

UNITED STATES DEPARTMENT OF COMMERCE  
WEATHER BUREAU  
Washington 25, D. C.

February 10, 1949

0-2.13

MEMORANDUM

TO: Section Centers, WRPC'S, and River Centers  
(With Copies to Regional Offices for Information)

FROM: Chief, C&HS Division

SUBJECT: Climatological Service Memorandum No. 2.

1. DEPARTMENT OF COMMERCE LENGTH OF SERVICE AWARDS FOR COOPERATIVE OBSERVERS: The Central Office is making arrangements for obtaining "Length of Service Awards" under the Department of Commerce Employee Award Program, for all cooperative and paid substation employees in the climatological network who qualify. Required qualifications are simply 10, 20, 30, 40 or 50 years of service under one of the various types of formal appointment.

The awards, a lapel button for men and a pin for women, are in the form of the Department of Commerce Seal, with length of service superimposed on the seal.

Since it will be several months before these awards are available for presentation to these observers, no publicity should be given to this program at the present time. The necessary detailed information as to how observer's length of service will be determined, when and how the awards will be given, will be issued as the program develops.

2. THE SECTION CENTER NEWSLETTER: It has long been recognized that personal visits from the Section Center to the cooperative observers are the most effective way to keep before them the value of the work they are doing, to correct any errors in observational practice and to explain the need for changes in observing and recording procedure. Unfortunately, due to limitation of funds and other reasons, it is not always possible to make personal visits to all observers as often as desired.

We feel that one quite effective substitute for personal visits is a newsletter issued from the Section Center at monthly, quarterly, or perhaps intermittent intervals. Such a newsletter, to be sent to all substation observers, could contain news concerning the observers, their years of service and other personal

items. In addition, it would afford an excellent opportunity to carry, from time to time, articles on operation design and care of instruments, changes in forms, instructions and processing of forms. An occasional story on the specific use of weather data would help to emphasize the importance of obtaining accurate observational data and unbroken records.

A few Section Centers have issued such a letter in the past. The Central Office would like to encourage this practice in all Sections. To assist in this, we plan to prepare and issue a formograph with a masthead that could be used by any Section Center. Suggestions for a name for such a publication will be welcomed.

When Section Directors initiate this practice, the first issue should be given a volume and issue number. The volume number should remain the same for the calendar year and the issue number should be increased by one for each issue. Two copies should be mailed to the Central Office Library and one to Field Services Section of C&S Division.

Comment and suggestions concerning the newsletter will be welcomed from the field.

3.

COMPUTATION OF MONTHLY AND ANNUAL DIVISION AND STATE NORMALS:

When instructions were issued to WRPC's for computation of Monthly and Annual State Averages under Status Report No. 19, Item 11, it was not thought that the unweighted state normal would be greatly different from that obtained by weighting or that individual division normals would be available in all cases for computing the weighted state normals. It has now come to our attention that in some instances the use of unweighted normals may cause inconsistencies. All sections which have individual division normals will therefore compute weighted state normals of temperature and precipitation for each month and the annual. Copies should be forwarded to the WRPC for their use.

The procedure for computing the weighted normals is similar to that for weighting division averages. Using the same weights now in use for division averages, substitute the division normals in place of the division averages in the first formula in Paragraph 1009.6322, page 4, of "Instructions for Preparation of Monthly Climatological Data, January 5, 1949" and the result will be the weighted state normal.

AGRICULTURAL NETWORKS:

Some question has arisen concerning the agricultural network to which we refer in the first paragraph of our November 15, 1948 Multiple Address Letter. Non-agricultural areas should be excluded in determining the number of stations to be included in this network. Any large deviation from the standard of at least one station for every 1500 square miles of agricultural area should be reported to the Central Office.

5. INSTRUCTIONS FOR COOPERATIVE OBSERVERS: Circulars B and C, "Instructions for Cooperative Observers" soon will be revised and reprinted. Comments concerning the value of and suggestions for improvement of this circular of instructions will be appreciated. Such comments should be submitted promptly to be considered in this revision.
6. GENERAL SUMMARY CLIMATOLOGICAL DATA: In some cases, delay in publishing Climatological Data has resulted because the text for the general summary was not received promptly at the WRPC from the Section Center. All centers are urged to give the preparation of this summary a very high priority. The Central Office plans to issue detailed instructions on the preparation of the general summary within the next few months. (Delay in distributing Climatological Data due to delay in implementing photo-offset plants is rapidly clearing up as the plants get under way, and this bottleneck will be broken within the next three or four months.)
7. WEEKLY FORM 1009-48: WB Forms 1009-48, the weekly forms, have been received from GPO and are being distributed in response to requisitions on file.
8. FORM 1011-48: It will soon be time to issue printing orders for next year's supply of WB Form 1011-48, Official Weather Observers Record.

Suggestions for improvement in the makeup of this form will be welcomed.
9. OVERCOMING OBSERVER RESISTANCE TO NEW FORMS: A few Section Directors have reported resistance on the part of some observers to the new Form 1009. This bears out our original findings in Region 4; that implementation of new forms by mail will result in the loss of some observers. Where Regional funds permit, the dissenters who have given good service should be contacted personally and the need for the changes explained.
10. SUGGESTIONS FOR IMPROVEMENT OF COOPERATIVE OBSERVATIONS: Section Directors should encourage cooperative observers on suitable occasions to carefully enter beginnings and endings of precipitation since the original record is used for research and legal actions. It is preserved on microfilm, and at times reproduced as contact prints or photostats. The emphasis is that the original record as such is of permanent value though all parts of it are not published.
11. INSTRUCTIONS FOR PREPARING COPY FOR CLIMATOLOGICAL DATA: One mimeographed copy of instructions now used by the WRPC's in preparing copy for monthly and annual Climatological Data by photo-offset printing soon will be furnished each Section Center

for information only. These instructions are being amended as experience in the photo-offset method of printing is gained, and as improved methods of copy preparation developed. Since these amendments are of immediate need only to the WRPC's, the amendments will not be furnished to Section Directors until procedures are more fully developed.

12. CLIMATOLOGICAL DATA SEPARATES: Section Directors are asked to comment on the advisability of trimming a limited number of Climatological Data on all four sides. This would permit issuing the individual sheets as separates to those requestors who desire data for only a limited portion of the section. Would such a plan cut down the number of complete copies needed on file at Section Centers? Would it be necessary to issue a copy of the Index each time a separate was distributed? Would it reduce correspondence now necessary to answer requests for data? Would any serious filing problems be involved in holding the separates? If you favor the use of separates, how many copies would you suggest be printed as separates?

The negatives from which plates are made for printing Climatological Data are now kept on file at the WRPC's. It will not be too difficult to make, in the future, reruns of any pages that are in considerable demand.

13. EXPIRATION OF SUBSCRIPTION NOTICE: Section Centers should send all unused notices of "Expiration of Subscription" to the WRPC's as field printing plants are opened and WRPC's assume handling of the Climatological Data mailing lists.

14. 1030 FILE: All Section Centers should keep a complete file of Form 1030's for all stations within the Section. In the past, it has happened occasionally that the last copy on file has been issued. Section Centers are asked to check their 1030 files and make an effort to obtain any missing back copies.

Plans are underway for microfilming these 1030's.

15. NAMES FOR MONTHLY METEOROLOGICAL SUMMARY: For some time we have felt that the names "Monthly Meteorological Summary" and "Annual Meteorological Summary" could be improved upon. The names "Station Climatological Summary", "Monthly or Annual" have been suggested. Suggestions for suitable names are invited from the field.

16. DISTRIBUTION OF CLIMATOLOGICAL DATA AND MACHINE COPIES OF FORM 1009 TO COOPERATIVE OBSERVERS: As the result of a tabulation of the answers received from Section Directors in response to MAL, August 31, 1948, O&ES/FS/Mo, the unanimous consensus of the Section Directors was determined to be that cooperative observers

should be supplied with the published Climatological Data. Therefore, the practice of supplying all cooperative observers with the Climatological Data should be effected in all sections and the printing of the Climatological Data increased where necessary. If individual observers specifically request not to be included in the mailing list, they, of course, should be excepted.

About 65% of the Section Directors indicated the desirability of furnishing the observer with the machine copy of Form 1009.

The Central Office opinion is with the majority and it is believed that observers should be encouraged to keep a file of the machine Forms 1009. It is a more practical reference for summarized data, than the Climatological Data, and it also provides a corrected record of the observations, which will serve to replace the corrected manuscript carbon previously returned to the observers by certain Section Directors. The second carbon copy of this form should be returned to the cooperative observer, except in the case of certain River Stations, when this carbon will be furnished to the Supervising River Center.

17. COOPERATION WITH STATE AGENCY: The Section Director at Helena has contributed effectively to the publication "Montana Agricultural Statistics", published by the Montana Department of Agriculture Labor and Industry, December 1948, in cooperation with the BAE. This kind of cooperation on the part of Section Directors is encouraged by the Central Office.
18. REVIEW OF FREE MAILING LISTS FOR CLIMATOLOGICAL DATA (REFERENCE: MAL DATED DECEMBER 3, 1948): Replies on the above referenced MAL have now been received from all Section Centers. It is now possible in a general way to clarify and amplify the guides for free distribution of Climatological Data bulletins which were covered in the MAL. It will never, of course, be possible to issue such a specific list of eligible free subscribers as to cover every case which will come up, therefore, Section Directors will have to use judgement in applying the policy.

1. Under the class of Federal and State Government Agencies should also come city, county and township governments. Judgment should be applied, however, in determining whether more than one office of a single government agency should be on the free list. Except in unusual cases, only one copy of the bulletin should be allowed free. Also, only in rare cases would a local government agency be eligible for a free Climatological Data bulletin of more than one section (that is, a section outside his local area). Also under this class should come federal or state corporations and semi-public agencies which render a public service requiring the use of climatological data.

2. Cooperative observers (Item 4 of the previous MAL) was meant to include all "cooperators" who furnish the Bureau observa-

tional data. This should also be broadened to include paid substation observers if they desire the publication. Cooperators are not entitled, however, to the bulletins of more than one section; that is, he would be eligible to receive the bulletins of the section in which he is located but not the bulletins of another section. Usually irrigation districts, fruit growers associations, etc. will be "cooperators".

3. Foreign governments should be treated in accordance with Circular Letter No. 47-48, dated June 4, 1948.

4. Public libraries may be placed on the free list, and it is possible that some of the requestors for Climatological Data can be referred to the local public libraries, particularly if they are interested in data from back issues for which the surplus supply is low.

5. Daily or weekly newspapers and radio stations should not be on the free list unless they are cooperating with the Bureau by disseminating data or otherwise cooperating with the Bureau.

6. Chambers of Commerce should pay for Climatological Data bulletins except in cases where they are legitimately classed as "cooperators".

7. Utility and railroads should pay except in case of "cooperators".

8. Meteorological Societies and the meteorological departments of schools, colleges, and institutions may be included on the free list unless the data are used in the accomplishment of projects for which these schools, colleges, or institutes are collecting fees. Such is the case of the American Institute of Aerological Research.

9. Libraries of privately supported educational institutions may be included on the free mailing list only if these bulletins are placed at the disposal of the general student body.

10. Former cooperative observers may receive the bulletin free for the section in which he lives only upon request and only after having rendered faithful service for a number of years. Retired Weather Bureau Officials may be included on the free list for the section in which he lives.

11. Individuals connected with state colleges or experiment stations where there is a cooperative arrangement with the Weather Bureau and/or where their work involves the use of Climatological Data in research or operations in the public interest, may receive

section bulletins if their work involves climatological factors.

12. Free distribution of Climatological Data bulletins to other individuals should always be based upon whether or not the use to which the bulletin is put justifies its being furnished at tax payers expense.

13. In those sections where the state contributes funds to the support of the climatological program, free distribution may be made to requestors on the same basis as free state publications.

14. Commodity exchanges, such as cotton or corn and wheat exchanges should pay for the bulletins.

Several Section Centers have found it profitable to maintain one or two complete sets of Climatological Data for use in answering requests on a loan basis for a large number of Climatological Data. Those Section Directors who haven't employed this method of supplying data are urged to adopt the practice.

The above clarifications and amplifications of the December 3, 1948 Multiple Address Letter on the subject of "Review of Free Mailing Lists for Climatological Data" should be used as an overall guide in determining the eligibility of a recipient on the free list. The free list should be carefully purged once each year. This item is in answer to the general questions raised by Section Directors in response to the above referenced MAL. In some cases, however, more specific questions were asked and these will be answered by individual letters as soon as Central Office staff can get around to it. Doubtful cases of requests for entry on the free list should be submitted to the Central Office and as further cases are clarified, it is hoped to "build up" a rather specific guide to be followed by all Section Centers. The Central Office is definitely interested in getting away from any possibility of the charge that the Bureau is "too" free with its publications; but it is not the intention of the Central Office to be so arbitrary that public service is jeopardized. Judgment on the part of Section Directors must be the deciding factor in the light of the general policy.

19. FORM 4045 - ACKNOWLEDGMENT OF RECEIPT OF SUBSTATION FORMS: The inappropriateness of this form or an adaptation of it as a weekly acknowledgment of the Forms 1009-48 has raised the question as to whether or not such acknowledgment is necessary or desirable.

The quantity of these cards expended during the last few years indicates that they are used as acknowledgments for only about 1/12th of coop forms received.

In view of this and further since cooperative observers will soon

be receiving quite currently the published Climatological Data and copies of the machine summaries Form 1009, the use of WB Form 4045 will be discontinued.

Those Section Directors who have been using this form of acknowledgment should advise the cooperative observers of its discontinuance and reasons therefore in a newsletter or by a memorandum.

- 20. ANSWERING OF CORRESPONDENCE FROM THE FIELD: Whenever possible, correspondence received in the Central Office from one or more Section Centers which poses problems or presents questions of general interest to other offices and which can be answered adequately by an item in the C.S.M., will be included in the C.S.M. In most cases of this kind, individual replies to the correspondence will not be written.
- 21. SUBSCRIPTIONS TO "WEATHERWISE": The Central Office has tentative plans to subscribe for 1,000 copies of "Weatherwise", a magazine about the weather issued by the Amateur Weathermen of America. It is hoped that this magazine, which is edited by David M. Ludlum, Director of the Department of Meteorology of the Franklin Institute in Philadelphia, Pennsylvania, will serve to stimulate the continued interest of the coop observers. The magazine is written in language understandable to the layman, has a definite educational value and will help to keep the observers informed of recent developments in methods of taking accurate meteorological observations.

It is planned to mail the copies of "Weatherwise" to the Section Centers for distribution. Since it was not possible for us to obtain subscriptions for each cooperative observer, it will be necessary to make the best possible use of the 1,000 subscriptions that we were able to purchase.

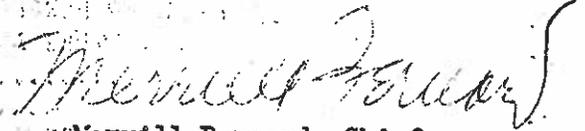
Two plans have been suggested and comment is desired on these plans.

- 1. Send the magazine to those observers at full climatological stations who have about 12 or more years of service.
- 2. Send the magazine to an observer, with four addressed envelopes and a request to mail it on, when he has finished with it, to any one of the four names, who, in turn will send it to one of the remaining names, etc.

Since there are approximately 4,400 full cooperative stations (temperature and precipitation), 1,000 copies would take care of this number. For the present at least, stations that are not full

climatological stations would not be furnished this magazine. It may be possible, at some future date for the Bureau to get sufficient copies of "Weatherwise" to go around.

Detailed distribution instructions will be furnished after we have received your comments.



Merrill Bernard, Chief,  
Climatological and  
Hydrologic Services.

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 2

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