

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

October 30, 1953



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MEMORANDUM

TO: Section Centers, Hydroclimatic Inspectors, Field Aides, WRPCs, River District Offices, and Area Engineers. (With copies to Regional Offices for Information.)

FROM: Climatological Services Division

SUBJECT: Climatological Service Memorandum No. 39.

INSTRUCTIONS

1. DEPOSITORY FOR OBSERVATIONAL FORMS WBAN 10A, B, AND D, WB 1083, WB 1001B FROM FIRST-ORDER AND CAA STATIONS (REFERENCE: CSM NO. 38, ITEM 1): The first paragraph of the referenced CSM item should be changed to:

"The result of recent surveys indicates that in general Section Centers make only occasional reference to first-order observational records other than those for their own station. In most cases satisfactory information concerning records from Weather Bureau stations can be obtained from published data or by referring the matter to the station at which the records originated. Data from CAA stations, data from groups of stations, or photostatic copies of records can be readily obtained from NWRC when needed. While there is somewhat more frequent occasion for use of the more recent records, the number of such occasions is small, and hardly worth special effort to maintain files."

In the second paragraph the 4th sentence should be changed to:

"In the future, the original records will be forwarded direct to NWRC rather than to the Section Centers."

The above amendment is necessary to bring previous instructions into line with instructions contained in Multiple Address Letter No. 93-53 dated October 12, 1953.

2. NORMALS FOR CLOSED FIRST-ORDER STATIONS (REFERENCE: MAL NO. 66-53): When a first-order station is closed and (a) a substation is established for continuation of the climatological record or (b) an existing substation is

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used for continuation of the record, the monthly normals of temperature, precipitation, and degree days established for the first-order station will be used for the substation. Whenever practicable, a "removal correction" to be applied to the first-order normals will be furnished by the Central Office; in the absence of such correction the first-order values will be used.

All Section Centers are therefore asked to advise us, by memo, of any such station changes so far made during 1953, and to keep us advised of all such future changes.

3. TORNADO REPORTING: The spring of 1953 saw a record number of tornado reports, and many people attributed this increase to the atomic tests which took place in Nevada about that time. The Weather Bureau is examining all evidence on possible effects of atomic test operations on subsequent weather although previous studies indicated that there was no relationship between the two. At least part of the explanation for the great increase in tornadoes reported this year may be attributed to the intensified reporting system. In studying this matter we need information regarding your appraisal of the results from special effort placed this year on improving the effectiveness of tornado reporting. Last year's reports will also be of interest. Please supply, therefore, by brief letter as soon as possible, the following:
 1. Total number of tornadoes reported in each Section between February 1, 1952 and June 30, 1952.
 2. Total number of tornadoes reported in each Section between February 1, 1953 and June 30, 1953.
 3. Percentage of total, if any, that you believe would have gone unreported had intensified measures for securing information not been used; in 1952 _____; in 1953 _____.
 4. Your brief description of each special measure for improving tornado reporting (if any) and your estimate of relative effectiveness if more than one was used.

4. THE COOPERATIVE OBSERVER NEWSLETTER: The purpose of the cooperative observer newsletter was outlined in CSM No. 2, item 2, February 10 1949 where it was described as a means to bridge the gap between personal visits to observers. Such issuances should contain matter similar to the subjects of discussion on actual visitation of stations.

Newsletters should, of course, carry interesting personal news concerning observers; articles on operation, design, and care of instruments; remarks on changes in forms, instructions, or processing of forms; occasional stories on specific use of weather data; and emphasis on the importance of accurate or unbroken records. Also permissible are occasional stories on developments in the fields of climatology or meteorology, written for the layman's viewpoint, such as appear in Weatherwise. Notes on unusual weather occurrences within or near the section, items of historical interest from past weather records, and related items, are also good.

Anything put forth should be written to give observers a better understanding of their job and its value. Short rhymes, jokes, etc. are permissible as brief "filler" material, but they should be kept to a minimum and in every case have some weather "slant". The quarterly issue of newsletters has been suggested, but the frequency of issue was not made specific because it was foreseen that there would be times when appropriate material was lacking, in which case the newsletter should not be issued.

5. PREPARATION OF FORM 531-1 (OR TISSUE COPY 531-2)(REFERENCE: CSM NO. 31, ITEM 3): Stations which prepare Form 531-1 and 531-2 for recording rain gage stations are reminded to prepare a copy for NWRC as outlined in CSM No. 31, Item 3. This copy is to be routed to WRPCs for any changes in station number or additional information and mailed by WRPCs to NWRC as soon as possible.
6. PREPARATION OF COPIES OF OBSERVATIONAL RECORDS: Upon several occasions it has been noted from copies of correspondence that Section Centers have manually prepared extensive transcripts of observation records. The effort spent by field personnel for such manual record copying could be used more profitably in other types of service. Hereafter records transcripts (other than for very small jobs) should be obtained from the NWRC, where facilities for this work are available, at a small charge to the recipient. If service by that avenue is unacceptable to the requester, he should be required to provide for local transcription service at his expense in accordance with the following instructions which are to be incorporated in the Weather Bureau Manual:
 1. Hand transcription of weather records by Weather Bureau employees should be discouraged. Where the desired records are available at the National Weather Records Center, the Central Office should be asked to have microfilm or photostat copies furnished at the requester's expense.

2. Where hand transcription is necessary, the requester should be invited to assign a person in his employ to the Weather Bureau Office to do the work.
3. If staffing and workload permit the copying of data by Weather Bureau personnel on official time, this may be done, charging the fee of \$1.75 per hour described in Chapter D-64 of Volume III of the Weather Bureau Manual. We wish to strongly emphasize, however, that copying of weather records is a special service that we are not obliged to render. Payments for work done on official time will be made to "Treasurer of the United States" and be forwarded to the appropriate fiscal office as an item of "Miscellaneous Receipts".
4. If (1) and (2) above prove unacceptable and (3) is impracticable, and station personnel are willing to do the work outside of office hours, they will be permitted to do so. We suggest that the approved rate of \$1.75 per hour be charged. Central Office approval to do this work outside of office hours is no longer required. The arrangement for payment by the requester directly to the employee concerned, will be clear and unmistakable, and preferably be made a matter of written understanding. If done by employees on their own time, the Meteorologist in Charge should hold himself responsible for:
 - (a) Seeing that the work is done in accordance with the standards of the Weather Bureau, both in quality and quantity of agreed-upon production.
 - (b) Making certain that the arrangement will not work to the detriment of the station program.

A request for data that cannot be filled without detriment to the regular station program will be forwarded to the Central Office, Climatological Services Division, for further consideration and the requester so advised.

GENERAL

7. INTERPOLATED PRECIPITATION AMOUNTS: Section Centers are reminded that interpolations for missing or accumulated monthly precipitation totals will soon be needed at the WRPC for inclusion in the

Climatological Data Annual. The values should be computed as Climatological Data are published, and all interpolations for the year to date should be forwarded to the WRPC as they become available. Final interpolations for the year should be forwarded to the WRPC as soon as possible after the close of the year.

8. LETTER OF WELCOME TO NEW COOPERATIVE OBSERVERS: The following letter was received from the Kansas Section Director:

"For the past several years this office has followed a practice of writing a letter of welcome to all new cooperative observers. These letters are varied to fit the situation and are usually prepared as soon as forms pertaining to the new appointment are completed. An effort is made to briefly explain some of the uses to which the observations will be put. For information there is enclosed a copy of a letter prepared by Mr. Robb which was sent to a new observer at Rosalia, Kansas.

"The letter of welcome is followed up by letters reviewing each of the first two months' forms submitted by the observer. In this way we endeavor to make the observer feel he is a part of our organization and also to correct any improper procedures that may develop during the early period of his service. If no errors or improper procedures are noted in the first two months' forms, we write him anyway and mention the excellent way in which the forms are submitted.

"With this attention at the beginning of his service, it is believed that an observer is not so apt to take offense at some item questioned later on. We recall at least one observer who resigned the first time we wrote him about an apparent discrepancy, and an investigation of the situation revealed that he had been doing a good job but that we had had no correspondence with him subsequent to his appointment about a year before."

A letter was written along the following lines:

This is to extend you a welcome to our corps of cooperative weather observers, now numbering almost 300, who give their time and effort to recording information about the weather. Essentially, a record of the number of days without rain is as valuable to our economy as the record of heavy or prolonged rains. For that reason, daily records are needed.

The primary function of your station is to furnish heavy rainfall reports, but your records will be preserved with others by printing it in our monthly summary of records. Each month's report from you will be put in a binder at this office, and it will also be preserved by microfilm and by punched cards for rapid processing. Although your special reports are primarily of immediate value to localities downstream, your record also has far-reaching future usefulness.

For this reason, we make a practice at this office of checking all reports for completeness and accuracy and helping observers to make the best records possible. We are always glad to answer questions you may have.

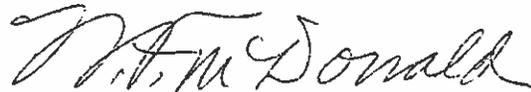
Enclosed are copies of a weather history of Kansas (Climate of Kansas) and the stories of some of those who have for long periods maintained a cooperative weather station and kept records. You will also receive various other bulletins as they are issued from time to time.

An outline of services is given on the sheet herewith where some items are listed as a guide for preparation and mailing of your reports.

This represents a very good practice that we are pleased to pass along. All new observers should also receive appropriate notice in the Section Newsletter.

9. REQUEST FOR REMITTANCE OF PUBLICATIONS (REFERENCE: CSM NO. 16, ITEM 4): W.B. Form 4052, a form letter requesting remittance for back issues of publications furnished to a requester, is now up for reprinting.

To assist us in deciding whether to continue this form or declare it obsolete, all Section Centers actually making use of Form 4052 are asked to give their views as to its usefulness.



W. F. McDonald,
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Services Division

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