

WEATHER BUREAU TOPICS AND PERSONNEL

INDEX

1940

	Page
Aberdeen, S. Dak., SGL D&A reports discontinued.....	320
Accidents:	
instructions for rendering reports on.....	284,314
prevention of.....	303
Accounts:	
annual-estimate-letter forms mailed.....	320
automobiles, reimbursement for travel on actual expense basis.....	283
used for official travel, ownership of.....	281,340
Budget and Accounting Act of 1921.....	318
Circular authorizations for fiscal year 1941.....	376
employees, part-time, reimbursement for job work.....	297
household goods, transportation of.....	340,393
job work by part-time employees, reimbursement for.....	297
pay-roll and leave status.....	285
salary, procedure for payment of.....	376
tolls, telephone, long-distance.....	311
travel by automobile.....	281,340
disallowances.....	309,310
vouchers, submission of for fiscal year 1940.....	331
Acts:	
budget and accounting, 1921.....	318
Hatch, political activity.....	317,318
Adjustments, property-record card.....	394
Administrative promotions.....	289
Aerological checking unit established.....	301
Aerological forms, new.....	368
Agricultural Marketing Service, Weather Bureau services to...	361
Agriculture, Weather Bureau services to.....	361
Air-conditioned offices, test of barometer readings in.....	339
Aircraft accidents, reports of.....	284
Airport stations:	
activities at (see Stations)	
change in address of Portland, Oreg.....	389
closed (see Stations)	
opened (see Stations)	
standard map for.....	299
Airway weather service:	
Consolidation of general weather and airway services at airports.....	300,354,362,375,393
forecast centers established.....	329,374,385
maps, standard for.....	299
observations (see Observations)	
pilot-balloon observations (see Observations)	
radiosonde observations (see Observations)	
SGL D&A observations (see Observations)	
Akron, Colo., error in barometric reports from.....	356
Albuquerque, N. Mex., supervision and inspection work trans- ferred to.....	385

	Page
Alaskan stations, observational program for.....	361
Alexandria, Minn., station closed and CAA station established	362
Alphabetic Filing, Rules for.....	363
Amarillo, Tex., airport station opened.....	300
Ambrose Lightship, N. Y., correction in altitude.....	321
Analysis of time, station, circular on.....	313
Anchorage, Alaska, radiosonde observational program at.....	361
Annual encampment of veterans' organizations.....	333
Annual estimate-letter forms.....	320
Annual report on station library books.....	394
Applicants for ocean observation work, requests for.....	327
for assignment to Swan Island, W. I.....	355
Appreciation of services.....	326
Appropriations for flood control.....	358
Archives, report of disposal of papers.....	376
Arford, C. W., assigned to ocean weather duty.....	356
Armington, Joan A., elected vice president of USDA Club.....	287
Armstrong, Ont., formerly listed as Wagaming.....	321
Articles, classification of.....	279
Asateague, Va., correction in latitude and longitude and altitude.....	321
Assignments:	
personnel for special.....	320
temporary, of field officials to Central Office.....	333
to ocean-weather duty (see Ocean-Weather Duty)	
to Swan Island, W. I., applicants for.....	355
Athol, Mass., index number assigned to.....	363
Atlanta, Ga., index number assigned to.....	363
Authorizations, circular, for fiscal year 1941.....	376
Authorizations, travel and emergency assistance, for fiscal year 1941.....	324, 325
Automatic telephone distribution of weather information.	279, 280, 392
Automobiles, reimbursement for travel on actual expense basis	283
use of privately owned for official travel.....	340
used in official travel, ownership of.....	281
Automotive equipment, loan of to postal service.....	388
Bacon, G. R., assigned to Bethel, Alaska.....	362
Bags, return of empty.....	376
Baker, C. G., assigned to Nome, Alaska.....	362
Bakersfield, Calif., Weather Bureau Office opened.....	300
Baltimore, Md., automatic weather service in effect at.....	393
Barneget, N. J., correction in longitude, latitude and altitude.....	321
Barnes, Bertram S., in charge of consolidated station at Iowa City, Iowa.....	334
Barnes, George H., in charge of Swan Island station.....	354
Barometer readings in air-conditioned offices, test of.....	339
Barometers, Tuch-pattern.....	299
Barometric reports from Akron, Colo., error in.....	358
Bellingham, Wash., first-order station closed.....	386
Berne, Ind., appreciation of services of cooperative obser- ver at.....	326

	Page
Bethel, Alaska, correction in latitude.....	328
radiosonde and pilot-balloon station established	361,362
Bids for packing and crating, etc.....	321
for purchase of bituminous coal.....	393
Big Spring, Tex., applicants for assignments to.....	320
Weather Bureau Office opened.....	300
Billings, Mont., Weather Bureau Office opened.....	300
Bills of lading, requests for.....	367
Birmingham, Ala., index number assigned to.....	363
Bismarck, N. Dak., activities consolidated at airport.....	300
Blunts Reef Lightship, Calif., index number assigned to.....	311
Boise, Idaho, activities consolidated at airport.....	300
Book service, employees'.....	281,367,393
Books, annual report on station library.....	394
Boston, Mass., annual convention of Veterans of Foreign Wars	333
automatic telephone service in effect at.....	393
change in verifying wind velocity.....	284
district forecast center established at airport.....	385
transfer of personnel to airport for ocean weather duty	327
Brady, J. M., assigned to ocean weather duty.....	381
Brewster, G. F., assigned to ocean weather duty.....	356
Brist, F. W., elected president USDA Club.....	300
Bristor, C. L., assigned to ocean weather duty.....	356,357
Broadcasts, radiophone, of weather and marine information...	374
technical phraseology of weather in.....	327
Broadus, Mont., correction in latitude, longitude and altitude	328
Brooms, purchase of.....	387
Brotzman, W. S., elected president and appointed member board	329
of directors of USDA Club.....	320
Brownsville, Tex., applicants for assignment to.....	355
employee assigned to for later assignment to Swan Island	355
project for making radiosonde observations during	359
hurricanes.....	318
Budget and Accounting Act of 1921.....	321
Buffalo Springs, Calif., correction in altitude.....	386
Bulletin, weather, NPG major.....	356
Bunch, S., assigned to ocean weather duty.....	321
Caffrey's Inlet, N. C., correction in altitude.....	342
Calvert, E. B., resumé of service and death.....	287
retirement.....	331
Change in Radio Circular No. 15.....	356
Chappell, W. B., assigned to ocean weather duty.....	298
Canadian stations, publication of data from.....	321
Cape May, N. J., correction in latitude, longitude and altitude	321
Carbondale, Ill., correction in latitude and altitude.....	394
Cards, property-record adjustments.....	386
Caribbean weather code.....	300
Caribou, Maine, Weather Bureau Office opened.....	281
Casper, Wyo., distribution of SQL D&A reports from discon-	300
tinued.....	371,396
Weather Bureau Office opened.....	389
Centen, W. J., assigned to Regional Technical Conference....	341
Certificates, inspection, dates of receipt of.....	341
Certified data for use in court.....	363
Chalk-plate contract for 1941.....	363

	Page
Changes in headquarters of personnel.....	291-295,345-352
Changes in verifying wind velocities.....	284
Charleston, S. C., project for making radiosonde observations during hurricanes.....	339
Chart, Weather Bureau Organization, mailed.....	363
Chattanooga, Tenn., activities combined at airport.....	375
aerological checking unit established at.....	301
forms from Swan Island forwarded to.....	354
Cheesman, W. L., assigned to Regional Technical Conference.	371,396
Cheyenne, Wyo., activities combined at airport.....	300
Chicago, Ill., automatic weather forecasts by telephone....	279,393
Christmas greetings.....	391,397
Christmas holidays, withholding mail preceding.....	388
Circular authorizations.....	376
Circular letters:	
Annual property return.....	299
Bids, preparation and distribution of copies.....	282
Circular letters and multiple address letters.....	364
Contracts for continuing service.....	322
Contracts for expenditures exceeding \$25.00, fiscal year 1941, circular letter.....	335
Departure and arrival, report of.....	368
Freight and express shipments, circular letter.....	313
Index numbers dated July 1 and 23, 1940, supplemented and corrected.....	363,375
No. 38-40, Weather Bureau Correspondence Course.....	363,392
No. 50-40, Purchase of Corn Brooms, Cocoa Mats, and Cotton Mops, Fiscal Year 1941.....	335,387
No. 66-40, Requirements Under Act of June 13, 1934 (kick-back law), in Connection with Construction or Repair of Public Works.....	387
No. 71-40, Transportation of Household Goods.....	393
Station Analysis of Time.....	313
Circulars:	
No. 15, Radio, corrected.....	331
No. 84, Personnel, political activity.....	322
No. 88, Personnel, regarding additional retirement deductions.....	318
No. 89, Personnel, regarding veterans of foreign wars.	333
No. 225, Civil Service Departmental Circular, Supplement No. 1.....	365
No. 240-40, Specifications for Packing, Crating, and Hauling Household Goods and Standard Bid Specifications	321
N, Addendum II to Appendix II, 4th Edition revised....	322
O, Pilot-Balloon Observations.....	322
Circulars:	
completing statement of Central Office technical service organization, June 27, 1940.....	335
handling of property record cards, dated June 17, 1940	335
letter from Secretary of Commerce, July 2, 1940.....	335
Rural electrification.....	322
Stream Functions Included in RAOB Messages.....	322
Transportation of Furniture, etc.....	322

TOPICS AND PERSONNEL

v

	Page
Civil Aeronautics Authority, change in title of.....	386
Civilian pilot-training program.....	354
Classification of Articles.....	279
Classification, new property.....	329
Cleveland, Ohio, activities consolidated at.....	362
Cline, Joseph L., retirement and service record.....	382
Cloud Code Chart, mailed.....	350
Coal, bids for purchase of.....	395
Coalinga, Calif., correction in altitude.....	321
Coast Guard, cooperation with for ocean observations.....	297
Code, Caribbean weather.....	386
Cohen, J. M., assigned to ocean weather duty.....	356
Columbia, Mo., correction in altitude.....	321
Commendation of service, public.....	306, 307
Commendatory letters.....	382
Commendatory notice.....	390
Complaints against employees, indebtedness and.....	366
Computing length of growing season.....	284
Concord, N. H., SGL D&A reports discontinued.....	312
Congdon, A. L., assigned to Anchorage, Alaska.....	362
Consolidations and changes in Weather Bureau service.....	300
Contract for chalk plate, 1941.....	363
Contributions to retirement fund, additional voluntary.....	318
Conventions:	
American Legion, attendance at.....	355
National Association of Regulars, attendance at.....	355
United Spanish War Veterans, attendance at.....	355
Veterans of Foreign Wars, attendance at.....	355
Converting corrected mean reduced pressure to millibars....	331
Cooperation in effecting new property-accountability system	370
Cooperative observers, commendatory letters to.....	382
Cooperative project with Coast Guard for ocean observations	297
Corps of Engineers, Weather Bureau services to.....	361
Correspondence Course, Weather Bureau.....	363, 392
Correspondence files, Weather Bureau, number added.....	314
Court, certified data for use in.....	341
Croteau, P. E., assigned to ocean weather duty.....	370
Crown Point, Oreg., first-order station opened.....	357
Crutcher, H. L., assigned to Swan Island, W. I.....	354
Crystal City, Tex., index number assigned to.....	328
Daingerfield, Lawrence H., elected president of Federal	
Business Association.....	326
elected vice president of Los Angeles Seminar.....	326
Dallas, Tex., activities combined at airport.....	375
Data, certified for court use.....	341
Data from Canadian stations, publication of.....	298
Dates of receipt on inspection certificates.....	389
Day, R. L., assigned to ocean weather duty.....	370
Death abroad, expenses defrayed by Government.....	358

	Page
Deaths:	
Calvert, Edgar E.....	342
Davis, William.....	287
Dean, James M.....	332
Kadel, Benjamin C.....	315
correction in article on.....	326
Loveland, George A.....	315
Mason, Alfred S.....	383
Page, Larry F.....	342
Rice, Marcus A.....	287
Rordane, Alfred A.....	371
Smith, John W.....	287
Stopp, Miss Anna.....	332
Defense program as regards employment:	
certification of personnel from competitive registers.....	365
Civil Service Departmental Circular No. 225, Supplement	
No. 1.....	365
personnel transactions involving positions excepted from	
the classified service.....	365
policy relative to military service.....	373
reinstatement of personnel.....	365
transfers of personnel, restriction on.....	365
Delaware Breakwater, Dela., correction in longitude, latitude,	
and altitude.....	321
Delhi, N. Y., index number canceled.....	328
Denson, Lee A., retired, aids in emergency.....	370
Departmental Regulations (see Regulations)	
Details to ocean weather duty (see Ocean Weather Duty)	
Detroit, Mich., applicants for assignment to.....	320
convention of National Association of Regulars held at	333
weather forecast by telephone.....	279,280,393
Disallowance, travel.....	309
Discontinuance of reports in SGL D&A system.....	281,312,320
Disposal of routine telegrams.....	324
papers, report on.....	376
Distribution of weather information, automatic telephone	279-80,392-3
District and forecast center at Los Angeles combined.....	385
District forecast center established at Boston, Mass.....	385
District forecast center established at Fairbanks, Alaska..	379
Ditch Plains, L. I., N. Y., correction in altitude.....	321
Ditto machines, report on.....	377
Doucet, Quebec, index number canceled.....	311
Dougall, Mrs. Hazel E., commendatory letter to.....	382
Dougall, John L., commendatory letter to.....	382
Duchesne, Utah, index number canceled.....	311
Duck Valley, Nev., index number assigned to.....	328
Edelman, S., assigned to ocean weather duty.....	356
Edrington, O. E., assigned to Regional Technical Conference	371,396
Educational standards for professional grades in Bureau....	308,309
Efforts toward a more efficient weather service, appreciation	
of.....	312

	Page
El Dorado, Tex., correction in latitude, longitude, and altitude.....	321
index number assigned to.....	311
Electrification, requests concerning rural.....	341
Elements of success, a note on some.....	369
Elkins, W. Va., climatological records checked at.....	301
forms from Swan Island forwarded to.....	354
mailing of Form 1001 to.....	325
Ellensburg, Wash., Weather Bureau Office opened.....	300
Elmira, N. Y., first-order station closed.....	387
Emergency assistance, authorizations for fiscal year 1941..	324
Employees:	
actions, July 1 to December 31, 1939, summary of.....	288-295
actions, January 1 to June 30, 1940, summary of.....	344-352
applicants for assignment to Swan Island.....	355
applicants for ocean observation work, requests for...	327,328
assigned to Regional Technical Conference.....	371,396
assigned to ocean weather duty 297,355-357,369,370,381,382,390	awarded flight scholarship.....
awarded flight scholarship.....	360
book service.....	281,367,393
changes in headquarters.....	291,295,345-352
circulars (see Circulars)	
cooperative observers, commendatory letters to.....	382
death of abroad, expenses defrayed by Government.....	358
detailed to ocean-weather duty.....	355-357,369,370,381,390
educational standards for professional grades.....	308
employment in regard to defense program.....	365
error letters, signatures to.....	351
experienced raob, names requested.....	396
field officials, temporary assignments to Central Office	333
indebtedness of and complaints against.....	366
in-service training activities.....	319
leave and pay-roll status in connection with permanent	
or temporary transfers.....	285
military service, policy relative to.....	373
oath of office.....	319
part-time, reimbursement for job work.....	297
personnel relations (memorandum).....	322
policy relative to military service.....	373
political activity, Hatch Act.....	317,318
promotions, Central Office and field.....	289
promotion opportunities.....	378
promotions recommended.....	379
report of departure and arrival.....	368
reports on transfer of.....	340
restrictions on shifts of personnel from defense agencies	365
retirement fund, making additional voluntary contributions	
to.....	318,319
Roster mailed.....	387
special assignments, personnel for.....	320
summary of personnel actions, July 1 to December 31,	
1939.....	288-295
summary of personnel actions, January 1 to June 30,	
1940.....	344-352

Employees (continued):	Page
temporary assignments of field officials to Central Office.....	333
training meteorologists under civilian pilot-training program.....	344
transfers of personnel, reports of.....	340
Weather Bureau Correspondence Course.....	363,392
Employees' book service.....	281,367,393
Encampment of veterans' organizations, annual.....	333
Envelopes, marking for Central Office.....	284
Equipment, automotive, loan of to postal service.....	388
Erection of radio antennae, restrictions on.....	340
Error in barometric reports from Akron, Colo.....	358
Error letters, signatures to.....	331
Establishment of aerological checking unit at Chattanooga.	301
Esterio, Calif., index number canceled.....	311
Estimate forms for fuel, gasoline, etc.....	388
Estimate letter forms, annual.....	320
Estimate of Weather Bureau service, questionnaire on.....	327
Evansville, Ind., activities combined at airport.....	375
Executive Order 8588, Transportation of Household Goods...	393
Executive Orders, annual and sick leave, mailed.....	322
Expenditures, requests involving large.....	280
Expenses defrayed by Government when employee dies abroad.	358
Experienced raob men, names of, requested.....	396
Express shipments, freight and (circular letter).....	313
Extension of local forecast service.....	391,392
Fairbanks, Alaska, airway district forecast center.....	374
radiosonde reports transmitted to.....	362
Farlowe, J. K., assigned to Regional Technical Conference.	371,396
Federal Business Associations, election of Weather Bureau employees.....	326,334,397
Federal Prison Industries, Inc., purchases from.....	341
Fever, Ticks and Spotted.....	335,336
Field officials, temporary assignments of.....	333
Files, Weather Bureau correspondence.....	314
Filing, rules for alphabetic.....	363
Fire Island, L. I., N. Y., correction in altitude.....	321
Fletcher, Edgar H., elected president of USDA Club.....	300
Flood Control Advisory Committee, Weather Bureau service to	361
Flood control, appropriation for.....	358
Florence, Ala., index number canceled.....	328
Florida, Weather Bureau horticultural protection service in	305-307
Fobes, C. B., assigned to ocean weather duty.....	370
Fodor, L. S., assigned to ocean weather duty.....	355,357,370
Ford, J. L., assigned to ocean weather duty.....	355,357,370
Forecast and supervisory activities transferred to New York Airport (La Guardia Field).....	329
district and airway center at Fairbanks.....	374
District and airway center combined at Los Angeles...	385
district center established at Boston.....	385
Forecast service, extension of local.....	391,392

	Page
Forecasting, press comments on long-range.....	353
Forecasts:	
Weather:	
appreciation of more efficient.....	312
by telephone.....	279, 280, 392
frost, notice to cease.....	367
horticultural protection service in Florida.....	305-309
long-range, press comments about.....	353
public commendations of.....	306
saving from.....	306
state and local maintenance of standard.....	280
Forest Service, Weather Bureau services to.....	361
Formographed mimeograph stencils for Form 1030.....	328
Forms:	
AD 102.....	311, 312
AD 106.....	394
AD 115 and 113a.....	299, 394
AD 135 and 136.....	314
Civil Service:	
2806.....	319
3012.....	318
3471, 3472, 3475.....	318, 319
S.N. 650.....	312
Standard:	
26 and 27.....	322
3057.....	311
Weather Bureau:	
1001.....	325
1002.....	331
1027.....	339
1030.....	328, 329
1110A-1115.....	368
1110B-1115.....	368
2034.....	299
4020-B.....	367
4047.....	323
4065.....	299
4066.....	299
4076.....	331
4078.....	368, 340
Fort Bridger, Wyo., correction in longitude.....	321
index number assigned to.....	321
Fort Wayne, Ind., airport station opened.....	300
Fort Worth, Tex., activities consolidated at airport.....	300
Fox, R. T., assigned to ocean weather duty.....	356
Franklin, H., assigned to Bethel.....	362
Fredricksburg, Tex., index number assigned to.....	328
Freight and express shipments (circular letter).....	315
Fresno, Calif., activities consolidated at airport.....	300

	Page
Frost warnings, notice to begin.....	283
Notice to cease.....	367
Notification for telegraphing.....	367
Fuel, gasoline, etc., estimate forms for.....	388
Gambell, Alaska, correction in longitude.....	328
index number assigned to.....	311
Gasoline, etc., estimate forms for.....	388
Gibson, T. L., assigned to ocean weather duty.....	356
Gilman, C. S., assigned to ocean weather duty.....	370
Glasgow, Mont., index number assigned to.....	386
Glossary of meteorological terms.....	298
Goleta, Calif., correction in altitude.....	321
Gordon, J. H., error noted by.....	326
Grand Island, Nebr., first-order station closed and CAA station opened.....	357
Graphing pilot-balloon observations beyond 14,000 meters...	388
Great Falls, Mont., Weather Bureau Office opened.....	300
Grimes, W. M., assigned to ocean weather duty.....	356, 370
Growing season, computing length of.....	284
Gunyon, Okla., correction in latitude, longitude, and altitude.....	328
Haisfield, R. M., assigned to ocean weather duty.....	355, 357, 370
Hardy, Erle L., elected vice president of USDA Club.....	287
Hartford, Conn., activities consolidated at airport.....	300
Harvey, H. C., assigned to ocean weather duty.....	356
Hatch Act, political activity.....	317, 318
Haynes, B. C., director of Regional Technical Conference...	396
Helena, Mont., activities consolidated at airport.....	334
Helmer, Ind., index number canceled.....	311
Hilworth, J. T., assigned to Regional Technical Conference.	371, 396
Hinz, William A., commendatory letter to.....	382
Hog Island, Va., correction in latitude, longitude, and altitude.....	321
Holidays, withholding mail preceding Christmas.....	388
Horticultural protection service in Florida, Weather Bureau	305-307
Houlton, Maine, index number assigned to.....	311
Household goods, bid specifications for (circular).....	321
limit of weight.....	340
transportation of.....	340, 393
Humpreys, Dr. W. J., lectures Regional Technical Conference	396
Huntington, W. Va., airport station opened.....	300
index number assigned to.....	311
Hurricanes, project for making radiosonde observations during	338, 339
Hutchinson, C. E., assigned to ocean weather duty.....	356
Indebtedness and complaints against employees.....	366
Index:	
for Instructions, 1939, mailed.....	335
for TOPICS AND PERSONNEL, 1938, mailed.....	322
for TOPICS AND PERSONNEL, 1939, mailed.....	387

	Page
Index numbers assigned, canceled, and corrected...	311,321,328,335, 363,375,386
Information, radiophone broadcasts of weather and marine...	374
Weather Bureau horticultural protection.....	305-309
Ink for triple registers.....	367
In-service training activities.....	319
Inspection certificates, dates of receipt on.....	389
Instructions for alphabetic filing.....	363
Instructions for rendering accident reports.....	314
Instructions for Weather Bureau correspondence files.....	314
Instructions, correction in No. 12.....	302
index for 1939 mailed.....	335
monthly, mailed.....	282,322,330,335,357,363,387,395
Instruments:	
barometers, test of in air-conditioned buildings.....	339
shelters, white paint recommended for.....	366
triple registers, ink for.....	367
Tuck-pattern barometers.....	299
International Falls, Minn., correction in latitude, longitude, and altitude.....	321
International index numbers (see Index numbers, etc.)	
Iowa City, Iowa, Airport, correct designation of station...	395
consolidation of activities at City Office.....	334
Ithaca, N. Y., distribution of SOL D&A reports from discontinued.....	281
Jacobs, A. H., assigned to ocean weather duty.....	356
Jacobson, A. L., assigned to Regional Technical Conference.	371,396
Jacumba, Calif., correction in altitude.....	321
Janson, K. H., assigned to Ketchikan.....	362
Job work by part-time employees, reimbursement for.....	297
Johnson, J. N., assigned to Nome, Alaska.....	362
Juneau, Alaska, general supervision over Alaskan stations..	374
Kadel, Benjamin C., correction in article on service of.... death of.....	326 315
Kanatak, Alaska, correction latitude, longitude, and altitude.....	328
Kane, Pa., correction in latitude and altitude.....	321
Kansas City, Mo., activities consolidated at airport.....	300
Keller, Andrew P., elected vice president of USDA Club.....	287
Kenny, H. S., assigned to Regional Technical Conference...	371,396
Ketchikan, Alaska, radiosonde and pilot-balloon station established.....	362
Keyser, J. J., assigned to Regional Technical Conference...	371,396
Kleinsasser, T. W., assigned to Regional Technical Conference	371,396
Knight, Wyo., index number canceled.....	321
Kussman, A. S., assigned to ocean weather duty.....	356
La Crosse, Wis., airport station opened.....	300
Lake Charles, La., applicants for radiosonde work at.....	320
Weather Bureau Office opened.....	300
Lander, Wyo., index number assigned to.....	375

	Page
Langer, W. O., assigned to Point Barrow, Alaska.....	362
Laskowski, Bernard R., elected president of the Federal Business Association.....	326
La Voice, B. W., assigned to ocean weather duty.....	381
Law, L. E., assigned to ocean weather duty.....	356
Leases, notice of termination of.....	394
Leave:	
and pay-roll status.....	285
annual and sick, Executive Orders mailed.....	322
Executive Orders.....	322
Lebanon, N. H., correction in altitude.....	321
Lees, S., assigned to ocean weather duty.....	356, 370
Length of growing season, computing.....	284
Letterheads.....	284
name of station omitted from.....	393
Letters, circular (see Circular Letters)	
Letters, commendatory.....	382
Letters, error, signatures to.....	331
Lewis, F., assigned to Regional Technical Conference.....	371, 396
Lewiston, Mont., distribution of SGL D&A reports from discontinued.....	281
Library books, annual report on station.....	394
Lloyd, Joseph R., appointed chairman of program committee of USDA Club.....	287
Loan of automotive equipment to Postal Service.....	388
Local forecasts, state and.....	280
Long Beach, Calif., first-order station closed.....	357
Long-range weather forecasting, press comments on.....	353
Los Angeles, Calif., combined district and airway forecast center established at.....	385
convention of Veterans of Foreign Wars held at.....	333
Lost Hills, Calif., index number canceled.....	311
Ludington, Mich., change in verifying velocity.....	284
Machines, Ditto, report on.....	577
Madison, Wis., airport station opened.....	300
Mail report, quarterly.....	331
Mail, withholding preceding Christmas holidays.....	388
Mailing:	
circular letters (see Circular Letters)	
cloud code chart.....	330
Department Regulations (see Regulations)	
forms (see Forms)	
Index for TOPICS AND PERSONNEL, 1938.....	322
Index for TOPICS AND PERSONNEL, 1939.....	387
Index of Stations (Instructions), 1939.....	335
Instructions (see Instructions)	
marking envelopes for Central Office.....	284
organization chart.....	363
Roster.....	387
Station Regulations (see Regulations)	
Stock Catalog for 1940.....	329
Stock Catalog for 1940, amendment to.....	387
Weekly and Monthly Means Code.....	334

	Page
Maintenance of the Regulations of the Department of Agriculture.....	338
Mann, Miss Margarete E., elected secretary-treasurer of USDA Club.....	287
Maps, standard for airport stations.....	299
Marine information, radiophone broadcast of.....	374
Marking envelopes for Central Office.....	284
Marshall, Mo., observational work assumed by CAA.....	329
Marvick, Miss Linnie, awarded flight scholarship.....	360
Mats, purchase of.....	387
McCobb, Charles H., commendatory letter to.....	382
McCollum, E. W., assigned to Ketchikan, Alaska.....	362
McGregor, C. G., assigned to ocean weather duty.....	356
assigned to Regional Technical Conference.....	371, 396
McLeary, F. E., elected vice president of Federal Business Association.....	397
Mean reduced pressures, converting to millibars.....	331
Means code, weekly and monthly.....	334
Means words, weekly and monthly.....	283
Membership in USDA Clubs.....	287, 300, 329, 334
Memorandum No. 753, Personnel Relations Policy and Procedure	322
Meteorological terms, glossary of.....	298
Meteorologist, responsibility of the.....	380, 381
Meteorologists, training under civilian pilot-training program.....	354
Meyer, G. P., assigned to Regional Technical Conference....	371, 396
Miami, Fla., project for making radiosonde observations during hurricanes.....	359
Military service, policy relative to.....	373
Miller, W. H., assigned to ocean weather duty.....	356
Millibars, converting pressure to.....	331
Miscellaneous Publication No. 376, Activity of Department of Agriculture, 1937.....	322
Montague, Calif., first-order station opened.....	357
Monterey, Calif., index number assigned to.....	311
Monthly means words.....	283
Mops, purchase of.....	387
Morrison, E. A., Jr., assigned to ocean weather duty.....	356
Mount Hamilton, Calif., correction in altitude.....	321
Mount Washington, On.....	281
Multiple Address Letters, Circular Letter.....	364
Muscle Shoals, Ala., index number assigned to.....	328
National Association of Regulars, attendance at.....	333
Needles, Calif., SGL D&A reports discontinued and trans- mission of observations on CAA teletype begun.....	313
New Haven, Conn., first-order station closed.....	357
New Orleans, La., employee assigned to for later assignment to Swan Island.....	355
New property-accountability system, cooperation in effecting	370
New property classifications.....	329

	Page
New Year's greetings.....	391,397
New York, N. Y., airport station opened at La Guardia Field	300
automatic telephone forecast service.....	279,280,393
forecast and supervisory activities transferred from	
Newark to Airport.....	329
transfer of personnel to for ocean weather duty.....	328
Newark, N. J., forecasts and supervisory activities trans-	
ferred to New York, N. Y., Airport.....	329
automatic telephone forecast service.....	279,393
Newport, Vt., index number assigned to.....	311
Nichols, R. C., assigned to ocean weather duty.....	356
Nielson, A. H., assigned to ocean weather duty.....	370
Nome, Alaska, radiosonde observational program begun.....	361,362
Norfolk, Va., airport station opened.....	300
transfer of personnel to for ocean weather duty.....	328
North Platte, Nebr., airport station opened.....	300
Note on some elements of success.....	369
Notice of termination of leases.....	394
Notice to cease frost warnings.....	367
Notification for telegraphing frost warnings.....	285,367
NPG Major Weather Bulletin.....	386
Oakland, Calif., assignment of personnel to for ocean	
weather duty.....	381
supervision and inspection work of airways service	
transferred to.....	385
Oath of office.....	319
Observational program for five new Alaskan stations.....	361
Observations:	
pilot-balloon--	
Anchorage, Alaska.....	361,362
Bethel, Alaska.....	361,362
Ketchikan, Alaska.....	361,362
Nome, Alaska.....	361,362
Point Barrow, Alaska.....	361,362
radiosonde--	
Albuquerque, N. Mex.....	385
Anchorage, Alaska.....	361,362
Atlanta, Ga.....	385
Bethel, Alaska.....	361,362
Big Spring, Tex.....	320
Boise, Idaho.....	385
Brownsville, Tex.....	339
Buffalo, N. Y.....	385
Charleston, S. C.....	339
Detroit, Mich.....	320,385
Huntington, W. Va.....	385
Ketchikan, Alaska.....	361,362,385
Lake Charles, La.....	320,385
Miami, Fla.....	339
Nome, Alaska.....	361,362

	Page
Observations--Continued.	
radiosonde--continued:	
ocean weather stations.....	297,320
on ocean liners between San Francisco and Honolulu.....	386
Point Barrow, Alaska.....	361,362
St. Louis, Mo.....	385
St. Paul, Minn.....	385
San Antonio, Tex.....	385
San Juan, P. R.....	320,385
Spokane, Wash.....	385
Tallahassee, Fla.....	320
Washington, D. C.....	320,385
radiosonde, special during hurricane season:	
Brownsville, Tex.....	339
Charleston, S. C.....	339
Miami, Fla.....	339
San Juan, P. R.....	339
SGL D&A (see SGL D&A)	
Observations:	
ocean, cooperative project with Coast Guard for.....	297,320
ocean, requests for applicants for.....	327,328
Pacific Ocean, aboard ships in.....	381,382
pilot-balloon, graphing beyond 14,000 meters.....	388
pilot-balloon (see Observations)	
from ocean weather stations.....	297,381
project for making radiosonde during hurricane.....	338,339
radiosonde (see Observations--radiosonde)	
during hurricanes, project for making.....	338,339
special assignments for making.....	320
Ocean City, Md., correction in latitude, longitude, and altitude.....	321
Ocean observation work, requests for applicants.....	327,328
Ocean weather duty:	
details to.....	297,355-357,369-370,381,390
permanent assignments to.....	355
requests for applicants for.....	327
special assignments to.....	320
temporary assignments.....	356,357
changes and additions.....	381
revised.....	369,370
Offices, air-conditioned, test of barometers in.....	339
Officials, field, assignments to Central Office.....	353
Oklahoma City, Okla., employee assigned to for later assignment to Swan Island.....	355
Oneonta, N. Y., index number assigned to.....	328
Opportunities, promotion.....	378
Oregon Inlet, N. C., correction in latitude, longitude, and altitude.....	321
Organization Chart, mailed.....	363
Organizations, veterans' annual encampment of.....	353
Ownership of automobiles used in official travel.....	281
Owyhee, Nev., index number assigned to.....	375

	Page
Pacific Ocean, observations aboard ships in.....	381
Page, Larry F., service and death of.....	342, 343
Paint, white, for instrument shelters.....	366
Palacios, Tex., index number assigned to.....	321
Papers, report on disposal of.....	376
Part-time employees, reimbursement for job work by.....	297
Pasadena, Calif., index number canceled.....	311
Paull, Stephen, assigned to Swan Island.....	354
Paulhus, J. L. H., assigned to ocean weather duty.....	356
assigned to Regional Technical Conference.....	371, 396
Pay rolls (see Accounts)	
Per diem on ocean weather details.....	382
Personnel (see Employees)	
Petersburg, Alaska, index number assigned to.....	386
Peterson, C. G., assigned to ocean weather duty.....	381
Phillips, G. H., elected vice president and appointed member board of directors of USDA Club.....	329
Philofsky, H. M., assigned to ocean weather duty.....	356
Photographs (meteorological subjects) requests for.....	366
Phraseology in weather forecasts, technical.....	327
Pilot-balloon observations beyond 14,000 meters, graphing...	388
Pilot-training program, training meteorologists under civilian	354
Point Barrow, Alaska, radiosonde and pilot-balloon station established.....	362
Point Fermin, Calif., index number assigned to.....	311
Point Hueneme, Calif., index number assigned to.....	311
Point Montara, Calif., index number assigned to.....	311
Point Reyes, Calif., index number assigned to.....	311
Poison ivy.....	336, 337
Policy relative to military training.....	373
Political activity, Hatch Act.....	317, 318
Portland, Maine, activities consolidated at airport.....	300
airport station opened.....	300
Portland, Oreg., Airport, change in location of.....	389
Portland, Oreg., City Office, index number assigned to.....	386
Postal Service, loan of automotive equipment.....	388
Press comments on long-range weather forecasting.....	353
Pressure, converting mean reduced to millibars.....	331
Princess Anne, Va., correction in latitude, longitude, and altitude.....	321
Printing-plant reports.....	395
Privately-owned vehicles for official travel, use of.....	340
Procedure for payment of salaries.....	376
Professional grades, educational standards for.....	308, 309
Project, cooperative with Coast Guard for ocean observations for making radiosonde observations during hurricanes...	297, 320 338
Promotions:	
administrative, definition of.....	379
grade, definition of.....	380
list of.....	380
opportunities.....	378
recommended.....	379, 380

	Page
Property-accountability system, cooperation in effecting...	370
Property classification, new.....	329
Property-record card adjustments.....	394
Property, reports on.....	299
Property, surplus.....	335
Publication (Misc.) No. 376, activity of the Department of Agriculture, 1939.....	322
Publication of data from Canadian stations.....	298
Purchase of brooms, mats, mops.....	387
Purchase requisitions (see Requisitions)	
Purchases from Federal Prison Industries, Inc.....	341
Qualification for promotions to professional grades.....	308, 309
Quarterly mail report.....	331
Questionnaire on estimate of Weather Bureau service.....	327
Haab, E. A. P., assigned to ocean weather duty.....	356
Radio:	
antennae, restrictions on erection of.....	340
Circular No. 15, change in.....	331
NPG major weather bulletin.....	386
schedules, addition to.....	301
Radiophone broadcasts of weather and marine information....	374
Radiosonde observations aboard ship in Pacific Ocean.....	381
Radiosonde observations, additional.....	385
Radiosonde observations, from five Alaskan stations.....	361
Radiosonde observations, project for making during hurricanes	358
Radiosonde stations (see Stations)	
Rahmlow, H. W., assigned to ocean weather duty.....	356
Raob men, experienced.....	320, 396
Rasmussen, D. C., assigned to Point Barrow, Alaska.....	362
Reed, C. D., elected vice president of Federal Business Association.....	326
Regional Technical Conference omitted during summer of 1940	
personnel assigned to.....	371, 396
Registers, triple, ink for.....	367
Regulations:	
Department, amendments to.....	282, 330, 357
maintenance of.....	338
revised Table of Contents for.....	282
Standard Government Travel, amendment to.....	340
Station, revised.....	282, 284, 312
Reimbursement for travel by automobile on actual expense basis.....	283
Reiter, P., assigned to ocean weather duty.....	356
Renneke, M. V., assigned to Regional Technical Conference..	371, 396

	Page
Reports:	
aircraft accidents.....	284
annual on station library books.....	394
barometric, error in, from Akron, Colo.....	358
discontinuance of SGL D&A.....	281, 312, 320
J. C. P.....	395
mail, quarterly.....	331
of departure and arrivals, Form 4078.....	368
on ditto machines.....	377
on papers, disposal of.....	376
on printing plants.....	395
on property.....	299
on transfers of personnel.....	340
Requests:	
concerning rural electrification.....	341
for applicants for ocean observation work.....	327
for bills of lading.....	367
involving large expenditures.....	280
Requisitions:	
for slide-rule accessories.....	323
stores, based on stock catalogue, 1940.....	340
supplies, requiring purchase.....	323
Responsibility of the meteorologist.....	380, 381
Restrictions on erection of radio antennae.....	340
Restrictions on shifts of personnel from defense agencies...	365
Retired employees:	
Calvert, Edgar B.....	287, 342
Cline, Joseph L.....	382
Hobbs, Herman E.....	360
Spencer, James H.....	382, 383
Stopp, Miss Anna.....	315
Washington, Rudolph.....	326
Retired official assists in emergency.....	370
Retirement fund, making additional voluntary contributions to	318-19
Return of empty bags.....	376
Reusser, H. M., compilation of "Thirty Years of Climatological Data of Berne, Ind.," by.....	326
Richards, H., assigned to ocean weather duty.....	356
Richmond, Va., personnel commended for service.....	390
Riddle, Idaho, correction in longitude and altitude.....	321
index number canceled.....	328
Ridney, D. A., assigned to ocean weather duty.....	356
Robins, M. V., appointed chairman of communications committee and member of executive board of Federal Business Associ- ation.....	334
Rochester, N. Y., consolidation of activities at airport....	393
Rock, C. L., assigned to Regional Technical Conference.....	371, 396
Hockney, V. D., assigned to Anchorage, Alaska.....	362
Hodgers, L. T., assigned to Regional Technical Conference...	371, 396
Koot, C. J., reappointed member of executive committee of Federal Business Association.....	326
Roseau, Minn., correction in latitude, longitude, and altitude	321

	Page
Rossby, C. G., lecturer at Regional Technical Conference...	396
Roster of personnel mailed.....	387
Rothenberg, L., assigned to ocean weather duty.....	356
Ruby, Alaska, index number assigned to.....	328
Rules for alphabetic filing, mailed.....	363
Rules, slide, requisitions for accessories.....	323
Rural electrification, requests concerning.....	341
Rural electrification talk, mailed.....	322
St. Joseph, Mo., first-order airport station closed.....	357
Salaries, procedure for payment of.....	376
Saltillo, Tex., index number canceled.....	311
San Antonio, Tex., radiosonde observations begun.....	385
San Clemente Island, Calif., index number assigned.....	311
San Diego, Calif., activities consolidated at airport.....	300
San Francisco, Calif., NPG Naval Radio Station, weather bulletin inaugurated.....	386
San Juan, P. R., assignments for radiosonde work.....	320
radiosonde observations made during hurricanes.....	339
radiosonde station established.....	385
San Miguel Island, Calif., index number assigned.....	311
correction in longitude and altitude.....	321
San Pablo, Calif., index number canceled.....	311
San Pedro, Calif., change in verifying velocity.....	284
San Rafael, Calif., index number canceled.....	311
Santa Barbara, Calif., index number assigned to.....	375
Sault Ste. Marie, Mich., correction in call letters from Coast Guard station.....	331
Savings from Weather Bureau warnings.....	306
Schedules, radio, addition to.....	301
Scholarship, Miss Linnie Marvick awarded flight.....	360
Seattle, Wash., correspondence with regarding Bellingham, Wash.....	387
Senneterre, Quebec, index number assigned to.....	311
SGL D&A reports, discontinuance of.....	281,312,313,320
Shaw, A. E., assigned to ocean weather duty.....	370
Shelters, instrument, white paint for.....	366
Sheridan, Wyo., activities consolidated at airport.....	300
Shipments:	
bid specifications for, circular mailed.....	321
freight and express, circular mailed.....	313
of household goods, Executive Order.....	393
of household goods, limits of weight.....	340
Showalter, A. K., assistant at Regional Technical Conference	396
Signatures to error letters.....	331
Silver Lake, Calif., correction in latitude and altitude..	321
Skurnick, S., assigned to ocean weather duty.....	356
Slide-rule accessories, requisitions for.....	323
Smith, E. D., lecturer at Regional Technical Conference....	396
Sodergren, F. C., assigned to ocean weather duty.....	356
Soil Conservation Service, Weather Bureau service to.....	361
Sonora, Tex., index number canceled.....	311

	Page
Southwick, T. S., assigned to Regional Technical Conference	371,396
Spencer, J. H., retirement and service record of.....	382
Spotted fever, Ticks and.....	335,336
Springfield, Mo., activities consolidated at airport.....	362
Standard bid specifications for packing, crating, and hauling household goods, circular mailed.....	321
Standard maps for airport stations.....	299
State and local forecasts.....	280
Station analysis of time, circular letter mailed.....	313
Station library books, annual report on.....	394
Station regulations (see Regulations)	
Stations:	
Canadian, publication of data from.....	298
index numbers for (see Index Numbers)	
index of, mailed.....	335
name to be typed on letterheads.....	284
new, consolidations, and changes in Weather Bureau service.....	300
standard maps for.....	299
Stations:	
airport--consolidation of activities at:	
Chattanooga, Tenn.....	375
Cleveland, Ohio.....	362
Dallas, Tex.....	375
Evansville, Ind.....	375
Helena, Mont.....	334
Rochester, N. Y.....	393
Springfield, Mo.....	362
Canadian, index numbers for (see Index Numbers)	
publication of data from.....	298
first-order closed:	
Alexandria, Minn.....	362
Bellingham, Wash.....	386
Crown Point, Oreg.....	357
Elmira, N. Y.....	387
Grand Island, Nebr.....	357
Long Beach, Calif.....	357
Marshall, Mo.....	329
Montague, Calif.....	357
New Haven, Conn.....	357
St. Joseph, Mo.....	357
first-order opened:	
Bethel, Alaska.....	362
Ketchikan, Alaska.....	362
Point Barrow, Alaska.....	362
Swan Island, W. I.....	354
Tucson, Ariz.....	387
forecast and/or supervising centers established:	
Boston, Mass., Airport.....	385
Fairbanks, Alaska.....	374
Los Angeles, Calif.....	385
New York, N. Y., Airport.....	329

	Page
Stations--Continued:	
radiosonde established:	
Anchorage, Alaska.....	361
Bethel, Alaska.....	361
Ketchikan, Alaska.....	361
Nome, Alaska.....	361
Point Barrow, Alaska.....	361
San Juan, P.R.....	385
Swan Island, W. I.....	354
Stencils for Form 1030, formographed mimeograph.....	328
Stickley, A. R., assigned to ocean weather duty.....	356
Stirling, Ont., index number assigned to.....	321
Stock Catalog for 1940, amendment to.....	387
mailed.....	329
stores requisitions based on.....	340
Stores requisitions based on Stock Catalog, 1940.....	340
Success, a note on some elements of.....	369
Sulphur Springs, Tex., correction in latitude and altitude..	321
index number assigned to.....	311
Summary of personnel actions July 1 to December 31, 1939....	288-295
Summary of personnel actions January 1 to June 30, 1940....	344-352
Supervisory and forecast activities transferred from	
Burbank to Los Angeles.....	385
Supervisory activities transferred from Newark to New York	
Airport and forecast center established.....	329
Supplies:	
bags, return of empty.....	376
bid for purchase of bituminous coal.....	393
bills of lading for.....	367
chalk-plates, contracts for.....	388
dates on receipts for inspection certificates.....	389
ditto machines, report on.....	377
estimate forms for fuel, gasoline, etc.....	388
freight and express shipments.....	313
ink for triple registers.....	367
new property-accountability system.....	370
new property, classification of.....	328
property-record card adjustments.....	394
purchase of brooms, mats, and mops.....	387
purchases from Federal Prisons Industries.....	341
requiring purchase requisitions.....	325
Stock Catalog, 1940, mailed.....	329
amendment to.....	387
surplus property.....	335
Swan Island, W. I., applicants for assignment to.....	355
first-order and radiosonde station established.....	354
index number assigned to.....	311
salary, procedure for payment of.....	376

	Page
Tallahassee, Fla., applicants for assignment to for	
radiosonde work.....	320
index number assigned to.....	311
Weather Bureau Office opened.....	300
Taylor, G. D., assigned to ocean weather duty.....	356
Technical phraseology in weather forecasts.....	327
Telegrams, disposal of routine.....	324
Telegraphing frost warnings, notification for.....	283, 367
special observations.....	283
Telephone:	
automatic service.....	279, 280, 392, 393
distribution of weather information by.....	279, 280, 393
tolls, long-distance.....	311, 312
weather forecasts by.....	279, 280, 392
Temporary assignments of field officials to Central Office..	333
Tenenbaum, O., assigned to Regional Technical Conference....	371, 396
Termination of leases, notice of.....	394
Test of barometer readings in air-conditioned offices.....	339
"Thirty Years of Climatological Data of Berne, Ind.," compiled by H. M. Reusser.....	326
Tiana, L. I., N. Y., correction in altitude.....	321
Ticks and spotted fever.....	335, 336
Time, station analysis of, circular on, mailed.....	313
Tolls, long-distance telephone.....	311
TOPICS AND PERSONNEL, Index for 1938 mailed.....	322
Index for 1939 mailed.....	387
Tracy, Calif., index number canceled.....	311
Training activities, in-service.....	319
Training meteorologist under civilian pilot-training program	354
Transfer of personnel, leave and pay-roll status en route...	285
Transfer of personnel, reports on.....	340
Transportation of household goods.....	340, 393
Travel:	
authorizations for fiscal year 1941.....	324
disallowances (see Accounts)	
official, use of privately owned vehicles for.....	340
ownership of automobiles used in official.....	281
Regulations amended.....	340
reimbursement of use of automobile on actual expense basis.....	283
Trenton, Ont., index number canceled.....	321
Triple registers, ink for.....	367
Tuch-pattern barometers.....	299
Tucson, Ariz., first-order station opened.....	387
index number assigned to.....	386
Tyndall, S. Dak., correction in longitude and altitude.....	321
USDA Clubs, continuance of membership in.....	334
elected to membership in.....	287, 300, 329
Use of privately owned automobiles for official travel.....	340

	Page
Vehicles, use of privately owned for official travel.....	340
Velocities, changes in verifying.....	284, 369
Vestal, C. K., assigned to Regional Technical Conference....	371, 396
Veterans' organizations, annual encampment of.....	333
Vouchers (see Accounts)	
Waco, Tex., Weather Bureau Office opened.....	300
Wagaming, Ont. (see Armstrong, Ont.).....	321
Walker Bay, District of Franklin, index number canceled....	311
Walstrom, Arthur W., elected vice president of USDA Club....	287
Warnings for horticultural service.....	305-309
Warnings, frost, notice to begin.....	283
notice to cease.....	367
Watertown, N. Y., index number canceled.....	311
SGL D&A reports from discontinued.....	313
Weather and marine information, radiophone broadcast of....	374
Weather broadcasts, technical phraseology in.....	327
Weather Bulletin, NPG Major.....	386
Weather Bureau Correspondence Course.....	363, 392
Weather Bureau Correspondence Files, numbers added to.....	314
Weather Bureau, educational standards for professional grades in the.....	308
Weather Bureau horticultural protection service.....	305-309
Weather Bureau service, changes in.....	300
Weather Bureau service, questionnaire on estimate of value of	327
Weather Bureau services to agriculture.....	361
Weather Code, Caribbean.....	586
Weather duty (see Ocean weather duty)	
Weather forecasts by telephone.....	279, 280, 392
long-range, Press comments.....	353
Weather information, automatic telephone distribution of.	279, 280, 392
Weather service, appreciation of efforts toward a more efficient.....	312
questionnaire on estimate of value of.....	327
Weber, E., assigned to ocean weather duty.....	357, 370
Weekly and monthly means code.....	334
Weekly and monthly means words.....	283
West Union, Ohio, index number canceled.....	321
White River Junction, Vt., index number canceled.....	311
Wiggin, B. L., in charge at Newark, N. J.....	329
Wills, H. M., temporary assignment to Central Office.....	333
Wind velocity, verifying.....	589
Windsor, Ont., index number assigned to.....	563
Withholding mail preceding Christmas holidays.....	388
Woolard, E. W., discussion of dynamical meteorology by.....	596
Woollum, C. A., assigned to ocean weather duty.....	356
Wosnesenski, Alaska, correction in altitude.....	328
index number assigned to.....	311
Wulf, O. R., in charge of radiation and ozone studies.....	396
Yakutat, Alaska, index number assigned to.....	386
Younkin, J., assigned to Regional Technical Conference.....	371, 396

WEATHER BUREAU TOPICS AND PERSONNEL

JANUARY 1940

INFORMATION

CLASSIFICATION OF ARTICLES

As announced in TOPICS AND PERSONNEL some months ago, acting upon suggestions from the field, items beginning with this issue are classified into "Information", "Instructions", and "Personal Items". An extra copy of pages of "Instructions" is included, printed on one side of the sheet only, so that those who desire to clip paragraphs and paste them in the publications to which they apply may do so. In this issue also is given a summary of administrative promotions and transfers involving change in headquarters during the past 6 months.

WEATHER FORECASTS BY TELEPHONE

To care for the thousands of telephone requests for weather information, telephone companies in a number of cities have installed, or are installing, a voice-recording and reproducing machine which repeats the current Weather Bureau forecast about once every 30 seconds. At least three machines are held in readiness. While one machine is out of service during a recording, another carries on. A third is held in reserve. In New York as many as 150 calls can be received at one time.

To date the mechanical "voice" is at work in New York, N. Y., Chicago, and Newark and soon will be in operation at Detroit and Baltimore.

When the service was started in New York, provision was made for a maximum of 30,000 calls a day. This number was exceeded the first day by 8,000, and on the fourth day 58,000 calls were recorded. Provision now has been made for a maximum of 100,000 calls a day. The "voice" has experienced the same popularity in the other cities. Unusual weather conditions send the number up sharply. Shortly after the service began, a sudden snow flurry in New York in April brought 3,600 calls in an hour. A temporary change to clearing during a period of rain or fog registered 4,200 calls in an hour.

Although the telephone "voice" has not greatly decreased the number of calls handled by local Weather Bureau Offices, it has made it possible for those who need more weather information than can be recorded in the 30 seconds automatic forecast, or who have other business with the Bureau, to get their calls through the regular switchboard to the Weather Bureau office.

RARE BOOK
QC
875
U6
U96
1938-1941

National Oceanic and Atmospheric Administration Weather Bureau Topics and Personnel

ERRATA NOTICE

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

Discolored pages
Faded or light ink
Binding intrudes into the text

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

HOV Services
Imaging Contractor
12200 Kiln Court
Beltsville, MD 20704-1387
November 1, 2007

Previously, the New York office was able to handle slightly over 500 calls a day, and as many as 10,000 persons who called received a "busy" signal. Many of these were contractors, food and fuel dealers, shippers, travelers, and others, who can not plan their business without the latest weather forecast. That the automatic weatherman is taking care of these people is shown by the New York reports. There 60 percent of the calls answered by the "voice" come from business areas. Calls from business phones drop sharply in numbers on Sundays and holidays.

Although the demand for forecasts by the "voice" is increasing rapidly, there are still those who like to call the Weather Bureau and "talk about the weather". Also, reports show that some persons, principally travelers and week-enders, call the Weather Bureau office direct for more detailed information to serve their special purposes.

AUTOMATIC TELEPHONE DISTRIBUTION OF WEATHER INFORMATION

Apparatus for automatic telephone distribution of forecasts and weather information, as described in the foregoing article, have proved so successful in operation as to lead telephone companies in large cities to undertake new installations.

Station officials should understand, however, that these machines are developed and put into use as adjuncts to a commercial enterprise and are not financed by the Weather Bureau, even as a matter of rental. New installations must, therefore, depend entirely on the planning and management of the telephone companies involved, and it will not be proper to bring to bear any official pressure to effect installations where they do not now exist.

Weather Bureau officials in large cities are authorized, however, to express the Bureau's interest in this development and to offer their most complete cooperation should new installations be planned.

REQUESTS INVOLVING LARGE EXPENDITURES

A number of requisitions have been received from stations for items involving large expenditures. The total sum represented by these requisitions is far in excess of appropriations and curtailment of requests is, therefore, necessary. It is the policy to either take favorable action or to make individual reply to requests and recommendations from the field, as far as is possible. However, so many requisitions have been received that action will be much delayed.

STATE AND LOCAL FORECASTS

Official verification of State forecasts was discontinued, effective January 1, 1940. Maintenance of a standard for comparison of grades made by practice forecasters will be accomplished under the provision in circular of December 12, 1939 (see also TOPICS AND PERSONNEL of November 1939), which requires district forecasters to prepare forecasts each day for five selected cities for verification under the same rules as those applying to practice forecasters.

All rules relating to the reporting of differing local forecasts will remain in effect. Although local forecasts will not be made the subject of formal verification, periodic checks as to number and accuracy of differing forecasts will be made.

The purpose of discontinuing former verification procedures is to permit the use of terminology which best conveys to the public the forecaster's expectations regarding the coming weather. This applies to both State and local forecasts, and it is expected that officials in charge will formulate their local forecasts in accordance with this principle.

OWNERSHIP OF AUTOMOBILES USED IN OFFICIAL TRAVEL

The attention of employees who have been given advance authorization to use their automobiles on official travel on a mileage basis is invited to the fact that the General Accounting Office will not allow reimbursement on a mileage basis for use of an automobile unless the automobile is registered in the employee's name or jointly in his name and that of his wife. Employees are, accordingly, cautioned against use of automobiles registered in the names of members of their families for official travel on a mileage basis.

DISCONTINUANCE OF REPORTS IN SGL D&A SYSTEM

Distribution of 7:30 a. m. and 7:30 p. m. observations from Casper, Wyo., in the SGL D&A system was discontinued at the termination of January 31, 1940.

Distribution in the SGL D&A system of 7:30 p. m., E. S. T., observations from Ithaca, N. Y., was discontinued at the termination of January 31, 1940.

Distribution of Lewiston, Mont. (771), observations in the SGL D&A system was discontinued January 15, 1940.

EMPLOYEES' BOOK SERVICE

Attention is called to the fact that books cannot be obtained from the General Schedule of Supplies, but must be obtained from the publisher. It is thus obvious that the price will be somewhat higher. Discounts range from 15 to 30 percent from publisher's list price, but the cost of postage is added to the bill.

ON MOUNT WASHINGTON

The following is quoted from a newspaper article on Mount Washington, which appeared January 17, 1940:

Give a cheer for those boys on Mount Washington who are as securely isolated for the moment as Byrd at the South Pole.

The article also states:

This morning the temperature was 30° below zero and the average wind velocity 90 miles an hour. Conditions like this on top of Mount Washington are quite normal during the winter.

Wind velocities of over 200 miles an hour and temperatures considerably lower than 40° below zero are of record.

A recent program broadcast to the Byrd party in the Antarctic was followed by a "mail-bag" exchange of messages. An amateur radio operator at Lancaster, Pa., asked how cold it was so near the South Pole. The reply was, "twenty-three above zero". "That's just what it is here", exclaimed the operator. But, remember, it is summer time now in the Antarctic.

CIRCULAR

A circular, dated January 31, 1940, entitled "Preparation and Distribution of Copies of Accepted Bids", over the signature of the Chief of Business Administration, was forwarded to each Weather Bureau station on February 9, 1940. Any station not receiving a copy should notify the Central Office.

DEPARTMENT REGULATIONS

Copies of amendments to Department Regulations, Nos. 93, 94, and 95, and also revised table of contents, were mailed to all first-order stations on February 1, 1940. Any station not receiving a copy should notify the Central Office.

STATION REGULATIONS

Pages of Station Regulations, numbers 79-2R, 80-R, and 80a were mailed to all first-order stations on January 27, 1940. Any station not receiving a copy of each should notify the Central Office.

INSTRUCTIONS

Instructions Nos. 9, 10, and 11, September, October, and November, 1939, were mailed to selected stations on November 29 and December 19, 1939, and January 27, 1940, respectively.

INSTRUCTIONS

TELEGRAPHING OF SPECIAL OBSERVATIONS

Forwarding of special observations to district forecast centers when storm or small-craft warnings are hoisted or lowered at the discretion of local officials is unnecessary; as a rule, under the present distribution of reports. However, if the local official thinks that a special observation may be of value to the district forecaster, he may add to his message in plain language the wind direction and velocity, unusual pressure change, or other significant information on which the warning is based. A reference to this article should be made under paragraphs 202, 208, and 209 of Station Regulations.

NOTIFICATION FOR TELEGRAPHING FROST WARNINGS

Station officials are reminded that the season is approaching when frost warnings will be needed. When vegetation has advanced sufficiently to require warnings, notification should be sent to the forecast center by mail if delivery can be effected in 24 hours; otherwise, by telegraph. Notification by mail should be in a separate letter; cards or card forms should not be used for this purpose. See paragraph 75, Weather Code, 1936 (Revised).

REIMBURSEMENT FOR TRAVEL BY AUTOMOBILE ON ACTUAL EXPENSE BASIS

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

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

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

The above article appeared in TOPICS AND PERSONNEL of May 1935, and is reprinted chiefly for the information of recently established stations.

WEEKLY AND MONTHLY MEANS WORDS

Attention of station officials is invited to current instructions providing that weekly means of temperature and precipitation must be forwarded to the Central Office direct, or to the proper collecting center, immediately after the observation each Tuesday morning; also, that when the first working day of the month falls on Tuesday, the weekly

and monthly data must be telegraphed together on Tuesday morning. Collecting centers have a deadline for transmitting the composite reports to the Central Office, and recently a number of station reports had not been received at the deadline time, necessitating supplemental telegrams at additional expense to the Bureau to transmit the tardy reports.

COMPUTING LENGTH OF GROWING SEASON

Attention has been called to the fact that in the preparation of frost data for the 1930 issue of Bulletin W, a uniform system of computing the interval between the last killing frost in spring and the first in fall was not followed. In computing the frostless period, the day on which the last killing frost occurred in spring should be counted, but not that of the first fall frost. The last frost usually occurs about the time of a rise in temperature, as evidenced by the fact that no frost occurred on the following morning. Therefore, with a rapid rise in temperature after the early morning frost, that day is counted as a growing day. The first frost in fall occurs in the early morning and there is nothing left to grow on that day if vegetation susceptible to frost damage was killed. Consequently, the day is not counted as a growing day.

In warm sections where *occasionally* there is no fall frost until after December 31, the calendar year should be considered as a unit, and where several years often go by without a killing frost, no attempt should be made to give average frost dates nor the average duration of the growing season. (See Section 105 of Bulletin W.)

CHANGES IN VERIFYING VELOCITIES

The following revisions should be made in the list of verifying velocities appearing on page 79-2R, Station Regulations.

Change verifying velocity at Boston to 28 miles for all directions, delete Ludington, and add San Pedro, verifying velocity 36, exceptions 30 SE., E., and NE.

LETTERHEADS

Officials of stations using letterheads on which the name of the station does not appear are requested to see that the name of the station is typed thereon. This practice is necessary in order to identify correspondence more readily.

REPORTS OF AIRCRAFT ACCIDENTS

In paragraph 6 of the item entitled "Reports of Aircraft Accidents", on pages 158 and 159 of the July 1935 issue of TOPICS AND PERSONNEL, the first sentence should be revised to show that the mailing of a copy to the general supervising airport station is authorized and desired.

MARKING ENVELOPES FOR THE CENTRAL OFFICE

When forwarding bid forms, and Purchase and Stores Requisitions to the Central Office, station officials are requested to see that the envelopes are marked "Forms for the Supplies Section". If bid forms are accompanied by checks or money orders, the envelopes must be marked for attention of the File Room.

LEAVE AND PAY-ROLL STATUS

It is desirable in connection with all permanent transfers or temporary details of personnel that adequate information as to the employee's leave and pay-roll status be furnished the Central Office and the official in charge of the new station. Accordingly, at the time a transfer or temporary detail is effected, a letter in the form given hereunder will be addressed by the official in charge of the old, or permanent, station to the official in charge of the new, or temporary, station and copy thereof will be forwarded to the Central Office. A copy will also be furnished to the official in charge of the city office and the general supervising airport station if the employee is transferred or detailed either from or to an airport station. The procedure will, of course, apply to transfers or temporary details between field stations and the Central Office.

In the event an official finds that he can not report for duty at the new station approximately on the date indicated in the form letter announcing his departure from the former station, he will notify the Central Office and the station to which he is proceeding as promptly as practicable, giving the reasons for the delay and the expected time of arrival.

In order to expedite transfers, it is preferred that only limited amounts of leave should be taken en route between stations, and the taking of large accumulations of leave will be discouraged while employees are en route between stations. Each case, however, will be decided on its own merits and applications for leave en route should be prepared to be approved by both the old and new assignment stations.

It should be emphasized that the Central Office wishes to be as liberal as possible in granting this leave, but in many cases extended delays in reaching new assignments work hardships on those who may also be entitled to leave and also result in delays in performance of official work at those stations and, in some cases, the release of employees to go elsewhere.

The following form of letter has been adapted from one that has been in use at the San Francisco office for several years:

Station.....
Date.....

Official in Charge,
Weather Bureau Office,
.....

Sir:

Mr. has been ordered transferred to your station for permanent duty. He left this station on, 19.., and expects to arrive at your station on, 19.. His pay-roll classification is; his present salary rate is \$.....

(Title.) (Grade.)
per annum, and the expense for his salary at this station has been charged to the appropriation. His name will be dropped from the pay roll of this station at the termination of, 19.., and he will submit a time sheet for the current month upon arrival.

The leave record of this employee is as follows:

Class of leave	Available at beginning of year*		Previous absence this year		Remainder	
	Days	Hours	Days	Hours	Days	Hours
Annual -----						
Sick -----						
Without pay -----						

Mr. ----- plans to take ----- days of leave en route, which time ^{has} been included in the leave record above.
has not

Respectfully,

Official in Charge.

*Includes accumulated leave.

PERSONAL

RETIREMENT

Mr. Edgar B. Calvert, Principal Meteorologist and Chief of the Forecast Division, will have reached the 50th anniversary of his entry into the meteorological service of the United States Government on March 21, 1940. He has expressed desire to relinquish active duty soon thereafter and to be placed in retired status at the expiration of the accumulated leave to which he may be entitled.

U. S. D. A. CLUBS

Weather Bureau officials have been elected to offices in U. S. D. A. Clubs as follows:

Mr. John A. Armington, Indianapolis, Ind., has been elected vice president of the local U. S. D. A. Club for the current year.

Mr. Erle L. Hardy and Miss Margarete E. Mann, Albuquerque, N. Mex., have been elected vice president and secretary-treasurer, respectively, of the recently established local U. S. D. A. Club.

Mr. Andrew P. Keller, Buffalo, N. Y., elected vice president of the local U. S. D. A. Club.

Mr. Joseph R. Lloyd, Kansas City, Mo., appointed chairman of program committee of the local U. S. D. A. Club.

Mr. Arthur W. Walstrom, Detroit, Mich., elected vice president of the recently established local U. S. D. A. Club.

DEATHS

Mr. John W. Smith, who was retired June 14, 1924, died at his home in Cambridge, Mass., on January 21, 1940. An outline of his service and a notice of his retirement will be found in the July 1924 issue of TOPICS AND PERSONNEL.

Mr. Marcus A. Rice, junior meteorologist at the Reno station, died at his home on January 19, 1940. He was born in Pawnee City, Nebr., on July 13, 1887. Mr. Rice entered the Weather Bureau service on November 5, 1908, at Washington, D. C., as assistant observer, and later served as assistant at Portland, Oreg., San Francisco, and Reno. His service at the latter station began on September 16, 1924.

Mr. William Davis, who was retired on January 29, 1928, died at his home in Cleveland Heights, Ohio, on December 28, 1939. An outline of his service and a notice of his retirement will be found in the January 1928 issue of TOPICS AND PERSONNEL.

SUMMARY OF PERSONNEL ACTIONS JULY 1 TO DECEMBER 31, 1939

Administrative promotions of one step in grade have been authorized in the following cases of employees with salaries not exceeding \$3,800 who have not received any salary increase since January 1, 1934. Recent Department instructions require consideration of such cases in which there has been no salary increase since that date before action can be taken on any other administrative promotions. Pursuant to announced policy, the Central Office is continuing its systematic consideration of all cases eligible for administrative promotions.

It is not possible to state at present how many more administrative promotions can be made during the current fiscal year. Action will depend upon the funds available and other restrictions. There are numerous employees who have received no promotion for several years. Limitations in funds applicable for effecting promotions will not permit action in all such cases that are meritorious. Letters have been received from individuals inquiring as to promotion prospects. While the Central Office appreciates the concern of employees in this respect, individual letters are not desired, for the following reasons:

Personal appeals do not assist in expediting promotions; all cases are being considered systematically and action on administrative promotions is based upon the merits of each case, including length of time since last promotion. It is seldom possible to make definite reply to inquiries as to the prospects of promotion in individual cases. Moreover, it is beyond the capacity of the administrative and clerical force of the Central Office to handle personal inquiries in a large number of cases. General announcement as to promotion prospects will be made in TOPICS AND PERSONNEL when practicable.

Because of circumstances beyond our control, the promotion program is not moving as rapidly as expected. The Central Office was hopeful that adequate provision would be made for much-deserved administrative promotions in the field and departmental service during the coming year. There was included in this year's approved budget estimates a sum of \$55,750 for general administrative promotions. This amount was, however, disapproved in the current House appropriation bill, as were similar items for other Bureaus. The present sentiment in Congress with reference to increases for personnel is indicated by the following quotation from the Congressional Record of February 6, page 1616: "The Civil Service Commission is deprived of \$200,000 for increased personnel. I may say that the Committee on Appropriations made a point of not voting for any increased personnel for any Government agency which appeared before it." While there is reason to hope that the urgent needs of the Weather Bureau will be recognized and moderate increases authorized, the foregoing serves to indicate to the service the present sentiment with reference to economy in increases for personnel.

ADMINISTRATIVE PROMOTIONS

CENTRAL OFFICE

Dashiell, B. Francis.
Glover, George J.

Lee, William D.

Montrop, Ernest G.

FIELD

Adams, Gayle S.
Alter, J. Cecil.
Armstrong, Lloyd T.
Bennett, Wesley M.
Carter, Harry G.
Cohen, David.
Cohen, Meyer S.
Cole, Herbert E.
Collins, Harry L.
Collman, Herman T.
Deitch, Samuel.
Disterdick, Fred L.
Drapier, William C., Jr.
Farrell, Edward A., Jr.
Fields, Leslie C.

Green, Samuel D.
Harris, John B.
Jespersion, Charles F.
Jungermann, Joseph F.
Lawler, Thomas A.
Lindley, Robert T.
Math, Frank A.
Miller, Ross O.
Morten, Carl G.
Neick, Ralph W.
Nelson, Eskil M.
Raplee, Llewellyn.
Raynes, Harry.
Ribble, Norbert G.
Sampson, Harold M.

Shope, William B.
Smith, Jacob J.
Smith, Mrs. Mary H.
Sprague, Malcolm.
Sutton, Everett L.
Sutton, Paul F.
Tresner, Jimmie W.
Trotter, Samuel B.
Walker, Charles D.
White, Clement R.
Whitney, Frank B.
Wiesner, Abe.
Williford, Charles C.
Wyland Will L.

THE FOLLOWING TABULATION IS A BREAK-DOWN OF PERSONNEL CHANGES MADE DURING THE ABOVE-MENTIONED PERIOD

	CUSTODIAL					C. A. F.							S. P.							P.						TOTAL						
	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6							
Transfers to vacancies one grade higher (i. e., grade promotions).		1			1		6	14	7	3	1				10	48	39	11	1		17	3	2									164
Transfers to vacancies with duties entailing reallocation to higher grade eventually and in which one-step preliminary promotion has therefore been made.																					9					24	6	4				43
Step promotions within grade.*		1	1		1			1	1					3	3	6	17	1		33	19	10	3	1							101	
Changes in headquarters with no promotion.							2	2						1	2	8	9	15	1		20	6	3	1								70
Original appointments	3	1	1			9	22	27					16 ¹	10 ²	44	1	1			1	1										137	
Appointments by transfer	1	3	1			1	26	23							4		5			3	2	1		1							71	
Appointments by reinstatement							3							2	3	2	1														11	

NOTE.—The figures on the first line are entered under the columns giving grade to which the groups were promoted. For example, 48 SP-3's were promoted to SP-4, 13 SP's have been promoted to P-1. These grade promotions have all been made to fill vacancies in connection with the airway-expansion program and the four-maps-and-forecasts daily program.

*Includes 43 step promotions shown in second item.

¹ Includes 6 temporary appointments.

² Includes 1 temporary appointment.

Total deaths, 3.

Total resignations and terminations, 36.

Total retirements, 2.

The following transfers, with change in headquarters, have been made during this 6-month period:

Name	From	To
Ahola, Alvar.....	Milwaukee, Wis.....	Minneapolis, Minn., assistant.
Alexander, Verne.....	Oklahoma City, Okla....	Kansas City, Mo., in charge hydrologic unit.
Aldredge, Robert C.....	Charleston, S. C..... (Airport.)	Washington, D. C., assistant.
Anderson, Guy C.....	Detroit, Mich..... (Airport.)	Toledo, Ohio (Airport), assistant.
Arnerich, Paul A.....	Burbank, Calif.....	Oklahoma City, Okla. (Airport), assistant.
Arnote, Mrs. Pauline T.	Washington, D. C.....	Houston, Tex., assistant clerk-stenographer.
Ashburn, Edward V.....	Oakland, Calif.....	Cambridge, Mass., to attend Massachusetts Institute of Technology.
Ballard, John C.....	Arlington, Va..... (Airport.)	North Beach, L. I., N. Y., assistant.
Bertoni, Louis.....	Kylertown, Pa.....	Chicago, Ill., assistant.
Blanc, Milton L.....	Port Arthur, Tex.....	Lakeland, Fla., assistant.
Bollay, Eugene.....	Washington, D. C.....	Knoxville, Tenn., assistant.
Bomalaski, Herbert H.	Cleveland, Ohio..... (Airport.)	Evansville, Ind., assistant.
Brady, James M.....	Albuquerque, N. Mex....	Washington, D. C., assistant.
Brownlee, Willard A....	Harrisburg, Pa..... (Airport.)	Syracuse, N. Y. (Airport), assistant.
Brunk, Ivan W.....	Tacoma, Wash.....	Seattle, Wash. (Airport), assistant.
Burns, Francis M.....	Washington, D. C.....	Seattle, Wash., assistant clerk-stenographer.
Byers, Horace R.....	Washington, D. C.....	Chicago, Ill., in charge of training school.
Carney, Charles B.....	Newark, N. J..... (Airport.)	North Beach, L. I., N. Y., assistant.
Carpenter, Carl A.....	Butte, Mont.....	Billings, Mont., assistant.
Carpenter, Lowell E....	Pocatello, Idaho.....	Boise, Idaho (Airport), assistant.
Carstensen, Louis P....	Arlington, Va..... (Airport.)	Washington, D. C., assistant.
Chadsey, Elmer M.....	Redding, Calif.....	Sheridan, Wyo. (Airport), assistant.
Chapman, Percy H.....	Toledo, Ohio..... (Airport.)	Kansas City, Mo. (Airport), assistant.
Cheney, Werlen F.....	Reno, Nev..... (Airport.)	Casper, Wyo., in charge.
Chrestensen, Paul E....	Fargo, N. Dak..... (Airport.)	Spokane, Wash. (Airport), assistant.
Christie, Ernest J.....	Kansas City, Mo.....	Hartford, Conn., in charge.
Clapp, Philip F.....	Washington, D. C.....	Cambridge, Mass., to attend Massachusetts Institute of Technology.
Clark, Kenneth R.....	Rock Spring, Wyo.....	North Platte, Nebr. (Airport), assistant.
Congdon, Albert L.....	Denver, Colo.....	Albuquerque, N. Mex., assistant.
Cowdrick, Wendell E....	Newark, N. J..... (Airport.)	North Beach, L. I., N. Y., assistant.
Crowshaw, Arthur J....	Birmingham, Ala..... (Airport.)	Medford, Oreg., assistant.
Curtis, Robert H.....	Washington, D. C.....	Albuquerque, N. Mex., assistant.
Decker, Fred W.....	Portland, Oreg..... (Airport.)	Oakland, Calif. (Airport), assistant.

Name	From	To
Deutsch, Arthur	Floyd Bennett Field (Brooklyn, N. Y.)	Newark, N. J. (Airport), as- sistant.
Dickinson, Willard E.	Washington, D. C.	Hartford, Conn. (Airport), as- sistant.
Divver, Paul J.	Boston, Mass. (Airport.)	Portland, Maine (Airport), as- sistant.
Dobbs, Roswell V.	Nome, Alaska	Seattle, Wash., assistant.
Dunn, Gordon E.	Jacksonville, Fla.	Chicago, Ill., assistant.
Dwelle, Horace C.	Cheyenne, Wyo.	Casper, Wyo., assistant.
Dye, Lawrence M.	Omaha, Nebr. (Airport.)	Miami, Fla. (Airport), assist- ant.
Eberhardt, John C.	Denver, Colo. (Airport.)	Pasadena, Calif., to attend California Institute of Tech- nology.
Edrington, Oren E.	Milwaukee, Wis. (Airport.)	Omaha, Nebr. (Airport), as- sistant.
Elford, Carroll A.	Pocatello, Idaho	Albuquerque, N. Mex., assist- ant.
Epstein, Lester	Detroit, Mich. (Airport.)	Alpena, Mich., assistant.
Ewers, Robert J.	Lander, Wyo.	Missoula, Mont., assistant.
Fink, Kenneth C.	Oakland, Calif. (Airport.)	New York, N. Y., to attend New York University.
Fitzgibbons, Warren J.	Cheyenne, Wyo.	Billings, Mont., assistant.
Fox, Roy L.	Topeka, Kans.	Tulsa, Okla., assistant.
Freeman, A. MacLeod	Washington, D. C.	Elkins, W. Va. (checking station), assistant.
Garstens, Martin A.	Newark, N. J. (Airport.)	Cambridge, Mass., to attend Massachusetts Institute of Technology.
Gibson, Arville C.	Nashville, Tenn. (Airport.)	Pasadena, Calif., to attend California Institute of Tech- nology.
Gibson, Dwight F.	Tulsa, Okla.	Oklahoma City, Okla. (Air- port), assistant.
Gilbert, Clarence G.	Washington, D. C.	Arlington, Va. (Airport), as- sistant.
Gilman, Charles S.	Washington, D. C.	Pittsburgh, Pa., assistant.
Gouge, Dexter T.	Fort Worth, Tex. (Airport.)	Dallas, Tex. (Airport), assist- ant.
Griggs, Armand L.	Galveston, Tex.	Lakeland, Fla., assistant.
Grove, James P., Jr.	Dallas, Tex. (Airport.)	Fort Worth, Tex. (Airport), assistant.
Gurman, Miss Tzierel	Washington, D. C.	San Francisco, Calif., junior clerk-stenographer.
Hagan, John C.	Evansville, Ind.	Fort Worth, Tex., assistant.
Hagarty, Joseph H.	Terre Haute, Ind.	Elkins, W. Va., in charge of checking station.
Hall, Clifford D.	Muskegon, Mich.	Cleveland, Ohio (Airport), as- sistant.
Hamburg, Frederic C.	Philadelphia, Pa.	Washington, D. C., assistant.
Harris, Dale R.	Omaha, Nebr. (Airport.)	Albuquerque, N. Mex., assist- ant.
Harris, Wendell V.	Jacksonville, Fla.	Washington, D. C., assistant.
Hastings, Norman R.	Hartford, Conn.	Arlington, Va. (Airport), as- sistant.
Hayes, John W.	Oklahoma City, Okla. (Airport.)	Denver, Colo. (Airport), as- sistant.
Herrick, Walter A.	Missoula, Mont.	Tulsa, Okla., assistant.
Hertzberger, Phillip S.	Evansville, Ind.	Cincinnati, Ohio, assistant.
Hightman, Harry V.	Winslow, Ariz.	Casper, Wyo., assistant.
Houmark, William J.	Burbank, Calif.	San Francisco, Calif. (Airport, San Bruno), in charge.

Name	From	To
Hovde, John E.....	Kansas City, Mo..... (Airport.)	New York, N. Y., to attend New York University.
Huennekens, Herbert F.	East Liverpool, Ohio...	Chicago, Ill. (Airport), assist- ant.
Hustead, Aubrey D.....	Pittsburgh, Pa.....	Portland, Maine (Airport), in charge.
Hutchison, Howard E...	Burbank, Calif.....	New York, N. Y., to attend New York University.
Jacobson, Arthur L.....	Moorhead, Minn.....	Fargo, N. Dak. (Airport), as- sistant.
Johnson, Charles B.....	Nashville Tenn..... (Airport.)	St. Louis, Mo. (Airport), as- sistant.
Kaplan, Henry G.....	Floyd Bennett Field.... (Brooklyn, N. Y.)	Newark, N. J. (Airport), as- sistant.
Kleinsasser, Theodore W.	Oklahoma City, Okla... (Airport.)	Juneau, Alaska, assistant.
Knarr, Aurel J.....	Boston, Mass.....	Chicago, Ill., assistant.
Kraft, Raymond H.....	Albuquerque, N. Mex..	Cambridge, Mass., to attend Massachusetts Institute of Technology on fire-weather project.
Krumm, Wilbert R.....	Mount Shasta, Calif....	San Francisco, Calif., assist- ant.
Kussman, Abraham S...	Albany, N. Y..... (Airport.)	Washington, D. C., assistant.
Kutschenreuter, Paul H.	Fort Worth, Tex..... (Airport.)	Billings, Mont., assistant.
Lady, Ivan R.....	Indianapolis, Ind.....	Fort Wayne, Ind., assistant.
Lichtblau, Stephen.....	Burbank, Calif.....	Arlington, Va. (Airport), as- sistant.
Lindquist, Harold D....	Pomona, Calif.....	Salt Lake City, Utah (Airport), assistant.
Lloyd, Joseph R.....	Chicago, Ill.....	Kansas City, Mo. (Airport), assistant.
McDonald, Willard F...	New Orleans, La.....	Washington, D. C., special as- sistant to the Chief of Bu- reau.
McKenzie, Arnold E....	Columbus, Ohio..... (Airport.)	Nome, Alaska, in charge.
McQueen, Henry R.....	Newark, N. J..... (Airport.)	North Beach, L. I., N. Y., as- sistant.
MacDonald, Torrence H.	Missoula, Mont.....	Pasadena, Calif., to attend California Institute of Techn- ology.
Mack, James L.....	Washington, D. C.....	Billings, Mont., assistant.
Mage, Carrol M.....	Seattle, Wash.....	Missoula, Mont., assistant.
Main, Merl S.....	Arlington, Va..... (Airport.)	Billings, Mont., assistant.
Malkin, William.....	Fargo, N. Dak..... (Airport.)	Buffalo, N. Y. (Airport), as- sistant.
Malone, Harold L.....	Evansville, Ind.....	Indianapolis, Ind. (Airport), assistant.
Marcus, Julius.....	Floyd Bennett Field.... (Brooklyn, N. Y.)	Newark, N. J. (Airport), as- sistant.
Marks, Arthur M., Jr...	Chicago, Ill..... (Airport.)	Ely, Nev., assistant.
Marth, George R.....	Dubuque, Iowa.....	Iowa City, Iowa, assistant.
Matelson, Joseph.....	Chicago, Ill.....	Burbank, Calif., assistant.
Mathews, Donald A.....	Fresno, Calif.....	Oakland, Calif., assistant.
Miles, James R.....	Pittsburgh, Pa.....	Washington, D. C., assistant.
Miller, Sanford R.....	St. Joseph, Mo.....	Kansas City, Mo. (Airport), assistant.
Milligan, James W.....	Corpus Christi, Tex....	Lakeland, Fla., assistant.

Name	From	To
Mook, Conrad P.....	Akron, Ohio.....	East Liverpool, Ohio, in charge.
Moore, John G.....	Pueblo, Colo..... (Airport.)	Salt Lake City, Utah (Airport), assistant.
Mox, Eldred O.....	Oakland, Calif..... (Airport.)	Albuquerque, N. Mex., assistant.
Murray, Robert S.....	Arlington, Va..... (Airport.)	Albuquerque, N. Mex., assistant.
Neiburger, Morris.....	Chicago, Ill.....	Washington, D. C., assistant.
Norman, Oscar N.....	Tampa, Fla..... (Airport.)	Nashville, Tenn. (Airport), assistant.
Norquest, Kenneth S....	Pasadena, Calif.....	Washington, D. C., assistant.
Osborn, Aloysius E.....	Dodge City, Kans.....	Fort Smith, Ark., in charge.
Pallant, Samuel F.....	Washington, D. C.....	Elkins, W. Va. (checking station), assistant.
Pardue, Leonard G., Jr..	Mobile, Ala.....	Lakeland, Fla., assistant.
Peake, Frederick D.....	Omaha, Nebr..... (Airport.)	El Paso, Tex. (Airport), assistant.
Pearson, Wilbur F.....	Moline, Ill..... (Airport.)	Chicago, Ill. (Airport), assistant.
Peck, Cecil R.....	Harrisburg, Pa.....	North Head, Wash., in charge.
Pierce, Charles H.....	Washington, D. C.....	Kansas City, Mo. (Airport), assistant.
Pitzen, Gervin N.....	Keokuk, Iowa.....	Terre Haute, Ind., assistant.
Powell, Philip J.....	Miami, Fla.....	Lakeland, Fla., assistant.
Powers, Roy J.....	Arlington, Va..... (Airport.)	Albuquerque, N. Mex., assistant.
Randall, Dwight L.....	Boston, Mass.....	Arlington, Va. (Airport), assistant.
Randall, Dwight L.....	Arlington, Va..... (Airport.)	Washington, D. C., assistant.
Rasmussen, Delwyn C....	Salt Lake City, Utah...	Ely, Nev., assistant.
Reeves, Charles G.....	Key West, Fla.....	Lakeland, Fla., assistant.
Renneke, Murl V.....	Fargo, N. Dak..... (Airport.)	Minneapolis, Minn. (Airport), assistant.
Rhoten, Rex R.....	Pendleton, Oreg.....	Seattle, Wash. (Airport), assistant.
Rock, Clayton L.....	Washington, D. C.....	Harrisburg, Pa., assistant.
Rockney, Vaughn D.....	Devils Lake, N. Dak...	Fargo, N. Dak. (Airport), assistant.
Rockwood, Henry.....	Pittsburgh, Pa.....	Fort Worth, Tex., in charge hydrologic unit.
Rogers, William J.....	Sacramento, Calif..... (Airport.)	San Diego, Calif. (Airport), assistant.
Rubin, Morton J.....	Philadelphia, Pa.....	Kylertown, Pa., assistant.
Russler, Ben H.....	Newark, N. J..... (Airport.)	North Beach, L. I., N. Y., assistant.
Russo, Carl.....	Arlington, Va..... (Airport.)	Juneau, Alaska, assistant.
Sabine, William L.....	Springfield, Ill..... (Airport.)	Omaha, Nebr. (Airport), assistant.
Sanborn, Richard D....	San Francisco, Calif., (Airport, San Bruno)	Boise, Idaho (Airport), assistant.
Sanders, Robert A.....	Nashville, Tenn..... (Airport.)	Atlanta, Ga. (Airport), assistant.
Schaad, Vernon W.....	Chicago, Ill.....	Fairbanks, Alaska, assistant.
Schamach, Seymour....	Syracuse, N. Y..... (Airport.)	Bear Mountain, N. Y., in charge.
Scott, Jere B.....	Springfield, Mo.....	Evansville, Ind., assistant.
Sherouse, Ray T.....	Pensacola, Fla.....	Lakeland, Fla., assistant.
Sisk, William O.....	Brownsville, Tex..... (Airport.)	Fort Worth, Tex. (Airport), assistant.

Name	From	To
Small, Robert T.....	Pendleton, Oreg.....	Pomona, Calif., assistant.
Smith, Jesse W.....	Oakland, Calif..... (Airport.)	Tallahassee, Fla., in charge.
Smith, Kenneth E.....	Portland, Oreg.....	Cambridge, Mass. (M. I. T.), assistant.
Southwick, Thomas S....	Washington, D. C.....	Cincinnati, Ohio, assistant.
Spangler, Hugh D.....	Billings, Mont.....	Boise, Idaho, in charge.
Starr, Victor P.....	Boston, Mass..... (Airport.)	Washington, D. C., assistant.
Starr, Victor P.....	Washington, D. C.....	Chicago, Ill., assistant.
Steinberg, Morris.....	Savannah, Ga.....	Meridian, Miss., assistant.
Stephens, Gilley T.....	Knoxville, Tenn..... (Airport.)	Arlington, Va. (Airport), as- sistant.
Swayne, William W.....	Kansas City, Mo..... (Airport.)	Cambridge, Mass., to attend Massachusetts Institute of Technology.
Thomas, Arthur N.....	Washington, D. C.....	Albuquerque, N. Mex., assist- ant.
Tolefsen, Harold B.....	Williston, N. Dak.....	Bismarck, N. Dak., (Airport), assistant.
Tootle, Columbus E.....	Miami, Fla.....	Tampa, Fla., assistant.
Topil, Alois G.....	Seattle, Wash..... (Airport.)	Denver, Colo. (Airport), as- sistant.
Van Thullenar, Clayton F.	Salt Lake City, Utah... (Airport.)	Albuquerque, N. Mex., assist- ant.
Vederman, Joseph.....	Kylertown, Pa.....	Washington, D. C., assistant.
Warren, Leslie A.....	Kansas City, Mo..... (Airport.)	Billings, Mont., in charge.
Watson, John D.....	Savannah, Ga.....	Birmingham, Ala. (Airport), assistant.
Williams, James T.....	Modena, Utah.....	St. Joseph, Mo., in charge.
Williams, Philip, Jr.....	Reno, Nev..... (Airport.)	Seattle, Wash. (Airport), as- sistant.
Woolum, Clarence A....	Nashville, Tenn..... (Airport.)	Charleston, S. C. (Airport), assistant.
Wylie, W. Gordon.....	Fresno, Calif.....	Burbank, Calif., assistant.

F. W. Richardson

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

FEBRUARY 1940

INFORMATION

COOPERATIVE PROJECT WITH COAST GUARD FOR OCEAN OBSERVATIONS

The Weather Bureau has supplied several Coast Guard Cutters with radiosonde, pilot-balloon, and surface observational equipment for use in making scheduled observations from these ships at fixed positions equidistance between Bermuda and the Azores. Two ships will be stationed in these localities simultaneously for 3-week periods, to be relieved alternately by others for similar periods for an indefinite time. Daily radiosonde observations will be made at the scheduled time for making these soundings at land stations—two pilot-balloon observations will be made daily at times corresponding to 5 a. m. and 5 p. m. (E. S. T.), with additional intermediate pilot-balloon observations when aircraft are flying over the route, and four regular ocean-surface observations will be made. All of these reports are promptly transmitted by radio to the Central Office, where they are placed on the teletype circuit.

Three Weather Bureau men have been assigned to each vessel and most of these men will cover three ocean details, as indicated above. The first two ships spent the period of February 10 to March 2 at the ocean stations.

Daily radiosonde observations will also be made on the Coast Guard Cutters engaged in International Ice Patrol duty in the North Atlantic. Observations similar to those of last year will be made by the Coast Guard personnel. The approximate period during which this work will be carried on is March through June, depending on prevailing ice conditions. These reports are promptly transmitted to the Central Office and placed on the teletype circuit.

These upper-air soundings from ocean areas are valuable in extending the cross-section analyses from the land stations to the Atlantic Ocean, and are exceedingly important for trans-Atlantic flying service.

REIMBURSEMENT FOR JOB WORK BY PART-TIME EMPLOYEES

The following reprint of the article which appeared in the July 1937 issue of TOPICS AND PERSONNEL, pages 407 and 408, is given for the information of newly established stations. The provisions herein also appear in subsequent appropriation acts:

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.

GLOSSARY OF METEOROLOGICAL TERMS

Some time ago each station was sent a copy of "Glossary of Meteorological Terms", reprinted from part 8 of Weather Bureau Circular M. Upon receipt of this at one of the stations one of the employees purchased several copies from the Superintendent of Documents and distributed them to friends interested in meteorology. A copy was sent to the city editor of the leading newspaper of the city and to several members of the reportorial staff, who expressed gratification at having such a pamphlet available to them.

It is believed that a large and worthwhile amount of good, and also increased ability for newspapers to interpret weather news, would result if local officials at other Weather Bureau Offices would make similar suggestions to newspaper editors or other persons interested in meteorology with whom the Weather Bureau comes in contact. In anticipation of this, the Government Printing Office and also the Weather Bureau have already replenished their stocks of this pamphlet.

PUBLICATION OF DATA FROM CANADIAN STATIONS

An examination of maps and bulletins issued by Weather Bureau Offices throughout the country indicates a misunderstanding at a number of stations of instructions contained in circular letter of September 29, 1939, relative to publication of data received from Canadian stations.

In accordance with the agreement between the Canadian Government and the Weather Bureau, no pressure data, isobars, nor statements relative to pressure distribution over Canadian territory will be printed in any Weather Bureau publication or in material released for newspaper publication or radio broadcast, nor will such information be furnished to anyone not officially connected with the Weather Bureau. However, there is no restriction on the publication of temperature, wind direction and velocity, state of weather, precipitation, etc., for Canadian stations distributed generally by teletype or through the SGL D&A system. Therefore, publication of such data may be resumed at stations where now omitted from weather bulletins and tabular matter furnished the press.

CIRCULAR LETTER—REPORTS ON PROPERTY

The attention of all station officials is directed to circular letter signed by Chief of Business Administration, dated October 11, 1939, subject, "Annual Property Return." This circular letter instructed station officials not to forward the annual report of property (Form 2034—Supplies), as had been the practice during the past, pending further instructions. Form AD-113, "Physical Inventory Report", is to be forwarded to the Central Office when stations are advised further regarding the completion of the new property system now in process of installation. The Instrument Division advises that numerous stations have failed to render Form 4065 "Report of Instrumental Equipment on Hand", which forms should be forwarded to the Central Office immediately, as instructed in circular letter of October 11, 1939. Form 4066, "Report on Library Books at Stations", should be mailed as heretofore.

TUCH-PATTERN BAROMETERS

Tuch-pattern barometers are equipped with a special vent, built through the top member of the cistern. This vent should be left open, except when the barometer is being removed, or is about to be removed, to another location. Inspectors about to remove a barometer are cautioned to leave the vent open when they begin turning the plunger screw until the rising mercury level is high enough almost to force a drop of mercury out through the vent. The vent should be closed and the plunger raised the remainder of the distance necessary for safe handling.

If the vent is closed the entire time that the cistern plunger is being screwed up there is danger of forcing air entrapped above the level of the mercury in the cistern into the vacuum space.

STANDARD MAPS FOR AIRPORT STATIONS

Map 1501-W. B. will be used at all Airport Stations other than those forecast centers which have been specifically permitted to use some other base map. Such maps as 1506-W. B. may be prepared as accessory maps. However, these will be the primary base maps only at certain stations which will receive on their accepted recommendation special permission to use some other than Map 1501-W. B.

U. S. D. A. CLUBS

Weather Bureau officials have been elected to offices in U. S. D. A. Clubs as follows:

Mr. Frederick W. Brist, Memphis, Tenn., elected president of the Memphis district U. S. D. A. Club for the current year.

Mr. Edgar H. Fletcher, Sacramento, Calif., elected president of the recently established local U. S. D. A. Club.

NEW STATIONS, CONSOLIDATIONS, AND CHANGES IN WEATHER BUREAU SERVICE

There follows a summary of new stations, consolidations, and other changes and additions either accomplished or contemplated during the current fiscal year. The dates given represent either the date the new service was established or the date that the first employee reported for duty:

Station	Activities (see footnotes)	Designation	Address	Date established
Amarillo, Tex.-----	(a) (b)	WBAS	WBAS, Amarillo	Mar. 16, 1940
Bakersfield, Calif.-----	(a) (b)	WBO	WBO, Bakersfield	Jan. 20, 1940
Big Spring, Tex.-----	(a) (b)	WBO	WBO, Big Spring	Mar. 11, 1940
Billings, Mont.-----	(a) (b) (c) (f)	WBO	WBO, Billings	July 31, 1939
Bismarck, N. Dak.-----	(a) (b) (d) (f)	WBO	WBO, Municipal Airport, Bismarck	Jan. 3, 1940
Boise, Idaho.-----	(a) (b) (d) (f)	WBO	WBO, Municipal Airport, Boise	Feb. 20, 1940
Caribou, Maine.-----	(a) (b)	WBO	WBO, Caribou	Jan. 15, 1940
Casper, Wyo.-----	(a) (b)	WBO	WBO, Casper	Dec. 1, 1939
Cheyenne, Wyo.-----	(a) (b) (d)	WBO	WBO, Municipal Airport, Cheyenne	Sept. 1, 1939
Ellensburg, Wash.-----	(a)	WBO	WBO, Ellensburg	Jan. 12, 1940
Fort Wayne, Ind.-----	(a) (b)	WBAS	WBAS, Fort Wayne	Jan. 4, 1940
Fort Worth, Tex.-----	(a) (b) (c) (d)	WBO	WBO, Municipal Airport, Fort Worth	Dec. 18, 1939
Fresno, Calif.-----	(a) (b) (d)	WBO	WBO, Municipal Airport, Fresno	July 2, 1939
Great Falls, Mont.-----	(a) (b)	WBO	WBO, Great Falls	Jan. 23, 1940
Hartford, Conn.-----	(a) (b) (d)	WBO	WBO, Brainard Field, Hartford	Feb. 29, 1940
Huntington, W. Va.-----	(a) (b)	WBO	WBO, Huntington Airport, Chesapeake, Ohio.	Jan. 17, 1940
Kansas City, Mo.-----	(a) (b) (c) (d) (e)	WBO	WBO, Municipal Airport, Kansas City	Oct. 16, 1939
La Crosse, Wis.-----	(a) (b)	WBAS	WBAS, La Crosse, Wis., R. 1, Onalaska, Wis.	Dec. 12, 1939
Lake Charles, La.-----	(a) (b)	WBO	WBO, Lake Charles	Jan. 1, 1940
Madison, Wis.-----	(a) (b)	WBAS	WBAS, Madison	Sept. 25, 1939
New York Municipal Airport	(a) (g)	WBAS	WBAS, New York Municipal Airport, La Guardia Field, New York	Oct. 1, 1939
Norfolk, Va.-----	(a) (b)	WBAS	WBAS, Norfolk	Mar. 1, 1940
North Platte, Nebr.-----	(a) (b)	WBAS	WBAS, North Platte	July 19, 1939
Portland, Maine.-----	(a) (b) (f)	WBAS	WBAS, Portland	Oct. 13, 1939 (Personnel on duty, no service started)
San Diego, Calif.-----	(a) (b) (d)	WBO	WBO, Lindbergh Municipal Airport, San Diego	Feb. 1, 1940
Sheridan, Wyo.-----	(a) (b) (d) (e)	WBAS	WBAS, Sheridan	Dec. 26, 1939
Tallahassee, Fla.-----	(a) (b)	WBO	WBO, Tallahassee	Oct. 17, 1939
Waco, Tex.-----	(a) (b)	WBO	WBO, Waco	Feb. 5, 1940

(a) Twenty-four-hour teletype, airway, and general weather service, including hourly or more frequent observations; four pilot-balloon reports daily, the preparation of synoptic weather maps, and other usual services conducted at first-order stations.

(b) Station transmits 6-hourly reports (1:30 and 7:30 a. m. and p. m., E. S. T.) for map and forecasting purposes.

(c) Airport General Supervising Stations.—Station performs all functions of a Weather Bureau Airport general supervising station, as outlined in Circular N. 4th edition (1939), including preparation of airway forecasts. Albuquerque prepares State forecasts for Arizona, New Mexico, and a portion of West Texas.

(d) General weather service transferred from city office and consolidated with airway activities at airport.

(e) Limited general weather service will continue to be rendered from city office in addition to that rendered at airport.

(f) Station makes radiosonde observations.

(g) Station activities include service for trans-Atlantic aviation.

ADDITION TO RADIO SCHEDULES

Information has been received from the Chief of Naval Operations that the radio weather bulletin broadcast by NPG, the Naval Radio Station at San Francisco, Calif., is now also broadcast on the frequency of 4,390 kilocycles (68.3 meters). This is in addition to the frequencies already in use, which are indicated in the NPG circular of October 15, 1939.

ESTABLISHMENT OF AEROLOGICAL CHECKING UNIT AT CHATTANOOGA

During March 1940 arrangements were made to assign additional personnel to the Weather Bureau Office at Chattanooga for checking radiosonde and pilot-balloon records. A total of 10 persons has been selected for such assignment. The radiosonde records for February have been sent to Chattanooga for this purpose. Since only part of the personnel has as yet arrived, the checking of the pilot-balloon records will be deferred until later. Specific instructions will be issued to pilot-balloon stations advising when they are to begin sending their records to Chattanooga.

It is necessary that this work be kept up currently, since the aerological summary published in the Monthly Weather Review must be completed regularly at a specified time. This arrangement is similar to that made several months ago at Elkins, where the climatological records are now checked.

INSTRUCTIONS

CORRECTION

To Instructions No. 12, December 31, 1939, paragraph 32, add the following: "Livingston, Mont., and Cody and Newcastle, Wyo." Copies of this issue were mailed to selected stations in March 1940.

PERSONAL

ACCIDENT PREVENTION

Recently the Central Office received a report of a motor accident involving a Weather Bureau truck. The accident was caused by the blowout of the right front tire while the truck was being operated at a speed of 40-45 miles per hour. The blowout caused the truck to swerve to the right and collide with the guard fence at the side of the road. Fortunately, the driver was not injured and the only damage was to the truck and fence. At the time of the accident, weather and road conditions were good. The brakes were in good condition and the speed at which the car was being operated was not excessive. The blowout of the tire was regarded as the sole cause of the accident.

An examination of the tire following the accident revealed that, although considerably worn, tread still remained. Side-wall cuts, apparently caused by anti-skid chains, were observed. A capacity load, together with the weakening of the side-wall cuts, was believed to have caused the failure of the tire.

As a preventive measure against the occurrence of such accidents, which may result in injury or loss of life, in addition to property damage, a periodic check of the tires in use should be made at all offices or stations to which automobiles or trucks are assigned, and those found to be badly worn or damaged should be scrapped.

F. W. Richardson

Chief of Bureau.

(WB-3-26-40-500)

WEATHER BUREAU TOPICS AND PERSONNEL

MARCH 1940

INFORMATION

WEATHER BUREAU HORTICULTURAL PROTECTION SERVICE IN FLORIDA

History will record the January 1940 freeze in Florida as the most severe since the big freeze of 1895. A long cold period culminated on January 28 and 29 in a freeze of serious proportion, carrying damaging frosts southward over the Peninsula, even extending onto the Florida keys, a section ordinarily considered immune to frost.

As the freeze came late in January, normal harvesting of the early and mid-season orange crop had been accomplished so that a sizable portion of the early crop had been marketed. There remained on trees, however, many hundreds of thousands of boxes of choice fruit, fully matured, and waiting only favorable market conditions for harvesting. Grapefruit also was fully matured at the time of the freeze.

Advanced warnings by the Weather Bureau's special horticultural protection service in Florida enabled the growers to pick and store in warehouses many hundreds of cars of fruit that otherwise would have been a total loss. In protecting citrus trees and fruit, vegetables, and other plants from frost, several methods are employed in Florida, including forced harvest of fruits and vegetables, artificial heating, covering by brush, straw, dirt, wood, etc., and irrigation. For adequate frost protection preparation, warnings must be available at least one or two days in advance.

WARNINGS

The forecasts and warnings issued full two days or more in advance of the freeze from the Bureau's horticultural protection-service headquarters at Lakeland, and widely distributed by radio and otherwise, gave fruit and vegetable growers considerable time to muster weapons of defense, and advantage was taken of this. Warehouse stocks of grove heaters were exhausted within 2 hours after the first warnings were given, additional oil-fuel reserves were ordered, and wood for fires was placed in groves as rapidly as it could be obtained. Directly, as a result of the warnings during this pre-freeze interval, over 10,000 acres of citrus were equipped for some measure of protection, but in most of these hastily equipped groves efforts were confined to protection of the trees, and no attempt was made to save the fruit. There were 24,243 acres of groves where firing saved the trees from damage, which will be reflected in im-

portant savings in future yields. Much fruit also was saved on approximately 5,000 acres where firing was efficiently done with sufficient fuel to last through the freeze.

Forced harvest, in advance of the freeze by reason of timely warnings, resulted in a considerable quantity of choice fruit being rushed from the trees to market or to warehouses where it could be protected. Also, the harvest of much truck was accomplished, and some valuable crops, such as ferns, flowers, and seed beds were protected. Special warnings were issued also regarding the protection of machinery, thousands of solar water heaters, automobile and tractor radiators, irrigation lines, and pumps.

SAVINGS FROM WEATHER BUREAU WARNINGS

After the freeze a detailed survey of the savings effected through the Weather Bureau warnings was made by the Bureau's Florida fruit-frost personnel, consisting of nine specialists, under the supervision of Mr. E. S. Ellison of Lakeland. Information was obtained from all available sources, but chiefly from growers themselves and those who work closely with them, such as county farm advisers, packing-house managers, and Federal-State inspection and marketing bureaus. The data were collected in detail from each of the 10 fruit-frost districts, and the result is believed to be as accurate as it is possible to obtain. For citrus fruit, the summaries show an aggregate saving of more than \$6,000,000 and slightly more than this for truck growers and the general public, making a total saving of about \$12,500,000. The annual cost of the Bureau's Florida fruit-frost service is \$43,000, financed jointly by the Federal Government and the State of Florida, thus the saving in this one instance was sufficient to pay the cost of the service in its present status for some 300 years.

PUBLIC COMMENDATIONS OF SERVICE

After the freeze numerous unsolicited letters were received at the Lakeland headquarters, expressing appreciation for the service rendered and citing savings that resulted directly from it. The following extracts from a few of the many letters are typical of the expressions contained in practically all of them:

* * * We wish to express our sincere appreciation of the timely frost warnings received from your office during the recent freeze. We had approximately 80 carloads of vegetables that were effected by the warning and, due to your early advice, sufficient time was had to assemble crews for the harvesting of 40 cars of beans, cabbage, and celery. * * * —Arthur Wells, Pioneer Growers, Inc.

* * * We wish to take this opportunity to say that the warnings sent out by your office before and during the recent freeze were of great value to us, enabling us to save a great volume of our fruit by picking before the first freezing night, and also we carried out grove heating work to better advantage by knowing what temperatures to expect. * * * —W. L. Tate, International Fruit Corporation.

* * * Your timely warning regarding the draining of radiators was one more small item, but of great value to farmers that helped to enhance your valuable service. * * * —H. L. Haney, Raoul and Haney.

* * * I wish to take this opportunity to thank you and the other men of your splendid organization for the accurate information so courteously given us during the freeze. Had I not called you on the telephone Sunday night I would have slept through what afterwards proved to be the most damaging of the two nights. * * * —R. Borden Wilson, Gulf Refining Company.

* * * I have just carried a 40 acre grove through the past freeze in good shape. * * * Your service was of great benefit to me. I believe it is one of the best things we can have in Government help. * * * —D. H. Varn.

* * * I am glad to have this opportunity to express my appreciation of the service that you rendered. * * * I spent three days and nights in my citrus groves. I had tested thermometers, and on each of these nights the forecast of your Bureau did not vary more than 1° from the actual thermometer readings which I took in my grove. The growers down here have found that they can rely with accuracy on your service, and are guided almost wholly for the protection of their groves on the information given. * * * I think the farmer could well afford to dispense with most any other service than that which has been afforded by you. * * * —Wilbur S. Whitehurst.

* * * This is to express my satisfaction with and appreciation for your splendid service. * * * I believe that I can safely say that your accurate and timely information has saved me as much as 50 percent of my crops. * * * —Sam Fleming.

* * * After going through the recent cold spell, I want to thank you gentlemen for the untiring service which you furnished us. * * * We have over 600 acres in cultivation on our farm, and I feel that if your service was not available I would quit farming rather than try to do without it, because it is too great to be figured in mere dollars and cents. Due to the fact that I knew your reputation I followed your advice, although the forecasts seemed almost unbelievable. This crop saved should bring us in the neighborhood of \$30,000 or \$40,000 and perhaps more. * * * —Dale Foster, Foster Farms Incorporated.

* * * We are very large receivers of cut plumosis fern, and various other flowers from Florida, for a good many years, and a supplement that we received today giving the weather report conditions for these counties was the finest bit of information that we have received in a long time. * * * —Arthur Robbins, Wholesale Florist, New York, N. Y.

* * * Now, seriously, Mr. Ellison, I think that we, as the largest individual growers of oranges, grapefruit, and tangerines in the world, as well as every other grower and shipper in the State of Florida, owe the Weather Forecasting Bureau, including yourself and your good staff, a debt that can never be paid for invaluable service. * * * —Walter Phillips, Vice President, Doctor P. Phillips & Sons.

* * * I want to congratulate you on the accuracy of your forecasts during the recent freeze. We sometimes could hardly believe the forecasts that we heard over the radio, but we regret to say that they came true. I am sure the thousands of growers (fern) throughout the State could not have anticipated a fuel supply to keep us through the freezing period. We, at the Winter Park Ferneries, a group of over 100 growers, fired our plantations of over 3,000,000 square feet of lath houses 11 out of 13 consecutive nights. We could not possibly conceive of such temperatures, but when we got the radio forecasts we stopped ordering tank wagons of oil and brought it in in car lots. If we had not had this knowledge ahead of time we would have lost our entire plantation; as it was, we brought our crop through, valued at \$100,000, which means the bread and butter of not only the 100 growers, but 500 hands which work, as well. We burned more than 150,000 gallons of oil at a cost, including labor, of about \$20,000. * * * —Hibbard Casselberry, Winter Park Ferneries, Inc.

EDUCATIONAL STANDARDS FOR PROFESSIONAL GRADES IN THE BUREAU

The Weather Bureau, as one of the scientific agencies of the Government, is entitled to a large number of positions in professional classifications. Like other scientific Bureaus, it must maintain proper professional standards for these positions. In many fields of Government service, such as chemistry, plant physiology, public health, etc., professional status has as a prerequisite a college degree carrying the professional subject as a major, and as advanced professional training in meteorology becomes more common it will be necessary for the Weather Bureau to apply similar requirements.

Obviously, development of professional personnel in the Weather Bureau is best obtained by combining scientific and professional training with thorough service experience. The Bureau's scientific standing can be maintained, therefore, only if educational qualifications as well as practical experience are taken into consideration in the selection and placement of employees in professional grades. This does not mean that formal college credits, as such, will be accepted without reference to personal ability, experience, and qualifications; on the contrary, advancement should depend upon professional training, plus demonstrated ability.

During the transitional period of the next few years the educational requirements for advancement of professional employees already in the Weather Bureau will not be quite as rigid as those applied by the Civil Service Commission to candidates in open competitive examinations for professional grades in meteorology.

Employees who entered the Weather Bureau prior to July 1, 1938, will be expected to show at least 65 semester hours of accredited college work, or the equivalent of half the usual credits for a Bachelor of Science degree, for advancement to professional grade. The 65 semester hours must show at least 20 hours of mathematics and physics, including college mathematics (calculus), and physics. (The regular 30-hour standard in these subjects will be applied later.) This minimum standard will be acceptable for advancement to professional grade only in the case of employees who have shown more than ordinary ability in dealing with the professional and service activities of the Bureau. Scientific work in the form of published or unpublished professional papers, superior forecast records, etc., will be considered in determining preference for professional advancement.

Employees who entered the service after July 1, 1938, will be required to show graduation from a college of recognized standing, with a total of at least 30 semester hours of credit in physics and mathematics for advancement to professional grade. These employees are encouraged to qualify by taking the civil-service examination for junior meteorologist.

To those who now lack some of the educational credits required for entrance into professional grade it should be made clear that the Bureau cannot undertake to give formal educational courses, as such, but is

limited in its in-service training activities to the objective of all such training, namely, improvement of service qualifications. As in all civil positions with the Federal Government, it is the responsibility of the individual to find some way of providing himself with the professional training required by the position to which he aspires. However, every appropriate effort will be made to advise and assist personnel to accomplish their objectives in educational courses. Where resident instruction is unobtainable, credits established with reputable universities through extension courses will be acceptable to an extent not in excess of half the requirements for a Bachelor of Science degree.

Employees interested in supplementing their educational qualifications may request the suggestions of the Assistant Chief for Research and Education. Plans should, as a matter of course, include basic training in mathematics and physics as prerequisites for work in modern meteorology, and it is suggested that employees who hold college degrees, based on insufficient credit in these subjects, take additional courses, by correspondence if necessary, to lay the foundation for a professional career in the Bureau. Educational plans should not, however, overlook the importance of courses in English composition, foreign languages, economics, physical geography, and other subjects of value in the activities of an official in charge of a Weather Bureau Office and essential to a broad view on scientific and professional matters encountered in daily work.

Personnel records and procedures are to be organized to take account of preferences for assignment to locations where resident work in college may be obtained incidental to the assignment. Insofar as is practicable and not inconsistent with service needs, officials in charge should encourage attendance at college for courses appropriate to a career in meteorology.

In this connection, attention is invited to the ruling of the Comptroller General referred to in TOPICS AND PERSONNEL of August 1926, page 142, which governs employees' attendance at schools or colleges during regular office hours. In view of the fact that the Weather Bureau's office hours do not normally conform strictly to the working hours in most Government agencies, this ruling is not construed to prohibit attendance at schools or colleges during the daytime by employees regularly assigned to night shifts, or other shifts, which leave them free to attend classes during their usual off-duty hours.

Employees anticipating advancement to professional grade should have transcripts of their college credits available for transmission to the Central Office upon request.

TRAVEL DISALLOWANCES

It is the policy of the Central Office to protect personnel insofar as practicable from suspensions and disallowances by the General Accounting Office in connection with claims for reimbursement of expenses incurred in official travel.

Often the personnel feel that certain restrictions contained in letters of authorization are the result of arbitrary administrative decisions while, actually, such restrictions are for the protection of the traveler, and are made only because it is necessary to comply with the provisions of the Standardized Government Travel Regulations or certain applicable decisions of the Comptroller General.

However, it is not always practicable to protect the traveler. One example is a recent disallowance of a claim for per diem for several days in the case of an official who was temporarily assigned to duty at a field station for consultation at a date in advance of that on which he was to take over permanent charge of the station. For general information, the text of the disallowance is quoted, as follows:

Employee was authorized in letter dated * * * by the Acting Chief of Bureau, to report to * * * on completion of certain prior duties for conference with the retiring official in charge and upon completion to remain at * * * to take permanent charge of that station.

He arrived at * * * at 7:55 a. m., and * * * is regarded as his official station from that time, notwithstanding the fact that a subsequent date was designated in above letter. In this connection, see 5 Comp. Gen. 337; id. 874.

Statements submitted with reply of * * * , noted. It is a well-established rule that per diem is not allowable after arrival at the new station.

The administrative office cannot delay a change of official headquarters, effective at some future date, for the purpose of allowing the employee additional per diem.

The traveler received official notification of the transfer prior to his departure from * * * . The fact that several days intervened between the date of his arrival at * * * and the date he assumed charge of the station at that place is immaterial.

Another example is the case of an official who was authorized to use his personally owned automobile on official travel on a mileage basis, and he used an automobile registered in the name of his wife. When his travel account was presented to the General Accounting Office for audit a disallowance was made of the amount claimed for mileage, as follows:

Mileage, 1251 miles at 5 cents, June * * * , for the use of an automobile belonging to Mrs. * * * is not allowable as the act of Feb. 14, 1931, 46 Stat. 1103, authorizes payment of the use of an employee's own automobile for official business on a mileage basis.

In interpreting the act cited above the Comptroller General rendered the following decisions (syllabus):

The act of February 14, 1931, 46 Stat. 1103, authorizing payment for the use of a privately owned automobile on official travel on a mileage basis limits such payment to the employee's own automobile, and payment on a mileage basis may not, therefore, be made to a civilian employee for the use of his wife's own car.

There is now pending in the Senate a bill to permit the use of *privately owned* vehicles for official travel when such mode of travel has been duly authorized and is economical and advantageous to the United States without regard to whether title to the vehicle to be used is registered in the name of the traveler. The bill was passed by the House of Representatives on July 31, 1939, and was reported in the Senate on March 4, 1940, with the recommendation that it be passed.

INDEX NUMBERS CANCELED OR ASSIGNED

Index numbers have been *canceled* for the following stations:

Index number	Name of station	Latitude	Longitude	Elevation (feet)
249	Saltillo, Tex.	33° 07'	95° 19'	442
263	Sonora, Tex.*	30° 30'	103° 40'	2,133
287	Pasadena, Calif.	34° 09'	118° 12'	-----
394	Lost Hills, Calif.	35° 40'	119° 51'	707
395	Estero, Calif.	35° 26'	120° 52'	6
492	Tracy, Calif.*	37° 46'	121° 32'	64
496	San Pablo, Calif.*	37° 59'	122° 21'	260
497	San Rafael, Calif.	38° 03'	122° 30'	-----
535	Helmer, Ind.	41° 33'	85° 12'	976
570	Duchesne, Utah	40° 10'	110° 27'	5,524
611	White River Junction, Vt.	43° 30'	72° 20'	545
621	Watertown, N. Y.	43° 58'	75° 55'	-----
728	Doncet, Quebec	48° 13'	76° 37'	1,236
949	Walker Bay, District of Franklin	71° 30'	117° 50'	-----

Index numbers have been *assigned* to the following stations:

000	Swan Island	17° 22'	83° 57'	33
214	Tallahassee, Fla.	30° 26'	84° 21'	64
249	Sulphur Springs, Tex.*	33° 08'	95° 36'	-----
263	El Dorado, Tex.*	30° 52'	100° 36'	-----
294	Point Fermin, Calif.*	33° 43'	118° 17'	-----
296	San Clemente Island, Calif.*	32° 50'	118° 30'	-----
299	San Miguel Island, Calif.*	34° 03'	120° 24'	-----
390	Point Hueneme, Calif.	34° 09'	119° 12'	-----
425	Huntington, W. Va.	38° 25'	82° 30'	565
491	Monterey, Calif.	36° 40'	121° 50'	152
492	Point Montara, Calif.*	37° 32'	122° 31'	-----
496	Point Reyes, Calif.*	38° 00'	123° 00'	-----
593	Blunts Reef Lightship, Calif.	40° 26'	124° 30'	-----
612	Newport, Vt.	44° 56'	72° 13'	738
703	Houlton, Maine	46° 07'	67° 48'	476
728	Senneterre, Quebec	48° 24'	77° 15'	-----
980	Wosnesenski, Alaska	55° 13'	161° 21'	-----
995	Gambell, Alaska*	63° 51'	171° 30'	27

Station officials are requested to correct the weather codes and station lists on hand in accordance with the changes given above.

Circular of April 1, 1940, lists all index numbers which have been assigned or canceled since issuance of Weather Code (Numeral System), July 1, 1939.

LONG-DISTANCE TELEPHONE TOLLS

The Acting Secretary of Agriculture has authorized the Weather Bureau to discontinue the use of Form AD-102 in support of long-distance tolls at field stations, as heretofore required under the provisions of paragraph 1674, Regulations of the Department of Agriculture. In lieu thereof, it is required that station abstracts (Form 3057), or the duplicate copy of

* Designates that the latitude, longitude, and elevation are only approximate.

Form S. N. 650, contain the following certificate over the signature of the official in charge:

I certify that the calls enumerated hereon were necessary on account of official business, and were not personal.

The foregoing certificate is in addition to, and not in lieu of, the certificate required to be typed on vouchers under instructions contained in the circular letter dated July 21, 1939.

Accordingly, the regulation cited is no longer applicable insofar as it relates to the use of Form AD-102 by field stations of the Weather Bureau, except as provided in next paragraph. Stations submitting a duplicate copy of Form SN-650, in lieu of Form 3057, should continue to prepare Form 3057 for station files for use in checking vouchers.

Employees making long-distance calls while in a travel status will be required to submit Form AD-102 in support thereof.

APPRECIATION OF EFFORTS TOWARD A MORE EFFICIENT WEATHER SERVICE

There follows an extract of a self-explanatory, unsolicited letter of appreciation for information furnished by one of the Bureau's airport stations. While this extract represents an individual pilot's impressions of our service at a particular station, it indicates the general importance at all stations of giving prompt, courteous, and efficient attention to all patrons of the service:

A few weeks ago, while on a trip from the East, I was detained by the weather at an eastern city and had occasion to visit the weather station at the airport there a number of times.

I want to let you know that in 5 years of flying I have never obtained more prompt and complete weather reports than at this station. The personnel have their work systematized in a manner which other stations would do well to imitate, for delays in getting the weather are often met with at other airports, and such delays mount up in the course of a day's flying. The staff also deserves commendation for their apparent interest in their work and their cooperative attitude in supplying information.

STATION REGULATIONS

Amended pages of Station Regulations, Table of Contents, pages V-R and VII-R and pages 68-R, 69-R, 70-R, 71-R, 72-R, 73-R, 119-R, 123-R, 127-R, and 149-R are being mailed with the March 1940 issue of TOPICS AND PERSONNEL. Paragraph 166, page 71-R, "Reports by Free Radio or Telegraph", should be changed to 165.

In connection with paragraphs 162, 164, and 166, see articles in TOPICS AND PERSONNEL of 1939, pages 259, 210, and 260, respectively. The paragraphs will be revised at a later date in accordance with the articles mentioned. In the "Table of Contents" and "Index" pages, numbers 68 to 73, 80, and 96 should be followed by "R"; "79-R" should be changed to "79-2R" and "80a" should be added.

DISCONTINUANCE OF REPORTS IN THE SGL D&A SYSTEM

Distribution in the SGL D&A system of observations from Concord was discontinued at the termination of March 14, 1940.

Distribution in the SGL D&A system of observations from the 6-hourly

station at Needles, Calif., was discontinued at the termination of March 9, 1940. Transmission of observations on the Civil Aeronautics Authority teletype system from the code-sequence station at Needles began March 10, 1940.

Distribution in the SGL D&A system of observations from Watertown, S. Dak. (656), was discontinued at the termination of April 7, 1940.

STATION ANALYSIS OF TIME

A circular letter, dated April 3, 1940, with forms for making a station analysis of time, has been mailed to all stations. Any station not receiving a copy should notify the Central Office at once.

CIRCULAR LETTER

Under date of March 31, 1940, a circular letter, dated March 29, 1940, entitled "Freight and Express Shipments", was mailed to all Weather Bureau Offices and Airport Stations. Any station not receiving this circular letter should request a copy from the Central Office immediately.

INSTRUCTIONS

INSTRUCTIONS FOR RENDERING ACCIDENT REPORTS—FORMS AD-135 AND AD-136

It is imperative that the summarized Form AD-135, "Monthly Summary of Circumstances and Causes of Accidents", be rendered promptly at the close of each month whether or not there has been personal injury or property damage, in order that a report can be made to the Safety Division of the Department of Agriculture not later than the 15th day of the month following that for which it is a record. Block Nos. 17 and 18, reporting man-hours worked and average workers during period, respectively, must be filled in. Injuries and property damage should be reported on Form AD-136, "Narrative Report of Accident", and forwarded, in duplicate, with Form AD-135.

Form AD-135 divides the personnel into six groups (see instructions on back). Four classifications will be used in this Bureau for field personnel, as follows: (a) "Manual trades and laborers", to include laborers and mechanics, including all trades; (b) "scientific, professional, and field supervisory personnel", to include all employees engaged in field work, including airway observers, storm-warning displaymen, cranberry observers, field inspectors, etc.; (d) "scientific, professional, and laboratory workers", to include those engaged in making instruments (these are chiefly located in the Central Office); and (f) "office workers", to include all airway observers, professional, subprofessional, and clerical personnel employed at the reporting office.

These accident forms are separate and distinct from the U. S. Employees Compensation forms, which must also be furnished, in duplicate, in connection with each injury, whether or not there was loss of time, expense for medical treatment, or both.

In connection with the above, see articles in TOPICS AND PERSONNEL of March 1938, page 25; October 1938, page 114; January 1939, page 155; and March 1939, page 186.

WEATHER BUREAU CORRESPONDENCE FILES

Owing to the expansion of work in the River and Flood Division in connection with the hydrologic work, it has become necessary to add two classification numbers to the "Weather Bureau Correspondence Files" pamphlet. The following subject numbers will be added:

Substation group 2: 532.22 Hydrologic (rainfall and snowfall).

Substation observations and reports: 603.33 Hydrologic (rainfall and snowfall).

Station officials should add these numbers and subject to their copy of the pamphlet.

PERSONAL

RETIREMENT

Miss Anna Stopp, clerk in the Central Office, was retired March 31, 1940. She was born in Johnsonville, N. Y., on March 17, 1870. Miss Stopp entered the Weather Bureau service as clerk on December 19, 1923. Prior to this date she served in the Veterans Bureau from April 15, 1918, to December 31, 1922, and in the Internal Revenue Bureau from January 1, 1923, to December 18, 1923.

DEATH OF BENJAMIN C. KADEL

Benjamin C. Kadel, senior meteorologist, died in Washington, D. C., on March 30, 1940, at 66 years of age. He had been in charge of the Instrument Division at the Central Office for 26 years.

Mr. Kadel was born near Fayetteville, Pa., on September 20, 1873. He entered the service of the Weather Bureau as an observer on July 1, 1902, his first assignment being at Harrisburg, Pa. Later station details included Milwaukee, Wis.; Santo Domingo, Puerto Rico, and Curacao, W. I.; Fort Smith, Ark., and Madison, Wis. He also served a prior period of nearly 3 years, from 1906 to 1909, in the Central Office.

In March 1909 Mr. Kadel organized and established an important evaporation project at Salt Creek Trestle on the border of the Salton Sea, which had been formed by the overflow of the Colorado River over a large area in Death Valley, Calif. This project was completed in May 1910. Shortly thereafter Mr. Kadel undertook another important research project at Wagon Wheel Gap, in the Rio Grande National Forest, Colo. (May 12, 1910 to August 1, 1912). His services on this project, successfully performed in an isolated location at high altitude in the Rocky Mountains, were creditable and commendable. After this assignment he served as official in charge at the Sandusky, Ohio, station until 1914, when he was transferred to Washington, D. C., and appointed in charge of the Instrument Division.

His untimely death brings to a close a long career of conscientious devotion to the public service.

DEATH

Mr. George A. Loveland, who was retired at the termination of October 31, 1933, died at his winter home in Daytona, Fla., on March 30, 1940. An outline of his service and a notice of his retirement will be found in the October 1933 issue of TOPICS AND PERSONNEL.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

APRIL 1940

INFORMATION

POLITICAL ACTIVITY—HATCH ACT

With reference to Personnel Circular No. 84, dated January 16, 1940, regarding political activity under the Hatch Act, copy of which was mailed to all stations:

The following extract from memorandum dated April 1, 1940, from the Solicitor of the Department regarding the applicability of the Hatch Act to (1) substation employees receiving less than \$1.50 per diem and who take no oath and do not receive a secretarial appointment and (2) airway observers, is given for the information of Weather Bureau employees concerned:

1. It is the opinion of this office that these classes of observers may be regarded as being outside the scope of the requirements of section 9 of the Hatch Act.

2. With regard, however, to the group of airway observers who are appointed by the Secretary, who take an oath of office and who receive between \$45 and \$100 per month, it is our opinion that such observers are employees, and, as such, are subject to the provisions of section 9 of the Hatch Act.

Section 9 of the Hatch Act is quoted below:

Sec. 9 (a). It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects. For the purpose of this section the term "officer" or "employee" shall not be construed to include (1) the President and Vice President of the United States; (2) persons whose compensation is paid from the appropriation for the office of the President; (3) heads and assistant heads of executive departments; (4) officers who are appointed by the President, by and with the advice and consent of the Senate, and who determine policies to be pursued by the United States in its relations with foreign powers or in the Nation-wide administration of Federal laws.

(b). Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person.

Sec. 9A (1). It shall be unlawful for any person employed in any capacity by any agency of the Federal Government whose compensation, or any part thereof, is paid from funds authorized or appropriated by any act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of Government in the United States.

(2). Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person.

All regular and commissioned employees holding secretarial appointment by the Secretary of Agriculture are subject to the conditions and limitations on political activity as outlined in Personnel Circular No. 84, dated January 16, 1940.

While, under the opinion of the Solicitor, substation employees not receiving secretarial appointment are regarded as outside the Hatch Act, it is incumbent upon them to observe all proprieties in order that the Bureau may not be embarrassed by any political actions on their part.

BUDGET AND ACCOUNTING ACT OF 1921

There is quoted hereunder section 206 of the Budget and Accounting Act for information of all Weather Bureau employees:

No estimate or request for an appropriation, and no request for an increase in an item of any such estimate or request, and no recommendation as to how the revenue needs of the Government should be met shall be submitted to Congress or any committee thereof by any officer or employee of any department or establishment unless at the request of either House of Congress.

MAKING ADDITIONAL VOLUNTARY CONTRIBUTIONS TO THE RETIREMENT FUND

Personnel Circular No. 88, dated April 10, 1940, from the Director of Personnel, is given hereunder for the information of all Weather Bureau officials and employees:

All employees within the purview of the Civil Service Retirement Act may at any time make additional voluntary contributions to the retirement fund, not to exceed 10 percent of the aggregate annual basic salary received since August 1, 1920.

Employees who are indebted to the Civil Service Retirement Fund because of failure to redeposit deductions previously refunded or because, in cases of administrative error the proper deductions were not currently taken, must liquidate that indebtedness before becoming eligible to make additional deposits. In order to clear up this indebtedness, the employee must execute and submit Form 3012, "Application for Service Credit", through regular channels to the Civil Service Commission. The Commission will then compute the exact amount owed and notify the employee. Bureaus may obtain Form 3012 from the Office of Personnel.

Employees desiring to make voluntary deposits must first execute and file Form 3471, "Election to Make Voluntary Contributions", with the Civil Service Commission. Each Bureau will be furnished Form 3471 by the Central Supply Section upon request.

Upon receipt of Form 3471 the Commission will furnish to each employee who is eligible to make such deposits an account book, Form 3472, containing 25 deposit slips and properly identified by a membership number. No deposit should be made prior to the approval of Form 3471 by the Retirement Division of the Commission. The possession by an employee of an account book is prima facie evidence of such approval. Additional account books may be obtained from the Commission upon request.

In view of the complications involved, voluntary contributions will not be made by pay-roll deductions. Each deposit shall be made in the amount of \$25, or a multiple thereof, by money order, draft, or check made payable to the United

States Civil Service Commission. A deposit slip must be filled out by the employee and sent direct to the Commission, Washington, D. C., with each deposit. That office will issue a receipt, Form 3475, for each deposit received.

The Retirement Division of the Commission will maintain the "Voluntary Contributions Account", Form 3474, of each employee electing to make additional deposits to the retirement fund. The amount of deposit is optional with the employee, subject to the restrictions mentioned above. The fact that an employee has made one or more deposits does not obligate him to continue making such deposits. The money deposited, with interest as prescribed by law, shall be available to purchase additional annuity at the date of retirement, in pursuance of rules and regulations to be prescribed by the Commission with the approval of the Board of Actuaries.

Voluntary deposits will be refunded only in case of (a) transfer to a position in which the employee does not retain his status under the Retirement Act, (b) absolute separation from the service prior to becoming eligible for retirement annuity, and (c) death.

In order to avoid confusion in the employee's retirement account, the voluntary contributions shall not under any circumstances be recorded on the "Retirement Record Card", Form 2806.

OATH OF OFFICE

Weather Bureau officials and employees are reminded of the fact that new employees receiving secretarial appointments must not be paid any salary unless and until they have taken the oath of office. This applies to field as well as Central Office employees.

Paragraphs 2128 and 2157 of Department Regulations state that in all cases of original appointment an oath of office must be executed by the appointee before any payment of salary can be made.

Paragraph 3221 of Department Regulations states that pay rolls and individual vouchers provide for oaths required by law to be sworn to as a condition precedent to receiving salary payments. A pay check should never be delivered or mailed to a payee unless and until he subscribes to the oath of office, if an oath of office is required.

It is incumbent upon all concerned to observe strictly the above-referred-to regulations.

IN-SERVICE TRAINING ACTIVITIES

Owing to the heavy load imposed on the Bureau by recent service expansions and by various in-service training activities, it has been found necessary to omit the proposed Regional Technical Conference for the summer of 1940. It is hoped that this will permit those who have accumulated leave to take needed vacations or to attend the many excellent university extension courses offered during that time.

Within the next few weeks assignments will be made to the Regional Technical Conferences which are expected to convene in Washington and Chicago on or about September 1. These conferences will last through November. No conference will be held in December.

By the end of June 100 Weather Bureau employees will have attended the Regional Technical Conferences held since September 1, 1939.

PERSONNEL FOR SPECIAL ASSIGNMENTS

Attention is invited to the item in February 1940 TOPICS AND PERSONNEL, page 297, entitled "Cooperative Project with Coast Guard for Ocean Observations." This project has required the continuous detail of a total of 12 Weather Bureau men for assignment to four Coast Guard cutters. Each vessel remains at its ocean station for a period of 3 weeks. All Weather Bureau men desiring a detail to one of these Coast Guard cutters should notify the Central Office. It is desirable to have each man detailed to two or three successive cruises with 2 intervening weeks in port. A per diem of \$4 while traveling on land and during the periods ashore between details at sea, and \$1.50 while on board ship, whether in port or at sea, will be authorized.

Applicants having radiosonde and pilot-balloon experience are desired, although it is not essential that all of the men be experienced in those phases of Weather Bureau work.

It is desired, also, to receive applications from Weather Bureau men experienced in radiosonde work for assignment to San Juan, P. R., for the period July–November 1940. Radiosonde observations are to be established there during the hurricane season, and one man thoroughly experienced in RAOB work will be assigned to San Juan. A per diem of \$3 will be authorized while at San Juan.

Experienced radiosonde men desiring transfer to Brownsville, Tex., Lake Charles, La., or Detroit, Mich., in case RAOB work is established at those places at the beginning of the next fiscal year, should advise the Central Office. It is also desired to hear from applicants experienced in radiosonde work who wish to be transferred to Big Spring, Tex., Tallahassee, Fla., or Washington, D. C., in case radiosonde work is established at those places the next fiscal year.

It should be indicated as to whether the radiosonde men have had experience and are qualified to install radiosonde ground equipment, since that will be necessary at San Juan and at the new RAOB stations. Communications in connection with the above should be forwarded to the Central Office as promptly as possible.

ANNUAL ESTIMATE-LETTER FORMS

Blank annual estimate-letter forms were mailed to all stations on May 4, together with instructions, for the preparation of estimates for general station maintenance expenses.

Any station official failing to receive such forms and instructions should make request therefor of Chief, Stations and Accounts.

DISCONTINUANCE OF REPORTS IN THE SGL D&A SYSTEM

Distribution of observations from Aberdeen, S. Dak. (659), was discontinued in the SGL D&A system at the termination of April 14, 1940.

INTERNATIONAL INDEX NUMBERS

Index numbers previously assigned have been *cancelled* for the following stations:

Index number	Name of station	Latitude	Longitude	Elevation (feet)
424	West Union, Ohio	38° 47'	83° 31'	1,000
573	Knight, Wyo.*	41° 25'	110° 50'	7,815
625	Trenton, Ont.	44° 08'	77° 30'	240

Index numbers have been *assigned* to the following stations:

255	Palacios, Tex.	28° 45'	96° 17'	15
424	Cherry Fork, Ohio	38° 50'	83° 34'	944
573	Fort Bridger, Wyo.	41° 24'	101° 24'	7,024
625	Stirling, Ontario	44° 19'	77° 33'	-----

Corrections of latitude, longitude, and altitude of stations in the United States which previously have been assigned international index numbers:

249	Sulphur Springs, Tex.	33° 10'	95° 36'	488
283	El Dorado, Tex.	30° 53'	100° 32'	2,453
281	Jacumba, Calif.	32° 38'	116° 18'	2,865
292	Buffalo Springs, Calif.	33° 24'	118° 21'	1,633
299	San Miguel Island, Calif.	34° 03'	120° 21'	550
385	Silver Lake, Calif.	35° 22'	116° 07'	926
391	Goleta, Calif.	34° 26'	119° 44'	20
397	Coalinga, Calif.	30° 09'	120° 21'	676
404	Delaware Breakwater, Del.	38° 48'	75° 06'	20
433	Carbondale, Ill.	37° 44'	89° 10'	463
445	Columbia, Mo.	38° 57'	92° 20'	785
490	Mount Hamilton, Calif.	37° 20'	121° 40'	4,213
5/2	Kane, Pa.	41° 39'	78° 48'	1,938
558	Tyndall, S. Dak.	43° 00'	97° 52'	1,422
587	Riddle, Idaho	42° 13'	116° 08'	5,355
573	Fort Bridger, Wyo.	41° 24'	110° 24'	7,024
611	Lebanon, N. H.	43° 32'	72° 16'	1,125
759	Roscau, Minn.	48° 51'	95° 45'	1,053
747	International Falls, Minn.	48° 36'	93° 24'	1,126
841	Armstrong, Ontario†	50° 15'	88° 55'	1,065

The following are U. S. Coast Guard Stations:

31/	Oregon Inlet, N. C.	35° 46'	75° 31'	14
32/	Caffey's Inlet, N. C.	36° 13'	75° 46'	11
38/	Princess Anne, Va.	36° 48'	75° 58'	15
40/	Hog Island, Va.	37° 26'	75° 43'	15
41/	Assateague, Va.	37° 52'	75° 22'	19
42/	Ocean City, Md.	38° 20'	75° 05'	17
43/	Cape May, N. J.	38° 55'	74° 55'	14
44/	Barnegat, N. J.	39° 46'	74° 06'	15
45/	Ambrose Lightship, N. Y.	40° 27'	73° 40'	18
50/	Fire Island, L. I., N. Y.	40° 37'	73° 14'	19
51/	Tiana, L. I., N. Y.	40° 50'	72° 35'	16
52/	Ditch Plains, L. I., N. Y.	41° 01'	71° 56'	18

NOTE.—Figures in italics are intended to correct data previously issued for the respective stations.

CIRCULARS AND COPY OF STANDARD BID SPECIFICATIONS

Under date of April 23, 1940, a circular (No. 240-40), dated March 7, 1940, issued by Division of Purchase, Sales, and Traffic, entitled "Promulgation of Department of Agriculture Standard Specifications for Packing, Crating, and Hauling Household Goods", with attached copy

* Designates that the latitude, longitude, and elevation are only approximate.

† Armstrong formerly was listed as Wagaming.

of Standard Bid Specifications for this service and circular, dated April 22, 1940, issued by Business Administration, entitled "Standard Bid Specifications for Transportation of Furniture and Other Household Goods", were mailed to all first-order stations. Any station not receiving a copy of these circulars and Standard Bid Specifications should request them from the Central Office immediately.

CIRCULARS

The following have been mailed to all first-order stations. Any station not receiving a copy of each should notify the Central Office:

Revised Addendum II to Appendix II of Weather Bureau Circular N, 4th edition (1939), including pages 140-R, 140a, and 140b, effective May 1, 1940; circular entitled "Stream Functions Included in RAOB Messages", dated April 15, 1940, with two attached isentropic charts, and Weather Bureau Circular O (revised edition, 1940), "Instructions for Making Pilot-Balloon Observations".

INFORMATIONAL CIRCULARS, MEMORANDA, ETC., MAILED

Copies of the following were recently mailed to all first-order stations; any station not receiving a copy of each should notify the Central Office:

Personnel Circular No. 84, dated January 16, 1940, entitled "Political Activity"; a talk entitled "Rural Electrification", by Harry Slattery, Administrator; Miscellaneous Publication No. 376, "Directory of Organization and Field Activities of the Department of Agriculture, 1939"; Memorandum No. 753 (revised), dated April 4, 1940, entitled "Personnel Relations Policy and Procedure" (one copy for each employee); Executive orders, "Annual and Sick Leave", Nos. 8384 and 8385, respectively, both dated March 29, 1940.

CIRCULAR LETTER

A circular letter entitled "Contracts for Continuing Service," dated April 30, 1940, has been mailed to all stations. Any station official who has not received a copy should make request therefor of Chief, Stations and Accounts.

INSTRUCTIONS

Copies of Instructions for December 1939 and January and February 1940 were mailed to selected stations on March 15, March 28, and April 23, 1940, respectively.

INDEX

The Index for TOPICS AND PERSONNEL (1938) was mailed to all first-order stations on March 15, 1940. Any station not receiving a copy should notify the Central Office.

STANDARD FORMS NOS. 26 AND 27

Standard Forms Nos. 26 and 27 for reporting motor-vehicle accidents were recently mailed to all stations at which government-owned motor vehicles are used. Any such station not receiving these forms should notify the Central Office.

NEW FORM 4047

A new Form 4047, "Preference for Station Assignment", has been issued to stations. These forms will be rendered hereafter by all station employees, except those holding emergency or temporary appointments as of May 1 instead of June 1, as heretofore. Card forms should be destroyed.

REQUISITIONS FOR SLIDE-RULE ACCESSORIES

When requisitions are submitted for accessories for slide rules, the style number of the rule should be given, such as 4073-8 or 4088-3, so that unnecessary correspondence will be forestalled.

SUPPLIES REQUIRING PURCHASE REQUISITIONS

Purchase Requisitions, together with Project Sheets, *must* be submitted on or about July 1, 1940, for the following supplies, which will no longer be carried in Central Office stock:

Rugs, all kinds; lamp bulbs for all general office lighting purposes; ditto duplicating rolls; stencil paper, all kinds; teletype paper, all kinds; teletype tape, all kinds.

Hardware, such as wrenches, hammers, hatchets, screw drivers, pliers, saws, files, etc., should be purchased locally and charged to circular authority.

INSTRUCTIONS

DISPOSAL OF ROUTINE TELEGRAMS

A special order, dated January 15, 1940, from the Secretary of Agriculture, authorizes the disposal of routine telegrams dated January 1, 1935, to December 31, 1936. Stations at which such telegrams have accumulated are authorized to dispose of them. A report as to their disposal must be made in accordance with instructions in TOPICS AND PERSONNEL for September 1939 in the article entitled "Report on Disposition of Records." In this connection, also see article in TOPICS AND PERSONNEL for October 1939, page 261.

AUTHORIZATIONS FOR FISCAL YEAR 1941

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 of the 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 cannot 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 the fact that cost of transportation by automobile on a mileage basis, plus per diem, will not exceed cost of transportation by public conveyance, plus per diem. Travel on this basis

requires comparative rail schedules and cost by rail on reimbursement vouchers. If by use of automobile on a mileage basis, both economy and advantage can be shown a detailed statement should be given as to the economy and advantage which will result. Rail schedule is not required by the latter.

MAILING OF FORM 1001

Quite a number of stations are not mailing Form 1001 on the 10th of the month, as provided in paragraph 1 of Instructions for Preparing Meteorological Forms (1938 edition).

Inasmuch as part of the data in Form 1001 is published in the Monthly Weather Review, it is essential that they should be mailed to the checking station at Elkins, W. Va., not later than the 10th of the month.

PERSONAL

FEDERAL BUSINESS ASSOCIATIONS

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

Mr. Bernard R. Laskowski, Huron, elected president.

Mr. Charles D. Reed, Des Moines, elected vice president.

Mr. Lawrence H. Daingerfield, Los Angeles, elected president. Mr. Daingerfield was also elected vice president of the Los Angeles Seminar at the last meeting of that chapter of the American Meteorological Society.

Mr. Clarence J. Root, reappointed member of the executive committee.

APPRECIATION OF SERVICES

The Bureau has recently received a copy of a printed booklet entitled "Thirty Years of Climatological Data of Berne, Ind." compiled by Mr. H. M. Reusser, our cooperative observer at that place.

This is a well-organized and valuable booklet, and Mr. Reusser is to be congratulated on the splendid job. Few people realize the amount of time required to carry on this work over a period of years such as he has done. The Bureau greatly appreciates the time, effort, and enthusiasm given by Mr. Reusser to his work as cooperative observer.

RETIREMENT

Mr. Rudolph Washington, senior laborer at the Central Office, was retired at the termination of April 30, 1940. He was born in Arlington, Va., on April 22, 1875. Mr. Washington entered the Weather Bureau service on November 14, 1905, and prior to that time served for short periods in the Department of Agriculture and the Smithsonian Institution.

CORRECTION

Mr. J. H. Gordon, official in charge at Yuma, has called attention to an error in the article on the death of Mr. Benjamin C. Kadel which appeared in the March issue of TOPICS AND PERSONNEL. It is stated therein that the Salton Sea was formed in Death Valley, Calif., whereas it was formed in Salton Sink, the southern part of which is known as the Imperial Valley and the northern part as Coachella Valley.



Chief of Bureau.

(WB-5-25-40-500)

WEATHER BUREAU TOPICS AND PERSONNEL

MAY 1940

INFORMATION

QUESTIONNAIRE ON ESTIMATE OF WEATHER BUREAU SERVICE

The questionnaires transmitted to all field stations with memorandum dated April 10, 1940, have with few exceptions been returned, giving the information requested. They have revealed a large variety of uses of Weather Bureau service, many of which are not well known to the personnel of the Bureau in general. They have shown an estimated total value of our service beyond all expectations. The data and suggestions contained in these questionnaires and the letters, which in many cases accompanied them, will be extremely useful in planning future Weather Bureau service and justifying public support of the Bureau's activities. After the questionnaires have been analyzed and summarized a resume of their contents will be circulated to the field. Officials who have not already returned their questionnaires are requested to expedite them.

The work of answering the questionnaire was a very difficult task in most cases. The Chief of Bureau is confident that the valuable results amply justify the efforts given by station officials in collecting and summarizing this local information, and he expresses the appreciation of the Central Office for the hearty response and thorough manner in which field officials completed the task. The results demonstrate that much time and study was given by the field in assembling and preparing the desired information.

TECHNICAL PHRASEOLOGY IN WEATHER BROADCASTS

In general the public response to the Weather Bureau's "Breakfast Broadcasts" has been favorable. Reports indicate, however, that care must be exercised to use terms and phrasing which are understood by the average listener. In referring to weather-map analysis, for example, it is usually necessary to locate principal centers of high- and low-pressure systems, as well as to mention important cold- and warm-air masses. Technical terms of analysis, such as "occluded front", "frontogenesis", etc., should not be used in routine daily broadcasts at the present time. Too few of the public are familiar with the meanings of these words. A very limited amount of educational discussion in such terms may occasionally be permissible, but it must be introduced tactfully and in very small amounts.

REQUEST FOR APPLICANTS FOR OCEAN OBSERVATION WORK

In connection with item on page 320 of April 1940 TOPICS AND PERSONNEL, it is requested that all commissioned Weather Bureau employees

desiring permanent transfer to Norfolk, New York, or Boston Airport Stations for regular-scheduled detail to ships stationed in the Atlantic Ocean, for weather-observation work, notify the Central Office accordingly. Such men would spend 8 weeks at an ocean station and an intervening 2 to 6 weeks at the airport station. While at sea a per diem of \$1.50 would be authorized. Applicants should state whether they have had pilot-balloon and/or radiosonde experience. Action would be taken to replace any man transferred to stations in connection with the above. Prompt action in this matter will be appreciated.

INTERNATIONAL INDEX NUMBERS

Index numbers previously assigned have been *canceled* for the following stations:

Index number	Name of station	Latitude	Longitude	Elevation (feet)
322	Florence, Ala.....	34° 48'	87° 39'	620
5/1	Delhi, N. Y.....	42° 15'	74° 55'	1,360*
587	Riddle, Idaho.....	42° 13'	116° 08'	5,355

Index numbers have been *assigned* to the following stations:

2/5	Fredericksburg, Tex.....	30° 16'	98° 52'	1,712*
260	Crystal City, Tex.....	28° 43'	99° 50'	581*
322	Muscle Shoals, Ala.....	34° 45'	87° 40'	-----
5/1	Oneonta, N. Y.....	42° 27'	75° 04'	-----
587	Duck Valley, Nev.....	41° 57'	118° 07'	5,401
986	Ruby, Alaska.....	64° 43'*	155° 29'*	299*

Corrections of latitude, longitude, and altitude of stations in the United States which previously have been assigned international index numbers:

368	Guymon, Okla.....	36° 41'	101° 28'	3,128
667	Broadus, Mont.....	45° 26'	105° 24'	3,032
980	Wosnesenski, Alaska.....	55° 13'	161° 21'	36
981	Kanatak, Alaska.....	57° 34'	156° 02'	27
984	Bethel, Alaska.....	60° 45'	161° 47'	38
995	Gambell, Alaska.....	63° 51'	171° 36'	27

NOTE.—Figures in italics are intended to correct data previously issued for the respective stations.

FORMOGRAPHED MIMEOGRAPH STENCILS FOR FORM 1030

Recently there has been developed a formographed stencil for Form 1030. This consists, primarily, of an impression of the standard printed Form 1030 on a mimeograph stencil. This stencil is usable on all standard mimeograph machines that now use the No. 960 style. The stencil is used in the same manner as the standard one, but when corrections are made care must be used not to overlap the impressed matter. This stencil eliminates the necessity for registering to a printed form. They have been issued to and tried out by a few stations and the reaction has been uniformly favorable. All stations that desire to use this method of duplicating Form 1030 should submit Purchase Requisitions for stencils, mimeograph, No. 960F (Formograph No. 9642).

* Approximate.

NEW PROPERTY CLASSIFICATIONS

A list of additional property classifications and revisions, dated May 1, 1940, was mailed to all first-order stations on May 9, 1940. This list supplements those mailed from this office on January 1 and November 1, 1938. Any station not receiving a copy should notify the Central Office immediately.

SUPERVISORY AND FORECAST ACTIVITIES TRANSFERRED TO AIRPORT

On and after June 1, 1940, the general supervisory and forecasting activities which have been carried on at the Weather Bureau Airport Station at Newark, will be transferred to the Airport Station at La Guardia Field, New York, N. Y.

All mail and other matters pertaining to general supervision or forecasting work should, therefore, be addressed to the New York office on and after that date.

The Newark office will continue to function as a combined airport and city office, with a 6-man personnel complement, B. L. Wiggin, associate meteorologist, in charge. All local duties for Newark and vicinity will be taken care of by the Newark office, as in the past.

FIRST-ORDER STATION CLOSED

The first-order Weather Bureau Office at Marshall, Mo., manned by one commissioned employee and three airway observers, was closed, effective at the termination of April 15, 1940.

The observational and hourly weather-reporting work at this station will be continued by personnel of the Civil Aeronautics Authority, beginning April 16, 1940.

STOCK CATALOG FOR 1940

A copy of Stock Catalog for 1940, listing supplies carried in the Supplies Section, for issue to field stations was mailed to all stations on May 21, 1940. Stations failing to receive a copy should notify the Central Office immediately.

U. S. D. A. CLUBS

U. S. D. A. Clubs were organized at Pittsburgh, Pa., and Pueblo, Colo., on April 20 and May 20, 1940, respectively. Mr. William S. Brotzman was elected president of the former and Mr. Glen H. Phillips was elected vice president of the latter, and both were appointed members of the board of directors of their respective clubs.

MAILING FORM 1030

Quite a number of stations are not mailing Form 1080 on the first regular working day of the following month, as provided in paragraph 1 of Instructions for Preparing Meteorological Forms.

As it is very important that the Central Office have this form as soon as possible, the instructions should be followed whenever practicable.

CLOUD CODE CHART

Copies of the Cloud Code Chart were mailed to all first-order stations on May 27, 1940. Any station not receiving a copy should notify the Central Office.

DEPARTMENT REGULATIONS

Copies of amendments to Department Regulations, Nos. 96 to 101, paragraphs 1621 to 1624, 2541, 1542, 3181, 3333 and 2411, respectively, were mailed to all first-order stations during April and May 1940. Any station not receiving a copy of each should notify the Central Office.

INSTRUCTIONS

Copies of Instructions for March 1940 were mailed to selected stations on May 27, 1940.

INSTRUCTIONS

SUBMISSION OF VOUCHERS FOR THE FISCAL YEAR 1940

The attention of station officials is invited to the instructions contained in paragraphs 93 (a) and 99 (b) of Station Regulations.

Vouchers for supplies delivered or services performed prior to June 30, 1940, should not be withheld until July 1, 1940, 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 the close of the fiscal year.

Payees who submit vouchers on the split-month basis should *not* be asked to prepare separate vouchers for service to June 30, 1940. Bills covering the June-July period of service for telephone *rent* and for metered services should be charged to the circular allotments for the next fiscal year and the authorization reference on the vouchers should be that dated July 1, 1940. In this connection, please see the articles on pages 50 and 210 of the May 1938 and May 1939 issues, respectively, of TOPICS AND PERSONNEL.

CHANGE IN RADIO CIRCULAR NO. 15

All copies of Radio Circular No. 15 on hand at stations should be corrected to indicate call letters NNFP for the coast Guard Radio Station at Sault Ste. Marie, Mich., instead of NNFD. A notice should be sent to recipients to whom copies of the circular were furnished from field stations.

CONVERTING CORRECTED MEAN REDUCED PRESSURE TO MILLIBARS

Inasmuch as Form 1002 calls for corrected mean reduced pressure in millibars, instructions in the second paragraph under paragraph 72 of Instructions for Preparing Meteorological Forms (1940 edition) are amended as follows:

The monthly means (millibars) will be obtained by converting the corrected mean reduced pressure (inches) by using the table to convert pressure in inches to millibars.

FORWARDING FORM 4076

Envelopes containing "Substation Appointments" (Form 4076) should be marked "Substation Appointments" instead of marking them for the attention of any one Division.

QUARTERLY MAIL REPORT

The mail report for the quarter ending June 30, 1940, will be due after the close of that month. Please forward promptly to Division of Business Administration: "Attention Instructions Desk".

SIGNATURES TO ERROR LETTERS

It has been noticed that error letters returned to checking stations are sometimes initialed, rather than signed, by the employees responsible for the error.

In order to insure errors being properly charged, station officials should see that all error letters are signed by the employees concerned.

PERSONAL

DEATHS

Mr. James M. Dean, who was retired at the termination of May 31, 1939, died at Walter Reed Hospital in Washington, D. C., on June 3, 1940. A notice of his retirement and an outline of his service will be found in TOPICS AND PERSONNEL for May 1939.

Miss Anna Stopp, who was retired at the termination of March 31, 1940, died at her home in Washington, D. C., on May 19, 1940. An outline of her service and a notice of her retirement will be found in the March 1940 issue of TOPICS AND PERSONNEL.

F. W. Richardson

Chief of Bureau.

(WB-6-25-40-500)

WEATHER BUREAU TOPICS AND PERSONNEL

JUNE 1940

INFORMATION

TEMPORARY ASSIGNMENTS OF FIELD OFFICIALS

Pursuant to the policy of temporary assignment of field officials to desks in the Central Office, Mr. H. M. Wills will serve as Acting Chief of the Division of Climate and Crop Weather during the next few weeks while Mr. J. B. Kincer, Chief of the Division, will be absent. This plan of temporary assignments will permit closer exchange of views between officials of field stations and the Central Office and will give broader familiarity with the general problems of the service. Such temporary assignments will not be considered in any sense a precedent for future permanent assignments. As conditions permit, the plan will be extended to other officials and other divisions of the Central Office and will eventually provide also for temporary assignments of Central Office officials to various positions in the field.

ANNUAL ENCAMPMENT OF VETERANS' ORGANIZATIONS

Personnel Circular No. 89, dated June 7, 1940, from the Director of Personnel, is given hereunder for the information of Weather Bureau employees interested therein.

In accordance with the usual custom, employees of the Department affiliated with the American Legion, the United Spanish War Veterans, and Veterans of Foreign Wars may be granted annual leave or leave without pay for the purpose of attending the annual conventions of these veterans' organizations, providing that such absence does not interfere with the performance of the necessary work of the Department. The dates of the respective conventions are as follows: American Legion, Boston, Mass., September 23 to 26, inclusive; United Spanish War Veterans, Detroit, Mich., August 18 to 22, inclusive, and Veterans of Foreign Wars, Los Angeles, Calif., August 25 to 30, inclusive.

ATTENDANCE AT CONVENTION

The following memorandum, dated July 1, 1940, from the Chief Clerk of the Department of Commerce is given for the information of Weather Bureau personnel:

Employees desiring to attend the convention of the National Association of Regulars, Detroit, Mich., September 3, 4, and 5, may be granted annual leave for that purpose, so far as public business will permit.

MEMBERSHIP IN USDA CLUBS

The following is quoted from a memorandum, dated June 24, 1940, from the Director of Personnel, Department of Agriculture, concerning eligibility of employees of this Bureau for membership in USDA Clubs after June 30, 1940, and is given for the information of all Weather Bureau personnel:

In the next issue of the USDA Club Newsletter, which is sent to officers of the club, we are carrying the following note, which answers this question:

Effective June 30, two Bureaus, long a part of the Department of Agriculture, are being transferred. The Weather Bureau will become a part of the Department of Commerce and the Food and Drug Administration will become a part of the Federal Security Agency.

Field representatives of these two agencies have been active in many USDA Clubs, and were among the most loyal and helpful members of these clubs, often serving as officers with distinction.

Many clubs have asked whether it would be appropriate for these transferred field representatives to continue their association with the clubs, possibly as associate members. This is a matter for local clubs to determine, but this office sees no objection to the proposal, realizing that the contacts which have been valuable in the past are likely to continue to be so in the future.

The transfers are a matter of real regret to friends, old and new, in the Department, but while the Department and these Bureaus no longer have the same legal and administrative relationships, cordial cooperative relationships in the interest of good public service will doubtless continue.

CONSOLIDATION OF ACTIVITIES AT HELENA

Consolidation of all Weather Bureau activities at the Helena Airport was completed on May 23, 1940. All correspondence with this station should be addressed to "Weather Bureau Office, Airport, Helena, Mont."

CONSOLIDATION OF ACTIVITIES AT IOWA CITY

For purposes of administration, the aerological service at the airport and the hydrologic service at the hydrologic office have been consolidated. The office in the hydraulic laboratory, University of Iowa, formerly designated as "Weather Bureau Hydrologic Office", will be known as "Weather Bureau Office". The official in charge, Mr. Bertram S. Barnes, will attend to all matters regarding established policy and relations with the public and the university. The airport will be designated as "Weather Bureau Airport Station".

WEEKLY AND MONTHLY "MEANS" CODE

A new figure code for transmitting weekly and monthly mean temperature and total precipitation was mailed on June 7, 1940, to all stations telegraphing these data. Any station failing to receive a copy should notify the Central Office at once.

FEDERAL BUSINESS ASSOCIATIONS

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

Mr. M. V. Robins, Omaha, has been appointed chairman of the communications committee and a member of the executive board of the Omaha-Council Bluffs Federal Business Association.

SURPLUS PROPERTY

The following property is surplus at the Weather Bureau Airport, Boston, Mass., and available for transfer:

One 6-drawer document file, quartered oak, in good condition. Outside dimensions are 13 $\frac{1}{4}$ by 17 by 33 inches; inside dimensions are 4 $\frac{7}{8}$ by 11 $\frac{3}{4}$ by 14 $\frac{3}{4}$ inches. Any station desiring this item should correspond with the Central Office.

CIRCULARS AND CIRCULAR LETTERS

The following were mailed to all first-order stations during June and July 1940. Any station not receiving a copy of each should notify the Central Office:

A circular dated June 17, 1940, entitled "Procedure to Be Followed with Regard to Handling of Property Record Cards", Form AD-106 (salmon-colored cards) and decalcomania transfers, over the signature of the Chief of Business Administration.

Circular dated July 2, 1940, quoting a letter from the Secretary of Commerce; circular dated June 27, 1940, entitled "Completing Statement of Central Office Technical Service Organization", announced in circular of May 22, 1940.

Under date of June 24, 1940, a circular letter, signed by the Chief of Business Administration, entitled "Contracts for Expenditures Exceeding \$25.00, Fiscal Year 1941".

Under date of June 25, 1940, a circular letter, signed by the Chief of Business Administration, entitled "Purchase of Corn Brooms, Cocoa Mats, and Cotton Mops, Fiscal Year 1941".

INSTRUCTIONS AND INDEX

Copies of Instructions for April and May 1940 and the Index of Stations for 1939 were mailed to selected stations on June 28, 1940.

TICKS AND SPOTTED FEVER

Each spring and summer, millions of ticks swarm over the grasses and low bushes and trees of woods, fields, vacant lots, and even home lawns in the eastern part of the United States. The "dog tick" is the insect that carries the Rocky Mountain spotted-fever infection. However, only about one tick in 300 is infected.

Rocky Mountain spotted fever is transmitted to human beings by the bite of the infected tick. The best way to prevent this fever is to keep a careful lookout for ticks on the clothing and body and remove them before they can do any damage. The tick can only feed and transmit the disease by attaching itself to the skin in such a way that it is hard to remove. If a loose tick is found crawling on the clothing or body, even if it is an infected tick, it has probably done no harm. This is a signal to look for others. If a tick is attached, it should be removed with small forceps, a piece of cotton, or paper rather than with the fingers, since it may be an infected tick and the blood may get on the

hands. Do not crush the tick when removed, but burn it in a receptacle. If it has already bitten, paint the bite with an antiseptic, such as iodine, wash the hands and the forceps thoroughly, and wipe the forceps with alcohol.

During the tick season, campers, fishermen, picnickers, and children playing in uncleared land should have a tick inspection at least once a day. Animal pets should also be inspected and dusted with derris powder.

Every tick bite does not mean that a case of Rocky Mountain fever will follow. Ordinarily, an infected tick must have fed from 6 to 8 hours, or more, in order to infect an individual. For this reason, prompt search for ticks, their removal before they have attached themselves to feed, or very soon after feeding (2 to 4 hours), greatly reduces the chances of infection. Tick inspection every day, when living or vacationing in localities where these ticks abound, is the best spotted-fever protection.

For more information about ticks and Rocky Mountain fever, write the U. S. Public Health Service, Washington, D. C., for the free leaflet, "Spotted Fever".

POISON IVY

Do you dread the summer season because you are afraid of poison ivy? Does the thought of it spoil your out-of-door pleasures? You can do something about it!

First, learn to recognize the plant and stay away from it when you see it. The poison ivy plant is a climbing vine with shiny, green leaves in groups of three, and occasionally with white berries. It is fond of tree stumps and fences, but the little plant that hasn't yet reached the climbing stage is just as poisonous as a mature vine.

The poisonous substance comes from the juices of the plant. It causes a burning, itching skin eruption which has many small "weeping" blisters. The parts of the body most commonly affected are the hands and arms, the legs, and the face. The face is frequently affected because the fresh juice of the plant has been carried to it by the hands. Some people are more sensitive to the juices than others; they have more severe attacks, and it has been found that they can get ivy poisoning from handling shoes, tools, golf clubs, or tennis rackets which have on them the sticky juices of the plant.

To protect yourselves and others, get rid of the plant by cutting it out with a bush hook, close to the ground, being sure to wear heavy gloves. Burn the plants, being careful to stay away from the smoke, as poisoning from the burning plant can attack the sensitive skin and is especially dangerous to the eyes.

There is no *sure* means of preventing ivy poisoning, but the following preventive measures will be helpful:

On returning to the house or camp from an out-of-doors jaunt, scrub exposed parts of body with laundry soap or tincture of green soap, pay-

ing particular attention to the fingers and finger nails. Work up a good lather, scrub well, and rinse thoroughly. The scrub-up may be followed with a rinsing in a solution of baking soda, borax, boric acid, or epsom salts if you suspect that you have been exposed.

A protective substance, such as cotton-seed oil, olive oil, or vaseline may be applied to exposed parts if you expect to go to a place where poison ivy grows. These substances should never be used in home treatment, but only as a possible protection. At the end of the day the substance used must be thoroughly removed.

After a known contact with poison ivy, follow scrub-up by painting the exposed area with a 5 percent solution of ferric chloride (half strength) or a 5 percent solution of ferrous sulfate. Persisting with this practice will prevent the attack or greatly lessen its severity.

An eruption usually appears from 24 to 48 hours after exposure, so if the juices are removed from the skin within a few hours the chances of preventing an attack of ivy poisoning are greater. In all severe cases a physician should be consulted.

A booklet, "Ivy and Sumac Poisoning", published by the U. S. Public Health Service, may be obtained from the Superintendent of Documents, Washington, D. C., for 5 cents.

INSTRUCTIONS

MAINTENANCE OF THE REGULATIONS OF DEPARTMENT OF AGRICULTURE

The following, concerning the maintenance of the Regulations of the Department of Agriculture, is given for the information of all Weather Bureau officials:

While the Department of Commerce, does not have printed regulations such as the Department of Agriculture has for the guidance of its personnel, it is believed to be inadvisable to try to maintain the Department of Agriculture Regulations up to date for an indefinite period because many of the regulations of the Department of Agriculture will not apply to the Department of Commerce, for example, it has already been necessary for the Weather Bureau to secure, through the medium of the Second Deficiency Act, authority for the shipment of household goods of employees permanently transferred from one station to another, and also to secure authority for attendance of Weather Bureau employees at scientific meetings. In both of these cases certain restrictions apply in the Department of Commerce that did not apply in the Department of Agriculture, such as the limitation of 5,000 pounds of household goods, and in not exceeding a certain amount of expenditure for attendance at meetings. Another difference is that the Department of Commerce open-market purchases are limited to \$25, while in the Department of Agriculture the limit is \$50.

The Department of Agriculture has already requested us to turn in the Department Regulations now in the possession of the Weather Bureau for reissue to new agencies. This has not yet been done because we believe they will continue to be of value to the Bureau for some time to come insofar as they relate to standard procedures that are common to the entire Government service, such as standard leave regulations, etc. On our promise to return them to the Department of Agriculture at a later date, they have agreed to continue to supply us with amendments so that the regulations will be up to date when they are returned.

We have been informed that at present the Department of Commerce relies upon the several Bureaus to issue their own regulations. We will, therefore, give consideration to the possibility of bringing the Station Regulations up to date some time in the near future. The last time Station Regulations was revised, we excluded therefrom as much matter as was contained in the Department Regulations as was practicable. It will, therefore, be quite a task to revise the regulations by including therein such matter as is of general application from a Department standpoint.

PROJECT FOR MAKING RADIOSONDE OBSERVATIONS DURING HURRICANES

During the 1940 hurricane season the Weather Bureau will, as has been done in previous years, conduct a project for investigating upper-air conditions in hurricanes by means of radiosondes. The radiosonde

stations which have been selected to participate in this project are the following: Brownsville, Tex.; Charleston, S. C.; Miami, Fla.; and San Juan, P. R.

When a hurricane appears to be approaching one or more of these stations the Central Office will, on the basis of reports and advices received from Jacksonville and New Orleans, dispatch instructions to the appropriate stations indicating the time at which special radiosonde observations are to be begun and the frequency at which they are to be made subsequently. However, the official in charge at San Juan has been instructed and authorized to make special radiosonde observations at his station if, in his judgment, a hurricane is about to pass in the vicinity, even though—because of the paucity of observations from that particular region available at the Central Office—no instructions to begin making special radiosonde observations are received by him from Washington.

In connection with this project, attention is called to pages 287-288 in TOPICS AND PERSONNEL of August 1936 requesting detailed cloud and pilot-balloon observations. It is desired that every effort be made by officials of Weather Bureau stations to carry out these instructions during the 1940 season.

TEST OF BAROMETER READINGS IN AIR-CONDITIONED OFFICES

Some air-conditioning systems operate with a slight excess of pressure in the buildings. If a barometer is installed in an air-conditioned building the readings of the instrument will probably be somewhat greater than if the excess of pressure did not exist. This produces an error in the readings.

All stations located in air-conditioned buildings are requested to make a series of tests to determine the magnitude of the error resulting from this effect. The tests should be made as follows: Read the barometer very carefully when the air-conditioning system is in full operation and when all doors and windows in the office and adjoining parts of the building have been closed for at least 15 minutes, preferably 1 hour. Then open all windows and doors in the office, so as to reduce the excess pressure, and read the barometer very carefully again within 5 minutes of the time the windows and doors have been opened. The respective data should be entered on Form 1027. Six tests should be made under similar conditions on days when the barograph shows the pressure to be stationary, or changing slowly. The differences between the two sets of readings should be shown on the form and the average of the six results should be given.

These data are desired as promptly as practicable. A copy of Form 1027, with the data, and a letter of transmittal explaining the circumstances and procedure, should be submitted to the Central Office.

RESTRICTIONS ON ERECTION OF RADIO ANTENNAE

Attention of officials in charge is again called to the fact that the Bureau does not permit the attachment of radio transmitting antennae to its wind-instrument supports; neither does it favor the erection of such antennae in close proximity to wind-instrument supports.

Authority for attaching receiving antennae to instrument supports, a practice not generally approved of, must be received before such action is taken.

Stations where attachment of antennae is now in effect that have not received previous authority for such procedure are directed to forward detailed reports to the Central Office so that suitable action can be taken in each case.

In this connection, station employees are referred to page 280 of TOPICS AND PERSONNEL for the month of June 1922.

REPORTS OF TRANSFERS OF PERSONNEL

Effective upon receipt of this issue of TOPICS AND PERSONNEL, all changes of personnel from one station to another, both departure and arrival, will be reported by mail, free telegraph, or radio service, only. This will be a change of procedure which in the past permitted the transmission of such information by mail, free telegraph, or radio service, or by commercial toll telegrams. Form 4078 (card) was recently supplied to all first-order stations for this purpose.

USE OF PRIVATELY OWNED VEHICLES FOR OFFICIAL TRAVEL

The act of April 25, 1940, Public No. 485, amends section 12(a) of Standard Government Travel Regulations to permit the use of a *privately owned* vehicle for official travel on a mileage basis, *regardless of whether the title to the vehicle is vested in the traveler.*

The word "privately" should be inserted in lieu of "personally" in paragraph 12(a) in copies of Standard Government Travel Regulations.

TRANSPORTATION OF HOUSEHOLD GOODS

Appropriations for the Weather Bureau for the fiscal year 1941 are available for packing, crating, and transportation, including drayage of personal effects (not exceeding 5,000 pounds in any one case) of employees upon permanent change of station, under regulations to be prescribed by the Secretary of Commerce.

In this connection, if an employee's goods exceed 5,000 pounds gross weight, the cost of shipping will be apportioned, the employee paying or the amount above 5,000 pounds.

STORES REQUISITIONS BASED ON STOCK CATALOG, 1940

It is noted that stations are submitting Stores Requisitions for supplies, giving the full description as shown in the stock catalog. This action requires considerable time of a typist in long requisitions and requires additional sheets of the Stores Requisition. It is suggested that the stock-

item number and the name of the article, together with a brief description such as color, size and, perhaps, the number (No. 6, dry battery, and Type I padlock), etc., be shown. However, the items should be double spaced. See sample copy in back of stock catalog.

PURCHASES FROM FEDERAL PRISON INDUSTRIES, INC.

The Comptroller General has ruled that neither economy nor emergency may be considered as justification for purchasing, commercially, any articles manufactured by the Federal Prison Industries, Inc. Local purchases of such articles, except those for which clearance has been obtained (see circular letter of June 25, 1940), are made at the personal risk of station officials.

CERTIFIED DATA FOR USE IN COURT

The Department of Commerce has authorized officials in charge of Weather Bureau stations to continue to prepare and authenticate certificates of data for use in local courts in the same way as heretofore. The only change that is required is to substitute "Commerce" for "Agriculture" on the printed certificate form until such time as new forms are printed and supplied to stations. Stations desiring a supply of new forms should make request therefor.

REQUESTS CONCERNING RURAL ELECTRIFICATION

The following memorandum for the Director of Information, Department of Agriculture, is given for the information of all Weather Bureau personnel:

The Administrator of the Rural Electrification Administration reports that in a number of instances field offices of the Department Bureaus have referred to the regional directors of the Federal Power Commission requests for information about REA. The regional personnel of the Federal Power Commission cannot answer requests of this kind. Please advise your field offices that if any of them receive requests for information about REA, they should refer the requests to the Washington headquarters of the REA.

PERSONAL

MR. EDGAR B. CALVERT RETIRES

Mr. Edgar B. Calvert was retired at the termination of June 30, 1940. He was born at Petersburg, Va., on October 29, 1870; was appointed private in the Signal Corps, U. S. A., Weather Service, on March 21, 1890, with assignment to the Chicago station. When the Weather Service was transferred from the Signal Corps and established in the new Weather Bureau, U. S. Department of Agriculture, effective July 1, 1891, Mr. Calvert was appointed assistant and later observer at Chicago. He was transferred to the Central Office in 1895 and served several years as private secretary to the Chief of Bureau; during 6 months of such period he was detailed as acting private secretary to the Secretary of Agriculture.

From 1906 to 1918 Mr. Calvert served as Assistant Chief of the Division of Accounts and Disbursements of the main Department, and at the same time was in charge of the Stations and Accounts Division of the Weather Bureau. Later he became Chief Clerk of the Bureau and then Chief of the Forecast Division, which important position he continuously filled—finally as principal meteorologist—for 20 years, until his retirement.

During this long period he served as member of various important Bureau, departmental, and inter-departmental committees and boards established to perfect and improve Government business procedures and practices. He also served as technical assistant to the delegation of the United States at the International Conference on Safety of Life at Sea, London, England, April 1929; and also as technical advisor to the United States delegation at the inter-American Technical Aviation Conference, Lima, Peru, September 1937, when he also attended the Regional Meteorological Conference there.

In many and varied important capacities Mr. Calvert served the Weather Bureau and the Government over 50 years in a highly creditable and commendable manner.

On retiring, Mr. Calvert was given a reception by the staff—administrative, technical, and clerical—of the Central Office, when he received many appreciative testimonials and a radio, commemorative of his long association and service in the Bureau.

Since the preparation of the above article, it is deeply regretted to announce the death of Mr. Calvert on July 9, 1940. Mr. Calvert had been in poor health for several months, but his passing comes as a shock to his many friends.

DEATH OF MR. LARRY F. PAGE

Mr. Larry F. Page, meteorologist, who died June 10, 1940, at Emergency Hospital in Washington, D. C., was in his sixth year with the U. S. Department of Agriculture. He was a specialist in statistical research

in the field of long-range forecasting, his work having attracted international attention among weather forecasters.

Mr. Page was born in Des Moines, Iowa, on May 19, 1907, and made that place his home until he came to Washington in October 1934. He was graduated from Drake University, and also had done graduate work in the Department of Agriculture Graduate School and at Massachusetts Institute of Technology. When he came to the Department of Agriculture in the fall of 1934 he was first with the Weather Bureau and later with the Division of Crop and Livestock Estimates. After a year's special study at Massachusetts Institute of Technology, he returned to Washington in August 1939 on a special assignment with the Weather Bureau.

TABULATION OF BREAK-DOWN OF PERSONNEL CHANGES MADE DURING THE PERIOD JANUARY 1 TO JUNE 30, 1940

	CUSTODIAL						C. A. F.												S. P.							P.						TOTAL
	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9	10	12	1	2	3	4	5	6	7	1	2	3	4	5	6		
Transfers from next lower grade (i. e., grade promotions to fill vacancies in grades indicated).		1					2	15	19	7	3					1	1		3	33	134	121	17		40	24	12	7	2		442	
Transfers to vacancies with duties entailing reallocation to higher grade eventually and in which one-step preliminary promotion has therefore been made.																						2			4	2	1				9	
Step promotions within grade.*			2			1			3	2	1	2	1	1			1	4	4	1	9	19	5	2	39	25	10	9	2	2	145	
Changes in headquarters with no promotion.								2	1	1									13	11	27	2		15	8	2	2			84		
Original appointments	6	3					24	24	5									13	7	169		6			1					271 ¹		
Appointments by transfer	1	2					2	27	8	1						1		1	12	1						2	1			59		
Appointments by reinstatement	1		1				4	2	1 ²										1		2	1		1						14		

* Includes 9 step promotions shown in second item. ¹ Includes 13 temporary appointments not carried in body of table. ² Temporary.
 Total deaths, 1. Total resignations and terminations, 47. Total retirements, 5.

The following transfers, with change in headquarters, have been made during the period January 1 to June 30, 1940.

Name	From—	To—
Alexander, Harold.....	San Antonio, Tex..... (Airport.)	Apalachicola, Fla., in charge.
Alkire, Herbert L.....	Camden, N. J..... (Airport.)	Philadelphia, Pa. (Airport), in charge.
Allen, Robert S.....	Atlanta, Ga..... (Airport.)	Tampa, Fla. (Airport), assist- ant.
Anderson, James W.....	Camden, N. J..... (Airport.)	Arlington, Va. (Airport), as- sistant.
Arford, Carroll W.....	Springfield, Ill..... (Airport.)	Washington, D. C., assistant.
Ashburn, Edward V.....	Cambridge, Mass.....	Los Angeles, Calif., assistant.
Atkinson, Paul E.....	Reno, Nev..... (Airport.)	Big Spring, Tex., assistant.
Baker, Clyde G.....	Brownsville, Tex.....	Memphis, Tenn., assistant.
Banks, Reuben W.....	Hatteras, N. C.....	Wilmington, N. C., assistant.
Baughman, Fred A.....	Cleveland, Ohio..... (Airport.)	Arlington, Va. (Airport), as- sistant.
Beall, Gerald T.....	Des Moines, Iowa.....	Springfield, Ill., assistant.
Beerman, Miss Ida R....	Newark, N. J..... (Airport.)	New York, N. Y. (Airport), assistant.
Bender, Lee.....	Houston, Tex..... (Airport.)	Savannah, Ga., assistant.
Benton, Bruce M.....	Hartford, Conn.....	Washington, D. C., assistant.
Benton, Dwight W.....	El Paso, Tex..... (Airport.)	Del Rio, Tex., assistant.
Bierbower, William N...	Del Rio, Tex.....	Waco, Tex., assistant.
Blinde, Glover L.....	Denver, Colo.....	Shreveport, La., assistant.
Bobbitt, Ottis C.....	Brownsville, Tex.....	San Antonio, Tex., assistant.
Borders, George R.....	Chicago, Ill..... (Airport.)	Muskegon, Mich., in charge.
Bowers, Paul J.....	Charlotte, N. C..... (Airport.)	Atlanta, Ga. (Airport), assist- ant.
Boyle, Ira D.....	Indianapolis, Ind.....	Fort Wayne, Ind. (Airport), assistant.
Browster, Sherman M...	Eastport, Maine.....	Caribou, Maine, assistant.
Bridgham, David M.....	Hartford, Conn..... (Airport.)	Jackson, Miss., assistant.
Bristor, Charles L.....	Huron, S. Dak..... (Airport.)	Boston, Mass. (Airport), as- sistant.
Bristow, Gerald C.....	Vicksburg, Miss.....	Charlotte, N. C., assistant.
Brown, William H.....	Baltimore, Md.....	Newark, N. J., assistant.
Brownlee, Willard A....	Syracuse, N. Y..... (Airport.)	Nantucket, Mass., assistant.
Bruce, David.....	Kylertown, Pa.....	Amarillo, Tex. (Airport), as- sistant.
Bryan, William H.....	Lincoln, Nebr..... (Airport.)	Huntington, W. Va., assistant.
Calvert, Jack H.....	Pendleton, Ore.....	Sandberg, Calif., in charge.
Carlson, Elmer W.....	Davenport, Iowa.....	Cincinnati, Ohio, assistant.
Cazier, Frank W.....	Lander, Wyo.....	Billings, Mont., assistant.
Chambers, Marshall J...	Arlington, Va..... (Airport.)	Atlanta, Ga. (Airport), assist- ant.
Chapman, Horace W....	Yukima, Wash.....	Rock Springs, Wyo., assistant.
Chappell, William B....	Miami, Fla..... (Airport.)	Knoxville, Tenn. (Airport), assistant.
Cheesman, Willard L....	Louisville, Ky..... (Airport.)	Washington, D. C., assistant.
Clark, William T.....	Providence, R. I.....	Hartford, Conn., assistant.
Clasby, Edward J.....	Newark, N. J..... (Airport.)	New York, N. Y. (Airport), assistant.

Name	From—	To—
Codd, Ashton R.	Salt Lake City, Utah...	Portland, Oreg., in charge of hydrologic work.
Coe, Arthur R.	Nashville Tenn.	Nantucket, Mass., assistant.
Coen, Thomas D.	Alpena, Mich.	Sault Ste. Marie, Mich., assistant.
Coffin, LeRoy A.	Fargo, N. Dak. (Airport.)	Washington, D. C., assistant.
Collins, Harry L.	Pensacola, Fla.	Macon, Ga., assistant.
Combs, James F., Jr.	Dallas, Tex. (Airport.)	Lake Charles, La., assistant.
Cook, Paul S.	Fort Worth, Tex.	Lake Charles, La., in charge.
Copeland, Edward V.	Lynchburg, Va.	Detroit, Mich. (Airport), assistant.
Corkill, Edward C.	Concordia, Kans.	Kansas City, Mo., assistant.
Council, Thomas C., Jr.	Augusta, Ga.	Birmingham, Ala., assistant.
Court, Arnold.	Albuquerque, N. Mex.	Little America, Antarctica, assistant.
Cowdrick, Wendell E.	New York, N. Y. (Airport.)	Muskegon, Mich., assistant.
Cravens, Staurt E.	St. Joseph, Mo. (Airport.)	Atlanta, Ga. (Airport), assistant.
Crawford, Gerald P.	Newark, N. J. (Airport.)	New York, N. Y. (Airport), assistant.
Crawford, Marion E.	Newark, N. J. (Airport.)	New York, N. Y. (Airport), assistant.
Crooker, Clayton B.	Redding, Calif.	Fort Worth, Tex., assistant.
Crubaugh, Joseph J.	Des Moines, Iowa. (Airport.)	Reno, Nev. (Airport), assistant.
Crutcher, Harold L.	Little Rock, Ark. (Airport.)	Atlanta, Ga. (Airport), assistant.
Cupples, William A.	Reno, Nev. (Airport.)	Sacramento, Calif., (Airport), in charge.
Davis, Vernor T.	Medford, Oreg.	Ellensburg, Wash., in charge.
Dannheiser, Charles L.	Camden, N. J. (Airport.)	Philadelphia, Pa. (Airport), assistant.
Dean, Rollo H.	Meridian, Miss.	Memphis, Tenn., assistant.
Denman, George C.	Houston, Tex. (Airport.)	Juneau, Alaska, assistant.
Denmark, William L.	Springfield, Mo.	Kansas City, Mo., assistant.
Desmond, Ralph H.	Atlanta, Ga. (Airport.)	El Paso, Tex. (Airport), assistant.
Dickinson, Willard E.	Hartford, Conn. (Airport.)	Alpena, Mich., assistant.
Di Lauro, Gean, Jr.	Philadelphia, Pa.	Reading, Pa., assistant.
Divver, Paul J.	Portland, Maine.	Boston, Mass. (Airport), assistant.
Dolezel, Edward J.	Minneapolis, Minn. (Airport.)	St. Cloud, Minn., in charge.
Duncan, John W.	Boise, Idaho.	Roswell, N. Mex., assistant.
Edelman, Seymour.	Reading, Pa.	Washington, D. C., assistant.
Ellis, Ivan F.	Portland, Oreg. (Airport.)	Ellensburg, Wash., assistant.
Ernst, Frank W.	Memphis, Tenn.	Tulsa, Okla., assistant.
Feiss, Frederick T.	Washington, D. C.	Chattanooga, Tenn., assistant.
Feitshans, Myron H.	Cincinnati, Ohio.	Washington, D. C., assistant.
Feldt, Benjamin F.	Rapid City, S. Dak. (Airport.)	Chattanooga, Tenn. (Airport), assistant.
Fencl, Edward J.	Cleveland, Ohio. (Airport.)	Kylertown, Pa., in charge.
Fenn, Robert M.	Birmingham, Ala. (Airport.)	Chattanooga, Tenn. (Airport), assistant.
Fitting, Frederick N.	Seattle, Wash. (Airport.)	Tatoosh Island, Wash., assistant.

Name	From—	To—
Fleharty, Russell R.....	Detroit, Mich..... (Airport.)	Muskegon, Mich., assistant.
Flocken, Fred B.....	Iowa City, Iowa.....	La Crosse, Wis. (Airport), as- sistant.
Fodor, Lester S.....	Cincinnati, Ohio..... (Airport.)	Buffalo, N. Y. (Airport), as- sistant.
Foreman, Henly T.....	Montgomery, Ala..... (Airport.)	San Antonio, Tex. (Airport), assistant.
Fox, Richard T.....	El Paso, Tex..... (Airport.)	Waco, Tex., in charge.
Fox, Roy L.....	Tulsa, Okla.....	Topoka, Kans., assistant.
Frantz, Roger S.....	Detroit, Mich..... (Airport.)	Hartford, Conn. (Airport), as- sistant.
Fulks, Joe R.....	Seattle, Wash..... (Airport.)	Salt Lake City, Utah (Airport), assistant.
Gard, Elton M.....	Concordia, Kans.....	Marshall, Mo., in charge.
Gard, Elton M.....	Marshall, Mo.....	Columbus, Ohio (Airport), as- sistant.
Gardner, Reid B.....	Las Vegas, Nev.....	Great Falls, Mont., assistant.
Garrison, Percy E.....	San Pedro, Calif.....	Reno, Nev., assistant.
Garstens, Martin.....	Cambridge, Mass.....	Chicago, Ill., assistant.
Gephardt, Robert S.....	Pueblo, Colo..... (Airport.)	Waco, Tex., assistant.
Gerson, Nathaniel C.....	Boston, Mass.....	New Haven, Conn., assistant.
Gibson, Dwight F.....	Oklahoma City, Okla... (Airport.)	Norfolk, Va. (Airport), in charge.
Glenn, Chester L.....	Havre, Mont.....	Ellensburg, Wash., assistant.
Goheen, Austin C.....	North Head, Wash.....	Chehalis, Wash., in charge.
Gold, Harold K.....	Oswego, N. Y.....	Washington, D. C., assistant.
Goldstein, Walter I.....	Chicago, Ill.....	Boston, Mass. (Airport), as- sistant.
Goldstein, William D....	Kylertown, Pa.....	Fort Worth, Tex. (Airport), assistant.
Grace, Joseph A.....	Moline, Ill.....	Albuquerque, N. Mex., assist- ant.
Graham, Roderick D....	Oakland, Calif.....	Los Angeles, Calif., assistant.
Greenwood, Newton C....	Elmira, N. Y.....	Binghamton, N. Y., assistant.
Griffith, Wesley W.....	Little Rock, Ark..... (Airport.)	New York, N. Y. (Airport), assistant.
Gumpf, Ralph E.....	Arlington, Va..... (Airport.)	Chicago, Ill., assistant.
Haber, David.....	Knoxville, Tenn.....	Washington, D. C., assistant.
Hagan, John C.....	Fort Worth, Tex.....	Albuquerque, N. Mex., assist- ant.
Hair, Mrs. Ruth A.....	Washington, D. C.....	Miami, Fla., assistant.
Haisfield, Rudolph M....	Tulsa, Okla.....	Norfolk, Va. (Airport), assist- ant.
Hanlon, Ralph V.....	Knoxville, Tenn..... (Airport.)	Elkins, W. Va., assistant.
Hannum, Paul M.....	Toledo, Ohio..... (Airport.)	Charlotte, N. C. (Airport), as- sistant.
Hamrick, Andrew M....	Kansas City, Mo.....	Dallas, Tex., in charge.
Harby, Harold D.....	Sacramento, Calif.....	Pueblo, Colo. (Airport), as- sistant.
Hargis, Jewel K.....	Shreveport, La.....	Macon, Ga., assistant.
Harney, Patrick J.....	Washington, D. C.....	Mount Washington, N. H., in charge.
Harris, Miles F.....	Washington, D. C.....	Chattanooga, Tenn., assistant.
Hastings, Norman R....	Arlington, Va..... (Airport.)	Washington, D. C., assistant.
Hastings, Philip A.....	Sacramento, Calif..... (Airport.)	Boise, Idaho, assistant.
Hart, Miss Frances L....	Washington, D. C.....	New Orleans, La., assistant.

Name	From—	To—
Harvey, Harold C.....	Burbank, Calif.	Oakland, Calif., assistant.
Hatch, Sterling R.....	Burlington, Iowa.....	Springfield, Mo. (Airport), as- sistant.
Hathaway, Henry E....	Hartford, Conn.....	Philadelphia, Pa., assistant.
Hayward, Thomas B....	Spokane, Wash.....	Nashville, Tenn., assistant.
Henley, Frank T.....	Baltimore, Md.....	Sheridan, Wyo. (Airport), as- sistant.
Hickmon, Walter C.....	Fort Smith, Ark.....	Little Rock, Ark., in charge.
Hilkey, Trent V.....	Elmira, N. Y.....	Washington, D. C., assistant.
Hoffman, Harry M.....	Bismarck, N. Dak.....	Sheridan, Wyo. (Airport), as- sistant.
Horst, Henry J.....	Sault Ste. Marie, Mich..	Cleveland, Ohio (Airport), as- sistant.
Hudnall, Jack L.....	Jackson, Miss.....	Marquette, Mich., assistant.
Huff, James H.....	Wilmington, N. C.....	Tallahassee, Fla., assistant.
Hurley, John C.....	Kansas City, Mo.....	Cheyenne, Wyo., assistant.
Hutchinson, Charles E..	Jacksonville, Fla.....	Montgomery, Ala. (Airport), assistant.
Irvin, Wesley.....	Galveston, Tex.....	Big Spring, Tex., assistant.
Jacobson, Joseph S.....	Sheridan, Wyo.....	Bismarck, N. Dak. (Airport), assistant.
Jobe, Cecil R.....	Knoxville, Tenn.....	Tampa, Fla. (Airport), assist- ant.
Johnson, Earl H.....	Bismarck, N. Dak.....	Norfolk, Va. (Airport), assist- ant.
Johnson, Ernest C.....	Greensboro, N. C.....	Arlington, Va. (Airport), as- sistant.
Johnson, J. Norman....	Phoenix, Ariz.....	Alexandria, Minn., in charge.
Johnson, Russell E.....	Grand Island, Nebr....	Muskegon, Mich., assistant.
Johnson, Wendell C....	Grand Island, Nebr....	Asheville, N. C., assistant.
Johnston, John W.....	Greenville, S. C.....	Greensboro, N. C., assistant.
Johnston, John W.....	Charleston, S. C.....	Greenville, N. C., assistant.
Jones, Loren F.....	Akron, Ohio.....	Grand Island, Nebr. (Airport), assistant.
Kalstrom, George W....	San Diego, Calif.....	Burbank, Calif., (Airport), as- sistant.
Kesler, Milton.....	Washington, D. C.....	Harrisburg, Pa. (Airport), as- sistant.
Klemetsmo, Arvid S....	Richmond, Va.....	Spartanburg, S. C., assistant.
Kliemann, Ernest W.G..	Buffalo, N. Y.....	Caribou, Maine, in charge.
Kline, Alfred B.....	Newark, N. J.....	New York, N. Y. (Airport), assistant.
Koonts, I. Arden.....	Cincinnati, Ohio.....	Iowa City, Iowa, assistant.
Kraft, Gordon M.....	Jacksonville, Fla.....	New Orleans, La. (Airport), assistant.
Kraft, Raymond H.....	Cambridge, Mass.....	San Francisco, Calif., assist- ant.
Lane, Arthur A.....	Newark, N. J.....	New York, N. Y. (Airport), assistant.
Landau, Louis.....	Newark, N. J.....	New York, N. Y. (Airport), assistant.
Lange, Emil T.....	Dallas, Tex.....	Fort Worth, Tex. (Airport), assistant.
Langer, Miss Edna.....	Washington, D. C.....	Chicago, Ill., assistant clerk- stenographer.
Langer, Warren O.....	Huron, S. Dak.....	Ely, Nev., assistant.
Larcom, Eugene H.....	Fairbanks, Alaska.....	Anchorage, Alaska, assistant.
Law, Lewis B.....	Elkins, W. Va.....	New York, N. Y., assistant.
Lawler, Edward A.....	Chicago, Ill.....	Cincinnati, Ohio, assistant.

Name	From—	To—
Leech, Loren P.....	Columbus, Ohio..... (Airport.)	Nome, Alaska, assistant.
Lees, Sidney.....	Ithaca, N. Y.....	New York, N. Y. (Airport), assistant.
Lewis, Frank.....	Burlington, Vt.....	Newark, N. J. (Airport), as- sistant.
Lewis, Frank.....	Newark, N. J.....	New York, N. Y. (Airport), assistant.
Long, Franklin W.....	Charlotte, N. C.....	Cincinnati, Ohio, assistant.
Long, Thomas L.....	Louisville, Ky..... (Airport.)	La Crosse, Wis. (Airport), in charge.
Loveridge, Elmer F.....	Honolulu, Hawaii.....	Osvego, N. Y., in charge.
McDonald, Torrence H.....	Pasadena, Calif.....	Billings, Mont., assistant.
McDonough, Elven S.....	Davenport, Iowa.....	Springfield, Mo., assistant.
McKinney, Wilbur F.....	Spokane, Wash..... (Airport.)	Great Falls, Mont., assistant.
McNairy, John V.....	Greensboro, N. C.....	Cleveland, Ohio (Airport), as- sistant.
Magar, Lloyd H.....	Rock Springs, Wyo.....	Billings, Mont., assistant.
Marks, Arthur M., Jr.....	Ely, Nev.....	Chicago, Ill. (Airport), assist- ant.
Martin, Delance O.....	Key West, Fla.....	Cincinnati, Ohio, assistant.
Matthews, Kenneth W.....	Dodge City, Kans.....	Green Bay, Wis., assistant.
Matros, Arnold.....	Fort Worth, Tex..... (Airport.)	Billings, Mont., assistant.
Means, Lynn L.....	Centerville, Ind.....	Chicago, Ill., assistant.
Mendelson, Joseph U.....	Cleveland, Ohio.....	Huntington, W. Va., assist- ant.
Meyer, Gustavus P.....	South Bend, Ind.....	Tulsa, Okla., assistant.
Miller, James E.....	Knoxville, Tenn..... (Airport.)	Billings, Mont., assistant.
Miller, William H.....	Macon, Ga.....	Norfolk, Va. (Airport), assist- ant.
Milligan, James W.....	Lakeland, Fla.....	Gulveston, Tex., assistant.
Mitchell, James A.....	Sandusky, Ohio.....	Cleveland, Ohio, assistant.
Moreland, William N.....	Washington, D. C.....	Albany, N. Y., assistant.
Morgan, Jacob W.....	Chicago, Ill.....	Albany, N. Y. (Airport), as- sistant.
Morgenroth, Francis B.....	Roseburg, Oreg.....	Spokane, Wash. (Airport), as- sistant.
Morrison, Emile A., Jr.....	Charleston, S. C..... (Airport.)	Camden, N. J. (Airport), as- sistant.
Mozeney, Russell P.....	Jackson, Miss.....	Charleston, S. C. (Airport), assistant.
Muldoon, William A.....	Springfield, Ill..... (Airport.)	Dubuque, Iowa, assistant.
Murphy, Alvin D., Jr.....	Peoria, Ill.....	Cincinnati, Ohio, assistant.
Murray, Harold F.....	Memphis, Tenn.....	Pensacola, Fla., assistant.
Nelson, Frank J.....	Rapid City, S. Dak..... (Airport.)	Rock Springs, Wyo., assistant.
Newell, Francis E.....	Amarillo, Tex.....	Oklahoma City, Okla., assist- ant.
Newton, Charles H.....	El Paso, Tex..... (Airport.)	Big Spring, Tex., in charge.
Nickles, J. Harold.....	Richmond, Va..... (Airport.)	Indianapolis, Ind. (Airport), in charge.
Niehuser, Bernard A. E.....	Portland, Oreg.....	San Francisco, Calif., assist- ant.
Njus, Olav.....	Minneapolis, Minn..... (Airport.)	Iowa City, Iowa (Airport), in charge.
Oliver, Vincent J.....	Arlington, Va..... (Airport.)	Chicago, Ill., assistant.

Name	From—	To—
Olson, Carl A.....	St. Cloud, Minn.....	Fargo, N. Dak. (Airport), assistant.
Palmer, Wayne C.....	Lincoln, Nebr.....	Chicago, Ill. (Airport), assistant.
Pardue, Leonard G., Jr..	Lakeland, Fla.....	New Orleans, La., assistant.
Patek, Richard S.....	Escanaba, Mich.....	Albuquerque, N. Mex., assistant.
Payette, Edward R.....	Sandberg, Calif.....	Great Falls, Mont., assistant.
Peacock, Matthew I.....	Eastport, Maine.....	Harrisburg, Pa., assistant.
Pearson, Wilbur F.....	Chicago, Ill.....	Rochester, N. Y. (Airport), assistant.
	(Airport.)	
Pelham, David E.....	Nantucket, Mass.....	Providence, R. I., assistant.
Percy, William M.....	Raleigh, N. C.....	Chicago, Ill., assistant.
Phillips, Victor V.....	Winslow, Ariz.....	Concordia, Kans., in charge.
Philofsky, Harold M.....	Pittsburgh, Pa.....	Washington, D. C., assistant.
Pinder, Robert W., Jr..	Miami, Fla.....	Burlington, Iowa, in charge.
	(Airport.)	
Plaster, Roger G.....	Tampa, Fla.....	Lake Charles, La., assistant.
	(Airport.)	
Pool, Harry A.....	Minneapolis, Minn.....	Bismarck, N. Dak., assistant.
	(Airport.)	
Powell, Philip J.....	Lakeland, Fla.....	Miami, Fla., assistant.
Prochnow, Carl T.....	Newark, N. J.....	Houston, Tex., assistant.
Prucha, Gilbert L.....	Juneau, Alaska.....	Reno, Nev. (Airport), in charge.
Pullen, William T., Jr..	Washington, D. C.....	Chattanooga, Tenn., assistant.
Quinn, John D.....	Williston, N. Dak.....	Centerville, Ind., in charge.
Rahmlow, Herbert W....	Sault Ste. Marie, Mich..	Washington, D. C., assistant.
	(Airport.)	
Raush, Sam R.....	Tacoma, Wash.....	Medford, Oreg., assistant.
Raven, Charlie J.....	Corpus Christi, Tex.....	New Orleans, La., assistant.
Reber, Carl M.....	Austin, Tex.....	Springfield, Mo. (Airport), assistant.
Reed, Wilson, Jr.....	Newark, N. J.....	New York, N. Y. (Airport), in charge.
	(Airport.)	
Reiter, Philip.....	Boston, Mass.....	North Beach, L. I., N. Y. (Airport), assistant.
	(Airport.)	
Rennels, Ivory P.....	Marshall, Mo.....	Sioux City, Iowa (Airport), assistant.
Reynolds, Palmer W....	Mobile, Ala.....	El Paso, Tex. (Airport), assistant.
	(Airport.)	
Richard, Clement A.....	El Paso, Tex.....	Brownsville, Tex. (Airport), assistant.
	(Airport.)	
Rigby, Malcolm.....	North Head, Wash.....	Great Falls, Mont., in charge.
Ripps, James L.....	Dallas, Tex.....	Cheyenne, Wyo., assistant.
	(Airport.)	
Robbins, Minter W.....	Washington, D. C.....	Arlington, Va., assistant.
Roquemore, Walter P...	Fort Worth, Tex.....	Washington, D. C., assistant.
	(Airport.)	
Rothenberg, Leon.....	Cleveland, Ohio.....	Washington, D. C., assistant.
Rule, Thomas W.....	Washington, D. C.....	New York, N. Y., assistant.
Ruoff, Robert V.....	Ely, Nev.....	Redding, Calif., assistant.
St. Clair, Gilbert L.....	Washington, D. C.....	Arlington, Va. (Airport), assistant.
Savage, James O.....	Sacramento, Calif.....	Oklahoma City, Okla. (Airport), assistant.
	(Airport.)	
Schlieski, Joseph A.....	Baker, Oreg.....	Seattle, Wash. (Airport), assistant.
Schmalz, William M....	Winnemucca, Nev.....	Oakland, Calif. (Airport), assistant.
Schwaber, Sidney.....	Albany, N. Y.....	New York, N. Y. (Airport), assistant.
	(Airport.)	
Seale, Ernest D.....	Houston, Tex.....	Dallas, Tex. (Airport), assistant.
	(Airport.)	

Name	From—	To—
Seamon, Lilburn H.....	Dayton, Ohio.....	Washington, D. C., assistant.
Searcy, Claude E.....	Louisville, Ky.....	Huntington, W. Va., assistant.
Seebode, Alvin F.....	Harrisburg, Pa..... (Airport.)	Memphis, Tenn., assistant.
Selfridge, William F.....	Spokane, Wash..... (Airport.)	Helena, Mont. (Airport), assistant.
Sharpe, John M., Jr.....	San Antonio, Tex..... (Airport.)	Pueblo, Colo. (Airport), assistant.
Sherouse, Ray T.....	Lakeland, Fla.....	Key West, Fla., assistant.
Skillman, Clarence E.....	Atlanta, Ga..... (Airport.)	Montgomery, Ala. (Airport), in charge.
Sims, Wiley K.....	Atlanta, Ga..... (Airport.)	Greensboro, N. C., assistant.
Simmermacher, Richard E.	Akron, Ohio.....	Eastport, Maine, in charge.
Simmons, Vernon L.....	Sault Ste. Marie, Mich..	Portland, Oreg., assistant.
Simpson, Ralph R.....	St. Louis, Mo..... (Airport.)	Pomona, Calif., assistant.
Sitchler, Clynt E.....	Albuquerque, N. Mex..	Tucson, Ariz., in charge (temporary).
Smith, Kenneth E.....	Cambridge, Mass.....	Boston, Mass., assistant.
Smith, James W.....	Apalachicola, Fla.....	Oklahoma City, Okla. (Airport), assistant.
Smith, Murray W.....	Jackson, Miss.....	Tallahassee, Fla., assistant.
Smith, Raymond O.....	Trenton, N. J.....	Washington, D. C., assistant.
Smith, Raymond V.....	Del Rio, Tex.....	Cleveland, Ohio (Airport), assistant.
Smith, Richard J.....	Washington, D. C.....	Portland, Maine (Airport), assistant.
Smith, Woodrow W.....	Brownsville, Tex.....	Corpus Christi, Tex., assistant.
Snyder, Franklin F.....	Pittsburgh, Pa.....	Washington, D. C., assistant.
Spence, Nelson E.....	New York, N. Y..... (Airport.)	Lake Charles, La., assistant.
Spindel, Abraham.....	Scranton, Pa.....	Baltimore, Md., assistant.
Springman, Herbert C.....	Cheyenne, Wyo..... (Airport.)	Chattanooga, Tenn., in charge checking station.
Sproles, Edward S.....	Tampa, Fla..... (Airport.)	Camden, N. J. (Airport), assistant.
Sproles, Edward S.....	Camden, N. J..... (Airport.)	Philadelphia, Pa. (Airport), assistant.
Sternes, Gilbert L.....	Grand Junction, Colo..	Pendleton, Oreg., assistant.
Stevens, Charles A.....	Butte, Mont.....	Minneapolis, Minn. (Airport), assistant.
Stone, Leroy C.....	Spartanburg, S. C.....	Huntington, W. Va. in charge.
Stuart, Robert McM.....	Alexandria, Minn.....	Washington, D. C., assistant.
Sutton, Carl A.....	Nashville, Tenn.....	Albuquerque, N. Mex., assistant.
Sutton, Everett L.....	Tatoosh Island, Wash..	Missoula, Mont., assistant.
Sveum, Kerchief T.....	Huron, S. Dak..... (Airport.)	Kansas City, Mo. (Airport), assistant.
Swain, Tedrow R.....	Houston, Tex.....	New Orleans, La. (Airport), assistant.
Sweet, James S.....	Washington, D. C.....	Albany, N. Y., assistant.
Swift, Harry L.....	Redding, Calif.....	Pendleton, Oreg., assistant.
Taylor, Delmar J.....	San Diego, Calif..... (Airport.)	Reno, Nev. (Airport), assistant.
Telego, Anthony J.....	Washington, D. C.....	Chattanooga, Tenn., assistant.
Temperley, John K.....	Trenton, N. J.....	New York, N. Y., assistant.
Tiller, George H.....	Chehalis, Wash.....	Bakersfield, Calif., assistant.
Toland, John P.....	Dallas, Tex.....	San Antonio, Tex., assistant.
Trilety, Fred P.....	Omaha, Nebr..... (Airport.)	Duluth, Minn., assistant.

Name	From—	To—
Tugman, Alfred B.....	Washington, D. C.....	Chattanooga, Tenn., assistant.
van de Erve, Jerome....	Iowa City, Iowa.....	San Francisco, Calif., assistant.
Van Tassel, Edgar L....	Abilene, Tex..... (Airport.)	Greensboro, N. C., assistant.
Vestal, Claude K.....	Greensboro, N. C.....	Arlington, Va. (Airport), assistant.
Wagner, Arthur C.....	Indianapolis, Ind..... (Airport.)	Dodge City, Kans. (Airport), in charge.
Watson, Clarence E.....	Medford, Oreg.....	Sioux City, Iowa (Airport), assistant.
Weaver, Leo W.....	Del Rio, Tex..... (Airport.)	Houston, Tex. (Airport), assistant.
Weiss, Leonard L.....	Rock Springs, Wyo.....	Albuquerque, N. Mex., assistant.
Welander, Elmer F.....	Cheyenne, Wyo.....	Macon, Ga., assistant.
Wexler, Harry.....	Washington, D. C.....	New York, N. Y. (Airport), assistant.
Whittenberg, Charles B..	Ithaca, N. Y.....	Fort Worth, Tex., assistant.
Wilcox, Chester E.....	Binghanton, N. Y.....	Albany, N. Y., assistant.
Wilgus, Russell V.....	Joliet, Ill.....	Fairbanks, Alaska, assistant.
Williamson, Walter C....	Wichita, Kans..... (Airport.)	Fort Wayne, Ind. (Airport), in charge.
Winner, Jack.....	Toledo, Ohio..... (Airport.)	Springfield, Ill. (Airport), assistant.
Winqest, Karl E.....	Los Angeles, Calif.....	Bakersfield, Calif., assistant.
Wilson, Edward E.....	Sandberg, Calif.....	Bakersfield, Calif., in charge.
Wittmeyer, Merle H.....	Pueblo, Colo..... (Airport.)	Juneau, Alaska, assistant.
Wobus, Hermann B.....	Salt Lake City, Utah... (Airport.)	New York, N. Y. (Airport), assistant.
Wobus, Hermann B.....	New York, N. Y..... (Airport.)	Kansas City, Mo. (Airport), assistant.
Wolbach, Ralph S.....	Milwaukee, Wis..... (Airport.)	Evansville, Ind., assistant.
Wood, Willis A.....	Washington, D. C.....	Ely, Nev., in charge.
Yarbrough, Ralph H....	New Orleans, La.....	Tallahassee, Fla., assistant.
Younkin, Russell J.....	Topeka, Kans.....	Kansas City, Mo., assistant.

F. W. Reichelderfer

WEATHER BUREAU TOPICS AND PERSONNEL

JULY 1940

INFORMATION

PRESS COMMENTS ABOUT LONG-RANGE WEATHER FORECASTING

Since the subject of national defense has come to the front and occasional press dispatches from Europe have referred to long-range weather forecasts in connection with military operations there, the press and the general public have become more interested in long-range weather forecasts. Because of the likelihood of quotation in the press at this time, any comments by Weather Bureau officials on the subject of long-range weather forecasting should be confined to factual statements. The Weather Bureau keeps closely in touch with prospective developments in the technique of weather forecasting which may lead to forecasts for longer periods, and encourages studies in this field. Within the last year or two, rather complete reports have been received of methods of long-range weather forecasting in use in Europe and, so far as is known, no revolutionary advances have been made in this field up to the present time. While there is no certainty that satisfactory long-range weather forecasts will ever be possible, the matter is of such vital importance in human activities that intensive research toward this end is fully justified.

No rigid provisions can be laid down for reply to press inquiries about long-range weather forecasting. As a guide in indicating to the field the general policy which should be followed with reference to official comments of the Weather Bureau on this subject, the following extract is quoted from a memorandum prepared in response to a recent request received by the Central Office for information to the press:

With reference to recent announcements in the press about the inauguration of 4- and 5-day weather forecasts by the Weather Bureau, much discretion will be necessary to avoid an unfavorable reaction which would follow too optimistic publicity on the subject. If the facts were such that the Weather Bureau could announce the discovery of a new method for longer-term forecasts, we would be delighted to publish the information broadcast, but the facts in the case are as follows: Twenty or more years ago the Weather Bureau started the issue of a weekly outlook. The Bureau has felt for some years that better service could be rendered if a semi-weekly outlook were issued instead. The recent decision to take this step is based partly on the fact that statistical methods of analysis developed during the last few years offer a little additional aid in making 4- or 5-day forecasts. The most ardent proponents agree that these forecasts are only experimental and are in no way revolutionary; further, that they will not be highly accurate. The only reason we are going ahead with them is that we feel their value outweighs their imperfections.

If widespread publicity is given to these forecasts, the public will naturally expect them to represent a noteworthy advance. We hope that stage will come later, but it has not yet been reached. I think this makes clear our feelings that the likelihood of an unfavorable public reaction is a factor to be taken into considera-

tion. That explains why we prefer little publicity about this matter at the present time. In fact, we would have been happy if all publicity had been deferred until the results were demonstrated.

TRAINING METEOROLOGISTS UNDER CIVILIAN PILOT-TRAINING PROGRAM

The Assistant Secretary of Commerce, Mr. R. H. Hinckley, announced on August 16 that arrangements had been made for cooperation of the Weather Bureau and the Civil Aeronautics Authority in offering to approximately 100 graduates of the civilian pilot-training program the opportunity for a year of study in meteorology at one of the universities which offer advanced courses in this subject. Training will begin in September. Tuition and a sum not to exceed \$75 per month for living expenses will be defrayed as part of the defense program. The primary purpose of this program for training a large number of meteorologists is to provide qualified men for service with the Army, Navy, or Weather Bureau in connection with national defense.

The original plans of the Bureau in this program would have made the university training courses available to many regular Weather Bureau employees who are qualified. Legal restrictions, however, make it necessary to limit candidates to graduates of the primary civilian pilot-training course. Efforts are being made to open the way for advanced professional training for additional Weather Bureau employees in connection with the defense program. It is highly desirable to give as many as possible of our personnel the advantages of these university courses. Definite announcement will be made later in case efforts to extend this program to Government employees are successful. Letters of inquiry on this subject should be deferred until definite announcement is made.

FIRST-ORDER AND RADIOSONDE STATION ESTABLISHED AT SWAN ISLAND

The Weather Bureau will establish a first-order station on Swan Island, West Indies, to be opened early in September. The station is to be operated throughout the year with men being assigned to the island for periods of 4 to 6 months. The following men are being detailed to establish the station: George H. Barnes, observer, official in charge; Harold L. Crutcher, assistant observer; Stephen Paull, junior observer; and a minor domestic attendant, cook (vacancy).

The station is to be operated on 75th meridian time. Complete surface observations will be made four times daily at the standard hours. Pilot-balloon observations will be made twice daily, at 5 a. m. and 5 p. m., and a daily radiosonde observation will be made about 12:30 a. m.

If and when a hurricane occurs in the vicinity of the island, special radiosonde observations will be made at intervals and for periods to be determined by the forecaster on duty at the Central Office.

Transmission of observations and other messages will be via Navy Radio, Balboa.

Radiosonde and pilot-balloon observation forms are to be forwarded to the Weather Bureau Office, Chattanooga, Tenn., and the surface-data forms to the Weather Bureau Office, Elkins, W. Va.

APPLICANTS FOR ASSIGNMENT TO SWAN ISLAND, WEST INDIES

Arrangements are being made to procure six men for regular detail to Swan Island. Three men will be detailed at a time for approximately 6 months each year. One of these men must be thoroughly experienced in radiosonde work and the other two must be experienced radio operators. The latter two men must also be experienced in pilot-balloon and surface-observation work. The men should be qualified to service and maintain in operating condition the radiosonde and radio communications equipment, respectively. A per diem of \$3.50 would be authorized, 20 percent of which would be deducted for lodging, which is provided by the Government. It would not be practicable for the men to be accompanied by any members of their family, since living facilities on the Island are very limited. The Weather Bureau would also provide a cook for the men. Their food would have to be paid for from personal contributions, similar to the mess arrangements aboard Coast Guard Cutters assigned to ocean-weather duty.

The three men selected at this time will be permanently assigned to the following Airport Stations: Brownsville, New Orleans, and Oklahoma City. These men will relieve the three men now detailed to Swan Island in about 6 months.

Action will be taken later to select three more men for assignment to these stations so that alternate details can be continued, as indicated above.

All subprofessional and professional employees below the grade of assistant meteorologist who meet the above requirements are requested to notify the Central Office, indicating their preference for assignment to the three stations mentioned above.

DETAILS TO OCEAN-WEATHER DUTY

The Bureau is pleased to have received such a large number of applications from field men for detail to ocean-weather duty. It has been impracticable to acknowledge these individually, but applicants who have not yet been selected and notified are hereby advised that their requests will be held in file for later consideration. For the information of the field personnel, there is given below a list of men selected for this work since its beginning in February 1940. Names of men assigned to future details will appear regularly in subsequent issues of TOPICS AND PERSONNEL. It has been necessary to limit the permanent assignment to three men, but when and if funds are provided it is planned to increase that number.

Permanent assignments

Name	Assigned to—
R. M. Haisfield	Norfolk, Va. (Airport).
J. L. Ford.....	New York, N. Y. (Airport).
L. S. Fodor.....	Boston, Mass. (Airport).

Temporary assignments

Coast Guard vessel	Period at ocean station	Names of men
Duane.....	Feb. 10-March 2.....	H. W. Rahmlow, in charge. L. B. Law. P. Reiter.
Bibb.....	Feb. 10-March 2.....	C. J. McGregor, in charge. H. Richards. Wm. B. Chappell.
Ingham.....	March 2-March 23.....	S. Bunch, in charge. H. C. Harvey. R. C. Nichols.
Hamilton.....	March 2-March 23.....	J. L. H. Paulhus, in charge. T. L. Gibson. D. A. Rigney.
Spencer.....	March 23-April 13.....	E. A. P. Raab, in charge. A. R. Stickley. Wm. B. Chappell.
Campbell.....	March 23-April 13.....	C. J. McGregor, in charge. C. A. Woollum. C. E. Hutchinson.
Duane.....	April 13-May 4.....	R. C. Nichols, in charge. H. C. Harvey. C. W. Arford.
Bibb.....	April 13-May 4.....	J. L. H. Paulhus, in charge. T. L. Gibson. D. A. Rigney.
Ingham.....	May 4-May 25.....	E. A. P. Raab, in charge. C. E. Hutchinson. L. Rothenberg.
Hamilton.....	May 4-May 25.....	C. J. McGregor, in charge. C. A. Woollum. A. R. Stickley.
Spencer.....	May 25-June 15.....	R. C. Nichols, in charge. W. H. Miller. D. A. Rigney.
Pontchartrain.....	May 25-June 15.....	H. C. Harvey, in charge. A. S. Kussman. C. W. Arford.
Duane.....	June 15-July 6.....	F. C. Sodergren, in charge. S. Edelman. C. L. Bristol.
Bibb.....	June 15-July 6.....	E. A. Morrison, Jr., in charge. G. F. Brewster. S. Lees.
Ingham.....	July 6-July 27.....	R. T. Fox, in charge. A. R. Stickley. J. M. Cohen.
Hamilton.....	July 6-July 27.....	G. D. Taylor, in charge. W. H. Miller. A. H. Jacobs, emergency as-
Spencer.....	July 27-Aug. 17.....	stant. E. A. Morrison, Jr., in charge. G. F. Brewster. S. Lees.
Cayuga.....	July 27-Aug. 17.....	R. M. Haisfield, in charge. C. L. Bristol. F. C. Sodergren.
Champlain.....	Aug. 17-Sept. 7.....	R. T. Fox, in charge. W. M. Grimes, Jr., emergency assistant.
Bibb.....	Aug. 17-Sept. 7.....	A. R. Stickley. G. D. Taylor, in charge. A. H. Jacobs, emergency as-
		stant. S. Skurnick, emergency assist-

Temporary assignments—Continued

Coast Guard vessel	Period at ocean station	Names of men
Ingham	Sept. 7-Sept. 28.....	H. M. Philofsky, in charge. L. S. Fodor. C. L. Bristol.
Hamilton.....	Sept. 7-Sept. 28.....	R. M. Haisfield, in charge. S. Lees. J. L. Ford.
Spencer	Sept. 28-Oct. 19.....	To be selected, in charge. Ed. Weber, emergency assist- ant.
Cayuga.....	Sept. 28-Oct. 19.....	To be selected. To be selected. To be selected.
Duane.....	Oct. 19-Nov. 9.....	L. S. Fodor. To be selected.
Bibb	Oct. 19-Nov. 9.....	R. M. Haisfield. J. L. Ford. To be selected.

FIRST-ORDER STATIONS CLOSED

The following first-order stations have been changed to second-order hourly reporting stations, manned by airway observers:

Station	Date	Direct supervising station
Crown Point, Oreg. (WBO).....	July 15, 1940.	Portland, Oreg.
Long Beach, Calif. (WBO).....	June 1, 1940.	San Pedro, Calif.
Montague, Calif. (WBO).....	July 1, 1940.	Medford, Oreg.
New Haven, Conn. (WBAS).....	July 1, 1940.	WBO, New Haven, Conn.
St Joseph, Mo. (WBAS).....	July 1, 1940.	WBO, St. Joseph, Mo.

The Weather Bureau Station at Grand Island, Nebr., was closed July 16, 1940, and the station is now operated by Civil Aeronautics Authority personnel.

DEPARTMENT REGULATIONS

Amendment to Department Regulations No. 97 was mailed to all first-order stations, on August 1, 1940. Any station not receiving a copy should notify the Central Office.

INSTRUCTIONS

Copies of Instructions for June 1940 were mailed to selected stations on August 1, 1940.

INSTRUCTIONS

EXPENSES DEFRAYED BY GOVERNMENT WHEN EMPLOYEE DIES ABROAD

The following act, approved July 8, 1940 (Public No. 729, 76th Cong. S. 3899), to defray the cost of returning to the United States the remains, families, and effects of officers and employees dying abroad, and for other purposes, is given for the information of all Weather Bureau personnel:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in case any civilian officer or employee of the United States dies (1) while in a travel status away from his official station in the United States or (2) while performing official duties in a Territory or possession of the United States or in a foreign country or in transit thereto or therefrom, the head of the Department, independent establishment, agency, or federally owned or controlled corporation, hereinafter called department, in the service of which such officer or employee was engaged, is hereby authorized, under regulations to be prescribed by the President and except as otherwise provided by law, to pay from the appropriation available for the activity in which he was engaged—

(a) In case of the death of the officer or employee in such travel status in the United States, or in the case of the death of the officer or employee while performing official duties in a Territory or possession of the United States or in a foreign country or in transit thereto or therefrom, the expenses of preparing and transporting the remains of such officer or employee to his home or official station or such other place as the head of the Department concerned shall determine to be the appropriate place of interment.

(b) In case of the death of the officer or employee while performing official duties in a Territory or possession of the United States or in a foreign country or in transit thereto or therefrom, the transportation expenses of his dependents, including expenses incurred in packing, crating, drayage, and transportation of household effects and other personal property to his former home or such other place as the head of the Department shall determine.

Sec. 2. The benefits of section 1 of this act shall not be denied in any case on the ground that the deceased was temporarily absent from duty when death occurred.

Sec. 3. This act shall become effective sixty days after its enactment.

ERROR IN BAROMETRIC REPORTS FROM AKRON, COLO.

All stations which have received barometric reports issued by the station at Akron, Colo., during the period from 7:30 a. m., June 23, 1940, to 7:30 a. m., July 21, 1940, inclusive (75th meridian time), are requested to correct their permanent records by subtracting 1.4 millibars from each barometric pressure reported by that station during the specified period. The reports in question were too high by 1.4 mb. because the station was moved to a lower elevation before a surveyor determined the change in elevation and before an appropriate "removal correction" was included in Form 1059.

APPROPRIATION FOR FLOOD CONTROL

The appropriation for flood-control funds is included in Public, No. 653, 76th Cong., approved June 24, 1940. Section 4 of the act reads as follows:

No part of any appropriation contained in this act or authorized hereby to be expended shall be used to pay the compensation of any officer or employee of the Government of the United States, or of any agency the majority of the stock of which is owned by the Government of the United States, whose post of duty is in continental United States, unless such person is a citizen of the United States, or a person in the service of the United States on the date of the approval of this act who being eligible for citizenship had theretofore filed a declaration of intention to become a citizen or who owes allegiance to the United States.

Stations involved will be advised as to the additional certification required on pay rolls covering salaries and wages paid from funds transferred from the 1941 appropriation.

PERSONAL

BUREAU EMPLOYEE AWARDED FLIGHT SCHOLARSHIP

Miss Linnie Marvick, secretary to the Special Assistant to the Chief of Bureau, was recently awarded a flight scholarship, sponsored by the Civil Aeronautics Authority. Miss Marvick is a student in the ground aviation course at National University in Washington, where she is studying law. She was given the scholarship through competitive award.

RETIREMENT

Hermann E. Hobbs, senior scientific aid at the Central Office, in charge of testing and calibration of instrumental equipment used at the Weather Bureau Stations throughout the service, was retired July 31, 1940. He was born at Weston, Mass., on July 8, 1872. He entered the Weather Bureau service on July 18, 1900, and subsequently served at Basseterre, West Indies, in charge, and as assistant at Baltimore, Washington, Columbia, Mo., and Cincinnati. He had been in the Central Office since 1902. Prior to his coming to the Weather Bureau, Mr. Hobbs was in the Signal Corps from June 8 to December 1, 1898.

Mr. Hobbs, commonly known as "Doc" to his friends and associates, leaves behind him a record of versatile and outstanding service to the Bureau. His innate mechanical ability, combined with an unusually fine memory, as well as his philosophical treatment of both official and personal problems, won for him the high regard of his associates and subordinates.



Chief of Bureau.

(WB-8-23-40-525)

WEATHER BUREAU TOPICS AND PERSONNEL

AUGUST 1940

INFORMATION

WEATHER BUREAU SERVICES TO AGRICULTURE

In harmony with comments made in circulars of June 6 and July 2, 1940, regarding the transfer of the Weather Bureau from the Department of Agriculture to the Department of Commerce, a memorandum of understanding has been entered into between the two Departments.

This memorandum provides for the continuation of existing programs of work and establishes guiding principles in the administration of Weather Bureau services to agriculture.

The memorandum specifically states that, "The Weather Bureau will continue cooperation with the Department of Agriculture and its several bureaus and services by daily, weekly, and other reports of current weather information and comparative climatic data desired by the Secretary of Agriculture or affiliated organizations. This will include statistical data and summarizations, in chart or other graphic form, comparable to those customarily required in the past which bear on the current crop progress or are needed for research and study of weather-crop relations; also special reports during periods of drought, cold waves, floods, and hurricanes, causing unusual crop hazards.

All existing memoranda of understanding, contracts, and cooperative agreements between the Weather Bureau and other public agencies, heretofore executed by the Secretary of Agriculture or by the Chief of the Weather Bureau, will continue in full force and effect until amended or terminated, as provided in each instrument, and will be carried out by the Weather Bureau under the direction of the Secretary of Commerce."

Among others, this will include agreements, contracts, and memoranda of understanding between the Weather Bureau and the following agencies: Soil Conservation Service, Agricultural Marketing Service, Forest Service, Flood Control Advisory Committee, Corps of Engineers, U. S. A., etc.

OBSERVATIONAL PROGRAM FOR FIVE NEW ALASKAN STATIONS

The Weather Bureau is establishing upper-air observation work at the following Alaskan stations: Point Barrow, Nome, Bethel, Anchorage, Ketchikan.

One radiosonde observation will be made daily at these stations and two pilot-balloon observations daily at Point Barrow, Bethel, and Ketchikan. Pilot-balloon observations are already being made at Nome

and Anchorage. Observations are expected to begin at Ketchikan the early part of September and within a few weeks thereafter at the other stations.

These reports will be transmitted by radio to Fairbanks where they will be made available to Army Air Corps officials for flight activities in Alaska. The Fairbanks office will also transmit the reports to Seattle where they will be placed on the teletype circuit for general distribution.

The new first-order stations will have two men each, and two additional men are being assigned to the present first-order stations. The following men have been assigned for this work:

Anchorage	A. L. Congdon. V. D. Rockney.
Bethel	H. Franklin, in charge. G. R. Bacon.
Ketchikan	E. W. McCollum, in charge. R. H. Janson.
Nome	J. N. Johnson. C. G. Baker.
Point Barrow	W. O. Langer, in charge. D. C. Rasmussen.

CONSOLIDATION OF ACTIVITIES, CLEVELAND, OHIO

Beginning September 1, 1940, action will proceed on the consolidation of all Weather Bureau activities in Cleveland at the Municipal Airport. Service at the Airport after full consolidation will consist of general service to the public in Cleveland and vicinity on a 24-hour basis replacing the service formerly provided by the City Office which was limited principally to regular office hours. The airway forecasting, observational and supervising service will continue as heretofore. Reduced quarters will be retained in the city for issuing publications and consultation purposes.

CONSOLIDATION OF ACTIVITIES AT SPRINGFIELD, MO.

All activities of the Weather Bureau at Springfield, Mo., were consolidated at the airport on August 1, 1940. The new station will continue all general weather service formerly conducted at the city office, including pilot-balloon observations, and will assume the taking of hourly observations and other airway duties formerly performed by Civil Aeronautics personnel. This consolidation will make possible a much improved service on a 24-hour basis to all interests concerned in meteorological reports and forecasts. Correspondence should be addressed as follows: Weather Bureau Office, Airport, Springfield, Mo.

FIRST-ORDER WEATHER BUREAU OFFICE CLOSED

The Weather Bureau Office at the Alexandria, Minn., Airport, was closed at the termination of August 31, 1940.

The airway and 6-hourly observational work at that point was transferred to the Civil Aeronautics Authority Communication Station effective September 1, 1940.

WEATHER BUREAU CORRESPONDENCE COURSE

Circular letter No. 38-40, dated August 26, entitled "Weather Bureau Correspondence Course" was mailed to all first-order stations on August 27, 28, 1940. Any station not receiving a copy should notify the Central Office. As stated in the circular the course is being offered to 500 employees of the SP-3, SP-4, and SP-5 grades and those qualified and interested should make application promptly.

ORGANIZATION CHART

A Weather Bureau organization chart was mailed to all first-order stations on August 26, 1940. Any station not receiving a copy should notify the Central Office.

INDEX NUMBERS

There was distributed to all stations a circular dated July 1, 1940, which listed the index numbers, names, locations and elevations of meteorological stations in the United States, Canada, and Alaska which were assigned index numbers prior to July 1, 1940. Also distributed was a one-page circular dated July 23, 1940, which listed several typographical errors noted in the circular of July 1, 1940. The following data bring up to date the material contained in the above circular:

Index number	Name of station	Latitude	Longitude	Elevation (feet)
228	Birmingham, Ala.	33° 34'	86° 45'	630
6/1	Athol, Mass.	42° 34'	72° 08'	1,317
219	Atlanta, Ga.	33° 39'	84° 25'	976
538	Windsor, Ontario.	42° 19'	83° 03'

Data in italics correct or supplement data previously issued. If the data given for your station are not correct, notify the Central Office.

CHALK-PLATE CONTRACT FOR 1941

A letter, dated August 15, 1940, containing information regarding the contract for recoating chalk plates during the fiscal year 1941, was mailed direct to each station concerned from the Supplies Section on August 20, 1940. Any station using chalk plates not receiving a copy of the above-mentioned letter within a reasonable length of time should notify the Supplies Section.

RULES FOR ALPHABETIC FILING

Copies of the pamphlet, Rules for Alphabetic Filing, were mailed to all first-order stations on September 6, 1940. Any station not receiving a copy should notify the Central Office.

INSTRUCTIONS

Copies of Instructions for July 1940 were mailed to selected stations on August 26, 1940.

*Indicates approximate.

CIRCULAR LETTER

A circular letter entitled "Circular Letters and Multiple Address Letters," dated August 19, 1940, was mailed to all first-order stations on August 20, 1940. Any station not receiving a copy should notify the Central Office.

INSTRUCTIONS

RESTRICTIONS ON SHIFTS OF PERSONNEL FROM DEFENSE AGENCIES

Civil Service Departmental Circular No. 225, Supplement No. 1, dated July 29, 1940, is given hereunder for the information of all Weather Bureau officials:

The following procedure will be observed with respect to personnel transactions concerning positions over which this Commission has jurisdiction; that is, transfers, reinstatements and certifications from competitive registers in accordance with the Civil Service Rules in the case of persons who are employed in defense agencies and positions.

I. TRANSFERS

Departmental Circular No. 202 advised departments and independent establishments that the indorsement of the department or agency in which an employee formerly served would no longer be required in connection with reinstatement and transfers. Effective immediately, however, in the case of a transfer of an employee from a defense agency or position clearance from the agency in which the person is employed must be secured in writing. The request for transfer forwarded to this Commission (Standard Form 16) must be accompanied by a copy of the letter from the defense agency in which the person is employed, consenting to the release of the employee. Requests for the transfer of employees from defense agencies or positions which are received without the letter of clearance from the defense agency will be returned without action to the department or agency from which they were received unless adequate reasons are presented to the Commission to show that the transfer should be allowed in accordance with policy stated in the letter from the Administrative Assistant to the President.

II. REINSTATEMENT

Request for reinstatement (Standard Form 16) in the case of any former employee who within 30 days was separated from a defense agency or position must similarly be accompanied by a copy of a letter from the defense agency consenting to the reinstatement of the employee.

III. CERTIFICATION FROM COMPETITIVE REGISTERS

All certifications from registers of eligibles resulting from competitive examinations will hereafter be issued subject to the same restriction; that is, in the case of eligibles who are certified and who are employed in defense agencies or positions certification will be subject to securing release in writing from the department or agency in which the eligible is employed. Reports of the selection of eligibles who are employed in defense agencies or positions must show that the release has been secured. In contacting eligibles regarding availability for appointment, therefore, appointing officers will be charged with the responsibility of ascertaining whether the eligible is employed in a defense agency or position and, if so, with the responsibility of securing release from the agency in which the eligible is employed.

IV. PERSONNEL TRANSACTIONS INVOLVING POSITIONS EXCEPTED FROM THE CLASSIFIED SERVICE

In view of the policy suggested by the Administrative Assistant to the President and the exigencies of the National defense program the Commission suggests that a similar procedure be observed in personnel transactions involving positions which are excepted from the competitive classified service.

INDEBTEDNESS AND COMPLAINTS AGAINST EMPLOYEES

The following, concerning indebtedness and complaints against employees, is quoted from the Personnel Regulations of the Department of Commerce for the information and guidance of all employees:

Paragraph 160. *Indebtedness, complaints against employees.*—Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. Although the Department will not permit itself to be used as a collection agency, it regards habitual neglect to pay just debts as being inconsistent with the qualities of character essential to honorable public service. Upon receipt of a complaint of nonpayment of debt, it will be referred by the Chief Clerk to the proper Chief of Bureau, who will obtain a report in writing from the employee concerned. Such report, together with a statement of the conclusions reached by the Chief of the Bureau in the matter, will be transmitted to the Chief Clerk, who will acknowledge receipt of the complaint and take such other administration action as he may deem appropriate. Correspondence incident to nonpayment of debt will be made a part of the official record of the employee concerned. The Chief of Bureau or the Chief Clerk of the Department may prefer charges against and recommend the dismissal of an employee who contracts a just debt and then, without sufficient or reasonable excuse, neglects or avoids payment thereof.

Station officials should bring this regulation to the attention of all employees under their supervision. The Central Office is required to enforce this regulation and make appropriate notation on the personal record of the employee concerned, which will be considered by the Board of Review in reviewing service-rating forms.

PHOTOGRAPHS

The Central Office receives requests from time to time for outstanding photographs of meteorological subjects. Other Government departments, as well as the public, naturally turn to the Weather Bureau for such photographs. Officials are requested to send to the Central Office prints of outstanding photographs which may come to their attention from time to time, particularly those dealing with clouds or storms, or examples of observational activities, and public uses of Weather Bureau service. When prints are forwarded kindly indicate whether or not the negatives are available for file in the Central Office and enter on the back of the photograph complete legend as to location, date, and description. As copies of many of our pictures are distributed to newspapers, press associations, writers, etc., copyrighted photographs are not desired unless permission can be secured for the Bureau to use them as it sees fit. Credit is given by the Bureau if desired by the owner of the picture.

WHITE PAINT RECOMMENDED FOR INSTRUMENT SHELTERS

The Instrument Division has investigated the comparative reflective qualities of aluminum and white paint for instrument shelters and, with information supplied by the Bureau of Standards, submits the following report:

The reflecting power of aluminum paint varies with its age and quality. New paint of high quality reflects 72 percent of the heat of the sun, while old or low quality paints may reflect as little as 38 percent. The reflection is not homogeneous, however, as the reflection pattern is peaked at normal incidence. Aluminum paint retains heat to a marked degree, as its emission characteristic is very low.

White paint at its best, reflects 85 percent of the solar heat, and its emission characteristic is quite high.

The combination of these influences is demonstrated in the following experiment:

Two samples of quarter inch plywood were painted with aluminum and white paint, respectively. After exposure to the solar heat, the exterior surface of the white sample was 15° C above the air temperature while the aluminum-painted sample was 29° C above the air temperature.

From the above data the following conclusions are drawn: Since this indicates that white paint has less conduction effect upon the temperature of air passing between shelter slats exposed to solar radiation and less convection effect on the air temperature within the shelter, it should be used instead of aluminum paint for painting of all instrument shelters.

REQUESTS FOR BILLS OF LADING

In the past many stations have requested bills of lading on Form 4020-B along with other forms. In view of the fact that bills of lading are furnished by the Supplies Section and the other forms by other divisions or sections, quite a delay occurs in mailing the bills of lading to the stations.

In the future stations requesting bills of lading should list the requirements on Form 4020-B, separately, and not with other items on forms.

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.

INK FOR TRIPLE REGISTERS

The use of green ink on triple registers has been discontinued. Hereafter purple ink is to be used in the wind direction and velocity pens and red ink in the rain (and sunshine) pen.

The use of green ink has been discontinued because it is found to fade with time.

EMPLOYEES' BOOK SERVICE

In order to accelerate the handling of matters pertaining to the employees' Book Service, communications should be addressed Employees' Book Service, in care of Solar Radiation Investigations, Friendship Station, D. C. This will obviate the delay occasioned when communications are addressed to the Central Office.

NEW AEROLOGICAL FORMS

A new supply of Forms 1110A-1115 and 1110B-1115 for recording upper-air observations made with 30- and 100-gram pilot balloons, respectively, is now ready for distribution. Pilot-balloon stations now using the older types of overprinted Form 1110A-1115 for 100-gram balloon observations, or those which require typing in of the punch-card figures and cloud data, should requisition a supply of the new forms.

REPORT OF DEPARTURE AND ARRIVAL (FORM 4078)

A circular letter, dated June 25, 1940, was sent to all divisions of the Central Office and to field stations, together with a small supply of Form 4078, "Report of Departure and Arrival," for use in reporting the permanent transfer or assignment of all personnel at field stations or the Central Office. It has been noted that Form 4078 has not been rendered by the official in charge or division chief in some cases of permanent assignment or transfer. It is important that this form be completed immediately upon arrival at the new station and forwarded, promptly, to the Central Office for completion of the records.

PERSONAL

A NOTE ON SOME ELEMENTS OF SUCCESS

The following summary of an extensive investigation into employers' reactions to personnel in the commercial world is taken from "News-week" of April 1, 1940. Many of the findings no doubt apply as fully to the government service as to commercial employment. The article bears the headline, The "Three C's: Courtesy, Courage, and Cooperation Held Keys to Success in a Job," and goes on to say:

Fifteen years ago, in a footnote to a yearbook of the National Society for the Study of Education, Dr. Alanson H. Edgerton of the University of Wisconsin uttered a terse comment on vocational education. Just as the guest, not the chef, is the judge of a meal, he remarked, so the employer, not the educator, should be the judge of job training. The society mulled over the idea for 2 years, then asked Dr. Edgerton to do something about it. So in 1926 he began polling employers to find out what qualifications they looked for when hiring.

The project became one of the most exhaustive vocational surveys ever attempted. With an 84-man committee, Dr. Edgerton spent \$45,000 and 12 years gathering facts. He examined 144,279 actual jobs in 2,630 fields and followed 15,824 youths through 10 years of school and work. In 1938, with all the data in, he began whipping it into shape for two volumes to be published this fall—a technical treatise for educators and a popular version for layman.

Businesslike, amiably garrulous, and a stickler for accuracy (he despises round figures), Dr. Edgerton last week was paving the way for his books. Almost daily, in talks before Wisconsin educational societies and schools, he gave preliminary samples of his conclusions.

Successful employees, he reported, must be versatile. Three-fourths of the employers he questioned wanted youths skilled in at least two kinds of work (such as lawyers who also knew banking or stenographers who could keep books).

But more important than skill or intelligence, he found, is personality. In one subsurvey, studies were made of 3,607 men and women who had lost their jobs. It turned out that 77 percent had been fired for tactlessness, unfairness, irritability, bad manners, etc. Again Dr. Edgerton rated a group of job holders for (1) intelligence and (2) personality. The most intelligent 33 percent earned only \$139.44 more per year than the least intelligent; but the highest 33 percent in personality earned \$842.73 more than the lowest.

Specifically, well-liked employees are cooperative, loyal, polite, tactful, friendly, patient, alert, daring, confident, and cheerful.

If rudimentary education is based on the three R's, Reading, 'Riting, and 'Rithmetic, said Dr. Edgerton, the acceptable personality depends on the three C's, Courtesy, Courage, and Cooperation.

"Courage," as used above, should be broadly understood to include confidence, that is self-confidence, which is particularly important at this juncture in Weather Bureau affairs. "Cooperation" must likewise take on new significance for all of us at the present time.

DETAILS TO OCEAN-WEATHER DUTY

Since the list of men selected for duty on weather ships stationed in the Atlantic Ocean was published under the above caption in the July issue of TOPICS AND PERSONNEL, changes in, and additions to, that list

have been made as indicated below. A revised and extended list of personnel assigned to ocean weather details will appear in subsequent issues of TOPICS AND PERSONNEL.

The following revisions were made in the previously published list of Temporary Assignments:

For the period Sept. 7-28, substitute *Chelan* for *Ingham*; substitute C. S. Gilman for S. Lees.

For the period Sept. 28-Oct. 19, on the *Spencer*, A. H. Nielson, in charge; add A. E. Shaw. On the *Cayuga*, P. E. Croteau, in charge; add W. M. Grimes and C. B. Fobes, both emergency assistants.

For the period Oct. 19-Nov. 9 substitute *Champlain* for *Duane*; on the *Champlain*, J. L. Ford, in charge; add D. Adler and R. L. Day, emergency assistant; delete L. S. Fodor. On the *Bibb*, R. M. Haisfield, in charge; add L. S. Fodor and C. S. Gilman; delete J. L. Ford.

Extension of previously published list of Temporary Assignments:

Period at ocean station	Coast Guard vessel	Names of men
Nov. 9-30	<i>Tahoe</i> -----	{ P. E. Croteau, in charge. Ed Weber, emergency assistant. C. B. Fobes, emergency assistant.
	<i>Hamilton</i> -----	{ A. H. Nielson, in charge. A. E. Shaw. W. M. Grimes, Jr., emergency assistant.
Nov. 30-Dec. 21	<i>Spencer</i> -----	{ R. M. Haisfield, in charge. J. L. Ford. R. L. Day, emergency assistant.
	<i>Cayuga</i> -----	{ L. S. Fodor. To be selected. To be selected.

RETIRED OFFICIAL ASSISTS IN EMERGENCY

A recent report from the official in charge of the Weather Bureau Office at Raleigh, N. C. outlines the value of Weather Bureau warnings in the recent flash floods in the Raleigh district. Informed of the shortage of staff to handle the emergency, Mr. Lee A. Denson, retired, who until recently was official in charge of the Raleigh office, gladly gave his services for consultation and additional assistance to the office force. Mr. Denson's long experience in that locality made his assistance extremely valuable, and as result of the accurate forecasts of river stages many lives were saved and much damage to movable property avoided. The present official in charge at Raleigh speaks very highly of Mr. Denson's services in this emergency. Although the law prevents employment of retired personnel as emergency assistants and no remuneration can therefore be given, the Weather Bureau takes much pleasure in expressing its appreciation to Mr. Denson for his unselfish service. His action is in keeping with the best traditions of the Weather Bureau.

COOPERATION IN EFFECTING NEW PROPERTY-ACCOUNTABILITY SYSTEM

The Supplies Section is now engaged in the final phase of the installation of the new property-accountability card-record system, and it is desired to express appreciation of the Central Office to all station officials and personnel for their splendid cooperation in bringing this work to a close.

REGIONAL TECHNICAL CONFERENCE

The following employees have been selected for assignment to the Central Office for the Regional Technical Conference for a period of 8 months beginning September 3, 1940. During this period they will be under the jurisdiction of the Office of the Assistant Chief for Scientific Services and under the immediate supervision of the instructor in charge of the Conference.

Name	Station
Centen, Winford J.....	Spokane, Wash.
Cheesman, Willard L.....	Central Office.
Edrington, Oren E.....	Omaha, Nebr.
Farlow, Junius K.....	Birmingham, Ala.
Hilworth, Jerry T.....	Central Office.
Jacobson, Arthur L.....	Fargo, N. Dak.
Kenny, Howard S.....	Chicago, Ill.
Keyser, John J.....	Juneau, Alaska.
Kleinsasser, T. W.....	Arlington, Va.
Lewis, Frank.....	New York, N. Y.
McGregor, C. J.....	Elmira, N. Y.
Meyer, Gustavus P.....	Tulsa, Okla.
Paulhus, J. L. H.....	Atlanta, Ga.
Renneke, Murl V.....	Minneapolis, Minn.
Rock, C. L.....	Harrisburg, Pa.
Rodgers, Lyndon T.....	Kansas City, Mo.
Southwick, Thomas S.....	Central Office.
Tenenbaum, Oscar.....	Chicago, Ill.
Vestal, Claude K.....	Arlington, Va.
Younkin, Russel J.....	Kansas City, Mo.

DEATH

Mr. Alfred A. Rordame, senior observer at the Pocatello station, died at his home in Pocatello on July 31, 1940. He was born in Salt Lake City, Utah, on February 20, 1903. Mr. Rordame entered the Weather Bureau service as assistant at Salt Lake City, on October 16, 1926, and subsequently served as assistant at Boise, Modena, Salt Lake City, and Pocatello. His service at the latter station began on October 4, 1938.

F. W. Reichelderfer

WEATHER BUREAU TOPICS AND PERSONNEL

SEPTEMBER 1940

INFORMATION

POLICY RELATIVE TO MILITARY SERVICE

The following statement of policy issued by Mr. M. Kerlin, Administrative Assistant to the Secretary of Commerce, is given for the information of all Weather Bureau personnel concerned:

In the absence of specific legislation or general regulations to protect the status of Federal employees who enlist or are inducted into the military service of this country, the following policy has been adopted by the Department:

1. Permanent employees who enter the military service shall be carried in a military furlough without pay status for the duration of such service and shall be restored to duty in their former position or a permanent position of equivalent grade and salary upon the completion thereof, providing they are not physically or mentally disqualified to perform their duties.
2. Temporary or indefinite employees who enter the military service likewise shall be carried in a military furlough without pay status during the remainder of the life of the temporary or indefinite position to which they were appointed and, upon completion of military service, shall be restored to duty if the position formerly occupied is still in existence, subject to the same restrictions as to physical and mental fitness.
3. Accrued leave of Federal employees who enter the military service may be carried to their credit and may be made available to them, if restored to duty at the completion of their military service.

The Department will hold to this policy unless it becomes necessary to modify it on account of new legislation, Executive Order or action by the Attorney General or the Comptroller General.

A further statement is necessary to clarify the Bureau's policy in keeping available upon their return, positions in the proper grades to which these employees can be reinstated.

1. Since the employee will be on leave without pay for at least a year, it will be necessary to fill the position either by new appointment or by transfer or promotion of an employee already in the Bureau.
2. If the position is filled by new appointment, the person so appointed should be informed prior to appointment that upon the return to duty of the regular incumbent, his services will be terminated if no other position is available to which he can be assigned.
3. If the position is filled by transfer of a present employee, that employee may be retransferred to a position of similar grade.
4. If the position is filled by promotion, it will be necessary to reduce the person so promoted to his previous grade upon the return to duty of the regular incumbent, if there is no vacancy available in the new grade to which he can be transferred.

RADIOPHONE BROADCASTS OF WEATHER AND MARINE INFORMATION

The following item, printed in the weekly Hydrographic Bulletin of October 2, 1940, is reprinted here for the information of field officials:

Advisory storm warnings and marine information, furnished by the U. S. Weather Bureau, U. S. Coast Guard, and the Hydrographic Office of the U. S. Navy, are broadcast by radiophone in plain language on a frequency of 2,662 kc., as follows:

Station	GCT time
<i>Atlantic coast</i>	
Winthrop, Mass. (NMF).....	0400 and 1600
Rockaway Point, N. Y. (NMY).....	0330 and 1530
Curtis Bay, Md. (NNGG).....	0340 and 1540
Princess Anne, Va. (NMN).....	0350 and 1550
Charleston, S. C. (NNDQ).....	0430 and 1630
Jacksonville Beach, Fla. (NMV).....	0320 and 1520
Key West Lighthouse Depot, Fla., (NNEO).....	0410 and 1610
<i>Gulf coast</i>	
Mobile, Ala. (NOQ).....	0420 and 1620
New Orleans, La. (NNEY).....	0440 and 1640
Galveston, Tex. (NOY).....	0450 and 1650
<i>Pacific coast</i>	
Point Vicente, Calif. (NOJ).....	0400 and 1600
San Francisco, Calif. (NMC).....	0320 and 1520
Point Adams, Oreg. (NREH).....	0350 and 1750
Grays Harbor, Wash. (NMW).....	0330 and 1730
Port Angeles, Wash. (NOW).....	0340 and 1740

Advisory storm warnings are broadcast on the regular period next after receipt of same and are also broadcast six times at 2-hour intervals. The first of these special broadcasts begins exactly at 2, 4, 6, 8, 10, or 12 hours after the scheduled time of the regular broadcast, depending upon the time the message containing the warnings is received at the radio station. If the warnings are superseded by another message from the United States Weather Bureau before the completion of the six broadcasts, the later information is used and broadcast six times unless superseded again.

All of these radiophone (A3) broadcasts by the U. S. Coast Guard are first made at a speed of 30 words per minute to permit copying and are repeated at a normal conversational speed of about 100 words per minute.

AIRWAY DISTRICT FORECAST CENTER AT FAIRBANKS, ALASKA

An airway district forecast center was established at Fairbanks, Alaska on October 1, 1940, to cover the need for increased forecasting service in the interior of Alaska. This service is in addition to the forecast center established at Juneau, Alaska, on September 1, 1939. The Weather Bureau Office at Juneau will continue to exercise general supervision over all Weather Bureau activities in Alaska. Therefore, in accordance with paragraphs 114 and 209 to 220, inclusive, of Circular N, all correspondence to and from the first-order stations in Alaska will be transmitted through the Juneau office.

CONSOLIDATION OF ACTIVITIES AT CHATTANOOGA, TENN.

Weather Bureau activities in Chattanooga, Tenn., were consolidated at Lovell Field on July 1, 1940. Service at the airport will consist of general service to the public in Chattanooga and vicinity on a 24-hour basis, replacing the service formerly provided by the City Office which was limited principally to regular office hours. The airway observational service will continue as heretofore. The checking station will remain in the city quarters.

CONSOLIDATION OF ACTIVITIES AT DALLAS, TEX.

Weather Bureau activities at Dallas, Tex., were consolidated in its new quarters of the Administration Building at Love Field on September 3, 1940. Services at the airport will consist of general service to the public in Dallas and vicinity on a 24-hour basis, replacing the service formerly provided by the City Office which was limited principally to regular office hours. The airway and pilot-balloon observational service will continue as heretofore.

All correspondence with that station will be addressed to Weather Bureau Office, Airport, Dallas, Tex.

CONSOLIDATION OF ACTIVITIES AT EVANSVILLE, IND.

Weather Bureau activities in Evansville, Ind., were consolidated at the Evansville Municipal Airport on August 31, 1940. Service at the airport will consist of general service to the public in Evansville and vicinity on a 24-hour basis, including pilot-balloon and river observations.

All correspondence with that station should be addressed to Weather Bureau Office, Airport, Evansville, Ind.

INDEX NUMBERS

A one-page circular letter, No. 46-40, dated September 11, 1940, which corrected and brought up to date the data contained in "Index Number" circular of July 1, 1940, was recently distributed to all stations. The following data correct that given in the above-mentioned circular:

Index number	Name of station	Latitude	Longitude	Elevation (feet)
391	<i>Santa Barbara, Calif.</i>	34° 26'	119° 44'	20
576	<i>Lander, Wyo.</i>	42° 50'	108° 45'	5,352
587	<i>Owyhee, Nev.</i>	41° 57'	116° 07'	5,401

Data in italics correct data previously issued. If the data given for your station are not correct, please notify the Central Office.

INSTRUCTIONS

PROCEDURE FOR PAYMENT OF SALARIES

The names of employees temporarily assigned to Swan Island, West Indies, and to ocean-weather duty are included on the pay rolls at their permanent stations. The officials in charge of the Swan Island and ocean stations advise the Central Office at the end of each pay-roll period as to the duty status of the employees under their supervision. The Central Office immediately advises station officials, who hold the checks of the employees until receipt of such advice.

Accordingly, employees who are assigned temporarily to the stations mentioned above, will make arrangements with the officials at their permanent stations as to the mailing of their salary checks during their details.

RETURN OF EMPTY BAGS

For use in re-shipments, stations are requested to return to the Central Office promptly, all serviceable, empty white cotton or burlap bags used in shipping map wrappers, cards, etc.

CIRCULAR AUTHORIZATIONS FOR THE FISCAL YEAR 1941

Some station officials are failing to quote on vouchers the new circular and paragraph numbers as outlined in the circular, dated June 26, 1940, issued by the Chief, Station Operations Division.

Particular attention is invited to the fact that the authorization reference for usual and customary annual expenses chargeable to regular Weather Bureau funds for the fiscal year 1941 should be Circular I, par. 1 (a), and for those chargeable to Flood Control funds for the fiscal year 1941 should be Circular I, par. 1 (b). When the circular was printed, the number thereof was inadvertently given as "I" instead of "1" and the letter "a" was omitted from the paragraph covering the authorization for regular funds. It is important that the letters "a" and "b" be used in order that the appropriation charges may be properly made.

Attention is also invited to the fact that the authorization for minor repairs to instrumental equipment is Circular I, par. 4.

REPORT ON DISPOSAL OF PAPERS

At stations where material which appears of no permanent or historical value is stored and the space occupied by it is required for other purposes, the official in charge should request a supply of Form M-26 for reporting it to the Archivist. These forms, when completed, should be returned to the Central Office, in quintuplicate, one "hard" copy and 4 tissues. Instructions for reporting the material will be found on the back of the "hard" copy. In this connection printed or processed material not filed for record purposes should not be reported on Form M-26. It may be given to schools, libraries, etc., or disposed of as is customary with waste paper.

REPORT ON DITTO MACHINES

All stations having ditto machines that will take a sheet 22 by 36 inches are requested to advise the Central Office so that records may be brought up to date. Each report should also include a statement as to what maps, if any, are being reproduced on the machine, the number of copies made, and recipients of these copies. Reports should be mailed in an envelope marked "Ditto Machines, SR&F Division".

PERSONAL

PROMOTION OPPORTUNITIES

There have been few periods in the history of the Weather Bureau when the opportunities for grade promotion were greater than during recent years since aeronautical developments led to great expansion of meteorological services. Although many employees have received promotions during the last few years, some have not, and these remarks are addressed particularly to the latter. Every employee is interested in his chances for promotion. Naturally he has his own point of view on qualifications. With attention directed to his personal interests he may overlook the viewpoint of the officials who are responsible for evaluating and reporting on his qualifications and may fail to understand the circumstances which have prevented his promotion. Usually these circumstances are beyond the control of the immediate administrative supervisor of the employee. Sometimes they are regulations or exigencies beyond control of anyone in the Bureau, but often the "circumstances" are personal shortcomings which only the employee himself can correct.

In searching for qualified personnel to fill vacancies in positions of greater responsibility the following personal qualifications are those in which deficiencies are most frequently found in prospective appointees. In such cases administrative officials are unable to recommend them for promotion to vacancies in higher grades. These qualities are intangible. Almost anyone can perform the visible and purely manual tasks of a higher position. The intangible qualities, such as initiative and judgment are the ones which usually underlie success in a higher position. In addition to experience and technical training, the personal qualities most usually looked for are:

Alertness to perceive the duties of a position and to know what to do without waiting to be told.

Initiative and judgment to take proper action at the appropriate time.

The *urge* to progress. (In administration, technique, professional knowledge, and service.)

The *knowledge* necessary to success in the job. This refers not only to professional knowledge, but also to general acumen.

Cooperation and courtesy. The ability to work harmoniously and effectively with others.

Sometimes a personal appraisal of one's own standing in the foregoing qualifications is helpful in shaping plans for future training and development in the chosen career. The Bureau desires to encourage in every way possible those who are ambitious to qualify for higher positions. More than once in recent years the Central Office has found it difficult to obtain candidates with suitable qualifications for vacancies in higher positions. With the continued expansion of meteorological service, there is every indication that vacancies will be open in the future for those who are well qualified.

PROMOTIONS RECOMMENDED

The Promotions Committee has carefully considered all cases of employees eligible for administrative promotions at the present time, and, after approval by the Chief of Bureau, recommendation for one-step administrative promotions in the cases listed below have been sent to the Department of Commerce. If authorized by the Department, the promotions will be made in the near future.

In order that all employees will understand the basis for these promotion recommendations it is necessary to know the provisions by which the committee was necessarily guided. Acting on the report of the Appropriations Committee of the House of Representatives, the Bureau of the Budget this year issued instructions to all Bureaus that employees in order to be eligible for *administrative* promotions must have served 3 to 5 years without promotion of any kind. The 3-year provision applies to employees in salary grades below \$3,200 per year; the 5-year provision to all with higher salaries. Accordingly, administrative promotions have been recommended by the Promotion Committee for meritorious employees who are eligible under the above provisions. In making its recommendations the committee has earnestly striven to select those who, from point of view of meritorious service and length of service *since last promotion*, are most deserving of administrative promotion at this time. Further restrictions are imposed by the limited funds now available for promotions. As funds become available, additional recommendations will be made.

The committee would have recommended promotion of other employees whose services have been outstanding, but was prevented by the budget restrictions referred to above. This situation is no cause for discouragement to those employees, however. Their creditable service places them in line for favorable action as soon as permitted under the provisions governing promotions. Moreover, those whose qualifications and service are outstanding are the first to be considered in selecting candidates to fill vacancies in higher positions.

Inquiries which occasionally come to the attention of the Central Office indicate that a few employees do not yet understand the distinction between administrative promotions and grade promotions. In a few cases some disappointment has been expressed by employees who have received a one-step promotion when they expected grade promotion. For information of those who have questions on this subject, the following explanation of administrative promotions is repeated.

Administrative promotions are designed by the Civil Service Commission to recognize meritorious service or long and continuously satisfactory service. The intention is to provide gradual steps of promotion within a grade so that when an employee is ready to fill a vacancy in a higher grade his salary will be near the salary of the new grade, thus avoiding long periods of service at the minimum salary of a grade followed by

an unusually large promotion to a new grade. The restrictions already referred to, as well as lack of funds, sometimes prevent the Bureau from carrying out this intention continuously.

A *grade promotion*, on the other hand, goes with transfer to a new position of greater responsibility, or with reallocation of an old position, *providing* reallocation is justified under the Civil Service Classification Act. The Civil Service Commission holds that increased volume of work alone is not justification for change of grade; broadened responsibilities are necessary for reallocation. A grade promotion is not authorized primarily as a reward for meritorious service for one who remains in a given position. It may be indirectly a reward for merit, in that one who is highly successful in the performance of his duties and thereby demonstrates qualifications for a higher position is likely to be the one selected for such position when a vacancy occurs.

ADMINISTRATIVE PROMOTIONS

Adams, John C.	Hock, Anthony A.	Orlich, George N.
Ball, Lonnie F.	Hoffman, Walter J.	Overbay, Charles L.
Baughman, Harold E.	Hood, Frank C.	Paladee, Leon F.
Becker, Jonathan O.	Howard, Charles L.	Peplusky, John
Belt, Charles A.	Hutchison, William J.	Phillips, Glen H.
Caffrey, Laura M.	Johnson, Lewis E.	Phillips, Theodore T.
Carpenter, Myron H.	Jones, Leonard E.	Phillips, Victor V.
Coen, Thomas D.	Jones, Sherwood L.	Plummer, Ira C.
Cone, Fred	Justice, Alonzo A.	Pollard, William R.
Crombie, Francis C.	Keyser, Elgie M.	Robinson, Milton A.
Curtis, Richard W.	Kiernan, Isabel C.	Robinson, Raymond C.
Davis, Robert R.	King, Milford F.	Rose, Martin C.
Dickson, Howard W.	LaCombe, Arthur	Sabine, Charles A.
Douglas, Harry W.	Lancaster, John C.	Sackett, Ivan L.
Dunkle, Paul J.	Lang, Clarence V.	Schlomer, William B.
Emigh, Eugene D.	Long, Arthur R.	Shultz, Ralph W.
Everett, Mildred G.	McCollum, Mildred S.	Souder, Mary O.
Fillmore, Mabel G.	Madvig, Eugene L.	Staderman, William G.
Franklin, Ebert L.	Magruder, Ernest	Stanich, Vincent F.
Gallenne, Jean H.	Mahaffey, Cecil E.	Stanley, Mark H.
Garrett, Charles C.	Maldonado, Americo	Stanton, John B.
Gress, Edward F.	Mark, Ellison S.	Stout, Franklin K.
Gross, Henry C.	Marks, Paul B.	Swenson, Milton O.
Hall, Warren	Martin, Fred R.	Tornroth, Edward Henry
Hammonds, Oscar H.	Marx, Edward H.	Tracy, William H.
Hand, Irving F.	Mindrup, John W.	Wettrich, William K.
Hanson, Floyd L.	Mitchell, Margaret Shea	Whipple, J. Howard
Harold, Edward F.	Molynieux, Harold L.	Willig, Charles
Harrison, Louis P.	Morris, David R.	Wolff, Leonard A.
Haynes, Frank.	Nichols, Charles B.	

RESPONSIBILITY OF THE METEOROLOGIST

The meteorologist has always taken his job seriously and performed his daily duties in a careful and conscientious manner. In his observations, from the very beginning of meteorological records, he has used

painstaking care in providing accurate records. In what other profession can be found a corps of devoted workers who, like our cooperative observers, for example, voluntarily carry on their observations day after day and year after year, sometimes for more than half a century, serving entirely without pay? The sense of responsibility to the public has always been well developed in the meteorologist.

In the complex, economic life of modern times the meteorologist takes on still greater responsibility. In agriculture, business, industry, transportation, and most of all, in air transport, the measure of success and often the safety of life itself depends upon the accuracy and efficiency of the weather service. This service can be no more accurate and efficient than the individual meteorologists who constitute the organization. The taking of meteorological observations is a scientific job and should receive the most careful attention to insure accuracy. Carelessness in reporting cloud ceiling, indifference in following up and dispatching an observation of freezing temperatures at flight levels, or in notifying an itinerant pilot of hazardous conditions which have developed since he checked out may lead to fatal accidents. The meteorologist is indeed in a position of trust and responsibility. Excellence in the taking of his observations and in the preparation of his reports is a public service of which he may well be proud. In the present rapid expansion of weather services it is one of the major tasks of veterans in the Bureau to indoctrinate the many new observers and junior meteorologists in the importance of their duties and to impart to them a full appreciation of their responsibilities to the American public.

PERSONNEL DETAILED TO OCEAN-WEATHER DUTY

The following changes and additions have been made in personnel detailed to ocean-weather duty, as indicated in previous issues of TOPICS AND PERSONNEL:

For the period September 28-October 19, change *Cayuga* to *Ingham*.

For the period October 19-November 9, change *Champlain* to *Pontchartrain*, and *Bibb* to *Sebago*.

For the period November 9-30, change *Chelan* to *Ta'oe* and *Hamilton* to *Bibb*.

For the period November 30-December 21, *Cayuga*, add J. M. Brady, in charge, and B. W. LaVoice, emergency assistant.

For the period December 21-January 11, 1941, and February 1-22, 1941, C. G. Peterson has been selected.

OBSERVATIONS ABOARD SHIPS IN THE PACIFIC OCEAN

In connection with the supplemental appropriations for the Weather Bureau now pending, action is to be taken to establish daily radiosonde and pilot-balloon observations on two ships, and pilot-balloon observations on eight ships in the Pacific Ocean. It is desired to assign four men to the Weather Bureau Airport Station, Oakland, Calif., for continuous successive details to the two ships making both radiosonde and pilot-balloon observations and eight men to certain Pacific coast stations

for continuous successive details of one man each to the ships making pilot-balloon observations.

Men below the grade of assistant meteorologist desiring transfer in connection with the above project are requested to notify the Central Office. Arrangements similar to those now on the Atlantic seaboard will be made authorizing a per diem of \$1.50 at sea and \$4 on land while away from the official station. Applicants should state whether they have had pilot-balloon and/or radiosonde experience. Action will be taken to replace any men transferred from stations in connection with the above.

Prompt action in this matter is requested.

COMMENDATORY LETTERS

The Chief of Bureau has written letters of appreciation to the following noncommissioned employees commending them on their faithful service to the public and the excellent quality of the work performed by them over long periods of years:

Mrs. Hazel E. Dougall, airway observer, Port Townsend, Wash.

John L. Dougall, airway observer, Port Townsend, Wash.

William A. Hinz, airway observer, Springfield, Minn.

Charles H. McCobb, storm-warning displayman, Boothbay Harbor, Maine.

RETIREMENTS

Mr. Joseph L. Cline, official in charge of the Dallas station, was retired at the termination of September 30, 1940, after more than 48 years' service. He was born in Madisonville, Tenn., on September 20, 1870. Mr. Cline entered the Weather Bureau service as assistant observer at Galveston on March 22, 1892, and was subsequently in charge of San Juan, Sandusky, Evansville, Corpus Christi, and Dallas. He has served at the latter station since July 1, 1913.

Mr. Cline's career was marked with loyalty and fidelity to duty in service to the public. He was an assistant at the Galveston station during the destructive hurricane there on September 8, 1900, and the following notation was entered on his personal record at that time:

Most highly commended for heroic devotion to duty on the occasion of the hurricane, he being alert and vigilant and, under great personal peril, remained at his post as long as his services were of any value, performing all duties efficiently and intelligently.

Mr. James H. Spencer, official in charge of the Buffalo station, was retired at the termination of September 30, 1940. He was born in Ionia, Mich., on September 13, 1870. Mr. Spencer entered the Weather Bureau service at Washington, D. C., as compositor on January 9, 1895, and was subsequently assigned to Boston, Philadelphia, and Lincoln as printer, and in charge at La Crosse, Dubuque, Baltimore, and Buffalo, having been in charge of the latter station since November 1925. Mr.

Spencer also served at Portland, Oreg., from March to October 1905 in connection with the Weather Bureau exhibit at the Lewis and Clark Exposition, and was meteorologist of the Maryland State Weather Service while at Baltimore.

Mr. Spencer has been appropriately called "Sunny Jim" in communities where he has served because of his enthusiastic, optimistic, and happy interest in weather service to the public for more than 45 years.

DEATH

Mr. Alfred S. Mason, telegrapher at the Central Office, died at his home in Washington, D. C., on September 8, 1940. He was born in Washington, D. C., on March 22, 1876. Mr. Mason entered the Weather Bureau service at the Central Office as telegraph operator on May 5, 1919, and continued to serve in Washington until the time of his death. Prior to his coming to the Weather Bureau he served in the U. S. Army in the Philippines from 1900 to 1903, in the Signal Service during 1914, and in the Ordnance Department 1917 to 1918.

F. W. Reichelderfer

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

OCTOBER 1940

INFORMATION

DISTRICT FORECAST CENTER AT BOSTON

Effective October 1, 1940, a district forecast center was established at the Boston, Mass., Municipal Airport to provide a 24-hour service for New England. The new center assumed general weather forecasting activities, including fire-weather, marine, frost, storm-warning, 4- and 5-day, and other special, forecasts of all types.

All of the observational work, including pilot-balloon, hourly airway, 6-hourly synoptic, etc., for the Boston area is performed at the airport, and all general administrative and section-center work is being continued at the Boston city office.

COMBINED DISTRICT AND AIRWAY FORECAST CENTER AT LOS ANGELES

Effective October 1, 1940, a combined airway and district forecast center was established at Los Angeles, Calif., to provide service throughout the 24 hours for southern California. The new center assumed general weather forecasting activities, including industrial, airway, terminal, fire-weather, flood service, and 4- and 5-day forecasts. Forecasts for horticultural protection will continue to be issued at Pomona.

The supervision and inspection work, including the airway and terminal forecast service for all of Arizona, was transferred to Albuquerque, N. Mex., on September 1, 1940. The supervision and inspection work of the airway service for southern California was transferred to the Oakland Airport Station on September 20, 1940.

Except for airway forecasting and general supervising duties, Burbank will continue to function as an airport station with Weather Bureau personnel consisting of five employees.

ADDITIONAL RADIOSONDE OBSERVATIONS

Action is being taken to resume radiosonde observations at the following stations, with approximate date observations are expected to begin:

Spokane, Wash.....	December 1, 1940	St Louis, Mo.....	January 15, 1941
Atlanta, Ga.....	December 15, 1940	Albuquerque, N. Mex..	February 1, 1941
Buffalo, N. Y.....	January 1, 1941	Boise, Idaho.....	February 1, 1941
St. Paul, Minn.....	January 1, 1941	San Antonio, Tex.....	February 1, 1941

Radiosonde observations will be established at the following additional stations:

San Juan, P. R.....	January 1, 1941	Detroit, Mich.....	April 1, 1941
Huntington, W. Va....	February 1, 1941	Lake Charles, La.....	April 1, 1941

The Weather Bureau will replace the Navy's radiosonde station at Washington, D. C., about February 1.

Radiosonde observations will also be established aboard two commercial ocean liners operating between San Francisco and Honolulu about April 1, 1941. Station officials are hereby requested to inform all outside local interests regarding the resumption and establishment of the above radiosonde stations.

NPG MAJOR WEATHER BULLETIN

Beginning October 1, 1940, a radio telegraphic schedule of four major weather bulletins (daily) was inaugurated through Naval Radio Station NPG, San Francisco, Calif. Each bulletin is transmitted on four separate wave lengths and contains surface and upper-air data from ships in the Pacific and from land stations as far east as the 100th meridian. The broadcasts last approximately 3 hours each and start at 0100, 0700, 1300, and 1900 (G.C.T.)

A copy of the NPG radio circular, giving full particulars, is being sent to all stations.

INDEX NUMBERS

The following data supplement data previously issued regarding "International Index Numbers":

Index number	Name of station	Latitude	Longitude	Elevation (feet)
900	<i>Petersburg, Alaska.</i>	<i>66° 49'</i>	<i>132° 57'</i>	<i>119</i>
963	<i>Yakutat, Alaska.</i>	<i>59° 32'</i>	<i>139° 44'</i>	<i>*8</i>
768	<i>Glasgow, Mont.</i>	<i>48° 10'</i>	<i>106° 38'</i>	<i>---</i>
274	Tucson, Ariz.	32° 07'	110° 55'	2,555
698	Portland, Oreg.	45° 36'	122° 36'	39

Data in italics correct data previously issued. If the data given for your station are not correct, please notify the Central Office.

*Approximate.

CARIBBEAN WEATHER CODE

Beginning November 15, 1940, selected stations in the West Indian area will report in the new Caribbean Weather Code, a copy of which is being sent to all stations. This code has the following symbol form:

IIwwD FPPT CDChNV

In the broadcasts from Naval Radio Station NAA/NSS the collected Caribbean reports are sent at 0248 and 1448 (G.C.T.) in one of the following symbol forms:

(Station name) DDFww PP/TT

(Station name) DDFww PP/TT CDChNV

CHANGE IN TITLE OF CIVIL AERONAUTICS AUTHORITY

The Administrator of Civil Aeronautics has been authorized to change the title of the Civil Aeronautics Authority to the Civil Aeronautics Administration. Hereafter all correspondence and reference will be made to the Civil Aeronautics Administration.

Stations receiving copies of the Federal Register will find amendments to the Civil Air Regulations in the October 8 and 10, 1940, editions of that publication.

FIRST-ORDER STATION CLOSED

On September 1, 1940, the status of the Bellingham, Wash., station

was changed from a first- to a second-order station. All correspondence regarding this station should hereafter be conducted with the official in charge, Weather Bureau Airport Station, Seattle, Wash.

FIRST-ORDER STATION CLOSED

The first-order station at Elmira, N. Y., was closed at the termination of September 30, 1940. Airway observational duties have been taken over by the Civil Aeronautics Administration personnel. The pilot-balloon observational work has been transferred to the Binghamton, N. Y., station.

FIRST-ORDER STATION OPENED AT TUCSON

A first-order station was opened at the Municipal Airport, Tucson, Ariz., on June 17, 1940. The activities at this station consist of hourly airway, 6-hourly, and pilot-balloon observations. All correspondence will be addressed to Weather Bureau Office, Airport, Tucson, Ariz.

CIRCULAR LETTER

Circular Letter No. 66-40, dated November 1, 1940, signed by Acting Chief of Bureau, entitled "Requirements Under Act of June 13, 1934 (kick-back law), in Connection with Construction or Repair of Public Works?" was mailed to all first-order stations on November 4, 1940. Any station not receiving a copy should notify the Central Office immediately.

PURCHASE OF BROOMS, MATS, AND MOPS

Circular letter No. 59-40, dated October 8, 1940, entitled "Purchase of Corn Brooms, Cocoa Mats, and Cotton Mops, Fiscal Year 1941," signed by Chief of Bureau, and amending circular letter dated June 25, 1940, having the same title, was mailed to all first-order stations on October 10, 1940. Any station not receiving a copy should notify the Central Office immediately.

AMENDMENT TO STOCK CATALOG FOR 1940

Amendment No. 1 to the new Stock Catalog, showing changes in stock items since this catalog was issued, was mailed to all first-order stations on October 24, 1940. Stations failing to receive a copy should immediately notify the Central Office.

ROSTER

A roster of commissioned Weather Bureau personnel, as of September 16, 1940, was mailed to all first-order stations on October 30, 1940. Any station not receiving a copy should notify the Central Office.

INDEX

The Index for TOPICS AND PERSONNEL (1939) was mailed to all first-order stations on October 26, 1940. Any station not receiving a copy should notify the Central Office.

INSTRUCTIONS

Copies of Instructions for August and September 1940 were mailed to selected stations on October 26, 1940.

INSTRUCTIONS

WITHHOLDING MAIL PRECEDING CHRISTMAS HOLIDAYS

This Bureau has been requested by the Postmaster, U. S. Post Office, Washington, D. C., through the Chief, Office of Plant and Operations, to observe the following:

All Government Departments and field offices are requested to withhold from the mails during the period December 10 to 26, 1940, all bulk mailings of pamphlets, books, forms, and other printed material, since matter of this character seriously interferes with the expeditious handling of holiday mails.

Those in charge of furnishing supplies to field stations should do so sufficiently early to complete delivery before December 10. This request in no way affects the handling of ordinary official correspondence.

LOAN OF AUTOMOTIVE EQUIPMENT TO POSTAL SERVICE

The Acting Secretary of Commerce has instructed Bureaus of the Department of Commerce to authorize officials at field stations to act, when contacted by representatives of the Federal Business Association, relative to placing at the disposal of the Postal Service any Government-owned automotive equipment which is available for use during the Christmas season.

Commitments should be made only for automotive equipment which it is expected will not be in use by the Weather Bureau during the Christmas season.

GRAPHING PILOT-BALLOON OBSERVATIONS BEYOND 14,000 METERS

Whenever a 30-gram or 100-gram pilot-balloon observation exceeds 14,000 meters, and the resulting velocity-direction graphs entered on Form 1115 present a state of almost utter confusion because of a tendency to coincide, regardless of the difference in colors, it is permissible to use an additional Form 1115.

However, care should be exercised when introducing additional graph sheets to see that they are properly placed and identified, and that their use is restricted to those infrequent occasions when complete confusion between graphs is apparent.

ESTIMATE FORMS FOR FUEL, GASOLINE, ETC.

Estimates are to be requested for fuel oil, gasoline, kerosene, and diesel fuel oil in tank, wagon, or drum deliveries during the fiscal year 1942.

Estimate forms covering the above supplies will be mailed on or before December 1, 1940, to all known stations using such supplies. Any station now using or later needing any of the fuels listed above during the fiscal year 1942 should immediately request the proper forms from the Central Office and submit estimates in order that they may be included in Procurement Division Consolidated Contracts. Such estimates must be submitted to the Central Office not later than January 1, 1941.

DATES OF RECEIPT ON INSPECTION CERTIFICATES

The date of receipt of the goods is often omitted by persons signing inspection certificates. This causes difficulty in audit and has, in recent cases, resulted in exceptions by the General Accounting Office. It is requested that hereafter Central Office and station officials complete inspection certificates to show actual dates of delivery before the certificates are forwarded to the Supplies Section, Central Office. If several dates are involved, all dates should be shown with the quantity received on each date and, if testing is required, the date of completion of the tests should also be shown.

In connection with the above, see the article on page 53 of the May 1938 number of *TOPICS AND PERSONNEL*.

VERIFYING WIND VELOCITY

Effective November 1, 1940, the verifying wind velocity for storm warnings at Cleveland, Ohio, will be 30 miles from all directions. Page 79-2R of *Station Regulations* should be corrected accordingly.

CHANGE IN LOCATION OF PORTLAND, OREG., AIRPORT

Effective October 14, 1940, the Portland, Oreg., Airport Station was moved from the Swan Island Airport to the Portland-Columbia Airport. All correspondence should be addressed to Weather Bureau Airport Station, Portland, Oreg.

PERSONAL

PERSONNEL DETAILED TO OCEAN DUTY

In view of the large number of Coast Guard vessels assigned to ocean weather duty and the necessity for frequent changes in these vessels, their names will be omitted. Instead, the ocean stations will be identified by Nos. 1 and 2. Station No. 1 is the western station, located approximately one-third the distance between New York and the Azores. Station No. 2 is the eastern station, located approximately two-thirds the distance between New York and the Azores.

The following changes have been made in personnel detailed to ocean weather duty, as indicated in previous issues of TOPICS AND PERSONNEL.

For period November 30-December 21.—Station No. 2, substitute J. L. Ford, in charge, for R. M. Haisfield, L. V. Gillespie, emergency assistant.

For period December 21-January 11, 1941.—Station No. 1, add E. W. Elmes, emergency assistant; third man to be selected. Station No. 2, R. M. Haisfield; G. H. Klimack, emergency assistant; third man to be selected.

For period January 11-February 1, 1941.—Station No. 1, J. L. Ford, and L. V. Gillespie, emergency assistant; third man to be selected. Station No. 2, L. S. Fodor; B. W. LaVoice, emergency assistant; third man to be selected.

For period February 1-February 22.—Station No. 1, C. G. Peterson; second man to be selected; third man to be selected. Station No. 2, R. M. Haisfield; G. H. Klimack, emergency assistant; third man to be selected.

COMMENDATORY NOTICE

Although it is impracticable to acknowledge or quote in TOPICS AND PERSONNEL all commendatory letters which come to the attention of the Central Office, it is planned to invite attention from time to time to a few of those which appear to be of general interest to the service.

Accordingly, the following is quoted from a recent letter to the official in charge of the city office at Richmond, Va.:

The eagerness to serve, as shown by your Department, is not always found in governmental offices, and we wish to commend you highly for this type of service. Your willingness to give the latest information to those of us in the flood area will always be remembered, and we wish to thank you for your help to us.

The letter was signed by a representative of a business organization in Richmond.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

NOVEMBER AND DECEMBER 1940

—: Christmas Greetings :—

To Each Member of the Field Service
the Central Office Wishes

A Very Merry Christmas and a Happy New Year

INFORMATION

EXTENSION OF LOCAL FORECAST SERVICE

An increasing number of field officials are extending local forecast service to nearby cities and towns where there are no Weather Bureau Offices. In principle, the forecast provided is a localization and amplification of the State forecast such as is usually prepared for the immediate vicinity of the Weather Bureau Office, and includes predictions of minimum and maximum temperatures and other local conditions when of interest to the public. The forecasts are distributed through press and radio channels without expense to the Weather Bureau. Service of this nature, which has been in effect for several years from a few Weather Bureau Offices, has, during the last few months, been extended to about 40 additional communities in different parts of the country. Further extension of this service is authorized under the following conditions:

1. The service should be organized through the district forecast center which will act as the coordinating agency. Local forecasts for cities and towns adjacent to the forecast center may be prepared by the district forecasters. Officials at other stations who prepare forecasts for communities in their respective neighborhoods may call upon the district forecasters to render the service during periods of annual leave or other absences of qualified personnel making the forecasts. Recommendations for inauguration of service will be made to the Central Office by or through the appropriate district forecast center.

2. The service should be maintained on a State basis so far as is required to take advantage of the general organization of press associations. For example, the Indianapolis official would prepare the local forecasts

Library
RCA
APL
RMV
EMV
HK
GG
EK

for communities in Indiana only; the Milwaukee official would prepare local forecasts for places in Wisconsin only.

3. Responsibility for preparing local forecasts of this kind should be confined to Weather Bureau Offices with qualified local officials and adequate synoptic information.

4. The official in charge of each district forecast center should recommend an appropriate area for service by each local official participating in the program, as justified by requests for service and available channels for distribution.

5. Local forecast service should be extended only to cities and larger towns where there is a definite need and genuine demand for the service; this is usually evidenced by willingness to provide press, radio, or other channels for distribution without cost to the Weather Bureau. In some cases two or more closely adjacent cities or towns can be covered by a single forecast.

It is not intended that local forecast service shall be established in lieu of, or in competition with, the State forecasts. There is a definite need for both types of weather information, and distribution of State forecasts should not be curtailed because of the local forecast program.

WEATHER BUREAU CORRESPONDENCE COURSE

In Circular Letter No. 38-40, dated August 26, 1940, it was stated that a correspondence course would be given to 500 employees of the SP-3, SP-4, and SP-5 grades of the Weather Bureau, with preference for the lower numbers if the applications exceeded 500. The closing date for filing applications was September 20, 1940.

By September 20 about 800 applications were received, 700 of which were in the SP-3, SP-4, or SP-5 grades.

It was decided to give the course to this number but, owing to the small staff which will handle the grading and sending out of lessons, all other applications for the course could not be included in this year's program.

It might be pointed out that each station will receive one copy of the course to keep as a file copy. This will be available to all station personnel.

AUTOMATIC TELEPHONE SERVICE AT BOSTON

Automatic telephone service was put in operation on Sunday, November 17, 1940, at Boston. It is probable that this service, which has been extremely popular, will be extended to other large cities in the near future and it is desired that every possible assistance be extended telephone representatives in connection with such installations. Wherever possible, officials in charge should arrange with the local telephone companies to have the automatic forecast service on WEather 1212 in order that the number used may be uniform throughout the country.

A description of the automatic-telephone-forecast service is given in Circular Letter No. 34-40, dated August 15, 1940. Service of this type

is now in effect in Baltimore, Boston, Chicago, Detroit, Newark, New York, and Washington.

EMPLOYEES' BOOK SERVICE

The Employees' Book Service, which has been obtaining meteorological books at a discount for employees of the Weather Bureau, has been discontinued. Until arrangements are made for a new service, anyone desiring to purchase books should contact their local book dealer or the publishing company directly. Should this service again be established in the near future it will be announced in TOPICS AND PERSONNEL.

CONSOLIDATION OF ACTIVITIES AT ROCHESTER

Effective November 7, 1940, consolidation of all activities of general and airway weather service was effected at the Municipal Airport, Rochester, N. Y. Service is rendered to the public in general on a 24-hour basis. Correspondence to this station will be addressed "Weather Bureau Office, Airport, Rochester, N. Y."

CORRECT DESIGNATION OF STATION AT IOWA CITY AIRPORT

The item in TOPICS AND PERSONNEL of June 1940, page 384, entitled "Consolidation of Activities at Iowa City", is corrected to change the designation "Weather Bureau Airport Station" to "Weather Bureau Airway Station." This station is manned by three airway observers and is under the direct supervision of the official in charge at the city office.

BIDS FOR THE PURCHASE OF BITUMINOUS COAL

A letter, dated November 23, 1940, addressed to all stations using bituminous coal, together with stipulations to be made a part of the specifications in all bids for bituminous coal, has been mailed to all stations concerned.

Any such station not receiving a copy of the letter and stipulations should immediately notify the Central Office.

LETTERHEADS

The name of the station has been eliminated from all letterheads and, until further notice, all requisitions will be filled from the Central Office stock of plain letterheads, minus station designations.

TRANSPORTATION OF HOUSEHOLD GOODS

Copies of Circular Letter No. 71-40, dated November 30, 1940, entitled "Transportation of Household Goods" (Executive Order No. 8588, dated November 7, 1940), were mailed to all first-order stations on December 3, 1940.

Officials in charge are requested to bring this letter to the attention of all employees as the new regulations differ materially from those heretofore in effect, and each employee should become familiar with them.

INSTRUCTIONS

Copies of Instructions for October and November 1940 were mailed to selected stations on November 29, 1940.

INSTRUCTIONS

AMENDMENT TO CIRCULAR DATED JUNE 17, 1940

Paragraph 1 of the circular dated June 17, 1940, entitled "Procedure to Be Followed With Regard to the Handling of Property-Record Cards, Form AD-106 (salmon-colored cards) and Decalcomania Transfers," is amended as follows:

Property-record cards (Form AD-106) are to be considered by station officials as an integral part of the property which they describe to be transferred when property is transferred. Property-record cards, covering property which has been dropped, should be maintained by station officials in a separate file from the regular property-card file for all the property dropped during a calendar year. These cards will be of considerable help at the time physical-inventory forms are rendered to the Central Office and should not be destroyed.

PROPERTY-RECORD CARD ADJUSTMENTS

Station officials are requested to forward immediately to the property unit of the Supplies Section, Central Office, all information available pertaining to errors or discrepancies that have been made with reference to property-record cards, Form AD-106, and decalcomania transfers for property charged to their station. Adjustments have been made as a result of information furnished to the property unit on all cases reported to date. The immediate rendering of the above information is requested in order that the "Physical Inventory Report," Forms AD-113 and AD-113a can be rendered by all property accountable offices during February for the calendar year 1940.

Certificates 1 and 2, covering the receiving of property-record cards and decalcomania transfers by stations, and the applying of decalcomania transfers to nonexpendable property by station officials, should be forwarded to the property unit of Supplies Section, Central Office, by all stations that have not already done so.

ANNUAL REPORT ON STATION LIBRARY BOOKS

In an effort to furnish stations the necessary books for reference and study, it is intended to make a survey of stock at present issued to stations. Therefore, extreme care is requested when the annual report on books is completed on December 31, 1940. It is requested that the instructions on the first page of Form 4066 be followed in every detail, and stress is laid on alphabetical order and remarks concerning the condition of the books. To do this it is essential that an inspection be made of the books, rather than a copy of the previous report. In order to give value to this survey, it is further requested that the question in column 5 be answered with all sincerity and with thought of improving the station library.

NOTICE OF TERMINATION OF LEASES

All notices of termination of leases are prepared by the Central Office upon the recommendation of the station official. The station official should make appropriate recommendation to the Central Office in suf-

ficient time for the formal notice of termination of lease for quarters and/or space to reach the lessor at least 30 days prior to the effective date of the termination.

Termination of informal agreements for quarters and/or space should be handled in a similar manner.

PRINTING-PLANT REPORTS

At all stations where printing plants are in process of being discontinued, and where any printing was done or is still being done, it is requested that a printing-plant report be rendered for the quarter in which the work was accomplished. This applies also to any plant where the press may have been dismantled but may have been used in the current quarter.

No mimeograph work is to be included in the J. C. P. reports.

PERSONAL

REGIONAL TECHNICAL CONFERENCE

The following Weather Bureau personnel attended the Regional Technical Conference in Washington from September 1 to November 30, 1940:

Name	Station
Centen, Winford J.	Spokane, Wash.
Cheesman, Willard L.	Central Office, Station Operations
Edrington, Oren E.	Omaha, Nebr.
Farlowe, Junius K.	Birmingham, Ala.
Hilworth, Jerry T.	Central Office, Map Room
Jacobson, Arthur L.	Fargo, N. Dak.
Kenny, Howard S.	Chicago, Ill.
Keyser, John J.	Juneau, Alaska
Kleinsasser, Theodore W.	Arlington, Va.
McGregor, Clifford J.	Elmira, N. Y.
Lewis, Frank.	New York, N. Y.
Meyer, Gustavus P.	Tulsa, Okla.
Paulhus, Joseph L. H.	Atlanta, Ga.
Renneke, Murl V.	Minneapolis, Minn.
Rock, Clayton L.	Harrisburg, Pa.
Rogers, Lyndon T.	Kansas City, Mo.
Southwick, Thomas S.	Macon, Ga.
Tennebaum, Oscar.	Chicago, Ill.
Vestal, Claude K.	Arlington, Va.
Younkin, Russell J.	Topeka, Kans.

The main purpose of the conference during this last session was to develop forecasters, and the lectures and laboratory work were all directed toward that end.

The conference, under the direction of Mr. B. C. Haynes, included the following lecturers: Dr. W. J. Humphreys, meteorological physicist, Dr. Oliver R. Wulf, in charge of radiation and ozone studies; Dr. Edgar W. Woolard, Editor, who discussed dynamical meteorology; Dr. E. D. Smith, who gave lectures on statistics applied to meteorology, and Mr. A. K. Showalter, who assisted in the weather map analysis laboratory work. Special lectures were also given on the general circulation by Dr. C. G. Rossby, Assistant Chief for Scientific Services.

Two field inspection trips were made, one to the Bureau of Standards, where new meteorological instruments are being developed, and one to the Washington Institute of Technology, where the radiosonde equipment now being used by the Weather Bureau, is being manufactured.

The next Regional Technical Conference to be held in Washington will begin on February 3 and will extend to April 30, 1941.

EXPERIENCED RAOB MEN

In order to bring our files up to date the Central Office desires the names of all men experienced in radiosonde observation work. The official in charge of each station having one or more such men (including

the official in charge) is requested to advise the Central Office promptly by mail in an envelope marked "For Station Operations Division", giving the following information:

Name -----
 Present grade and date effective -----
 Salary \$ -----
 Stations where experience was obtained and period covered in each case -----

 Description of experience (include statement as to whether competent to handle all phases of raob work) -----

 State whether transfer desired and, if so, give preferred locality and period served at present station -----

FEDERAL BUSINESS ASSOCIATION

A Weather Bureau official has been elected to office in a local Federal Business Association, as follows:

Mr. F. E. McLeary, Toledo, elected vice president.

Merry Christmas and Happy New Year

F. W. Richardson

Chief of Bureau.