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U.S. WEATHER BUREAU  
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MEMORANDUM

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

FROM: Climatological Branch, C&HS Division

SUBJECT: Climatological Service Memorandum No. 23.



INSTRUCTIONS

1. LONG SERVICE COOPERATIVE OBSERVERS: From material submitted for cooperative observer bulletin we were pleased to find that, as of December 31, 1950, there were 90 observers with 40 or more years of service, including 19 with 50 or more years. The Chief would like to send a letter to each of these long service observers as he gives up the work, or to the family when the observer dies.

Section Directors are asked, therefore, to furnish us sufficient information to prepare these letters whenever an observer with 40 or more years of service resigns or dies. In case of death, the name, address and relationship of the person to whom the letter should be sent should also be included.

The cooperative observer bulletin has been sent to the GPO for printing. It should be available for distribution in 2-3 months.

2. MOVING SUBSTATIONS ACROSS STATE LINES: It was recently brought to our attention that complications may arise in moving a substation across state lines when necessary to relocate it. While there may be circumstances that require such a move, every effort should be made to first find a suitable location and observer within the original state. Hydroclimatic inspectors contemplating a move of this nature should first contact the Section Directors involved before such action is taken.

GENERAL

3. CERTIFICATE OF AWARD FOR OUTSTANDING SERVICE TO THE PUBLIC:  
This item is to remind Section Centers and River District Offices that the Certificate of Award, pictured in the April 1950 issue of Topics, is available for issue to substation observers and others who have rendered outstanding service to the Weather Bureau. Any supervising office wishing to make recommendations for this certificate should forward to us the names of the individuals with a brief statement as to the outstanding service performed. The certificates will then be prepared here and sent to the supervising office for issue.
4. "WEATHER AND CORN", BACK OF DAILY WEATHER MAP JULY 13, 1951:  
The story "Weather and Corn" might be used as an indication of the value that can be obtained from Weather Bureau-University Cooperative Climatological Projects. A few additional copies will be sent to each Section Center to be used as examples of cooperative endeavor whenever the occasion presents itself.
5. PROPOSED CHARTS OF FREEZE DATES AND FREEZE-FREE PERIODS (REFERENCE: CSM NO. 20, ITEM 3): A need exists for charts of freeze data and freeze-free periods on a nation-wide basis. We plan to use IBM equipment to prepare these charts, but we will need the basic data in order to start this project.

Replies to the referenced CSM item indicate that it would work a hardship on some Section Centers to furnish us these data. Since we realize that many Section Centers now carry a heavy work-load we do not plan to ask them to assume this task.

Some Centers, however, reported that the listing of the data for all 30 year temperature stations could be done within about six months with present complement and without overtime.

We have therefore written individual letters to these stations, asking them to proceed with the task.

6. ROUTING OF FORM 531-1: Attention is directed to the routing of Form 531-1 (formerly Form 4303) as found in the instructions contained in Attachment I (Revised) to Circular Letter No. 8-50. It will be noted that there is only one condition under which these forms are routed to the Regional Offices, and that is for closing paid substations. In such cases, the Central Office copy is routed through the appropriate Regional Office to give the necessary information for the preparation of Form 50 terminating the services of the observer. Forms 50 and 531-1 are then forwarded directly to the Central Office. In no other case should Form 531-1 be routed to or through the Regional Offices.

It is also suggested that Attachment I (Revised) to Circular Letter No. 8-50 be reviewed to be sure observer appointment forms are properly prepared and routed. The Regional Offices are not staffed to make corrections on these forms, and supervising offices are requested to check forms carefully before releasing them.

7. PREFERRED ARRANGEMENT OF MATERIAL IN WEEKLY WEATHER AND CROP BULLETIN (REFERENCE: CSM NO. 22, ITEM 5): Paragraph (d) of the referenced CSM item should be changed to the following:

"(d) The five-day weather outlook for the state or section may be carried at the option of the Section Director in accordance with instructions in the Weather Bureau Manual (Volume III) Chapter B-30, paragraph B-3002.

  
R. E. Spencer,  
Acting for Climatology  
Climatological and  
Hydrologic Services Division

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 23.

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