

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
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January 27, 1950

MEMORANDUM

TO: Section Centers, WRPC's, and River Centers

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 10.

1. REVISION OF MONTHLY FORMS 1009 AND 1006: Before these forms are reprinted we would like to have comments on the present forms, and suggestions for improvement from all Section Centers, River District Offices and WRPC's. Where possible these comments should reflect the opinion of the observers as well as of the supervising offices. We would like comment on the quality of paper in present pads, spacing of the various columns, whether the graphic method is preferred for entering times of beginnings and endings and any other remarks which would assist us in improving these forms. The size of the new forms will be 10" x 11-3/4".

Present supplies of these forms are low, therefore your replies, to be of value in the next revision, should be forwarded without delay.

2. WEEKLY VERSUS MONTHLY REPORTING FORMS (REFERENCE: ITEM 1, CSM NO. 9): Thirty-three replies were received from Section Centers in response to our request for an opinion concerning use of weekly and monthly Forms 1009. Twenty-seven of these replies favored abandoning the use of the weekly form.

Use of the weekly form should therefore be discontinued. Effective date of this discontinuance should be set by each Section Director for his section, but should not be later than January 1, 1951.

WB Form 1053A will be reprinted, and it is believed that this form, along with Forms 1053B, C, and F, will furnish adequate weekly reports. Suggestions for additional cards, if found necessary, will be given consideration.

3. OBSERVATIONS OF FROST IN THE GROUND: Several years ago, the Regional Offices were requested to make arrangements with selected first-order stations in their respective regions to obtain records of frost in the ground. The records collected consisted mainly of whatever information was available from local cemeteries, telephone and power companies, or other organizations known to be carrying on winter excavations.

The records have been filed in the Regional Engineer's Office. In view of the changed functions under which the Area Engineers are now operating, and in order to maintain the records in permanent file,

it is proposed that the records be filed at the appropriate Section Center. The Area Engineer will effect the transfer of the records and collecting offices are instructed to forward the records in the future to the Section Center.

A program is under way to obtain soil moisture and temperature records through use of standard meters which will record these elements at fixed depths below the ground surface. A few of these meters have been installed at selected points. It is believed that the present collection of frost data may be useful in correlating with the frost depth and ground temperature data obtained from the soil moisture meters.

4. RECORD FORM (1010A) FOR STORAGE PRECIPITATION GAGE OBSERVATIONS: A small supply of Form 1010A has been mailed to the Section Centers in the western states, for use in connection with storage gage stations. These forms are intended to serve as a record of all precipitation measurements made in the various types of storage gages in use. This should include the initial and final seasonal measurements as well as any intermediate stick or tape measurements made during the year. The form will supplement Form 1010B which form is used in connection with servicing of the larger types of storage gages.
5. CLIMATOLOGICAL DATA MAPS (REFERENCE: CSM NO. 5 AND CSM NO. 8): As progress is made in preparing Climatological Data base maps, blank base maps will be furnished to other Section Centers for plotting station locations. We urge that all stations currently published in Climatological Data be carefully plotted according to the coordinates given and the positions in their respective counties.

After the master map is prepared at the Central Office a partly reduced photostat copy of the master map is then returned to the section for making final corrections, deletions, and additions.

Special attention should be given to station location symbols as to position and proper designation of precipitation gages in use. Some Weather Bureau Offices and other stations have both recording and non-recording type gages so that the small circle in such cases would be half shaded to indicate both types at a station.

6. NEWSLETTER: The following letter was received here from the California Section Director:

"You will be interested to know some rather striking beneficial results from the first Cooperative Observers Newsletter for California.

"For November 1949 all but 2% of our cooperative observers' reports have been received in time for publication as compared with 8% received too late for publication in November of last year. In other words, there are but one-fourth as many late reports for November 1949 as for the same month last year.

"The number of observers' names or station names missing has also been cut approximately in half. These constructive results are certainly encouraging from the standpoint of operations at the Section Center and indicate clearly the definite value of the Newsletter which was planned by the C&HS Division."

7. COLORED PAPER FOR NEWSLETTERS: We feel that white mimeograph paper is satisfactory for Section Center newsletters; however, a few centers have been using colored paper. Mimeograph paper, white or colored, should not, of course, be purchased in the open market. We understand that colored paper is available from the Bureau of Federal Supply in blue, buff, goldenrod, green, pink, and yellow, at a slightly higher cost than the white paper.
8. MAILING NEWSLETTERS TO THE CENTRAL OFFICE (REFERENCE: CSM NO. 7, ITEM 4): The second paragraph of the referenced item should be changed to:  

"Two copies should be mailed to the Central Office Library."
9. TEXT FOR GENERAL SUMMARY IN MONTHLY AND ANNUAL CLIMATOLOGICAL DATA: The Central Office needs a copy of this text as early as possible in the following month. All Section Centers are therefore asked to forward each month to C&HS Division, marked for attention of Climatic Information Section, a carbon copy of the above text, beginning with the month of January 1950.
10. TEXTUAL MATERIAL IN MONTHLY AND ANNUAL CLIMATOLOGICAL DATA (REFERENCE: ITEM 4, CSM NO. 8): The following comment on the above subject was received recently from a Section Director:  

"It is believed that all Section Centers have a good idea of the elements to be stressed in the various summaries for their particular Section. For example, wind, relative humidity, etc., may be of vastly more importance in some areas than others.

"The main idea here, it seems to us, is the writer's "Style". This knack is possessed by few and cultivated by fewer. Weather and climate can be the most interesting or the dullest of subjects.

"All of us can be ever on the alert for the improvement of our summaries and continually seeking methods of improving them. One way is to talk to and discuss the matter with users of our data. It is surprising, sometimes, to note the "gems" we pick up in this manner."
11. COPYING DATA FROM FORM 1011: If data are copied from Form 1011 to Form 1009 on a monthly rather than a daily basis, errors in transcription are quite apt to occur. Some of these errors are transposed figures, reversed maximum and minimum temperatures, entries on wrong dates, and missing precipitation.

If many errors of this type occur it would be well to carry an item in the section newsletter urging observers to copy observations promptly into Form 1009 or 1006.

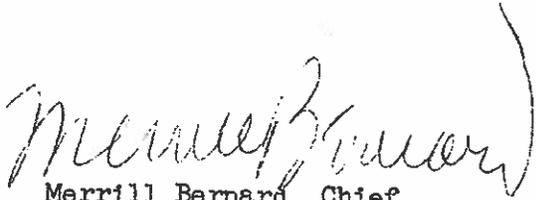
12. OBSERVER INSTRUCTIONS: We would like to pass along the following comment received from a Section Director after a recent field trip:

"When a new station is established by a Weather Bureau representative, the matter of instruction of the new observer should be given careful attention. An extra few minutes spent with a new observer will almost always pay dividends in the form of reduced correspondence attempting to straighten out records at a later date."

We agree fully with the above remarks.

13. INFORMATION ON THE CLIMATOLOGICAL PROGRAM: On reason for establishing the CSM was to keep all Section Center employees informed concerning the climatological program. We feel that we have succeeded fairly well in this respect; however, at least one example has recently come to our attention where a hydroclimatic inspector did not realize that all newly established temperature stations should have the observation taken in the evening. As a result he was continuing to establish a.m. temperature stations.

This item is to emphasize the necessity for all employees connected with the climatological program to be fully informed on policy matters concerning this program. One of the best ways to do this is through the CSM. Section Directors, therefore, should make sure that all Section Center employees have read all CSM's.

  
Merrill Bernard, Chief,  
Climatological and  
Hydrologic Services

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