

UNITED STATES DEPARTMENT OF COMMERCE
WEATHER BUREAU
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May 9, 1950

MEMORANDUM

TO: Section Centers, Hydroclimatic Inspectors, Field Aides,
WRFC's, and River Centers.
(With Copies to Regional Offices for Information.)

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 12.

1. COOPERATIVE OBSERVER BULLETIN: Plans have been made to publish a bulletin devoted entirely to cooperative observers with 10 or more years of service. We would like to issue this bulletin before the end of the year, and to furnish each observer with a copy.

The plan is to carry a chapter on the history of the Weather Bureau's Climatological Program and the important part played by the cooperative observer, with succeeding chapters devoted to observers in the 50-year group (either still active, or retired), the 40-year group, etc. Photographs, where available, will be carried for each observer in the 40 and 50-year groups along with a write-up of the observer's service, business, hobbies and other personal facts. A somewhat shorter write-up, without the photographs, would be carried for 30 and 20-year observers, while observers in the 10-20-year group would be listed with station and length of service.

We feel that such a bulletin would emphasize the importance of the cooperative observer, and we are anxious to make the issue as attractive as possible.

Section Directors are therefore asked to assemble the basic data, collaborating with River District Offices or other Weather Bureau Offices as required. Wherever practicable, photographs should be obtained of those observers with 40 years or more service as of December 31, 1949. It is possible that in some cases pictures can be obtained without cost to the observer or the Bureau if local newspapers were offered the suggestion that they carry a picture and story on the long time observers. These pictures should preferably be of head and shoulders and should be sufficiently clear to reproduce well.

The biographical write-up for 40-year-and-above observers should be kept within approximately 100 words. It should be typewritten, double spaced, with only one item to a page. The photograph should be clipped to the page, and identified with

the observer's name and address lightly written on the back of the picture. In order to have the statements as accurate as possible, it would be well, if practicable, to submit a draft of the item to the observer for approval.

The same general plan should be followed for observers in the 20 and 30-year group, except that photographs will not be used for these groups, and the item should ordinarily be kept within 50 words in length.

Observers in the 10 to 20-year group should be listed alphabetically by states. Name, station and dates of service should be given.

In those cases where a company or organization is considered as the observer, with various company employees taking the observations, no write-up need be prepared, unless one employee has been doing the observing for 10 years or more, and the Section Director believes inclusion of employee's name is appropriate.

Years of service should be computed through December 31, 1949. The Section Center will be responsible for forwarding all material for the section. In order to insure that no observers are overlooked, the Section Center should correspond, where necessary, with River District Offices or Regional Offices.

The deadline date for forwarding this material to the Central Office has been set as August 1, 1950. All Section Centers are urged to give this matter prompt attention, so that the cooperative observer bulletin may be complete.

We plan to furnish a copy to each substation observer, regardless of length of service. Should a copy be furnished to local newspapers in those localities where observers with 10 or more years service live?

Please furnish a rough estimate of the number of copies needed in your section, broken down as follows:

1. Number of observers.
2. Number for newspapers.
3. Number to be filed at the Section Center.
4. Number for miscellaneous purposes.

When the bulletin is ready for issue we will carry an item about it in the then current issue of TOPICS, and will send a copy of the bulletin to each first-order Weather Bureau Office.

Suggestions for this publication, its title, and its distribution will be welcomed.

2. CLIMATOLOGICAL DATA MAPS (REFERENCE: CSM NO. 11, ITEM 11): Section Centers, except Region 4 which should request maps from the Central Office until further notice, desiring black printed copies of the newly revised 7x9-1/2 Climatological Data maps for on-station use should request the WRPC to print a conservative quantity (no more than one year's supply). Climatological Data paper stock will be used.

If brown printed bases are desired requests should be directed to the Central Office.

Section Centers desiring a large map may designate the 14x19 inch size plate which will be printed in brown in the Central Office. Conservative quantities should be requested since it is planned to revise the maps from time to time. Any desired station changes should be mentioned in the letter to the Central Office requesting reprints of maps.

The small map will be trimmed to 8-1/2x11 inches and the large map to 16x21 inches.

Additional maps completed since the above referenced CSM are:

Idaho	Nevada
Indiana	New Jersey
Kansas	New York
Maryland	North Dakota
Minnesota	Pennsylvania
Montana	Virginia

Maps in progress toward early completion:

Alaska	Oregon
California	Texas
Michigan	Utah
North Carolina	West Virginia
	Wisconsin

Seven Section Centers are plotting stations on map bases at the present time. Arizona, Colorado, Missouri, Oklahoma, Wyoming, and Hawaii will be started in the next month or two.

3. SKETCH MAP (REFERENCE: MAL DATED NOVEMBER 18, 1949 AND MAL DATED JULY 28, 1948): This is to remind Section Directors that a sketch map or a Climatological Data base map should always be submitted with recommendations for the establishment or modification of cooperative climatological stations. This map is of much assistance here in evaluating recommendations for station changes.
4. USE OF WINDOW ENVELOPES (REFERENCE: CSM NO. 7, ITEM 1, CSM NO. 8, ITEM 7, CSM NO. 11, ITEM 10): Continued use of window envelopes is favored by most Section Centers reporting on this item. An initial supply of 5,000 envelopes will be furnished each Regional

Office this fiscal year by Materiel Section. The initial purchase will be made from Central Office allotments.

This stock should be replenished as needed in succeeding fiscal periods by Regional Office purchases in the same manner that other envelopes are obtained. The window envelopes now in use are 4-1/8"x9-1/2" with a 1-1/8"x4-3/4" window located 2-3/8" down from the top and 3/4" in from the left end.

5. REVISION OF MONTHLY FORMS 1006 AND 1009 (REFERENCE: CSM NO. 10, ITEM 1): Many worthwhile suggestions for the revision of Forms 1006 and 1009 were received in reply to the referenced item. Both forms have now been drafted and sent to the GPO for printing. They should be available for issue in about three months.

Both forms will be the same size, 9-1/2x11-1/2 inches, with binding margin along the left end, where two holes 4-1/4 inches center to center will be punched.

We wish to thank all those who offered suggestions for the improvement of these forms.

6. PUBLICATION OF DAILY PRECIPITATION IN TABLE 3: At present, if a station is equipped with both a recording and non-recording gage, daily and monthly amounts in Table 3 are published from non-recording gage and hourly and daily amounts in Table 4 from the recording gage. The U. S. Engineers have indicated that a summary of the daily recorder amounts with monthly totals would be of considerable value in Table 3 and it has therefore been decided that, effective with July 1950 data, both recording and non-recording daily and monthly values should be published in Table 3.

7. ENTERING STATION NUMBERS ON FORMS 1006 AND 1009 (REFERENCE: CSM No. 7, ITEM 11): Several replies to the referenced item suggested the possibility of perforating pads of Forms 1006 and 1009 with the station index number before the pads were issued to the observers. The Cummins Business Machines Corporation of Chicago, Illinois, sells for \$117 a hand model perforator capable of perforating six numbers. This Company has offered to lend us one of these machines for a field test. We would like to have some Section Center (preferably not too far from Washington) volunteer to use this machine, and to report after its use on the advisability of furnishing each Section Center with one. All forms in the test section should be perforated and use of the perforated forms should, if possible, begin at the same time so that WRPC comment on the value of the plan can be obtained.

Another approach to this problem is being made in the Maryland-Delaware section. For this section the next Forms 1006 and 1009 will not be padded. The plan is to run the forms through the addressograph at the Section Center before issue, and thus stamp the station name and index number on each form.

8. FAMILIARITY WITH INSTRUCTIONS: It has been apparent recently that some hydroclimatic inspectors have not been thoroughly familiar with Circular Letter No. 8-50. Hydroclimatic inspectors are not on the mailing lists for Circular Letters, Multiple Address Letters, or other appropriate correspondence. Section Directors should see that the inspectors read and become thoroughly familiar with appropriate Central Office instructions.



Merrill Bernard, Chief,
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GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 12.

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