

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

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(File No. 080)

December 30, 1949

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. 9.

1. WEEKLY VERSUS MONTHLY REPORTING FORMS: Some advantages of the use of a weekly reporting form (1009-48) are:

1. It enables the Section Center to use the maximum network for its weekly weather summary.
2. In most cases it eliminates dual reporting by the observers.
3. It keeps the Section Center relatively current with all areas of the state.

Some disadvantages are:

1. Five times as many items to handle, file, and microfilm.
2. Delay in receipt of data for the end of the month when end of week and end of the month do not coincide.
3. Use of the weekly form does not smooth out the punching work-load, since it has been found in practice at some WRPCs to be more efficient to hold all weekly forms until data for the month are complete before beginning key punching.
4. Many observers prefer a monthly reporting form, since they can then have a bound file of their monthly reports by leaving one carbon copy in the 1009 or 1006 pad.

The Central Office is seriously considering abandoning the use of Form 1009-48, using the monthly Form 1009 and a weekly card similar to the old Form 1053A. Before we take this step we would like to have the opinions of all Section Directors and Officials in Charge of WRPCs on this important question. We would appreciate your comments at the earliest opportunity.

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2. CREDIT FOR OBSERVERS: In many states there are various state and county publications using data from cooperative observers' reports. An effort should be made, where appropriate, to secure proper credit for these observers by having their names listed in such publications.

3. POLICY PROCEDURE FOR ASSIGNING NAMES TO SUBSTATIONS (REFERENCE: ITEM 13(c) OF CSM NO. 1): The first two words in paragraph 13(c) "Wherever possible" should be changed to "Whenever necessary to distinguish between two or more stations in the same town or city ..."

A locally accepted secondary name is ordinarily not necessary when there is only one station in a town.

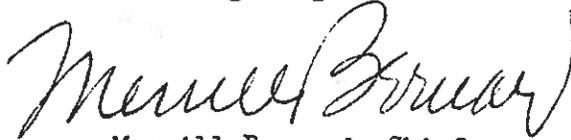
Existing station names should not be changed to conform with the above, but these instructions will apply as new stations are established.

4. SEASONAL PRECIPITATION (REFERENCE: ITEM 8, CSM No. 7): A survey of replies to the referenced item does not reveal a pronounced need for a seasonal precipitation table, although a number of Section Directors have indicated that such a table would be of value. Accordingly, we do not plan, at this time, to include such a table in the Climatological Data.

Requests from Section Directors to issue a seasonal precipitation table as a separate will be given favorable consideration wherever this type of table can be justified.

5. OBSOLETE FORMS 1006: It has been reported that the old type Forms 1006 used prior to issuance of the present Forms 1006 Revised 1948 are still being used at some substations. Since the old type Forms 1006 are obsolete they should be withdrawn from use and replaced by either Forms 1006 Revised 1948 or Forms 1009, whichever is appropriate.

6. RIVER STATION INSPECTION FORM: A revised Form 4004C is now available and a small supply of the form has been mailed to each River District office and to Regional Offices. If additional supplies are needed they may be obtained through requisition.



Merrill Bernard, Chief,
Climatological and
Hydrologic Services

GUIDE TO CLIMATOLOGICAL SERVICE MEMORANDUM NO. 9

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