MEMORANDUM

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

FROM:  Chief, C&NS Division

SUBJECT: Climatological Service Memorandum No. 17.

INSTRUCTIONS

1. RECURRING REQUESTS FOR CLIMATOLOGICAL DATA PRIOR TO PUBLICATION
   (REFERENCE: CSM NO. 14, ITEM 5): The following paragraphs clarify
   our policy on the above subject, outlined in the referenced item.

   Preliminary processing of climatological data for cooperating
   agencies should be held at a minimum consistent with needs and
   also with a minimum possible amount of effort. For example:

   If preliminary daily or hourly precipitation data are
   essential to the operation of the cooperating agency, they should,
   if possible, be furnished by either the Section Center or the
   WRFC, whichever can do it with the least expenditure of time and
   still meet the deadline of the cooperating agency.

   The Section Center, being nearest in touch with the cooperating
   agency, is the logical office for furnishing such data if the
   requirement does not create an unreasonable burden on the Section
   Center staff. The Section Center is also in a better position
   than the WRFC to determine when such data are no longer needed
   by the cooperating agencies. It is therefore better able to
   terminate such an operation. If it becomes no longer possible for
   the Section Center or the WRFC to absorb the workload of
   increasing requests for preliminary data, and it is no longer
   possible to tactfully or diplomatically hold the line, the matter
   should be referred to the Central Office. When this becomes
   necessary, the reference should include an estimate of the extra
   work involved, and a description and evaluation of the work
   already being done in furnishing preliminary data to cooperating
   agencies.

2. LOAN OF RECORDS: Section Centers and River District Offices receive
   occasional requests for the loan of original Forms 1006, 1009, or
   similar forms. We strongly feel that records of this nature should
   actually remain in the office and should not be loaned. The paper
on which these records are made is not tough enough to withstand excessive handling and considerable damage in transit or in careless use may result. There is also the possibility, probably slight, of complete loss of records which can not be duplicated.

The eventual solution of this problem may be to furnish each Section Center with some inexpensive means of making reproductions. The following is intended to serve as a guide until such equipment can be obtained:

1. Use publications wherever possible to answer requests.

2. Make original records available only to those users who can inspect them in the Weather Bureau Office.

3. Refer all other requests for loan of original forms to the Central Office.

3. \textit{WE FORM 1090}: This form, Daily Crop Weather Report, is a postal card form designed for the daily reporting of temperatures and precipitation from selected stations in the agricultural network. An initial supply has been furnished the Regional Offices. Section Directors who have been receiving daily telegrams from substations during the growing season should critically examine the need for daily reports by wire. We feel that a daily report by mail, perhaps supplemented by one or two telegrams per week (i.e., one on the day of summarization and perhaps one on the previous day), will provide adequate information concerning crop weather at most Section Centers.

Where Section Directors find this suggestion feasible, proper recommendations should be made to the Central Office for necessary amendments to Circular II.

4. \textbf{FORWARDING COPIES OF CLIMATOLOGICAL DATA TO THE CENTRAL OFFICE}: It is no longer necessary for Section Centers to forward copies of Climatological Data to the Central Office, since the WRPC’s have instructions to do this. Section Centers which have been doing this should discontinue the practice.

5. \textbf{NUMBER OF COPIES OF WEATHERWISE}: It will soon be time to reorder Weatherwise for next year. Section Centers desiring a change in the number of copies they now receive should report to us the number now being received and the number desired.

\textbf{GENERAL}

6. \textit{TABLE 2 OF CLIMATOLOGICAL DATA}: Effective with the January 1951 issue the column in Table 2 headed "Number of days with precipi-
Station .25 or more" has been changed to "Number of days with precipitation .50 or more". This change will be made because it is considered that precipitation of less than .50 is not especially important from an agricultural standpoint.

7. HYDROLOGIC BULLETIN FILE (REFERENCE: CSM NO. 15, ITEM 6): A number of Section Centers have not yet made the report requested in the referenced item. Please let us have this report as soon as possible.

Terral Bernard, Chief,
Climatological and
Hydrologic Services
GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 17.

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