1,560, with transfer from the field service to the departmental service.
Haight, Clifford J.....	Cleveland, Ohio..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Hall, Walter R.....	Greenville, S. C.....	Appointed under observer at \$1,260 by reinstatement in the Department.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Hamrick, Andrew M....	Kansas City, Mo.....	Promoted to associate meteorologist at \$3,500 from \$3,400.
Hannum, Paul M.....	South Bend, Ind..... (Airport.)	Promoted to under observer at \$1,260 from minor observer at \$1,200.
Hansen, Harry B.....	Pomona, Calif.....	Promoted to observer at \$1,800 from junior observer at \$1,500.
Haynie, Aubrey L.....	Dallas, Tex.....	Promoted to under observer at \$1,320 from \$1,260.
Hayward, Thomas B....	Nome, Alaska.....	Junior meteorologist, salary readjusted to \$2,600 (cash salary) from \$2,600 ² .
Hayward, Thomas B....	Nome, Alaska.....	Junior meteorologist at \$2,600, granted leave without pay from 1 p. m., November 30, 1937, to termination of February 28, 1938.
Hedine, Leonard J. C...	Nome, Alaska.....	Assistant observer, salary readjusted from \$1,620 (cash salary) to \$1,620 ² .
Hedine, Leonard J. C...	Nome, Alaska.....	Promoted to observer at \$2,160 ² from assistant observer at \$1,620 ² .
Hemmersbaugh Anthony C.	Pittsburgh, Pa..... (Airport.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Henley, Frank T.....	Baltimore, Md..... (Logan Field.)	Promoted to observer at \$1,800 from junior observer at \$1,620.
Hensel, Foster.....	Charlotte, N. C..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Holl, Mrs. Erna B.....	Washington, D. C.....	Senior operative, name has been changed on roll from Miss Erna E. Bardonner.
Holland, Mrs. May S....	San Francisco, Calif....	Junior stenographer at \$1,560, dates of leave without pay changed to November 3, 1937, to the termination of February 2, 1938.
Hopp, Julius T.....	Modena, Utah.....	Assistant observer, salary readjusted from \$1,620 ³ to \$1,620 (cash salary).
Hopp, Julius T.....	Salem, Oreg..... (Airport.)	Promoted to assistant observer at \$1,680 from \$1,620.
Hovde, John E.....	Kansas City, Mo..... (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Huddle, J. Conrad.....	Davenport, Iowa..... (Moline, Ill.)	Promoted to observer at \$1,800 from junior observer at \$1,620.
Hunt, Gaillard.....	Jacksonville, Fla..... (Airport.)	Appointed junior observer at \$1,440.
James, George C.....	Washington, D. C.....	Senior laborer (packer), Cu-3, at \$1,500, reduced without prejudice, from under mechanic, Cu-4, at the same salary.

² Includes allowance of \$100 for quarters, fuel, and light.³ Includes allowance of \$120 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
James, Robert M.....	Baltimore, Md..... (Logan Field.)	Promoted to under observer at \$1,260 from minor observer at \$1,140.
Johnson, Charles B.....	Springfield, Ill.....	Appointed under observer at \$1,260.
Jones, Loren F.....	Akron, Ohio.....	Appointed under observer at \$1,260.
Jones, Louis M.....	Pendleton, Oreg.....	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Kaplan, Henry G.....	Floyd Bennett Field.... (Brooklyn, N. Y.)	Appointed under observer at \$1,260.
Keating, John L., Jr.*...	New Orleans, La.....	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Kemper, Kenneth W....	Lincoln, Nebr.....	Appointed junior observer at \$1,440.
Kernan, Raphael F.....	Washington, D. C.....	Promoted to senior scientific aid, SP-6, at \$2,000 from scientific aid, SP-5, at \$1,800.
Knapp, Loyd L.....	Richmond, Va.....	Promoted to junior meteorologist at \$2,100 from \$2,000.
Kohl, Francis V.....	Syracuse, N. Y.....	Appointed under observer at \$1,260.
Kraft, Raymond H.....	Albuquerque, N. Mex..	Junior observer at \$1,440, granted leave without pay from noon October 27, 1937, to termination of January 27, 1938.
Krupen, Philip.....	Baltimore, Md..... (Logan Field.)	Appointed junior observer at \$1,440.
Kussman, Abraham S...	Albany, N. Y..... (Airport.)	Appointed junior observer at \$1,440.
Kutschenreuter, Paul H..	Fort Worth, Tex..... (Airport.)	Promoted to assistant meteorologist at \$2,000 from junior meteorologist at \$2,100.
Lamoureux, Clarence E..	San Francisco, Calif.... (Oakland.)	Promoted to assistant meteorologist at \$2,000 from junior meteorologist at \$2,100.
Larsen, A. Lauritz.....	Duluth, Minn.....	Promoted to assistant observer at \$1,680 from \$1,620.
Lassen, Miss Alice M....	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from the Veterans' Administration.
Lewis, Frank.....	Burlington, Vt.....	Appointed junior observer at \$1,440.
Lightfoot, John B.....	Seattle, Wash.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Lindquist, Harold D....	Pomona, Calif.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Long, Miss Olive M....	Washington, D. C.....	Promoted to principal clerk, CAF-3, at \$2,400 from \$2,300.
Lubowsky, Max.....	Syracuse, N. Y.....	Appointed under observer at \$1,260.
Lunt, John O.....	Portland, Maine.....	Promoted to under observer at \$1,260 from minor observer at \$1,080.

* Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
McCallister, Jack C.....	Roseburg, Oreg.....	Promoted to junior meteorologist at \$2,100 from junior meteorologist at \$2,000.
McCook, John W.....	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from assistant messenger, Cu-2, at \$1,080.
McKinney, Wilber F....	Spokane, Wash..... (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
McGinnis, Philip G.....	Huron, S. Dak.....	Promoted to junior meteorologist at \$2,200 from \$2,100.
MacDonald, Torrence H.	Missoula, Mont.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Maggio, Ralph.....	New York, N. Y.....	Appointed junior observer at \$1,440 by transfer from the Treasury Department.
Maher, Fred R.....	Indianapolis, Ind.....	Appointed minor observer at \$1,020.
Main, Merl S.....	Washington Airport.... (Arlington, Va.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Malecki, Conrad A.....	Sault Ste. Marie, Mich..	Appointed junior observer at \$1,440.
Malkin, Louis.....	St. Cloud, Minn..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Malloy, James P.....	Rochester, N. Y.....	Appointed minor observer at \$1,020.
Marcus, Julius.....	Floyd Bennett Field.... (Brooklyn, N. Y.)	Appointed junior observer at \$1,440 by transfer from Social Security Board.
Martin, Delance O.....	Key West, Fla.....	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Martin, Robert J.....	Washington, D. C.....	Assistant meteorologist, P-2, at \$2,000, granted leave without pay from October 28, 1937, to termination of November 30, 1937.
Marting, Dorsey P.....	San Francisco, Calif.... (Oakland.)	Promoted to junior meteorologist at \$2,100 from senior observer at \$2,000.
Miles, James R.....	Pittsburgh, Pa.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Mills, Richard H.....	Louisville, Ky.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Meyer, Gustavus P.....	South Bend, Ind..... (Airport.)	Appointed junior observer at \$1,440.
Mook, Conrad P.....	Akron, Ohio.....	Appointed under observer at \$1,260.
Moore, Bernard H.....	Lakeland, Fla.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Moore, Paul L.....	Charlotte, N. C.....	Appointed under observer at \$1,260.
Moreland, James R.....	Gainesville, Tex..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Morelock, Richard O.	Seattle, Wash. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Morgan, J. Harvey.	San Antonio, Tex.	Promoted to under observer at \$1,440 from \$1,320.
Mott, Merton P.	Providence, R. I.	Promoted to under observer at \$1,320 from minor observer at the same salary.
Murray, Kenneth C.	Sandy Hook, N. J.	Promoted to junior observer at \$1,440 from minor observer at \$1,080.
Myers, Arthur J.	Washington, D. C.	Designation changed to assistant scientific aid, SP-4, at \$1,620 from assistant observer at the same salary, with transfer from the field service to the departmental service.
Myers, Fred	Tacoma, Wash.	Junior meteorologist, salary readjusted to \$2,500 (cash salary) from \$2,500 ¹ .
Myers, Fred	Tacoma, Wash.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,500.
Myers, Harry V.	Springfield, Ill. (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Neiburger, Morris.	Chicago, Ill.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Nelson, Merton D.	Pensacola, Fla.	Promoted to minor observer at \$1,080 from \$1,020.
Nicholas, Earl E.	Wichita, Kans.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Nickles, J. Harold	Savannah, Ga.	Promoted to assistant observer at \$1,680 from \$1,620.
Northington, Isaac J.	Washington, D. C.	Assistant messenger, Cu-2, at \$1,080, resigned; record, good.
O'Daniel, George E.	St. Louis, Mo. (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Okerlund, Walter M.	Washington, D. C.	Promoted to assistant scientific aid, SP-4, at \$1,620 from assistant clerk, CAF-3, at the same salary.
Olson, Oscar E.	Minneapolis, Minn. (St. Paul.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
O'Toole, Morgan J.	Washington, D. C.	Clerk, CAF-4, at \$1,800, leave without pay extended to the termination of November 15, 1937, and restored to duty effective November 16, 1937.
Patek, Richard S.	Escanaba, Mich.	Appointed junior observer at \$1,440.
Penfield, Charles F.	Tacoma, Wash. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.

¹Includes allowance of \$140 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Pharr, Emory C	Washington, D. C.	Change in assignment, with reduction without prejudice, to junior clerk, CAF-2, at \$1,620 from assistant clerk, CAF-3, at the same salary.
Pierce, Charles H.	Washington, D. C.	Appointed assistant meteorologist at \$2,600.
Posepny, Charlie J.	South Bend, Ind. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Prochnow, Carl T.	Bear Mountain, N. Y. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Putnam, Miss Amy D.	Washington, D. C.	Promoted to junior librarian, P-1, at \$2,100 from \$2,000.
Rampey, Ernest M.	Kansas City, Mo. (Airport.)	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Rasey, Lyle B.	Cheyenne, Wyo. (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Raven, Charlie J.	Corpus Christi, Tex.	Promoted to observer at \$1,860 from \$1,800.
Reed, Benjamin E.	Washington, D. C.	Appointed telegraph and teleprinter operator, CAF-4, at \$1,800.
Renneke, Murl V.	Moorhead, Minn. (Fargo, N. Dak.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Richardson, Robert L.	Brownsville, Tex. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Rigby, Malcolm.	Spokane, Wash.	Promoted to junior meteorologist at \$2,100 from \$2,000.
Rink, James F.	Washington, D. C.	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,620.
Roberts, Halford A.	San Francisco, Calif.	Promoted to under observer at \$1,320 from \$1,260.
Rock, Clayton L.	Washington, D. C.	Promoted to scientific aid, SP-5, at \$1,800 from assistant observer at \$1,620, with transfer from the field service to departmental service.
Roger, Ernest, 3rd.	New Orleans, La.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Rosenberg, Pierce S.	Richmond, Ind. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Rothenberg, Leon.	Cleveland, Ohio.	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Rubin, Morton J.	Philadelphia, Pa.	Appointed minor observer at \$1,020.
St. Clair, Gilbert L.	Sunbury, Pa. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Sandy, Laverne L.	Oklahoma City, Okla.	Promoted to minor observer at \$1,080 from \$1,020.
Savage, James O.	Sacramento, Calif.	Appointed under observer at \$1,260.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Schamach, Seymour....	Syracuse, N. Y.....	Appointed junior observer at \$1,440.
Schmerker, Miss Jennie*.	San Francisco, Calif....	Appointed junior stenographer at \$1,440 to terminate not later than February 15, 1938.
Schmerker, Miss Sarah J.*.	San Francisco, Calif....	Junior stenographer at \$1,440, name changed on roll from Miss Jennie Schmerker.
Scholl, John C.....	Raleigh, N. C.....	Promoted to observer at \$1,800 from junior observer at \$1,620.
Schwaber, Sidney.....	Albany, N. Y..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Serlin, Morton J.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Shepherd, C. Eugene....	San Diego, Calif..... (Airport.)	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Simmons, Vernon L....	Sault Ste. Marie, Mich..	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Sitchler, Clynt E.....	Albuquerque, N. Mex..	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Smith, Harold A.....	Fort Worth, Tex.....	Promoted to minor observer at \$1,080 from \$1,020.
Smith, James J.....	Chicago, Ill.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Snider, Ross A.....	Springfield, Ill..... (Airport.)	Appointed junior observer at \$1,440.
Solheim, Louis J.....	Bismarck, N. Dak.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Spence, Nelson E.....	Floyd Bennett Field.... (Brooklyn, N. Y.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Starr, Victor P.....	Washington Airport.... (Arlington, Va.)	Assistant observer at \$1,620, granted leave without pay from November 6, 1937, to termination of June 10, 1938.
Strachila, Joseph J.....	Portland, Oreg.....	Promoted to assistant observer at \$1,680 from \$1,620.
Striker, Edmond F.....	Joliet, Ill..... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Swartz, John R.....	Eric, Pa.....	Promoted to observer at \$1,860 from \$1,800.
Swayne, William W....	Albuquerque, N. Mex..	Promoted to senior observer at \$2,000 from observer at \$1,800.
Sweeney, Eugene F.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,500.
Tenenbaum, Oscar.....	Chicago, Ill.....	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Teweles, Sidney, Jr.....	Cleveland, Ohio..... (Airport.)	Appointed junior observer at \$1,440.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Thomas, Harold	Washington, D. C.	Promoted to messenger, Cu-3, at \$1,260 from \$1,200.
Tiller, George H.	Pendleton, Ore.	Promoted to assistant observer at \$1,620 from junior observer at \$1,560.
Tilson, William L.	Mobile, Ala.	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Timberman, Clarence W.*	St. Joseph, Mo.	Junior observer at \$1,440, temporary appointment terminated; record, unsatisfactory.
Topil, Alois G.	Wolf Creek, Ore. (Airport).	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Trilety, Fred P.	Omaha, Nebr.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Tugman, Alfred B., Jr.	Washington, D. C.	Promoted to clerk, CAF-4, at \$1,860 from \$1,800.
Van Geffen, Joseph H.	New Orleans, La.	Appointed minor observer at \$1,020.
Vardy, Mrs. Sarah M.	Washington, D. C.	Promoted to assistant clerk, CAF-3, at \$1,620 from junior telephone operator and information clerk, CAF-2, at \$1,500.
Von Eschen, George F.	Boise, Idaho.	Promoted to junior meteorologist at \$2,100 from \$2,000.
Weaver, Leo W.	Del Rio, Tex.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Werner, Bernard A.	Syracuse, N. Y. (Airport.)	Appointed junior observer at \$1,440.
Wheelock, James L.	Los Angeles, Calif.	Promoted to minor observer at \$1,080 from \$1,020.
White, Arkas E.	Lansing, Mich.	Promoted to assistant meteorologist at \$2,800 from \$2,700.
Whitely, Thomas D.	Washington, D. C.	Promoted to junior clerk, CAF-2, at \$1,440 from messenger, Cu-3, at \$1,200.
Wilson, Clifford G.	Fort Worth, Tex. (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Wilson, Thomas C.	New Orleans, La.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Wilton, Raymond L.	Sioux City, Iowa.	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Winburn, Henry C.	Houston, Tex. (Airport.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Wolff, Jerome E.	Spokane, Wash. (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Wolford, Arthur F., Jr.	Port Arthur, Tex.	Promoted to minor observer at \$1,080 from \$1,020.

*Indicates temporary appointment.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Yarbough, Ralph H.	New Orleans, La. (Airport.)	Promoted to senior observer at \$2,000 from observer at \$1,800.
Youmans, Arthur W.	Modena, Utah.	Junior observer, salary readjusted from \$1,440 (cash salary) to \$1,440. ^a
Youmans, Arthur W.	Modena, Utah.	Promoted to assistant observer at \$1,620 ^a from junior observer at \$1,440 ^a .

^a Includes allowance of \$120 for quarters, fuel, and light.

Changes in assignments

Name	Relieved from—	Assigned to—
Berke, Marcus L.	Spokane, Wash. (Airport.)	Roseburg, Oreg., assistant.
Bernstein, Jesse E.	Lansing, Mich.	Memphis, Tenn. (Airport), assistant.
Rice, Ernest G., Jr.	Galveston, Tex.	Jacksonville, Fla., assistant.
Boland, William A.	Jacksonville, Fla. (Airport.)	Atlanta, Ga. (Airport), assistant.
Burke Harold N.	Rochester, N. Y.	Syracuse, N. Y. (Airport), in charge.
Denman, George C.	Brownsville, Tex.	Houston, Tex. (Airport), assistant.
Elliot, Hubert A.	El Paso, Tex. (Airport.)	Portland, Oreg. (Airport), assistant.
Fickenscher, Harold D. .	Roseburg, Oreg.	Crown Point, Oreg. (Airport), in charge.
Grantham, William P. .	Topeka, Kans.	New Orleans, La., assistant.
Hannum, Paul M.	Columbus, Ohio. (Airport.)	South Bend, Ind. (Airport), assistant.
Hemmersbaugh, Anthony C.	Columbus, Ohio. (Airport.)	Pittsburgh, Pa. (Airport), assistant.
Hopp, Julius T.	Modena, Utah.	Salem, Oreg. (Airport), in charge.
Hovde, John E.	Mobile, Ala.	Kansas City, Mo. (Airport), assistant.
Huddle, J. Conrad.	Davenport, Iowa.	Moline, Ill. (Airport), in charge.
Huennekens, Herbert F. .	Madison, Wis.	East Liverpool, Ohio (Airport), in charge.
Lamoureux, Clarence E. .	New Orleans, La.	San Francisco, Calif. (Oakland), assistant.
Leech, Loren P.	Akron, Ohio. (Airport.)	Columbus, Ohio (Airport), assistant.
Lothman, Arvy A.	Pasadena, Calif.	San Francisco, Calif., assistant.
Main, Merl S.	Bismarck, N. Dak.	Washington Airport (Arlington, Va.), assistant.
Myers, Fred.	Tatoosh Island, Wash. .	Tacoma, Wash., in charge.
Nelson, Elmer R.	Bismarck, N. Dak.	Washington Airport (Arlington, Va.), assistant.
Oplinger, Frederick K. .	Columbus, Ohio. (Airport.)	Akron, Ohio, assistant.

Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Posepny, Charlie J.	Davenport, Iowa.	South Bend, Ind. (Airport), assistant.
Rosenholtz, Morris.	Syracuse, N. Y.	Rochester, N. Y. (Airport), in charge.
Simmons, Vernon L.	Denver, Colo.	Sault Ste. Marie, Mich., as- sistant.
Topil, Alois G.	Lincoln, Nebr.	Wolf Creek, Oreg. (Airport), in charge.



(WB-12-17-37-450)

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

DECEMBER 1937

REGULATIONS CONCERNING LEAVE ON LOCAL, STATE, AND TERRITORIAL HOLIDAYS

Personnel Circular No. 56, dated December 6, 1937, from the Director of Personnel of the Department, is published for the information and guidance of Weather Bureau personnel in connection with recent regulations concerning leave on holidays:

In accordance with the provisions of section 11, Executive Order No. 7409, dated July 9, 1936, prescribing annual leave regulations pursuant to the act of March 14, 1936, and a decision of the Acting Comptroller General, dated October 4, 1937 (A-88929), field employees of the Department of Agriculture in the United States and insular possessions may be excused from duty, without charging their absence to annual leave, on local holidays when Federal work may not be properly performed.

Employees stationed in foreign countries, except those connected with consulates and embassies, may be excused from duty on national holidays of the countries in which stationed when Federal work may not be properly performed.

Employees of the Foreign Agricultural Service, Bureau of Agricultural Economics, connected with consulates and embassies, are authorized to remain away from duty without having their absence charged to annual leave whenever the American consulate or embassy to which they are attached is closed to the public on national holidays of the countries in which stationed.

A report of the offices closed under terms of this authorization, with a brief statement of the necessity in each case, shall be furnished the Director of Personnel by the chiefs of the respective Bureaus.

The above provisions apply only to employees paid on a per-annum or monthly basis. Per-diem employees and employees paid on the basis of "when actually employed" would not be entitled to compensation on such days of absence.

Personnel Circular No. 31 is hereby rescinded.

In connection with the above, an extract from Personnel Circular No. 31, dated October 14, 1936, appeared on page 304 of the October 1936 issue of TOPICS AND PERSONNEL.

SALARY CHECKS

Officials in charge of stations located in regional disbursing office centers certifying and approving field pay rolls are cautioned not to cash or release to other employees any pay-roll check prior to the last day of the pay-roll period. It is assumed by the Central Office that regional disbursing officers will not, ordinarily, deliver pay-roll checks in advance of the termination of the pay-roll period; but, should they do so, the responsibility of approving officers of the Bureau is in no way relieved thereby in the event that an improper payment results from failure of the payee to perform the services certified on the pay roll. See Executive order of June 10, 1933, quoted on page 140 of the June 1935 issue of TOPICS AND PERSONNEL.

VENDOR'S CERTIFICATE IN SUPPORT OF FORM 1034

In Budget and Finance Circular No. 58 the Director of Finance invites particular attention to the necessity for compliance with instructions issued by the Acting Comptroller General (A-51607, dated August 26, 1937), which direct that dealers be instructed to sign the Vendor's Certificate in support of Form 1034 in *original only*.

Station officials receiving certificates signed in duplicate, or signed on carbon copies, should return them to the dealer with instructions as to the proper procedure.

The certificates must appear on the bills themselves since certification on separate slips attached to the bills are not acceptable to the General Accounting Office.

PREPARATION OF FORM 1034

Numerous vouchers have recently been prepared by station officials while in a travel status to show at the top of the voucher, in the space entitled "Voucher prepared", the name of the place from which mailed. This results in confusion and additional work in connection with the return of vouchers to stations, the addressing of notification cards, and location of the proper authorization to which the expenditure should be charged.

It is accordingly requested that officials responsible for the preparation of Form 1034 see that the name of official headquarters of the certifying officer be placed at the top of the voucher. An official temporarily in charge of a station should, of course, enter the name of his temporary official headquarters on all vouchers covering expenses for that station.

RENDITION OF REVISED FORM 1144

Revised Form 1144, bearing the imprint of the U. S. Government Printing Office, 8-11308, were mailed the latter part of December 1937 to all supervising stations concerned with the administration of the airway meteorological service. A complete rendition of new forms for all stations engaged in meteorological activities under the jurisdiction of the Aerological Division of the Weather Bureau is requested as of April 1, 1938. It is desired that all complete forms be forwarded to the proper Weather Bureau Airport General Supervising Station for the district in which the stations concerned are located, where they will be collected, checked, arranged alphabetically, and forwarded to the Central Office, as a group, not later than April 15, 1938.

It will be noted that no provision is made on the new forms for names of observers, dates of appointment, resignations, etc. However, ample space has been left under remarks and there is no objection to including these data in this space, if desired by the Weather Bureau Airport General Supervising Station officials. The foregoing data should not be entered to the exclusion of other important notes.

Pending, as well as following, the rendition of complete new Form 1144, current changes for all stations should be forwarded to the Central Office within 6 days after any change becomes effective. It is requested that future renditions of Form 1144 indicate the times that SGL D&A reports are filed.

FORM 1030

In Form 1030 the mean of the normals for mean maximum and ~~mean~~ minimum temperatures should be in harmony, certainly to within one-tenth of a degree, with the normal mean for the month, which should in all cases be that printed in Monthly Weather Review Supplement No. 25; or, for stations not listed therein, that authorized by the Division of Climate and Crop Weather and accepted as the standard normal.

While the current monthly mean is in harmony with the mean maximum and mean minimum, the same does not hold at many stations for the normal values, the lack of agreement in some cases being more than 1 degree.

With the issue of Form 1030 for January 1938 it is requested that, where normals of mean maximum and mean minimum are printed, they be brought into line with the standard normal monthly mean temperature or else omitted until the proper adjustment can be made.

FIRST-ORDER STATION REOPENED AT GREENVILLE, S. C.

The second-order station at Greenville, S. C., formerly a first-order station, was closed November 22, 1937, and a first-order station reopened on November 23, 1937. The office is located in the Post Office and Court House Building and the station is in charge of Mr. George V. Fish, formerly first assistant at the New Orleans Airport Station.

FIRST-ORDER STATIONS OPENED AT AIRPORTS

First-order Weather Bureau Offices or Weather Bureau Airport Stations were opened at the following points on the dates indicated. In this connection, see article under this title in TOPICS AND PERSONNEL for November 1937, page 464.

East Liverpool, Ohio, classification, WBO; opening date (1937), November 27.

Rochester, N. Y., classification, WBAS; opening date (1937), November 28.

PROPOSALS FOR PURCHASE OF FENCING AND ROOFING MATERIALS

Before soliciting future proposals for the following items, officials should first request the Central Office to supply the names of prospective bidders, making reference to this notice:

Fencing.—All types of netting, bale ties, posts, barbed wire, and snow fences.

Roofing.—Steel corrugated roofing and siding and asphalt roofing.

INSTRUCTIONS FOR PREPARING METEOROLOGICAL FORMS

In the article entitled "Daily Local Record—Form 1014," appearing in the November 1937 issue of TOPICS AND PERSONNEL, the next to the last line, should read as follows:

Paragraph 118, *l* (1), (2), and *o*.

CORRECTIONS FOR OCTOBER ISSUE

Under "Appointments, promotions, reductions, etc.," the following corrections should be made:

PUBLISHED	SHOULD BE
Carstensen, P. Louis.....	Carstensen, Louis P.
Collings, William G	Collins, William G.
Davis, Vernon T	Davis, Vernor T.
Mager, Lloyd H.....	Magar, Lloyd H.

Also, the name William J. Zeigler, under "Changes in assignments", should be corrected to William J. Ziegler, and his title from "assistant" to "in charge".

U. S. DEPARTMENT OF AGRICULTURE CLUB

Mr. Joseph R. Lloyd, of the Chicago Weather Bureau Office, has been elected vice president of the U. S. Department of Agriculture Club of Chicago for 1938.

DEPARTMENT REGULATIONS

Copies of amendments of Department Regulations, paragraphs 1681, 1682, 1683, 3113, 3182, and 3341, were mailed to all regular and airport stations on December 20, 1937. Any stations not receiving a copy of each should notify the Central Office.

DEATHS

Mr. Bertram E. Hall, official in charge of the Valentine station, died suddenly at that place on December 31, 1937. He was born at Amesbury, Mass., on March 22, 1901. Mr. Hall entered the service as junior observer at Huron, S. Dak., on January 16, 1925, and later served as assistant at Ellendale, Nashville, Kansas City, Sheridan, and Des Moines, and as official in charge at Valentine from September 3, 1930, to the time of his death.

Mr. Elisha C. Vose, who was retired on July 31, 1933, died at Concord, N. H., on December 7, 1937. An outline of his service and a notice of his retirement will be found in the July 1933 issue of TOPICS AND PERSONNEL.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of December 1937, is published for the *exclusive* information of employees of the Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Anderson, Reuben M.	Keokuk, Iowa	Junior meteorologist, promoted to \$2,100 from \$2,000.
Armington, John H.	Indianapolis, Ind.	Senior meteorologist, promoted to \$4,800 from \$4,600.
Bankert, Max K.	Huron, S. Dak.	Promoted to junior observer at \$1,440 from under observer at \$1,260.
Banton, Clarence W.	Washington, D. C.	Appointed relief guard (watchman) at \$3 per day, wac., not to exceed \$45 a month.
Barron, William E.	Cairo, Ill.	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$3,000.
Blake, Dean	San Diego, Calif.	Associate meteorologist, promoted to \$3,300 from \$3,200.
Bliss, George S.	Philadelphia, Pa.	Senior meteorologist, promoted to \$4,800 from \$4,600.
Borders, George, R.	Chicago, Ill. (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,620.
Bradley, Charles F., Jr.	Tampa, Fla.	Appointed junior observer at \$1,440.
Bratton, Robert F.	South Bend, Ind. (Airport.)	Promoted to under observer at \$1,260 from minor observer at \$1,080.
Brice, Miss June E.	Washington, D. C.	Appointed junior clerk-typist, CAF-2, at \$1,440 by transfer from Agricultural Adjustment Administration.
Clark, George A.	Macon, Ga.	Junior meteorologist, promoted to \$2,100 from \$2,000.
Clark, Kenneth R.	North Platte, Nebr.	Promoted to junior observer at \$1,440 from under observer at \$1,260.
Cocuzzi, Michael J.	Buffalo, N. Y.	Promoted to assistant observer at \$1,620 from junior observer at \$1,500.
Coleman, George D., Jr.	Jacksonville, Fla.	Appointed junior observer at \$1,440.
Cook, Paul S.	Fort Worth, Tex.	Assistant meteorologist, promoted to \$2,700 from \$2,600.
Cook, Richard N.	Huron, S. Dak.	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Corbin, Evarts.	Washington, D. C.	Assistant clerk, CAF-3, promoted to \$1,680 from \$1,620.
Corkill, Edward C.	Concordia, Kans.	Junior meteorologist, promoted to \$2,100 from \$2,000.
Davis, Milton W.	Cleveland, Ohio.	Assistant meteorologist, promoted to \$2,800 from \$2,700.
Denson, Lee A.	Raleigh, N. C.	Associate meteorologist, promoted to \$3,600 from \$3,500.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Devereaux, William C...	Cincinnati, Ohio.....	Senior meteorologist, promoted to \$4,800 ¹ from \$4,600 ¹ .
Dyck, Homer D.....	Washington, D. C.....	Promoted to assistant scientific aid, SP-4, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Evans, Joseph W.....	Augusta, Ga.....	Promoted to under observer at \$1,260 from minor observer at \$1,200.
Feldt, Benjamin F.....	Williston, N. Dak.....	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Fenwick, Miss Helen W..	Washington, D. C.....	Appointed assistant clerk, CAF-3, at \$1,680, by transfer from the Office of the Secretary.
Fish, George V.....	Greenville, S. C.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Fisher, Edward F., Jr...	Washington, D. C.....	Appointed senior laborer (lithographic stone grinder), Cu-3, at \$1,200.
Fisher, Ray L.....	Los Angeles, Calif.....	Associate meteorologist, promoted to \$3,300 from \$3,200.
Frankel, Abraham.....	Buffalo, N. Y..... (Airport.)	Junior observer at \$1,440, resigned; record, unsatisfactory.
Friedman, David.....	Baltimore, Md..... (Logan Field.)	Appointed junior observer at \$1,440.
Gillam, Raymond T.....	St. Joseph, Mo.....	Appointed junior observer at \$1,440.
Guigou, Leonce J.....	New Orleans, La..... (Airport.)	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Hadley, Olin M.....	Atlanta, Ga.....	Junior meteorologist promoted to \$2,400 from \$2,300.
Hall, Bertram E.....	Valentine, Nebr.....	Junior meteorologist at \$2,000, died December 31, 1937.
Haynes, Mrs. Alice H...	Washington, D. C.....	Assistant clerk, CAF-3, promoted to \$1,740 from \$1,680.
Hess, Paul.....	Wilmington, N. C.....	Assistant meteorologist, promoted to \$2,900 from \$2,800.
Hill, Perry R.....	Seattle, Wash.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,500.
Huennekens, Herbert F.	East Liverpool, Ohio... (Airport.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Johnson, Walter A.*....	Raleigh, N. C.....	Minor observer at \$1,020, temporary appointment terminated; record, very good.
Johnson, William L.....	Washington, D. C.....	Guard (watchman), Cu-3, resigned; record, excellent.
Jordan, Clarence R.....	Washington, D. C.....	Designation changed to junior scientific aid, SP-3, at \$1,440 from junior clerk, CAF-2, at the same salary.
Kass, Mrs. Ruby R.....	Washington, D. C.....	Assistant, clerk, CAF-3, promoted to \$1,680 from \$1,620.

* Indicates temporary appointment.

¹ Includes allowance of \$600 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Kincer, Joseph B.	Washington, D. C.	Principal meteorologist, P-6, promoted to \$5,800 from \$5,600.
Kraft, Raymond H.	Albuquerque, N. Mex.	Junior observer at \$1,440, restored to duty from leave without pay, effective December 1, 1937.
Krupen, Philip.	Baltimore, Md. (Logan Field)	Junior observer at \$1,440, resigned; record, served but a few days.
Letsinger, John D.	Memphis, Tenn.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Lewis, Donovan W.	Bismarck, N. Dak.	Laborer, promoted to \$1,080 from \$1,020.
Loveridge, Elmer F.	Honolulu, Hawaii.	Assistant meteorologist, promoted to \$2,800 from \$2,700.
Lyle, James B.	Washington, D. C.	Telegrapher, CAF-4, promoted to \$1,080 from \$1,020.
Lyman, Herbert.	Washington, D. C.	Principal clerk, CAF-5, promoted to \$2,400 from \$2,300.
McAuliffe, Joseph P.	Corpus Christi, Tex.	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
McGruder, Joseph F.	Cairo, Ill.	Promoted to junior meteorologist at \$2,100 from observer at \$2,040.
Magee, Raymond E.	Galveston, Tex.	Minor observer at \$1,080, resigned; record, very good.
Magill, John W.	Pittsburgh, Pa.	Appointed junior observer at \$1,440.
Magrum, Albert F.	Washington, D. C.	Principal clerk, CAF-6, promoted to \$2,400 from \$2,300.
Mark, Ellison S.	Kalispell, Mont.	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Marshall, Mrs. Hazel S.	Washington, D. C.	Appointed senior typist, CAF-2, at \$1,440 by reinstatement in the classified service.
Martin, Howard H.	Kansas City, Mo.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Martin, Robert J.	Washington, D. C.	Assistant meteorologist, P-2, at \$2,600, restored to duty from leave without pay, effective December 1, 1937.
Metzger, Frank D.	Buffalo, N. Y.	Minor observer at \$1,020, resigned; record, fair.
Milano, Benjamin.	Washington, D. C.	Appointed assistant messenger, Cu-2, at \$1,080.
Moses, Fred I.	Ithaca, N. Y.	Assistant meteorologist, promoted to \$2,800 from \$2,700.
Myers, Harry V.	Springfield, Ill. (Airport.)	Promoted to observer at \$1,800 from assistant observer at \$1,740.
Nelson, Elmer R.	Washington Airport. (Arlington, Va.)	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Nieves, Carlos.	San Juan, P. R.	Laborer, promoted to \$720 from \$660.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Ochs, Mrs. Ruth E.	Washington, D. C.	Assistant clerk-stenographer, CAF-3, promoted to \$1,740 from \$1,680.
Padala, Edward S.	Washington, D. C.	Appointed assistant messenger, Cu-2, at \$1,080.
Pearson, Floyd H.	Detroit, Mich. (Airport.)	Junior meteorologist, promoted to \$2,100 from \$2,000.
Perlman, David E.	Nantucket, Mass.	Appointed junior observer at \$1,440.
Perry, Harris M.	Cape Henry, Va.	Repairman, promoted to \$1,440 ² from \$1,380 ² .
Pettit, William A.	Washington, D. C.	Apprentice lithographer, mechanical, SP-2, promoted to \$1,320 from \$1,260.
Pierce, Leland T.	Washington, D. C.	Associate meteorologist, P-3, promoted to \$3,300 from \$3,200.
Piippo, Arthur F.	Sault Ste. Marie, Mich..	Junior meteorologist, promoted to \$2,300 ² from \$2,200 ² .
Rabbitt, George C.	Washington, D. C.	Assistant clerk, CAF-3, promoted to \$1,680 from \$1,620.
Rathbone, Harold A.	Pomona, Calif.	Junior meteorologist, promoted to \$2,300 from \$2,200.
Reed, Wilson R., Jr.	Washington, D. C.	Appointed associate meteorologist at \$3,200 by transfer from the War Department.
Robb, Andrew D.	Topeka, Kans.	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Rogers, Orlin R.	Columbia, Mo.	Junior meteorologist, promoted to \$2,300 from \$2,200.
Rogers, Roy J.	Pomona, Calif.	Assistant meteorologist, promoted to \$2,800 from \$2,700.
Rosenholtz, Morris.	Rochester, N. Y.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Selfridge, William F.	Spokane, Wash. (Airport.)	Promoted to junior observer at \$1,440 from minor observer at \$1,020.
Selvidge, Grover B.	St. Joseph, Mo.	Junior observer at \$1,440, resigned; record, probationary service incomplete.
Showalter, Albert K.	Washington, D. C.	Promoted to assistant meteorologist, P-2, at \$2,600 from junior meteorologist, P-1, at \$2,000.
Slocum, Giles*	Washington, D. C.	Senior scientific aid, SP-6, promoted to \$2,100 from \$2,000.
Smith, Herschel D.	Wichita, Kans. (Airport.)	Junior meteorologist, promoted to \$2,200 from \$2,100.
Smith, James W.	Apalachicola, Fla.	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Solot, Samuel B.	Washington, D. C.	Promoted to senior scientific aid, SP-6, at \$2,000 from observer, SP-5, at \$1,800, with transfer from the field service to the departmental service.

* Includes allowance of \$240 for quarters, fuel, and light.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Speer, Thomas J.	El Paso, Tex.	Minor observer at \$1,020, resigned; record, very good.
Spencer, James H.	Buffalo, N. Y.	Senior meteorologist, promoted to \$4,800 from 4,600.
Spencer, Robin E.	Indianapolis, Ind.	Assistant meteorologist, promoted to \$2,800 from \$2,700.
Steffan, Carl F.	Denver, Colo.	Appointed minor observer at \$1,020.
Suitor, Chester A.	Memphis, Tenn. (Airport.)	Promoted to junior meteorologist at \$2,000 from observer at \$1,860.
Sumner, Howard C.	Washington, D. C.	Scientific aid, SP-5, promoted to \$1,860 from \$1,800.
Swenson, Bennett.	Washington, D. C.	Principal scientific aid, SP-7, promoted to \$2,400 from \$2,300.
Terry, Chalmers E.	Galveston, Tex.	Appointed junior observer at \$1,440.
Thom, Earl C.	Washington, D. C.	Promoted to scientific aid, SP-5, at \$1,800 from assistant scientific aid, SP-4, at \$1,080.
Thomas, Frederick J.	Chicago, Ill.	Junior meteorologist, promoted to \$2,400 from \$2,300.
Truitt, Gerald I.	Sacramento, Calif. (Airport.)	Promoted to under observer at \$1,260 from minor observer at \$1,080.
Unger, Ellwood E.	Evansville, Ind.	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$3,000.
Weightman, R. Hanson.	Washington, D. C.	Principal meteorologist, P-6, promoted to \$5,800 from \$5,600.
Wilson, Howard D.	Washington, D. C.	Assistant clerk, CAF-3, promoted to \$1,740 from \$1,680.
Wise, Mrs. Eva P.	Washington, D. C.	Assistant clerk-stenographer, CAF-3, at \$1,620, resigned; record, excellent.
Woster, Howard C.	Washington, D. C.	Appointed assistant hydrologic engineer, P-2, at \$2,700 by transfer from the Department of the Interior.
Zellon, Irving I.	Pittsburgh, Pa.	Promoted to observer at \$1,800 from assistant observer at \$1,080.

Changes in assignments

Name	Relieved from—	Assigned to—
Bratton, Robert F.	Indianapolis, Ind.	South Bend (Airport), assistant.
Borders, George R.	Cincinnati, Ohio (Airport.)	Chicago, Ill. (Airport) assistant.
Brown, Homer F.	Chicago, Ill.	Peoria, Ill., assistant, effective October 4, 1937.

Changes in assignments—Continued

Name	Relieved from—	Assigned to—
Fish, George V.	New Orleans, La. (Airport.)	Greenville, S. C., in charge.
Solot, Samuel B.	Mitchel Field, N. Y. (Hempstead, L. I.)	Washington, D. C., assistant.
Truitt, Gerald L.	Denver, Colo.	Sacramento, Calif. (Airport), assistant.
Wilson, Carl L.	Peoria, Ill.	Parkersburg, W. Va., assist- ant.



(WB-1-20-33-450)

Chief of Bureau.