

WEATHER BUREAU TOPICS (AND PERSONNEL) 1934-1937

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1934-1937

UNITED STATES DEPARTMENT OF AGRICULTURE

WEATHER BUREAU TOPICS AND PERSONNEL

JANUARY 1934

WILLIS RAY GREGG APPOINTED CHIEF OF BUREAU

By virtue of a commission of the President of the United States and by direction of the Secretary of Agriculture, Mr. Willis Ray Gregg was appointed Chief of the U. S. Weather Bureau on January 31, 1934. Previous notice sent out gave the date as January 26, 1934. This has been changed to January 31, 1934, through a technicality.

Mr. Gregg was born in Phoenix, N. Y., January 4, 1880. He graduated from Cornell University in 1903 with the A. B. degree, and was appointed to the position of assistant observer in the Weather Bureau on March 1, 1904. After serving 10 years in the field, including 7 years at the Bureau's research observatory at Mount Weather, Va., Mr. Gregg was transferred to the Central Office. Three years later he became Chief of the Division of Aerological Investigations, now known as the Aerological Division. The activities conducted by him in the last-named position are well known to the Bureau personnel.

During the period of his service in the Bureau, Mr. Gregg has contributed numerous publications to the literature on aerology and aeronautical meteorology, including two monographs under the title of "An Aerological Survey of the United States," and a book now in its second edition, "Aeronautical Meteorology."

A MESSAGE TO ALL BUREAU PERSONNEL FROM W. R. GREGG

A period of distinguished leadership—one that is in every way worthy of emulation—has just come to a close. As we look back on the 20 years just ended we see a record of singular devotion to duty, in which dignity, progress, efficiency, and a high sense of honor and justice constitute the watchwords. I shall be happy indeed if, when my time comes to lay down the reins, I can feel as well satisfied with the record as Dr. Marvin has every reason to feel of his, and as we all feel regarding it.

Ours is a splendid heritage, with fine traditions of service. Fine traditions require not only their maintenance, but also further progress and accomplishment. Our Bureau is a very different organization from that of 20 years ago, having greatly extended its sphere of usefulness along many lines. And so it must be in the future.

National Oceanic and Atmospheric Administration Weather Bureau Topics and Personnel

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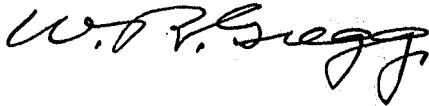
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HOV Services
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November 1, 2007

We are living in a period of change, of new ideas, and, to a certain extent, of uncertainty. Perplexing problems have confronted us in the past, grave problems are before us now, and others will come in the future. They require our best thought and effort, and especially they require earnest cooperation on the part of all of us. You have shown in the past a loyalty and devotion that must have gladdened the heart of our Chief, and you have indicated, in a way that has touched me deeply, a continuation of that loyalty and that devotion.

For my part, I purpose, to the fullest extent that I am able, to maintain the fine traditions that are placed in my keeping, to build on those traditions a still more potent force for good in the service of our country, to consider your problems my problems and your interests my interests, and to deal fairly and justly with each and every one of you.

Working together, with a common purpose and with a common goal, we face the future unafraid.



Chief of Bureau.

DR. CHARLES F. MARVIN

In accordance with the wishes of the Secretary of Agriculture and in harmony with his own desires, Dr. Charles F. Marvin has been appointed to the position of Research and Advisory Associate, primarily to complete certain research studies already far advanced and to round out 50 years of continuous service, which will terminate with August 1934.

The research work to be engaged in will consist primarily of the completion of studies concerning the development and perfection of a form of anemometer which will give wind velocities under all ordinary conditions of nature within 1 or 1½ miles per hour between zero and 150 miles. Much work has already been done in this field in the discussion of tests recently completed at the Bureau of Standards and soon to be supplied from the Langley Memorial Laboratory of the National Advisory Committee for Aeronautics.

Dr. Marvin will also serve in an advisory capacity concerning the technical and research work of the Bureau.

A MESSAGE TO ALL BUREAU PERSONNEL FROM DR. CHARLES F. MARVIN

It is most difficult at this time to find words to adequately express my feelings to the splendid staff of Weather Bureau personnel to which this note is addressed. You have faithfully and loyally aided me during my long administration of Bureau affairs by your unselfish devotion to the traditions of the Bureau and unfailing service to the public in all the exigencies of storms, floods, hurricanes, etc., as well as the every-day features of weather sequences. It has been an inspiration to me, and I

earnestly strove to cherish and maintain this type of *esprit de corps* among the Weather Bureau personnel. I am convinced our new leader, Mr. Gregg, values and appreciates these attitudes of our staff as much as I do, and I earnestly hope and expect that these splendid traditions will continue unimpaired. It is difficult to conceive of a more happy transition from an old to a new regime that is surrounded by more pleasing circumstances than the present one, in which I am personally permitted to continue for a short period in an advisory position. One whom I have long recognized as a splendid potential leader of the service has been chosen to succeed me, and I feel the entire staff of personnel must be as gratified as I am in such a transition.

While the exigencies of the present times must delay and hamper somewhat the normal growth and expansion of the Bureau, personally, I feel wonderfully optimistic as to the enlarged possibilities and development of the future. I can best close this note, I think, by my most cordial expression of appreciation and thanks to the personnel of the Bureau for the wonderful service they have displayed throughout the entire period of my administration.

C. H. Marvin.

MESSAGES CONNECTING WITH C. W. A. ACTIVITIES

Telegraph and long-distance telephone messages concerning Civil Works Administration activities, dispatched via commercial lines from Weather Bureau stations, should be checked and go forward at Government rates. Expense incident to these particular transmissions are proper charges against and will be paid for by that Government agency, and this fact should be made known to the carrier's local representative either by appropriate footnote on the face of the message blank or otherwise. All such messages should be listed separately on Form 3057 under the heading "Civil Works Administration."

MAILING OF FORM 2063—SUPPLIES-ACCOUNTS

Station officials are requested when mailing to the Central Office Form 2063—Supplies—Accounts, accompanied by checks or money orders, not to mark the envelope "Forms for Supplies or Accounts Division."

The envelope should carry no markings except the address, "Chief, U. S. Weather Bureau, Washington, D. C."

INDEX FOR INSTRUCTIONS

Instructions No. 12 completed the series for 1933. None of them is for general distribution.

Index of subjects and substations have been mailed to all stations, and any station not receiving copies of each should notify the Central Office.

RETURN OF DATA COMPLETED BY CIVIL WORKS ADMINISTRATION EMPLOYEES

When stations are authorized by the Central Office to return certain forms, data, etc., completed by Civil Works Administration employees, the official in charge will contact his local Civil Works Administrator for approval to make the shipment. This is necessary, since the transportation charges thereon will be vouchered to the local administrator. It is suggested that the administrator enter his approval on the memorandum copy of bill of lading or on the written request made by the official in charge, which must be forwarded to the Central Office. The shipment should be made by the cheapest method, and Weather Bureau bill of lading used when required.

WEATHER BROADCASTS BY RADIOPHONE

Attention of station officials is again invited to the item in TOPICS AND PERSONNEL of February 1932, "Weather Broadcasts by Radiophone." Some officials are not complying with instructions that a report be submitted whenever broadcasting of weather forecasts or information is begun or discontinued at radiophone stations or changes are made in schedules of such stations. A report by letter is desired if any changes have taken place since date of the last form in order that Central Office records may be brought up to date. Such reports should be forwarded through the section director. Section directors are requested to furnish a complete list of radiophone stations that broadcast weather information within the State or section. Envelopes should be marked "Radio Reports for Forecast Division." If additional forms for reporting radio broadcast schedules are needed they will be furnished from the Central Office on receipt of requisition.

TRANSMISSION OF HEADINGS IN AIRWAYS FORECASTS

Paragraph 17 of the circular, "Instructions for the Preparation and Issuance of Three-hourly Forecasts," dated April 1, 1932, is hereby amended to provide that, beginning February 15, 1934, the period of the forecast, the identification, and the date will be included at the start of the transmission of each series of forecasts, or at the start of the transmission of a single forecast, but that these data will be omitted from successive forecasts issued at the same time. The teletype call letters of the stations which are the terminals of the airway to which the forecast applies will continue to be transmitted at the beginning of each individual forecast. For example, present practice includes a heading of the following type in each forecast: KC OH 1300 1700CS AWYS FCST 1/15. Under the new system this will be—

1300 1700CS AWYS FCST 1/15

KC	OH	-----	
			(Forecast)
OH	CX	-----	
			(Forecast)
OH	MO	-----	
			(Forecast)

NOTIFICATION FOR TELEGRAPHING FROST WARNINGS

Station officials are reminded that the season is approaching when frost warnings will be needed. When vegetation has advanced sufficiently to require warnings, notification should be sent to the forecast center—by mail if delivery can be effected in 24 hours; otherwise, by telegraph. Notification by mail should be in a separate letter; forms should not be used for the purpose. See paragraph 71, Weather Code, 1931.

BID PROCEDURE

The provisions in Station Regulations relative to bid procedure (particularly "Procurements of Supplies and Services", pages 30, 31, 32, 33, and 34) are not being followed in all cases by field officials, and since strict compliance thereto is essential to receive prompt bid action by the Central Office, the following review of the subject is submitted:

All expenditures covered by the solicitation of proposals should be submitted to the Central Office with a Purchase Requisition (except as noted in Station Regulations) and a letter of transmittal recommending the acceptance of a bid. If other than the lowest bid is recommended, it will be necessary for the official in charge to give specific and substantial reasons. Bids solicited for moving household goods must be obtained for packing and crating for shipment by freight and, also, by motor van, if available. A comparison in cost must then be made for both means of transportation and cheapest method recommended. The cost of packing and crating for freight shipment, transportation charges (obtained from local freight agent), and estimated drayage at destination must be included in letter of recommendation for comparison with van shipment.

In order to expedite action at the Central Office and reduce correspondence, the following procedure should be followed:

1. Post bids in public places.
2. Invite all prospective bidders.
3. Report number invited and received.
4. List bids received by names and prices.
5. Fill in hour and opening date.
6. Open all bids received at the specified time. If some proposals are not dated by bidder, advise the Central Office to the effect that the bid was received prior to the hour and opening date.
7. If lowest bidder allows insufficient time for acceptance at the Department after opening date, immediately request bidder for an extension of time. Take this action before transmitting proposals and advise the Central Office accordingly.
8. *Coal proposals.*—Call upon the bidder in the specifications to state the number of pounds to the ton.
9. Incorporate origin-of-goods clause and NRA provisions in specifications. See Personnel and Business Administration Circulars 233 and 240 and TOPICS AND PERSONNEL for May 1933 and July 1933.

PROPERTY AUTHORIZED DESTROYED

Several instances have recently been reported to the Central Office of unserviceable property now on hand that was authorized to be destroyed several years ago. Property authorized to be destroyed on Form 2055 must be promptly condemned and destroyed by the official in charge and dropped from his property report at the end of the current calendar year. Property of this class creates unnecessary correspondence and waste of time in checking records when later discovered as on hand.

SPARE THEODOLITES FOR EMERGENCY USE

In order that the loss of pilot-balloon observations may be kept at a minimum in case an accident to some station theodolite renders it unfit for use, a spare theodolite and tripod has been furnished to the Salt Lake City and the Kansas City, Mo., Airport Stations for use in such emergencies at stations in the western and central sections of the country, respectively. It is requested, therefore, that all pilot-balloon stations west of the 103d meridian notify Salt Lake City, and those between the 85th and the 103d meridian notify Kansas City to ship the spare theodolite at once in case of an accident to the station theodolite. Theodolite No. 13360 has been sent to Salt Lake City and No. 21816 to Kansas City.

Replacements of theodolites to all stations east of the 85th meridian and to all other stations, when due to ordinary wear, will, of course, be made from the Central Office, as heretofore.

MEMORANDUM COPIES OF BILLS OF LADING

Memorandum copies of bills of lading (Standard Form No. 1058A) must be returned to the Central Office in envelopes marked "Forms for Supplies Division."

CONTRACTS FOR HYDROGEN GAS

The Central Office is in receipt of several notices, addressed to station officials by one of our contractors, for the furnishing of hydrogen gas in which are set forth certain trade-practice laws for the oxy-acetylene industry, effective December 18, 1933. One of the stipulations is that it is mandatory for all members of the industry to charge rental for cylinders after they have been retained by the customer beyond a 30-day-free-loan period. The question was referred to the Solicitor of the Department, who advises that the Bureau is without authority to pay rental for cylinders until after the expiration of the 120-day-free-loan period, as provided in our contracts for the furnishing of hydrogen gas, or to pay any other additional charges arising in connection with the contracts on account of the obligations of the contractors under the National Industrial Recovery Act.

CASH DISCOUNTS

In order for the Central Office to secure cash discounts on purchases of supplies or services strictly within the number of days specified by a contractor, all vouchers or Purchase Requisitions carrying expenditures already made, on which cash discounts are involved, should be transmitted without delay to the Central Office.

REFERENCE TO AUTHORIZATIONS ON VOUCHERS

Station officials are urged to see that the authority for payment is clearly indicated on all vouchers. The entries "Circular 1," "Circular 7," etc., should always be followed by the appropriate paragraph. Reimbursement accounts should be prepared so that the authority for each item is clearly shown. See paragraph 98(e), Station Regulations.

HONOR CONFERRED ON DR. JAMES H. KIMBALL BY FRENCH GOVERNMENT

Announcement is made of the conferring of the honor of Chevalier of the Legion of Honor on Dr. James H. Kimball, of the New York station, by the Government of France. This honor was conferred on Dr. Kimball as a mark of appreciation for his indefatigable days and nights of service to and for aviators, and particularly to the distinguished Frenchmen, Messrs. Codos and Rossi, and other French flyers whom he has had the pleasure to serve.

PUEBLO AIRPORT STATION CLOSED

The airport station at Pueblo, Colo., was closed at the termination of January 20, 1934. Service for the airport will be carried on after that date from the Weather Bureau Office in the city, insofar as practicable. Hourly reports will be continued from the airport through cooperation with the Department of Commerce.

ESTABLISHMENT OF PILOT-BALLOON WORK AT PITTSBURGH, PA., AIRPORT STATION

Pilot-balloon work was inaugurated at the Pittsburgh, Pa., Airport Station on January 18, 1934, and observations are now being made daily at 6:30 a. m. and 6:30 p. m., E. S. T.

DEPARTMENTAL CLUB

Mr. C. A. Donnel, Chicago, was appointed a member of the executive committee of the D. A. Club.

FORWARDING CHECKS AND MONEY ORDERS

Reference is made to TOPICS AND PERSONNEL for December 1933, page 422, regarding the forwarding of collections for publications direct to the Superintendent of Documents instead of to the Central Office. Several stations have not complied with these instructions and are still sending their subscriptions to the Weather Bureau.

FORM 1030—REVOCATION OF SUBSCRIPTION FEES

The matter of requiring a subscription fee for Form 1030 has been carefully reconsidered with the decision that instructions contained in TOPICS AND PERSONNEL for December 1933 be revoked. Hereafter distribution of this publication will be made in the same manner as obtained prior to the instructions in the December number of TOPICS AND PERSONNEL, no subscription fee being required.

Arrangements have been made with the Superintendent of Documents to have all payments for subscriptions returned.

RETIREMENT

Mr. Henry P. Patrick, official in charge at Marquette, Mich., for over 40 years, was retired at the termination of January 31, 1934. He was born in Abington, Pa., on January 6, 1864. Mr. Patrick enlisted in the Signal Corps on January 5, 1886, and, after the usual period of instruction at Fort Myer, was transferred to the Central Office for a short time. Later he served as assistant at New York, Indianapolis, Sandusky, Columbus, and Cleveland, and as official in charge at Marquette.

DEATHS

Mr. William Bell, who was retired June 30, 1926, after a period of 46 years' service in the Weather Bureau, died at his home in Roseburg, Oreg., on January 4, 1934. A notice of his retirement will be found in TOPICS AND PERSONNEL for June 1926.

Mr. William Berry, who was retired May 26, 1926, after a period of 49 years' service in the Weather Bureau, died at his home in Washington, D. C., on March 15, 1930. A notice of his retirement will be found in TOPICS AND PERSONNEL for May 1926.

Mr. John W. Byram, who was retired February 13, 1928, after a period of 49 years' service in the Weather Bureau, died at his home in Galveston, Tex., on March 3, 1933. A notice of his retirement will be found in TOPICS AND PERSONNEL for June 1928.

Mr. William Mahaffy, who was retired for total disability on August 18, 1929, after a period of 19 years' service in the Weather Bureau, died at his home in Minneapolis, Minn., on November 30, 1933. A notice of his retirement will be found in TOPICS AND PERSONNEL for April 1930.

CHANGES IN PERSONNEL

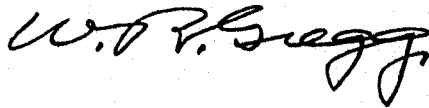
The following, relative to changes in the personnel of the Weather Bureau during the month of January, 1934, is published for the exclusive information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Dau, Bud.....	Fresno, Calif	Under observer at \$1,260, resigned; record, fair.
Gregg, Willis R.....	Washington, D. C.....	Appointed Chief of Bureau, P-8, at \$8,000; appointment as principal meteorologist, P-6, at \$5,600, terminated.
Koenig, Winfred M.....	Denver, Colo	Appointed printer at \$1,800.
Macurdy, Lloyd B.....	Wichita, Kans.....	Junior observer at \$1,560, appointment terminated because of reduction in personnel; record, excellent.
Marvin, Charles F.....	Washington, D. C.....	Appointed principal meteorologist, P-6, at \$6,400, by reduction from Chief of Bureau, P-8, at \$8,000, without prejudice.
Patrick, Henry R.....	Marquette, Mich.....	Assistant meteorologist at \$2,800; retired, termination January 31, 1934.

Changes in assignments

Name	Relieved from—	Assigned to—
Sanborn, Richard D.....	Spokane, Wash	Fresno, Calif., assistant.
Southwick, Thomas S....	San Diego, Calif.....	Memphis, Tenn., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

FEBRUARY 1934

NAME OF CHIEF OF BUREAU TO BE OMITTED ON PUBLICATIONS

Hereafter the name of the Chief of Bureau will not appear on published weather maps, bulletins, and the monthly and annual section reports of Climatological Data. Station officials are requested to take necessary action.

Stations using electrotypes bearing the name of the former Chief of Bureau are requested to make requisition for new electrotypes, returning those now in use after receipt of new cuts.

AEROLOGICAL DIVISION

Mr. Delbert M. Little, in charge of the Oakland airport station since April 1928, is to take charge of the Aerological Division of the Central Office in March 1934.

TELEGRAPHING CORRECTIONS FOR SGL D&A REPORTS

Station employees are reminded that corrections for errors in coded reports in the SGL D&A system must be prepared and filed in accordance with paragraphs 11 and 12 of the Weather Code, 1931. When so forwarded, such corrections are easily identified at receiving stations and should be included in the daily word count. Transmission errors corrected by the telegraph company are not chargeable, but are often confused with Weather Bureau corrections when the latter are not properly prepared. In connection with corrections made by the telegraph company, see item in TOPICS AND PERSONNEL of June 1929, "Correcting Errors Made by Operators."

PRECAUTIONS AGAINST HYDROGEN EXPLOSIONS

An explosion occurred recently at one of the Weather Bureau airways stations during the inflation of a ceiling balloon. An investigation indicates that it was caused by allowing leaks to develop in the filling apparatus. All stations using hydrogen gas, or having airways stations under their supervision using hydrogen gas, are accordingly requested to instruct all personnel concerned to examine the ceiling-balloon equipment frequently in order to guard against the development of any leaks and to take immediate steps to remedy them when found.

GENERAL SUPERVISION OF AIRWAYS SERVICE

The circular, "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, is hereby amended to provide that beginning April 1, 1934, the general supervision of the Albuquerque-Kingman, Albuquerque-Amarillo, and Albuquerque-Pueblo airways is transferred from Albuquerque to the Los Angeles, Kansas City, and Cheyenne Airport Stations, respectively. .

Supervision of the airways junction point thus created at Albuquerque is hereby assigned to the Kansas City Airport Station.

RETIREMENT

Mr. Samuel P. Peterson was retired at the termination of February 28, 1934, in accordance with the provisions of section (a) of the Independent Offices Appropriation Act, he having had 30 years' service in the Government. Mr. Peterson was born at Haugesund, Norway, on May 10, 1877. He entered the Weather Bureau service on April 2, 1906, serving as assistant at Duluth and Pueblo and as official in charge at La Salle, Wichita, and Albuquerque. Before entering the Weather Bureau, Mr. Peterson served in the Coast Survey, the Navy, and the Bureau of Animal Industry for short periods of time.

DEATHS

Mr. Frank P. Lee, assistant observer at Brownsville, Tex., died February 9, 1934. He was born in Richwood, Ohio, on October 5, 1891. Mr. Lee entered the Weather Bureau service on November 1, 1929, and served as assistant at Houston and Brownsville. He was a World War veteran, serving in the Army as a private.

The date of Mr. William Berry's death is July 7, 1933, instead of March 15, 1930, as reported in the January 1934 issue.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of February, 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Everett, Mrs. Mildred G.	Canton, N. Y.....	Minor observer at \$1,080, name changed on rolls from Miss Mildred G. Howe.
Krebs, Theodore E.*....	Reno, Nev.....	Printer at \$1,800, appointment terminated; record, good.
Lee, Frank P.....	Brownsville, Tex.....	Assistant observer at \$1,740, died February 9, 1934.
McCarthy, John A.....	Reno, Nev.....	Appointed printer at \$1,800.
MacDonell, Lorne H.....	Boise, Idaho.....	Assistant observer at \$1,620, resigned; record, fair.
Merchant, Gerald C.....	Columbia, S. C.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Parker, William A.....	Rapid City, S. Dak.....	Minor observer at \$1,020, resigned; record, excellent.
Peterson, Samuel P.....	Albuquerque, N. Mex..	Associate meteorologist at \$3,200, appointment terminated because of reduction in personnel; record, fair. (Involuntary retirement.)
Smith, James R.....	Santa Fe, N. Mex.....	Assistant observer, leave without pay extended to termination of May 10, 1934.
Strachila, Joseph J.....	Portland, Oreg.....	Assistant observer, leave without pay extended to termination of May 31, 1934.

*Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Hovde, John E.....	Memphis, Tenn.....	Evansville, Ind., assistant.
Huber, Henry S.....	El Paso, Tex.....	Brownsville, Tex., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

MARCH 1984

TRAVEL BY PERSONALLY OWNED AUTOMOBILE

The Comptroller General's decision on automobile travel, dated February 2, 1984, prohibits reimbursement on a mileage basis for use of personally owned automobile when the authorization to travel gives the official traveler the option of use of automobile or common carrier.

Officials in charge of stations and employees, who now have letters of authority to travel either by the use of personally owned automobile on a mileage basis or any other medium of transportation at the traveler's choice, are advised that mileage cannot now be allowed under this form of authorization. Under all such authorizations when the owner's automobile is used for travel he can be reimbursed for its use only on an actual expense basis. Therefore, if officials who have this form of authorization wish to use their automobiles on a mileage basis it will be necessary to secure a different form of authorization. Such authorizations can be issued only under the following conditions:

1. Definite authority for use of an automobile on a mileage basis can be issued when it is shown in advance, on Form 4067, that such means of transportation is both more economical and advantageous to the Government than regular means of transportation.
2. Authorizations can be issued for the use of automobile with the proviso that in cases where, because of uncertainty as to places to be visited, a statement showing economy and advantage cannot be made in advance, that such a statement must be attached to each reimbursement voucher to secure reimbursement on a mileage basis, and, if economy and advantage is not shown, then reimbursement is to be made on an actual expense basis.

PAY RESTORATION

Circular Letters entitled "Five Percent (5%) Retroactive Payment", dated April 2, 1984, and "Retroactive Payment and Salary Table, April 1 to June 30, 1984", dated April 7, 1984, were sent to all first-order and major airport stations. Any station of this class not receiving the circular letters will notify the Central Office.

Instructions and salary tables for the 10 percent restoration beginning July 1, 1984, will be issued at a later date.

STANDARDIZED GOVERNMENT TRAVEL REGULATIONS

Copies of Standardized Government Travel Regulations, as amended, effective January 30, 1934, were mailed to all first-order and airport stations and to employees who are required to travel frequently. All employees who travel, even though rarely, should carefully examine the new regulations to ascertain the changes made in the revision.

STUDY OF THE WEATHER BUREAU REPORTED TO SCIENCE BOARD

A copy of the preliminary report of the special committee on the Weather Bureau of the Science Advisory Board was mailed to all first-order and airport stations. Any station not receiving a copy should notify the Central Office. Only a limited supply of this report was available and, therefore, not more than one copy could be furnished each station.

INDORSING CHECKS TO THE SUPERINTENDENT OF DOCUMENTS

The Superintendent of Documents has recently returned checks and money orders that were received from station officials and were not made payable to him, requiring indorsement before they could be negotiated. As set forth in an article entitled "Prompt Forwarding of Checks and Money Orders," appearing in December 1933 issue of TOPICS AND PERSONNEL, the checks, etc., received for subscriptions should be made payable to the Superintendent of Documents. Attention is also called to instructions contained in paragraph 91 (h) of the revised edition of Station Regulations.

In case that checks received are made payable to the Weather Bureau, Department of Agriculture, or the official in charge, they should be indorsed "Pay to the Superintendent of Documents" over the signature of the official in charge of the Weather Bureau station.

PREPARING FORM 4076, SUBSTATION APPOINTMENTS

In the preparation of Form 4076, substation appointments, it will be stated on the form whether or not the persons named are employees of the Federal Government (that is, some other organization than the Weather Bureau). Also, the basic salary per annum will be stated (the basic salary includes allowance for quarters, fuel, lights, etc., when such allowances are made). In this connection attention is invited to paragraphs Nos. 15 and 965 of Regulations of the United States Department of Agriculture.

Attention is also invited to the fact that the Economy Act prohibits the employment of persons drawing retired pay from the United States Government. (See TOPICS AND PERSONNEL for April 1933.)

PROPOSALS FOR GAS HEATING EQUIPMENT

Before soliciting future proposals for any gas heating equipment, station officials should first request the Central Office to supply the names of prospective bidders, making reference to this notice.

VALUATION CHARGES

Attention of station officials is invited to the provision of paragraph 123 of Station Regulations under which the declared value of an express shipment of *printed matter* should be stated on the bill of lading as "Not exceeding \$10." A value in excess of that amount should *not* be given except under specific directions of the Central Office.

KEEPING RECORDS IN RESEARCH WORK

The Solicitor of the Department in a letter to the Director of Scientific Work called attention to the loss of a patent case, *Gibbs-Conover v. Wohl*. He states in his letter that "It has come to my knowledge during the prosecution of various patent cases of the failure on the part of most of the research men in the Department to keep accurate records, not only of the disclosure of their experiments, but properly dated notebook records. It is safe to assume that the Department would not have lost the instant case had Conover and Gibbs made records at the inception of their laboratory tests."

It is highly important that accurate dated records be kept for research work, especially where patents or question of priority are likely to be involved.

Bureau officials are requested to see that proper steps are taken to protect the Government's interests in this type of research work.

COVERS FOR BALLOON THEODOLITES

Action is being taken to purchase a limited number of heavy duck covers for balloon theodolites. These will be kept in stock at the Central Office and will be furnished only to stations having their theodolite platforms so located that it is a real inconvenience to carry the instrument to the platform for each observation. At such stations it is important that the instrument be protected against dust and moisture while standing out between observations, and these covers have been purchased for this purpose. In no case, however, should the instrument be allowed to stand out while precipitation is occurring nor throughout the night. Stores Requisitions should be forwarded by stations desiring the covers, together with a statement relative to the need thereof.

DIFFERENCE IN THREE-HOURLY PRESSURE CHANGES REPORTED FROM AIRPORT AND CITY OFFICES

It has been noted that in many cases the pressure change in the hourly airways weather reports nearest 8 a. m. and 8 p. m., E. S. T., from airport stations varies widely from that given in the SGL D&A signals from the city office, the difference amounting in some cases to as much as .06 to .08 of an inch. This difference is confusing to the airways forecasting officials using such data and gives rise to questions concerning the accuracy of pressure-change readings at other periods of the

day. Officials in charge of airport stations are requested to check these readings daily and, where discrepancies are noted, to inquire into the circumstances and take corrective action.

Attention is again called to the fact that the pressure change included in the four-hourly observation should be the change in station pressure for the *three-hourly* period immediately preceding that observation, and action should be taken by all officials concerned to see that the four-hourly pressure change is not substituted therefor. Barographs should be set to read station pressure. Officials in charge of general supervising stations should reinstruct all intermediate stations on the airways under the general supervision of their stations in accordance with the foregoing.

CHANGES IN RADIO CIRCULAR NO. 1

In the Pacific Major Marine Bulletin the key letters DAW are now used for Dawson and FA for Fairbanks.

Copies of Radio Circular No. 1, on hand at stations, should be changed accordingly.

CIRCULAR LETTERS MAILED

A circular letter, dated March 24, 1934, Office of the Chief, "Routings on Express Bills of Lading," was mailed on that date to all stations. Stations that have failed to receive a copy within a reasonable time should communicate with the Central Office.

A circular letter, dated March 28, 1934, Office of the Chief, subject, "Compliance with N. R. A. Codes," was mailed to all stations and airports on the date of issue. A few days later a small supply of certificates and sheets headed "Special Conditions Applicable to All Bids" were mailed. Stations failing to receive the circular letter and additional matter referred to therein should immediately communicate with the Central Office.

TRANSFER OF NEW ORLEANS AIRPORT STATION

The airport station at New Orleans, La., was transferred from the Menefee Airport to the Shushan Airport on March 29, 1934. The work will be continued at the Shushan Airport on the same basis as it has been carried on at Menefee in the past.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Albert D. Sanial, La Crosse, Wis., elected president; Mr. Nils G. Anderson, La Crosse, Wis., and Harry L. Carter, Boise, Idaho, elected secretary.

DEATHS

Mr. S. Percy Minnick, who was retired June 30, 1932, died March 10, 1934, at Washington, D. C. A notice of his retirement and outline of service may be found in TOPICS AND PERSONNEL for June, 1932.

Mr. Elvin C. Weems, junior observer at Jacksonville, Fla., died March 6, 1934. He was born in Lena, Miss., on May 1, 1905, and entered the Weather Bureau service September 22, 1930, serving at Jacksonville as assistant during his entire period of service.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of March 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Bell, Lester*.....	Rapid City, S. Dak.....	Appointed minor observer at \$1,020, pending certification of eligibles.
Hays, Cloyd A.....	Little Rock, Ark.....	Observer, leave without pay extended to termination of September 14, 1934.
Kiernan, Isabel C.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,860, from assistant clerk, CAF-3, at the same salary.
Little, Delbert M.....	Washington, D. C.....	Promoted to principal meteorologist, P-6, at \$5,600, from meteorologist at \$3,800.
Wagenblast, Allan.....	New York, N. Y.....	Under observer at \$1,260, resigned; record, excellent.
Weems, Elvin C.....	Jacksonville, Fla.....	Junior observer at \$1,560, died March 6, 1934.

*Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Hanna, Ralph T.....	Boise, Idaho.....	Spokane, Wash., assistant.
Hayes, Lewis.....	Richmond, Va.....	Jacksonville, Fla., assistant.
Little, Delbert M.....	San Francisco, Calif.....	Washington, D. C., principal meteorologist.

W. D. P. Suggs

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

APRIL 1934

PREPARATION OF GLASS WEATHER MAPS BY WEATHER BUREAU EMPLOYEES

Many years ago the Weather Bureau adopted a plan of furnishing glass weather maps to commercial exchanges and having meteorological data entered thereon by Weather Bureau employees. In recent years this service has been discontinued at many places. On March 6, 1934, officials in charge of the relatively few field stations where glass maps on commercial exchanges were still being prepared by Weather Bureau employees were directed to discontinue the practice and to furnish instead a copy of manuscript Map CA.

The manuscript maps will be made available to the exchanges promptly at 9:30 a. m., E. S. T., but not before that hour. This service is proving satisfactory at a number of the larger exchanges; complete data are available on the manuscript maps before the glass maps could be prepared.

Exchanges may make arrangements for their own employees to transfer the data from the manuscript maps to the glass maps if they wish to do so. In such cases the manuscript Map CA must be posted near the glass map as a check on the accuracy of the transferred data.

Carbon copies of manuscript maps must not be furnished to outside interests without prior approval of the Central Office. In this connection, reference is made to the item, "Carbon Copies of Map CA", in TOPICS AND PERSONNEL, February 1930.

TRANSFER CASES FOR FILING AIRWAYS FORMS AND CORRESPONDENCE

The Central Office is receiving an increasing number of requests for filing cabinets for use at airport and other stations where airways forms are deposited for file. Due to the necessity for limiting expenditures wherever possible, it has not been, nor does it appear that it will become, practicable to accede to these requests, except in unusual cases.

However, the need for additional filing space at some stations is recognized, and in order to fill this need the Central Office will give favorable consideration to requests for letter- and cap-size storage and transfer cases. These are made of heavy cardboard and will permit accessible filing of back records and correspondence. The letter size may be used for filing correspondence and Form 1130 and the cap size for Forms 1136-1140 and pilot-balloon summary sheets.

The Central Office will make the purchase upon receipt of Purchase Requisitions, indicating the number desired and the need therefor.

LITERATURE ON AIR-MASS ANALYSIS

Distribution to stations of copies of the report of the Science Advisory Board and of a radio address by the Chief of Bureau has resulted in a number of inquiries from field employees regarding publications relating to air-mass analysis.

The problem of air-mass analysis has not been concisely and fully explained anywhere, at least not so as to make every thing and every step clear to the beginner. There are, however, many papers and a few books that at least partially discuss the subject or some details of it. Among the best of these are:

G. Swobodo, "Grundbegriffe der Wetteranalyse," Sammlung Gemeinnütziger Vorträge Prag, Sept.-Dec., 1932.

G. Schinze, "Praktische Wetteranalyse," Aus dem Archiv der Deutschen Seewarte, Bd. 52, No. 1, 1932.

J. Bjerknes, "On the Structure of Moving Cyclones," Geofys. Publ., Vol. I, No. 2.

J. Bjerknes and H. Solberg, "Meteorological Conditions for the Formation of Rain," Geofys. Publ., Vol. II, No. 3.

J. Bjerknes and H. Solberg, "Life Cycle of Cyclones and the Polar Front Theory of Atmospheric Circulation," Geofys. Publ., Vol. III, No. 1.

H. C. Willett, "Dynamic Meteorology" (National Research Council Bulletin 70, 1931).

H. C. Willett, "Fog and Haze; Their Cause, Distribution, and Forecasting," Monthly Weather Review, Nov. 1928.

T. Bergeron, "Über die Dreidimensional Verknüpfende Wetteranalyse," Geofys. Publ., Vol. V, No. 6, 1928. Reviewed in Monthly Weather Review, July 1931.

C. G. Rossby, "Thermodynamics Applied to Air-mass Analysis," Mass. Inst. of Tech., Meteorological Papers, Vol. I, No. 3.

J. Bjerknes, "Explorations de Quelques Perturbations Atmosphériques, etc.," Geofys. Publ., Vol. IX, No. 9.

A. Refsdal, "Zur Thermodynamik der Atmosphäre," Geofys. Publ., Vol. 9, No. 12.

H. C. Willett, "American Air-mass Properties," Mass. Inst. of Tech., Meteorological Papers, Vol., II, No. 2.

S. Petterssen, "Kinematical and Dynamical Properties of the Field of Pressure with Application to Weather Forecasting," Geofys. Publ., Vol. X, No. 2.

J. Namias, "Structure of a Wedge of Continental Polar Air, Determined from Aerological Observations," Mass. Inst. of Tech., Meteorological Papers, 1934.

F. W. Richelderfer, U. S. N., "Report on Norwegian Methods of Map Analysis."

There are also articles in the Monthly Weather Review, as follows, that may be considered:

1919. Vol. 47, pages 95-99.

1924. Vol. 52, pages 521-527.

1921. Vol. 49, pages 1-3.

1925. Vol. 53, pages 379-384.

1922. Vol. 50, pages 393-401,

1926. Vol. 54, pages 485-496.

402-404, 468-474.

1933. Vol. 61, page 112, and 12 charts.

COMPLIANCE WITH N. R. A. CODES

In conformity with a recent opinion of the Solicitor of the Department, execution of the "Certificate of Compliance", as set forth in circular letter dated March 28, 1934, is not hereafter required for open-market

purchases for services or materials amounting to \$50 or less, nor is the said certificate required in connection with informal agreements where the total annual expense is \$50 or less.

Where purchases exceed \$50, execution of the "Certificate of Compliance" is required. This applies to all informal agreements where the annual expense is in excess of \$50, in which case an executed certificate should be attached not only to the agreement but to each voucher submitted under terms of the agreement. With respect to public utility agreements in excess of \$50 the Solicitor has stated as follows:

As to the question of public utilities, such public utilities as are municipally owned are not subject to codes, as the Government has not the authority to regulate State-owned agencies. As to such public service corporations as are privately owned but are controlled by the State to some extent, these contracts require certificates showing code compliance, if there is such; and, if not, compliance with the President's Reemployment Agreement.

Agreements with public utilities not subject to codes should contain a statement to that effect (if the annual expense is over \$50); otherwise, the "Certificate of Compliance" should accompany the agreement.

Existing regulations regarding certification relative to foreign origin remain unchanged.

CONTRACTS FOR CONTINUING SERVICE

Station officials are reminded of the necessity for promptly obtaining contracts for the fiscal year 1935 for all continuing service, such as laundry, janitor and messenger service, telephone, gas, electricity, water, and ice. Competitive bids are required for all such services other than public utility where the annual cost is in excess of \$50.

It is requested that all such contracts (informal agreements) be executed and forwarded to the Central Office on or before July 1, 1934.

DUPLICATING AND MIMEOGRAPH INK

The Central Office carries ink in stock for rotary mimeographs and flat-bed duplicators (milliographs). Stations are requested to name the equipment in use—mimeograph or milliograph—when submitting Stores Requisitions for ink. The mimeograph and milliograph inks are manufactured by the Government Printing Office and bear the same label, "Mimeograph Ink." The only difference in the inks is that the milliograph is heavier and has a different registration number.

AIRWAYS INSPECTIONS

In view of the necessity for economy, it has not been possible for the Central Office to authorize general inspections of airways on a regular basis during the current fiscal year. However, it is felt that there may be a few airways which should be inspected before the end of the fiscal year in order to bring the service up to standard. Stations having general supervision of such airways may now submit Form 4067 for consideration. In doing so, the need for inspections of the airways at this time should be fully outlined.

RETURN OF JUPITER PENCIL-CUTTING BLADES

Stations using Jupiter pencil-sharpening machines are requested to mail the dull blades to the Central Office for resharpener and placing in stock for reissue.

CLOUD CHARTS FOR AIRWAYS AND AIRPORT STATIONS

It has been suggested that cloud charts would be of considerable assistance in properly reporting cloud and sky types at airport and airways stations. The Central Office concurs in this, and it is requested that, if not already done, general supervising stations make requisition for a sufficient number of the Cloud Forms to furnish one to each airways station under their general supervision having use for them, including stations manned by Department of Commerce personnel.

RETAINED RECORD OF 4-HOURLY AIRWAYS PRESSURE-REDUCTION DATA

With reference to pressure reduction data forms now being rendered to the Central Office by a number of stations in the 4-hourly airways reporting network in accordance with instructions in the circular dated April 3, 1933, entitled "Permanent Record of Pressure Reduction Data for 4-Hourly Airways Network", it has been noted that some of these stations have been using two or more of the forms each month, thus implying that copies are prepared for retention at the station. Stations which have been preparing such extra copies for retention are advised that this is not necessary.

However, to assure that all 4-hourly reporting stations have a permanent retained record of the 4-hourly data entered on the forms referred to above (namely, sea-level reduced pressure, station pressure, dry-bulb temperature, and vapor pressure), such stations are requested to enter the station pressure (B) and the vapor pressure (e) for the 4-hourly observations on Form 1130. The former data (B) will be entered for the appropriate hours in the column headed "Barometer", specifically in the upper half of the spaces, i. e., directly above the entries of the sea-level (reduced) pressure. The latter data (e) will be entered for the appropriate hours in the column headed "Temperature and dew-point depression", specifically in the upper half of the spaces, i. e., directly above the entries of the temperature and dew-point data. The instructions in this paragraph apply not only to stations having mercurial barometers, but also to those which have only aneroid barometers.

RETAINING PILOT-BALLOON FORMS AT STATIONS

From information received at the Central Office it appears that some pilot-balloon stations are making and retaining more duplicate forms than are required, thus unnecessarily increasing the station work.

As indicated in paragraph 137 of Circular O, Form 1110A is the only one for which duplicate copies are required for station files.

Pilot-balloon stations are accordingly reminded of the existing instructions in order that the forms work may be reduced to a minimum.

VERIFICATION OF FORM 1115

In checking over Form 1115 a rather large number of errors and cases of omission of data were found. In many instances the entries in the upper left-hand corner of the form were partially or completely omitted. Also, the reason for "No observation" was found to be omitted rather frequently.

In view of the above, all pilot-balloon stations are requested hereafter to have these and other balloon forms carefully and systematically checked and verified before mailing to the Central Office.

**TELETYPE-MAP SUPPLIES TO BE FURNISHED BY WEATHER BUREAU AFTER
JULY 1, 1934**

By agreement between the Weather Bureau and the Department of Commerce, this Bureau will take over the furnishing of supplies necessary for the preparation and duplication of teletype maps on July 1, 1934. In addition to all Weather Bureau points, this will include the furnishing of the necessary items to points where the maps are prepared by Department of Commerce personnel. Officials in charge of stations having general supervision of airways weather service should advise all intermediate stations concerned on the airways under their general supervision that such supplies should be requested through the general or direct supervising (whichever applies) offices, beginning that date. Airport and first-order stations will make requisition for the items direct to the Central Office.

Items to be furnished, in addition to maps to points where maps are duplicated, are as follows:

Gelatin rolls.	White china marking pencils.
Duplicating ribbons.	Stamp pads.
Duplicating leads (red and purple).	Red copying stamp-pad ink.
Sponges.	Rubber stamps.

Points where maps are received but not duplicated will continue to use black ribbons and noncopying pencils.

Not over a three months' supply of any item will be requested and none of the above items will be entered on the semiannual requisition.

INSTRUCTIONS ON FORM 1136

A typographical error in paragraph 4(d) of instructions on the cover of Form 1136 has been brought to our attention. The symbols for recording mist given therein should be MI- and MI+ instead of M- and M+. All substations preparing these forms should be advised accordingly.

INDEX FOR TOPICS AND PERSONNEL, 1930-33

Volume 4 of TOPICS AND PERSONNEL ended with the December 1933 number. An index for the volume (1930-33) will be mailed with this number of TOPICS AND PERSONNEL. Any station whose 4-year file (1930-33) is not complete should request missing numbers immediately.

DEATH

Mr. J. Warren Smith, who was retired June 6, 1923, died in his sleep during the night of April 11-12, 1934. A notice of his retirement and outline of service may be found in TOPICS AND PERSONNEL for January 1924.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of April 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Bell, Lester B.*.....	Rapid City, S. Dak.....	Minor observer at \$1,020, name changed on rolls from Lester Bell.
Cummings, Miss Mary K.	Washington, D. C.....	Designation changed to clerk, CAF-4, at \$1,860, from clerk-stenographer, CAF-4, at the same salary.
Easton, Miss Katherine..	Washington, D. C.....	Assistant clerk-stenographer, CAF-3, at \$1,020, resigned; record, fair.
Heine, Richard	Phoenix, Ariz.....	Assistant observer at \$1,860, granted leave without pay from June 1 to termination of August 31, 1934.
Kincer, Joseph B.....	Washington, D. C.....	Promoted to principal meteorologist, P-6, at \$5,000, from senior meteorologist, P-5, at the same salary.
McCollum, Willis V.....	Washington, D. C.....	Designation changed from clerk, CAF-4, at \$1,800, to clerk-stenographer, CAF-4, at the same salary.
McDonald, Willard F....	Washington, D. C.....	Promoted to principal meteorologist, P-6, at \$3,800, from meteorologist, P-4, at the same salary.
Smith, James R.....	Santa Fe, N. Mex.....	Assistant observer at \$1,740, removed from the rolls by order of the Secretary of Agriculture; service terminated.
Smith, Samuel.....	New York, N. Y.....	Promoted to under observer at \$1,260 from minor observer at \$1,020.
Yarbrough, Ralph H....	New Orleans, La.....	Observer at \$1,800, suspended from duty without pay from April 21 to termination of May 11, 1934, for disciplinary reasons.
Weightman, R. Hanson.	Washington, D. C.....	Promoted to principal meteorologist, P-6, at \$4,800, from senior meteorologist, P-5, at the same salary.

* Indicates temporary appointment.

W. D. P. Gregg

Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

MAY 1934

ESTABLISHMENT OF NEW AIRPLANE OBSERVATION STATIONS AND CLOSING OF FIRST-ORDER AIRWAYS STATIONS

Beginning July 1, 1934, daily airplane observation flights will be made under contract with commercial operators at Billings, Mont.; Cheyenne, Wyo.; Fargo, N. Dak.; Nashville, Tenn.; Oklahoma City, Okla., and Omaha, Nebr. This work will be discontinued at Cleveland, Ohio; Dallas, Tex., and Pembina, N. Dak., on June 30, 1934.

In cooperation with the War Department, similar flights will be made at Fort Crockett (Galveston), Tex. (June–November only); Kelly Field (San Antonio), Tex.; Maxwell Field (Montgomery), Ala.; Mitchel Field (Hempstead), L. I., N. Y.; Scott Field (Belleville), Ill.; Selfridge Field (Detroit), Mich., and Wright Field (Dayton), Ohio. At Spokane, Wash., similar flights will be made by the local National Guard unit.

The Navy Department will make similar flights at Pearl Harbor, T. H.; Norfolk, Va.; Pensacola, Fla.; San Diego and Sunnyvale, Calif.; Seattle, Wash.; Washington, D. C.; Lakehurst, N. J., and Philadelphia, Pa., alternating daily at the last two named stations.

The flights will be made about 5:30 a. m., E. S. T. (except those near the Pacific coast, which will be made several hours later), and completed in time for use at the district forecast centers in the regular morning forecast work.

In line with the new airplane program, the stations at Bakersfield, Calif., Pembina, N. Dak., and Tulsa, Okla., will be closed in June 1934. A first-order station, primarily for airways service, will be established at Billings, Mont., and a first-order airport station, under the supervision of the Moorhead, Minn., station, will be established at Fargo, N. Dak. Pilot-balloon observations will be made at Billings, Mont., and Fargo, N. Dak., and discontinued at Sheridan, Wyo.

The Tucson, Ariz., airport station will be closed on June 30, 1934. Airways observations will be taken and telegrams containing regular 8 a. m. and 8 p. m., E. S. T., reports will be prepared and filed by Department of Commerce personnel.

AUTHORIZATION FOR FISCAL YEAR 1935

Station officials now having all-year or all-season authorizations for the employment of emergency assistance (except for the relief of airways

observers) or for travel are to report immediately whether or not it is desired that an authorization therefor be issued for next fiscal year, giving details as follows:

FOR EMERGENCY ASSISTANCE

1. Kind of service required.
2. Rate on a daily, hourly, or observational basis.
3. Number of days, hours, or observations.
4. Whether or not Sundays and holidays are included.

Employment of emergency assistance can only be authorized at one- and two-man stations.

Requests for authorization for employment of emergency assistance for relief of airways observers are not required since authority is to be incorporated in Circular No. 7 for next fiscal year.

FOR TRAVEL

1. Name of employee (or employees). The names of all employees are required for use in issuing transportation requests or tax-exemption certificates.

2. Name of airport.

(a) Whether or not the destination is outside the limits of the city in which the employee's official station is located.

(b) Number of miles between the destination and the city limits of the employee's official station.

(c) The distance between the points of destination and the nearest public conveyance.

3. Period of travel.

4. Method of transportation it is proposed to use.

5. Number of transportation requests required for each employee if public conveyance is to be used and the cost of a round trip equals or exceeds \$1.00.

6. Detailed statement as to economy and *advantage* which will result to the Government if use of personally owned automobile is desired with reimbursement on a mileage basis. (See paragraph 162, Station Regulations.)

7. Approximate number of trips required during the fiscal year.

8. Estimate as to total cost.

Revised Form 4067 should be used in all cases for requests for authority to travel.

DOUBLE COMPENSATION

Supervising station officials have in a number of recent cases appointed substation observers who were receiving compensation from other branches of the Government service, which compensation, together with that paid by the Weather Bureau, exceeded the rate of \$2,000 per annum.

Payment of more than one salary when the combined *rate* exceeds \$2,000 is prohibited by law, as set forth in paragraphs 15 and 965 of

Department Regulations. Therefore, when interviewing a prospective substation appointee, the station official should be careful to ascertain whether or not the person is employed by another branch of the Government service and, if so, the *rate* of pay received therefrom. If the *rate* of pay received from the other branch of the service, plus the *rate* to be paid by the Weather Bureau, exceeds \$2,000 per annum, the person is ineligible for appointment. When reporting appointments or prospective appointments of substation observers on Form 4076 the station official should either state that the appointee is not an employee of any other branch of the Federal Government service or, if he is employed by the Federal Government, give the information called for in paragraph 18(d) of Station Regulations. Where an employee is furnished quarters, fuel, and light by the Government, the gross salary rate (cash salary, plus the amount allowed for quarters, fuel, and light) must be used in determining whether or not the combined rates are in excess of \$2,000.

Attention of supervising station officials is also invited to the fact that, under the provisions of Station Regulations, prior approval of the Central Office is required for appointment of substation observers who are employees of other branches of the Government service.

NEW DISBURSING CLERK

Effective June 1, 1934, the functions of the Disbursing Office of the Department will be taken over by the Treasury Department. Hereafter all pay-roll vouchers submitted to the Central Office for payment should bear the name "J. L. Summers" as Disbursing Clerk instead of "W. R. Fuchs".

CARBON COPIES OF CERTIFIED BILLS AND VOUCHERS

The Comptroller General has ruled that carbon copies of vouchers should not be certified for payment. Only original vouchers should be certified. With respect to certified bills, the Comptroller General states as follows:

If the certified invoices are prepared on automatic or mechanical machines of the type using an original which is ordinarily discarded, an invoice that is not marked "duplicate" or "copy" should be designated as the original and used as such. Accountable officers when supporting their purchase vouchers with payee's certified invoices should use only the originals and/or invoices as described above.

HYDROGEN-GAS CONTRACTS

It is expected that the circular letter in connection with the procurement of hydrogen gas during the fiscal year 1935 will be issued by July 1, 1934, for all zones, except Zone 3.

The bids received on Zone 3, which comprises the States of Missouri, Iowa, Minnesota, North Dakota, South Dakota, and Nebraska, will involve freight-rate computations, and it is expected this will delay issuing information in connection with Zone 3 for several weeks. However, no

purchases should be made of hydrogen gas in any zone after June 30, 1934, until receipt of circular letter or without first communicating with the Central Office for instructions.

Any station failing to receive the circular letter referred to above within a reasonable length of time after July 1, 1934, should notify the Central Office.

PICK-UP AND DELIVERY CHARGES ON FREIGHT

In accordance with the Comptroller General's Decision, No. A-52633, dated May 15, 1934, all bills of lading (Standard Forms 1058 and 1058a) must have stamped or typed, in convenient places on the faces thereof, statements prescribed as follows:

Pick-up service at origin was/was not by the Government.

(Signature of consignor)

Also add, in bold type, to the consignee's certificate the sentence—

“Delivery service at destination was/was not by the Government.”

The statements will be signed by consignors and consignees, as indicated, striking out the inapplicable word or words.

Supplies of blank bills of lading hereafter furnished from the Central Office will bear the stamp, or overprint.

PRINTING STATION ANNUALS

Several requests have been received in the Central Office from field officials who desire a station Annual Meteorological Summary printed, but who do not have printing equipment available.

In the past, several stations have volunteered to print one or two other annuals after completing their own, and a few are still helping in this way. Officials in charge of stations having printing equipment who would be willing to cooperate in this work should communicate with the Division of Climate and Crop Weather. All manuscript will be arranged as nearly as possible like the annual of the station offering to do the printing, so that a minimum amount of labor will be involved.

VESSEL WEATHER (WORD) CODE DISCONTINUED

During recent years the international figure code (Universal Groups) has been put into use on all selected ships in the Atlantic Ocean, Gulf of Mexico, and Caribbean Sea, and on cooperative ships from which reports are secured in Pacific waters. To secure uniformity, action has been taken to discontinue the use of the vessel weather (word) code on cooperative ships from which reports are secured by radio during the hurricane season. When this action is completed all radio weather reports to the Weather Bureau from ships at sea will be in the international code.

Officials at port stations should hereafter furnish, to ships' officers, code books in the international figure code only. Vessel weather (word) code

books on hand or received from ships should be returned to the Central Office, except station file copies. Ships' officers reporting by radio should enter the observations on Form 1210A and file the coded reports on Form 1204. Supplies of code books and forms needed should be secured from the appropriate supervising marine center at New York, New Orleans, or San Francisco.

REMINDERS

Station officials are reminded that it is necessary to observe strictly the provisions of Station Regulations, paragraph 20, which require submission of Form 4076 for appointments of *all* substation employees except those rendering occasional river (rainfall) reports, in which case the appointment should be reported by letter with the first voucher for service.

Dates on which extra (or special) observations were taken should always be stated on vouchers, in accordance with paragraph 96 (b) of Station Regulations.

SUPERVISION OF AIRWAYS WEATHER SERVICE

Officials in charge of stations having direct supervision of airways service are reminded that all recommendations for increased, decreased, or new service are to be forwarded to the Central Office through the official in charge of the station having general supervision of the airway. Recent instances indicate a growing tendency toward laxity in this respect.

AIRPLANE-ACCIDENT REPORTS TO BE SUBMITTED IN DUPLICATE

Attention of all stations is again called to the fact that all airplane-accident reports are to be submitted to the Central Office in duplicate, in accordance with paragraph 5 of the item "Reports of Aircraft Accidents" on page 284 of TOPICS AND PERSONNEL for April 1932. Only one copy is received in many instances, thus necessitating unnecessary correspondence and delay in obtaining a duplicate copy.

Officials in charge of stations rendering such reports are requested to make certain that duplicate copies are forwarded.

AMENDMENT TO STATION REGULATIONS

The last part of paragraph 91 (h) of Station Regulations is hereby amended to read as follows:

All money orders and checks covering remittances, except subscriptions to publications, will be made payable to "U. S. Department of Agriculture", but they should in every instance be forwarded to the Chief, U. S. Weather Bureau. Money orders and checks in payment for subscriptions will be made payable to Superintendent of Documents, Washington, D. C.

The omission of the words "Disbursing Clerk" is made necessary by transfer of the Department Disbursing Office to the Division of Disbursements, Treasury Department, effective June 1, 1934.

DISCONTINUANCE OF PACIFIC AEROLOGICAL PROJECT

The special series of observations which have been made during the past year by Weather Bureau personnel aboard four ships of the American Mail Line, on their regular trips between Seattle, Wash., and Asiatic ports, will be brought to a close during June of this year.

REQUEST FOR BOUND VOLUME OF WASHINGTON DAILY WEATHER MAPS FOR JANUARY-JUNE 1932

It is requested that any station having an extra bound volume of the Washington Daily Weather Maps for the first half of 1932 (January-June) please advise the Central Office in an envelope marked "For Printing Division".

MAILING OF FORM 1006

Form 1006, sent from substations to section centers or from first-order stations to section centers, are to be mailed to the Central Office, marked "Forms for River and Flood Division", not later than the 10th day of the month following that for which they are a record. Special attention is invited to the fact that they are to be marked for the River and Flood Division.

SHIPPING CLIMATOLOGICAL DATA

Section directors and officials in charge at offices printing monthly and annual Climatological Data will identify the packages sent to the Central Office by indicating on the wrapper the contents, together with the month and name of the section.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in Federal Business Associations as follows:

Mr. Merton L. Fuller, Peoria, Ill., reelected president.

RETIREMENT

Mr. William S. Currier, official in charge at Toledo, Ohio, for over 38 years, was retired at the termination of May 31, 1934. He was born at Hartford, Vt., on May 6, 1864. Mr. Currier enlisted in the Signal Corps on August 2, 1887, and served as assistant at Buffalo and Cleveland and as official in charge at Fort Killington and Toledo.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of May 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Allen, Richard.....	Washington, D. C.....	Junior operative, CAF-2, at \$1,440, resigned; record, excellent.
Baboian, Chester C.....	Eureka, Calif.....	Junior observer at \$1,440, resigned; record, excellent.
Brooks, Miss Iva.....	Washington, D. C.....	Promoted to assistant clerk-stenographer, CAF-3, at \$1,620 from junior clerk-stenographer, CAF-2, at \$1,440.
Currier, William S.....	Toledo, Ohio.....	Assistant meteorologist at \$2,900, retired.
Foster, Orville R.....	Denver, Colo.....	Junior observer at \$1,440, resigned; record, excellent.
Gallier, Frank W.....	Toledo, Ohio.....	Appointed junior observer at \$1,440 by reinstatement.
Gardiner, James W.....	Washington, D. C.....	Promoted to assistant clerk, CAF-3, at \$1,620 from junior clerk, CAF-2, at \$1,440.
Keefe, John R. F.....	Washington, D. C.....	Promoted to clerk, CAF-4, at \$1,800 from assistant clerk-stenographer, CAF-3, at \$1,680.
McLeary, Frank E.....	Toledo, Ohio.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,400.
Pharr, Emory Charles...	Washington, D. C.....	Appointed assistant messenger, Cu-2, at \$1,080, by transfer from Agricultural Adjustment Administration.
Rabbitt, George G.....	Washington, D. C.....	Promoted to junior clerk, CAF-2, at \$1,440 from messenger, Cu-3, at \$1,200.
Relic, Miss Anne D.....	Washington, D. C.....	Appointed junior clerk-stenographer, CAF-2, at \$1,440 by transfer from Agricultural Adjustment Administration.
Rusmisl, George P.....	Galveston, Tex.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Russell, Orville E.....	Columbus, Ohio.....	Junior meteorologist at \$2,100, suspended from duty on leave without pay from June 1 to termination of August 31, 1934, for disciplinary reasons.
Strachila, Joseph J.....	Portland, Oreg.....	Assistant observer, leave without pay extended to termination of August 31, 1934.
Thomas, Harold.....	Washington, D. C.....	Promoted to messenger, Cu-3, at \$1,200 from assistant messenger, Cu-2, at the same salary.

Changes in assignments

Name	Relieved from—	Assigned to—
Kurtzweil, John P.	Key West, Fla.	Chicago, Ill., assistant.
Martin, Delance O.	Chicago, Ill.	Key West, Fla., assistant.
Rusmisl, George P.	Jacksonville, Fla.	Galveston, Tex., in charge.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JUNE 1934

AIR CORPS COMMENDS WEATHER SERVICE FURNISHED THE ARMY AIR MAIL

The Central Office has been in receipt of a number of letters commending the work of the Weather Bureau in the furnishing of weather service during the period the Army Air Corps carried the mail. One of these letters, addressed to the Secretary of Agriculture, was received from the Chief of the Air Corps, Gen. B. D. Foulois, and is published hereunder for the information of all concerned:

The Honorable,
The SECRETARY OF AGRICULTURE,
Washington, D. C.

DEAR MR. SECRETARY:

I desire to express my sincere appreciation for the splendid and wholehearted cooperation extended to the Army Air Corps by the United States Weather Bureau during the period the Air Corps carried the air mail. Maximum use was made of the facilities provided by the Weather Bureau, which contributed materially to the successful carrying of the air mail.

On numerous occasions the commanding officers of the eastern, central, and western mail zones, and officers in charge of meteorology in this office, lauded the excellent service provided by your personnel.

The service rendered by the Weather Bureau calls for the highest commendation.

Sincerely yours,

(Signed) B. D. FOULLOIS,
Major General, Air Corps, Chief of the Air Corps.

AMENDMENT TO DEPARTMENT REGULATIONS

Paragraph 487 of the administrative regulations of the Department is amended to read as follows:

Temporary employees will not be allowed annual leave or sick leave. Where a temporary employee receives permanent appointment, leave will be treated as earned during the temporary period as if the employee had been permanent, either for prospective grant or for reimbursement of deductions on account of absence without pay during the temporary period in default of the leave status.

The purpose of the change is to give temporary employees upon assuming the permanent status the benefit of the cumulative leave provision in section 215 of the Economy Act of June 30, 1932.

BAROMETRIC CORRECTIONS FOR CANADIAN STATIONS

Barometer readings from Aklavik, Simpson, Fort Smith, and Norman are now corrected to mean sea level by the observers before transmission, and corrections are no longer necessary for readings from these stations as received in the SGL D&A system and by teletype.

THE USE OF AIRPLANE WEATHER-OBSERVATION DATA

It is apparently not clearly understood at all stations that the adiabatic charts (Form 1126) are used primarily to compute the altitudes of the significant levels of airplane weather observations. These charts also provide a permanent graphical record of the flight.

In current forecast work at the Central Office the temperatures are plotted against altitudes on cross-section paper and the relative humidities entered adjacent to the temperature curve at the corresponding altitudes. Also, the changes in temperature during the past 24 hours are entered for each 1,000-meter level. The adiabatic charts are too large for convenient handling ordinarily. If, at stations where special studies of local or near-by airplane-observation records are being made, it is found desirable to plot the data on adiabatic charts, a limited number of the latter will be furnished. It is believed desirable in such cases to plot several days' observations in different colors on the same chart. This not only conserves charts but is advantageous for comparative purposes. In general, it would seem that plotting the data on cross-section paper would serve all necessary purposes at stations.

Tephigrams (Form 1125) are available at the Central Office for stations desiring them.

It is expected that other methods of plotting and using these data will be found advantageous as experience is gained in the use of the data from a larger number of airplane weather-observation stations. Special studies in the use of these data have already been undertaken at some stations and promising results are being obtained. The Central Office desires to encourage studies along these lines and will be pleased to have these made where competent personnel and sufficient data are available and it is found practicable. As regards the use of these data for forecasting purposes, it seems possible that it will be advantageous to draw free-air pressure maps at various elevations when a sufficient number of stations are available.

USE OF TABLES OF "PRESSURE OF SATURATED AQUEOUS VAPOR OVER WATER" AT SUBFREEZING TEMPERATURES

Beginning July 1, 1934, the humidity indications of aerometeorographs at subfreezing temperatures are to be taken as representing the "relative humidity with respect to water" and *not* with respect to ice. Consequently, when computing the vapor pressure from the aerometeorograph humidity and temperature readings below 0° C., tables of "Pressure of Saturated Aqueous Vapor Over Water", and *not those over ice*, should be used. A copy of such tables (in millibar units) has been forwarded to all airplane weather-observation stations.

FORWARDING OF TELEGRAMS

The Western Union Telegraph Company and the Postal Telegraph-Cable Company have amended their rules to permit the forwarding

without charge, under certain conditions, of telegrams which are undelivered at the original point of destination. No charge will be made for forwarding any message received at original point of destination over commercial telegraph lines when it is forwarded under instructions furnished by the addressee or is automatically forwarded by the handling company in accordance with information obtained by the company. Under these conditions payment to the original point of destination will provide for forwarding without additional charge. On messages dispatched collect, the charge will be the cost from the point of origin to the point of actual delivery.

These changes do not provide for the free forwarding of telegrams on which the sender changes the point of destination after an unsuccessful attempt to make delivery at the original address.

All employees in a travel status should furnish forwarding addresses to the telegraph company, their hotels, or the last residence or business address. This will enable the Bureau to secure the maximum savings resulting from the changes in procedure.

WEATHER BROADCASTS FROM WEATHER BUREAU OFFICES

At a number of field stations arrangements have been made with a local radio station to install a microphone in the Weather Bureau Office so that weather forecasts and information may be broadcast directly by the official in charge or one of the assistants. Such arrangements are encouraged by the Weather Bureau, provided the microphone installations are without expense to the Bureau and the announcements are confined to official weather data, forecasts, and warnings, and have no relation to advertising. However, no action should be taken to have microphones installed in Weather Bureau Offices for this purpose without submitting a full statement of the plan to the Central Office and securing prior approval.

CHANGE IN CODED REPORTS FOR TUCSON, ARIZ.

Owing to discontinuance of the first-order station at Tucson, Ariz., on June 30, 1934, the following code form was adopted for regular a. m. and p. m. reports from Tucson in the SGL D&A system, beginning July 1, 1934:

AM.	BBTT	DwFF	abmm	XXRR
PM.	BBTT	DwFF	abMM	XXRR

This code is described in the circular "Codes Used in Reports Telegraphed from Second- and Third-order Stations".

FIRST-ORDER AEROLOGICAL STATION AT SOUTH WASHINGTON, VA.

The status of the Washington-Hoover Airport Station, South Washington, Va., has been changed to a first-order field station, primarily for aerological purposes, effective July 1, 1934. The station will be under the supervision of the Aerological Division, Central Office.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Edgar H. Fletcher, Sacramento; Mr. Robert M. Williamson, Nashville, and Mr. Edward L. Wells, Portland, Oreg., elected president. Mr. Leland T. Pierce, Asheville, and Mr. George V. Sager, Reno, elected vice president. Mr. Charles I. Dague, Portland, Oreg.; Mr. John J. Murphy, Norfolk, and Mr. Harry F. Wahlgren, Oklahoma City, elected secretary-treasurer.

DEATHS

Mr. Albert Brand, who was retired March 31, 1933, died June 27, 1934. A notice of his retirement and outline of his services may be found in TOPICS AND PERSONNEL for March 1933.

Mr. Arthur H. Scott, first assistant at the Atlanta station, died June 27, 1934. He was born at Pawtucket, R. I., on August 11, 1880. Mr. Scott entered the service on June 15, 1908, serving as assistant at Meridian, Galveston, Houston, New Orleans, Charleston, Vicksburg, St. Louis, and Atlanta and as official in charge at Galveston.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of June 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Cook, Albert W.....	Dallas, Tex.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,600.
Jackson, Walter A.....	Washington, D. C.....	Promoted to junior operative, CAF-2, at \$1,440 from messenger, Cu-3, at \$1,200.
Marks, Arthur M., Jr...	Omaha, Nebr.....	Appointed junior observer at \$1,440 by reinstatement.
Milam, Ralph E.....	San Antonio, Tex.....	Minor observer at \$1,020, resigned; record, excellent.
Miller, Jacob L.....	Chicago, Ill.....	Appointed junior observer at \$1,440 by reinstatement.
Pallant, Samuel F.....	Washington, D. C.....	Promoted to messenger, Cu-3, at \$1,200 from assistant messenger, Cu-2, at \$1,080.
Riley, John A.....	San Francisco, Calif.... (Oakland, Calif.)	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,300.
Scott, Arthur H.....	Atlanta, Ga.....	Assistant meteorologist at \$2,700, died June 27, 1934.
Thompson, Wilmer L...	Dallas, Tex.....	Appointed assistant observer at \$1,620 by reinstatement.
Zwirn, Philip.....	New York, N. Y.....	Appointed minor observer at \$1,020 by transfer from Veteran's Administration.

Changes in assignments

Name	Relieved from—	Assigned to—
Anderson, Clarence A...	Pembina, N. Dak.....	Spokane, Wash., assistant.
Bailey, Cliff E.....	Atlanta, Ga.....	Nashville (Murfreesboro), Tenn., assistant.
Cagle, Cecil.....	Cheyenne, Wyo.....	Montgomery (Maxwell Field), Ala., assistant.
Cook, Albert W.....	San Francisco, Calif....	Dallas, Tex., in charge.
Crawford, Gerald P.....	Tulsa, Okla.....	St. Louis (Scott Field), Mo., assistant.
Eberhardt, John C.....	San Diego, Calif.....	Cheyenne, Wyo., assistant.
Eichmeier, Albert H....	El Paso, Tex.....	Cheyenne, Wyo., assistant.
Fox, Elmer J.....	Pembina, N. Dak.....	Billings, Mont., assistant.
Fuller, H. Clark.....	Pembina, N. Dak.....	Moorhead, Minn. (Fargo, N. Dak.), assistant.
Gibson, Thomas L.....	Dallas, Tex.....	Denver, Colo., assistant.
Harvey, Harold C.....	Fresno, Calif.....	Eureka, Calif., assistant.
Hemphill, Phillips P....	Atlanta, Ga.....	San Antonio (Kelly Field), Tex., assistant.
Horn, Victor T.....	Oakland, Calif.....	Billings, Mont., in charge.
Janson, Raymond H....	Seattle, Wash.....	Moorhead, Minn. (Fargo, N. Dak.), assistant.
Knarr, Aurel J.....	Tulsa, Okla.....	Cincinnati (Wright Field), Ohio, assistant.
Lawler, Howard S.....	Tucson, Ariz.....	Atlanta, Ga., assistant.
Lowery, Arlie R.....	Reno, Nev.....	Galveston (Fort Crockett), Tex., assistant.
Matros, Arnold.....	Dallas, Tex.....	Oklahoma City, Okla., assistant.
McKinney, Wilbur F....	Cheyenne, Wyo.....	Omaha, Nebr., assistant.
Oak, Wilbur W.....	Omaha, Nebr.....	Cheyenne, Wyo., assistant.
Phillips, Victor V.....	Pueblo, Colo.....	Atlanta, Ga., assistant.
Plummer, Ira C.....	Galveston, Tex.....	Jacksonville, Fla., assistant.
Powers, Roy J.....	Elko, Nev.....	Moorhead, Minn. (Fargo, N. Dak.), assistant.
Raven, Charlie.....	Cheyenne, Wyo.....	El Paso, Tex., assistant.
Rigney, Dwight A.....	Sheridan, Wyo.....	Billings, Mont., assistant.
Riley, John A.....	Dallas, Tex.....	Oakland, Calif., in charge.
Saltsman, Edgar J.....	Cleveland, Ohio.....	Detroit (Selfridge Field), Mich., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

JULY 1934

DELAYED SALARY AND OTHER PAYMENTS

Station officials and employees will doubtless realize the many difficulties confronting the new consolidated Disbursing Office in the Treasury Department in so perfecting its organization as to immediately handle the great volume of work which it has undertaken as expeditiously as has been done heretofore, with smaller and more specialized units.

The Director of Finance of the Department has forcefully expressed to the Disbursing Office of the Treasury the seriousness of the present unsatisfactory situation, existing throughout the entire Department as the result of delayed salary payments, and the Central Office is confident that marked improvement in conditions will be experienced in the near future.

TRANSPORTATION REQUESTS REPORTED AS LOST

Attention of station officials is invited to the following notice received from the Comptroller General of the United States:

It has come to attention that Government transportation requests which have been reported lost or stolen, in accordance with paragraph 36 of Standardized Government Travel Regulations, as amended, approved by the President, January 30, 1934, are, upon subsequent recovery, being used by Government employees after such loss or theft has been reported by this office to representatives of passenger associations with the request that the carriers in their respective territories be notified not to honor such requests.

In order to avoid any misunderstanding, it is requested that when Government transportation requests, the loss or theft of which has been reported to the General Accounting Office, as required by the Standardized Government Travel Regulations, *supra*, have been subsequently recovered, they should be sent immediately to the issuing officer for cancellation.

FORWARDING FORMS C. A. TO U. S. EMPLOYEES COMPENSATION COMMISSION

Occasionally it has come to the attention of the Central Office that U. S. Employees Compensation Commission forms, reporting injuries and filing claims, have been forwarded direct to the Commission. It is desired that they be forwarded through the Central Office so that the reports or claims can be reviewed and checked before they are submitted to the Commission.

Requests for Forms C. A. should be sent to the Central Office. Only a small supply of Forms C. A. 1, 2, and 16 are necessary to have on hand. Other Forms C. A. will be furnished on request when the use of them becomes necessary.

NONRECEIPT OF REVISED EDITION OF STATION REGULATIONS

The "River and Flood", "Climatological", "Aerological and Airways", and "Marine Meteorological" service sections of the revised Station Regulations were mailed to all first-order and airport stations on July 31, 1934, and any station not receiving a copy should notify the Central Office.

The index for revised Station Regulations is now in the hands of the printer and will be mailed as soon as completed.

MONEY ORDERS

A regulation of the Post Office Department, recently issued, provides that all money orders are legally payable at any money-order post office, even though drawn on a specified office. It is further provided, however, that if a money order is cashed at other than the office on which drawn an additional fee will be charged. It is, therefore, requested that officials exercise care to see that all money orders used in the transmission of public funds to the Central Office are drawn on Washington, D. C.

ANNUAL LEAVE

In accordance with paragraph 484 of Administrative Regulations, annual leave not taken in any preceding calendar year, from and including the calendar year 1933, is cumulative and may be taken at any later time, so long as present legislation remains in force.

AUTHORITY FOR PREPARING AIRWAYS FORECASTS

In accordance with paragraph 32 of the circular dated June 15, 1934, entitled "Instructions for the Preparation and Issuance of Airways Forecasts," letters have been forwarded to stations concerned specifically designating and authorizing certain qualified and experienced employees to prepare and issue 4-hourly airways and trip forecasts. If, at any station, trip forecasts are now being made by employees who have not received specific authority therefor, since July 1, 1934, the matter should immediately be brought to the attention of the Central Office.

CHANGE IN STATUS OF AIRPORT STATIONS

The status of the airport stations at Cheyenne, Wyo., and Omaha, Nebr., has been changed from "major airport station" to "airport station", now being under the immediate supervision of the main office. All correspondence with these airport stations should be conducted through the official in charge of the main office.

AMENDMENTS TO STATION REGULATIONS

Paragraph 124 of Station Regulations is hereby amended as follows: The following wording in section (2) "Truck," of paragraph (b) "Method of shipment," should be deleted:

(aa) *Government-owned truck*.—The employee must, under regulations of the Chief Coordinator, communicate with the Area Coordinator in his district to ascertain whether or not a Government-owned truck is available for the purpose.

Section (2) of paragraph (d) "*Competition*," should be deleted in its entirety.

Section (4) of paragraph (d) "*Competition*," is amended by deleting the following words:

* * * "and of availability of Government-owned truck service".

SUPPLEMENT TO INSTRUCTIONS FOR TRANSMITTING AIRPLANE WEATHER OBSERVATIONS

A supplement dated July 23, 1934, to circular dated June 15, 1934, "Instructions for Transmitting Airplane Weather Observations via Teletype and Radio," has been printed. Each station concerned should promptly notify the Central Office (Aerological Division) as to the number of copies of the above-mentioned circular now on hand so that the corresponding number of supplements can be furnished.

DUPLICATING CARBON PAPER FOR AIRWAYS USE

Hereafter purple duplicating carbon paper will be available at the Central Office, which may be used at airways general supervising stations, equipped with duplicating machines, for the duplication of general instructions for substations under their supervision and other *necessary* duplicating work, except teletype maps. It will be issued in limited amounts only to airways general supervising stations upon receipt of Stores Requisition.

CHANGES FOR CIRCULAR NO. 1—RADIO

The frequency for broadcasting of warnings at San Juan, P. R., page 17, reference number (4), NAU (b), should be changed from 33.8 kilocycles to 500 kilocycles.

Broadcasts of all weather information from Navy radio stations NPR, at Dutch Harbor; NPC, at Puget Sound; NPM, at Honolulu, and NPQ, at St. Paul have been made on a frequency of 106 kilocycles, in lieu of 500 kilocycles, since July 30, 1934. Regularly scheduled broadcasts from these stations on 106 kilocycles will be preceded by a general call on 500 kilocycles until October 1, 1934, when the general call will be omitted.

Copies of Circular No. 1—Radio, on hand at stations, should be changed accordingly.

TRANSMISSION OF "PRESSURES REDUCED TO THE 5,000-FOOT PLANE" IN 4-HOURLY AIRWAYS WEATHER REPORTS BY SELECTED STATIONS IN THE WESTERN PLATEAU REGION

Beginning September 1, 1934, and continuing at least 18 months, certain selected stations in the western Plateau and mountain region will transmit in their 4-hourly airways weather reports (*not* SGL D&A)

"pressures reduced to the 5,000-foot plane." These pressures will be enciphered in conjunction with the pressure-change data in accordance with instructions to be issued during the month of August.

The Weather Bureau Airport Station at Oakland, Calif., is granted authority to select the stations which are to transmit the data in question, to issue instructions and tables for the reduction of pressures to the 5,000-foot plane, and to have supervision of the project in general. Stations which are selected to transmit these data will be so notified by the Oakland station. The closest possible cooperation in the carrying out of this program is requested.

MOUNTING OF AEROMETEOROGRAPHS ON AIRPLANES

The importance of securely fastening the aerometeorograph to the airplane is brought to the attention of all airplane weather-observation stations. On two recent occasions the elastic cord which is used to hold the instrument has broken during the rapid descent of the plane, and in one of these cases the instrument was blown off and lost. Such accidents are obviously extremely dangerous and must be guarded against at all times.

The rapid descents result in a tremendous strain on the cords holding the instrument and these must, therefore, be sufficiently strong, and yet have enough elasticity to take up the vibration.

It is suggested that the instrument be fastened with slack wire in addition to the elastic cord in order to keep it from being blown off in case the cord breaks during the flight.

Special care must also be taken to see that the hook holding the cover is securely fastened.

FLIGHT FORECASTS

The specifications for airplane weather observations require that forecasts be furnished the pilot where these flights are made under contract. These forecasts will hereafter be known as "flight forecasts" and will be prepared by the employee assigned to the airplane observation work. The forecasts will be based upon all available information at the station, such as current 4-hourly forecasts, Map A, teletype maps, local indications, and current trend of the weather. The forecasts will be purely local, made specifically for the airplane weather observation and cover a period not to exceed 2 hours from the time of issue. This authority will not be construed as extending to "airways trip forecasts" or "4-hourly forecasts."

AIRPLANE ACCIDENT REPORTS NOT TO BE GIVEN OUT

Reports of airplane accidents, which station officials are required to forward to the Central Office, in duplicate, are considered confidential and more or less of a hearsay nature; therefore, copies should not be given out or information relative thereto divulged to anyone.

WEATHER BUREAU AIRWAYS SERVICE MAP

A new map, Weather Bureau Airways Service, showing the Weather Bureau airways and airport stations throughout the United States in operation April 1, 1934, together with established air routes and the Department of Commerce teletype circuits, has just been issued by the Aerological Division and distributed to all stations concerned.

Stations desiring copies of the map may procure them upon request to the Central Office. Copies may be secured for distribution to commercial transport interests, airport officials, and other interested persons.

STANDARD FORM NO. 1081

Eight copies of Standard Form No. 1081, "Schedule of Adjustments", should accompany each account rendered on S. F. Forms 1080, 1080a, and 1080b, covering payment to other Government agencies for supplies and services. If the required eight copies are not received with the account, the billing office should be requested to furnish them.

REOPENING OF DAYTON, OHIO, FIRST-ORDER STATION

A first-order station will be reopened at Dayton, Ohio, to meet the needs of local interests, near-by farming communities, and the aviation industry.

The office will be located in the Federal Building, and the station will be in charge of Mr. Leon J. Guthrie, junior meteorologist, formerly in charge of the Bakersfield station.

SUPPLEMENT TO CIRCULAR LETTER DATED JUNE 28, 1934

The supplement to the circular letter dated June 28, 1934, relative to procurement of hydrogen gas in Zone 3 was mailed July 21, 1934, to all Weather Bureau stations located within the zone and to all Weather Bureau stations located within the States bordering on the zone. If any station requiring the supplement failed to receive a copy, request should be made upon the Central Office.

ORIGIN OF GOODS

All stations submitting Purchase Requisitions *must* indicate thereon if the material to be purchased is of foreign or domestic origin. This may be indicated by the statement "goods are of domestic origin" or "goods are of foreign origin". See Personnel and Business Administration Circular No. 233 and items in TOPICS AND PERSONNEL for May 1933 and April 1934.

FIELD PURCHASES OF ELECTRIC-LAMP BULBS

The annual contract of the Procurement Division, Treasury Department, for incandescent electric lamps (bulbs) permitted the Department of Agriculture to purchase in the open market during the fiscal year

1934 less than standard-package quantities (broken packages). The annual contract this fiscal year (1935) does not make provision for small-quantity purchases (less than standard package) by our field offices. Therefore, all lamps, regardless of quantity, must be requested from the Central Office on requisition, and purchases made under existing contracts. In cases of extreme emergency, a few lamps may be purchased locally by the official in charge, but a statement must be rendered with account indicating the emergency.

**DISCONTINUANCE OF 8 P. M. CEILING-VISIBILITY-DEWPOINT WORD FROM
SPRINGFIELD, MO.**

Discontinuance of the 8 p. m. ceiling-visibility-dewpoint word in the 8 p. m. SGL D&A report from Springfield, Mo., was authorized on July 24, 1934. The 8 a. m. ceiling-visibility-dewpoint word will be continued in the SGL D&A report from this station.

AIRPORT STATION AT EVANSVILLE, IND., CLOSED

The airport station at Evansville, Ind., was closed during July. The pilot-balloon and 4-hourly observational work formerly conducted there will be performed at the city office hereafter.

MARKING ENVELOPES FOR THE CENTRAL OFFICE

Attention is again invited to the proper marking of envelopes containing forms for the Central Office. It is requested that station officials see that envelopes containing forms be marked to conform to instructions given in TOPICS AND PERSONNEL for December 1930, page 108.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to offices in local Federal Business Associations as follows:

Mr. Carl E. Hadley, Chattanooga, elected president; Mr. Gustave S. Lindgren, Albany, elected vice president; Mr. Walter J. Bennett, Jacksonville, elected secretary.

RETIREMENT

Mr. William A. Shaw, official in charge at Northfield, Vt., was retired at the termination of July 31, 1934. He was born at Northfield, Vt., on July 25, 1864. Mr. Shaw enlisted in the Signal Corps on October 30, 1888, and served as assistant at Portland (Maine), Boston, New York, and Sioux City, and as official in charge at Pierre and Northfield.

DEATH

Mr. Benjamin A. Blundon, who was retired July 31, 1930, died at his home in Washington, D. C., July 31, 1934. A notice of his retirement and outline of service may be found in TOPICS AND PERSONNEL for July 1930.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of July 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Apperson, John G.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month, by transfer from the Office of the Secretary.
Banfield, Norman C.....	Juneau, Alaska.....	Senior observer at \$2,000, resigned; record, excellent.
Book, Philip.....	Washington, D. C.....	Appointed assistant messenger at \$1,080, by transfer from Agricultural Adjustment Administration.
Chandler, Nathan.....	Washington, D. C.....	Appointed guard (watchman), Cu-3, at \$1,200, by transfer from the Office of the Secretary.
Conner, Noah D.....	Washington, D. C.....	Appointed assistant clerk-stenographer, CAF-3, at \$1,620 for a probational period of three months, under the provisions of the National Industrial Recovery Act, and continue for the duration of work not later than June 30, 1935.
Crawford, James J.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month, by transfer from the Office of the Secretary.
Drury, R. French.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month, by transfer from the Office of the Secretary.
Garner, George W.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month, by transfer from the Office of the Secretary.
Gumpf, Ralph E.....	Washington-Hoover Airport, Va.	Transferred from the departmental to the field service.
Haines, William C.....	Washington-Hoover Airport, Va.	Transferred from the departmental to the field service.
Hess, Mrs. Iva B.....	Washington, D. C.....	Assistant clerk-stenographer, CAF-3, at \$1,620; name changed on rolls from Miss Iva B. Brooks.
Johnson, William L.....	Washington, D. C.....	Appointed guard (watchman), Cu-3, at \$1,200, by reinstatement.
Lennahan, Charles M....	Washington-Hoover Airport, Va.	Designation changed from assistant scientific aid, SP-4, at \$1,620 to assistant observer at the same salary, and transferred from the departmental to the field service.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Long, Walter P.....	Washington-Hoover Airport, Va.	Designation changed from scientific aid, SP-5, at \$1,800 to observer at the same salary, and transferred from the departmental to the field service.
McLaurin, Sylvester L...	Washington, D. C.....	Appointed guard (watchman), Cu-3, \$1,200, by transfer from the Office of the Secretary.
Montrop, Ernest G.....	Washington, D. C.....	Appointed guard (watchman), Cu-3, at \$1,200, by transfer from the Office of the Secretary.
Montzka, Alfred J.....	Washington-Hoover Airport, Va.	Designation changed from senior scientific aid, SP-6, at \$2,000 to senior observer at the same salary, and transferred from the departmental to the field service.
Moxely, Monroe C.....	Washington, D. C.....	Appointed relief watchman at \$3 per diem, wae., not to exceed \$45 a month, by transfer from the Office of the Secretary.
Russell, Orville E.....	Columbus, Ohio	Junior meteorologist at \$2,100, resigned; record, fair.
Shaw, William A.....	Northfield, Vt	Junior meteorologist at \$2,400, retired.
Seff, Raymond.....	Chicago, Ill.....	Under operative at \$1,200, resigned; record, excellent.
Ziegler, William J.....	Washington-Hoover Airport, Va.	Designation changed from scientific aid, SP-5, at \$1,800 to observer at the same salary, and transferred from the departmental to the field service.

Changes in assignments

Name	Relieved from—	Assigned to—
Givens, Will M.....	Bakersfield, Calif.....	Big Spring, Tex., assistant.
Guthrie, Leon J.....	Bakersfield, Calif.....	Dayton, Ohio, in charge.
Julien, Harold L.....	Evansville, Ind.....	Detroit, Mich., assistant.
McKinney, Wilbur F....	Cheyenne, Wyo.....	Omaha, Nebr., assistant.
Marks, Arthur M., jr....	Omaha, Nebr.....	Newark, N. J., assistant.
		Mitchel Field (Hempstead, L. I., N. Y.)
Rollins, Howard A.....	Evansville, Ind	Cleveland, Ohio, assistant.
Sawyer, Harold A.....	Tucson, Ariz.....	Phoenix, Ariz., assistant.

W. D. R. Glegg

WEATHER BUREAU TOPICS AND PERSONNEL

AUGUST 1934

ASSISTANT AND ASSOCIATE METEOROLOGIST EXAMINATION

The Weather Bureau has been charged by the President and the Secretary of Agriculture with the responsibility of extending its sphere of usefulness along the lines recommended by the Science Advisory Board. One of the most important recommendations of the "Committee on the Weather Bureau" of this board is that provision be made at once for extending the so-called air-mass analysis method over the United States. In order to make a beginning to carry out this recommendation it is necessary to secure a small number of people specially trained and experienced in investigative or research work involving the more modern methods employed in synoptic meteorology, including "air-mass analysis". Therefore, it was necessary to hold an examination, through the Civil Service Commission, for the positions of assistant and associate meteorologist to secure candidates that have the required educational training and the experience in this work.

It is desired to convey to the employees of the Bureau that there has been no change in the policy of the Bureau for the advancement of sub-professional employees that have the educational requirements and experience to the professional class in the event of any vacancy in that class. The same principle applies in the case of employees already in the junior meteorologist grade as to their possible advancement to the position of assistant or associate meteorologist in connection with vacancies occurring in the latter grades. Should any employee, either subprofessional or professional, be selected for advancement to a professional or to a higher professional grade, for which he is qualified through experience, educational qualifications, or both, he would simply be required to take a noncompetitive Civil Service examination, consisting primarily of a questionnaire form on which it is necessary to prove to the satisfaction of the Commission that he has the necessary qualifications and experience at the time he is being recommended for promotion.

UNIVERSITY STUDENT AID EXTENDED BY F. E. R. A.

The Federal Emergency Relief Administration has authorized a project of providing funds to aid, during the entire next school year, about 100,000 young men and women who are working their way through college. This is a continuation of the plan under which similar aid was provided to approximately 175,000 during the past year.

The funds allotted to the universities by State administrators shall be used to pay students for doing socially desirable work, including the sort customarily done in the institutions by students who are working their way through college, such as clerical, library, and research work.

The Bureau wishes to extend all possible cooperation to the universities in cities where regular stations are located in providing work for students in the nature of compiling meteorological data whenever practicable. Therefore, station officials located in university towns should contact the university and offer to cooperate in every way possible. Circulars describing the project in greater detail will be mailed to stations *at which universities are located* within a few days.

In the event that individual stations do not have uncompleted projects that students could be employed on, the Central Office has a large quantity of uncompleted work sufficient to provide necessary material for all such stations.

AMENDMENT TO FISCAL REGULATIONS OF THE DEPARTMENT

Paragraph 35 of the Fiscal Regulations of the Department is amended to read as follows:

35. *Assignment of salaries.*—No assignment shall be made of Department salaries payable by a disbursing officer of the Treasury Department. In such cases the purpose formerly served by assignment may be accomplished through power of attorney. A standard Treasury power-of-attorney form is available. Where salary is payable by a special disbursing officer of the Department or by a fiscal agent, Forest Service, assignments of salaries may be made by employees when absent on account of illness, annual leave, or official business, except as hereinafter prohibited. When an employee desires to make an assignment of his pay under any of the circumstances enumerated above, he shall give to the special disbursing officer or fiscal agent a written order on a form provided for the purpose, showing the full name and address of the assignee and the period covered by such assignment. Under no circumstances will any assignment or other order for salary be approved or honored by the special disbursing officer or a fiscal agent when in the nature of an assignment or other making over of salary for value received, or as a security for a loan, or when made payable to loan brokers or companies or agents thereof.

The change complies with a request of the Chief Disbursing Officer of the Treasury, which stresses the delays caused by the assignments where, as in the Treasury disbursing system, the checks are made from stencils. Each assignment means a new stencil or the typing of the check. It is believed that the change will scarcely sacrifice convenience, since the power of attorney will practically serve every purpose of the assignment.

AIRPLANE WEATHER OBSERVATIONS AT ARMY FIELDS

The official status of the airplane weather-observation stations now located at Selfridge Field, Scott Field, Maxwell Field, Mitchel Field, Wright Field, Kelly Field, and Fort Crockett has been changed to first-order aerological stations. The men who have been *detailed* to the Army

fields are now *assigned* there instead of to the supervising Weather Bureau Office. The latter, however, will continue to have general supervision of the Army field stations.

Correspondence will be carried on directly with the airplane weather-observation stations, copies of all letters being sent to the supervising Weather Bureau Office. It is preferred to have the name of the observer assigned to the Army field station included in the city office pay roll. However, if good reason can be shown in any particular case why a separate pay roll should be submitted, the matter may be brought to the attention of the Central Office for consideration. Property accountability will be carried as at present.

AIRWAYS FORECASTS

In connection with the transfer of the air-mail activities from Pasco, Wash., to Pendleton, Oreg., it was necessary that the designation of 4-hourly airways forecasts involving this point also be changed to correspond. Beginning August 25, 1934, therefore, the designations of the Portland-Pasco, Pasco-Spokane, and Pasco-Boise forecasts were changed to Portland-Pendleton, Pendleton-Spokane, and Pendleton-Boise, respectively.

REPORTING LOW, SCATTERED CLOUDS IN AIRWAYS AND 4-HOURLY WEATHER REPORTS

Paragraph 31(f) of the circular "Instructions for Making 4-Hourly Reports", dated July 15, 1933, is hereby revoked. Instructions contained in paragraph 1(b) of Form 1133, "Instructions for Airways Observers", effective August 1, 1934, supersede these. In the case of telegraphed 4-hourly reports, the method of reporting as outlined in paragraph 20(f) of the above-mentioned circular will be continued, except that the word "Four" will apply to clouds lying between 2,001 and 3,000 feet rather than 2,001 and 5,000 feet. In transferring these data from code to English units for relay by teletype or radio the average value of the interval should be given, i. e., "One" would be sent as 200, "Three" as 1,500, etc.

Stations adding 4-hourly data to radio or teletype sequence reports are requested to make certain this change is conformed with. General supervising stations should advise all intermediate or off-airways stations concerned which do not receive a copy of this instruction.

CEILING-VISIBILITY-DEW POINT WORDS IN SGL D&A SYSTEM

Effective on and after October 1, 1934, distribution of special words used for ceiling, visibility, and dew point in the SGL D&A system will be *discontinued* from the following stations:

Concordia.	Savannah.
Dodge City.	Thomasville.
Lander.	Valentine.
Montgomery.	Winnemucca.
North Head.	Santa Fe.

Stations from which ceiling-visibility-dew point words will be *continued* in the SGL D&A system after September 30, 1934, in accordance with circular of November 15, 1932, "Changes in Airways Service for the Purpose of Effecting Economies", are as follows:

Macon.	Sioux City.
Corpus Christi.	Springfield, Ill.
Brownsville.	Springfield, Mo. (a. m. only).
Grand Rapids.	

USE OF NEW FORM 1130

At present there are two different types of Form 1130 in use, one being 8 by 10½ inches in size and the other 10 by 12 inches. The latter type was developed in view of the demand for more space on the form and is now in use at a number of points. However, owing to the large hold-over supply of the old-type forms their use was continued at a number of stations.

It is now desired to effect uniformity in the use of these forms and, therefore, beginning January 1, 1935, the use of the large-sized (10 by 12) form will be inaugurated at all stations where Form 1130 is now used. Direct supervising stations should make requisition on Form 4020B for the number of pads required for use at their own station or at substations under their supervision. General supervising stations will make requisition for the number required to supply their own station, Weather Bureau airways stations under their direct supervision, and for Department of Commerce airways weather-reporting stations on the airways under the general supervision of their stations.

Supplies of the old-type form that are remaining on January 1, 1935, could be used as scratch sheets or in any other manner which may be deemed proper.

RIVER GAGES AT FORT SMITH, AND VAN BUREN, ARK.

A river station was opened at Van Buren, Ark., on August 1, 1934. The gage (a recorder) will be about 7 miles downstream from the Fort Smith gage. This action has been taken on account of the great difficulty that has always been experienced in obtaining low-water readings at Fort Smith.

Readings will be continued at Fort Smith, except of stages *below* 5.0 feet.

Stations now receiving the Fort Smith stage by telegraph will, in the future, receive the Van Buren stage daily, and the Fort Smith stage also when the latter is 5.0 feet or higher.

The flood stage and the mean sea-level elevation of the Van Buren gage are not yet available.

COOPERATIVE OBSERVERS

The following letter, which is self-explanatory, has been received from the official in charge of the Idaho climatological section:

There has recently been adopted at this section center a plan which has proven most satisfactory.

A card index is kept of the list of cooperative observers, giving the length of services and the date of the beginning of their services. Each month a letter is written to all observers whose services began during that particular month, and who have served 10 years or more, expressing the appreciation of the Weather Bureau for their valued services.

The response to these letters has been most gratifying. The observers seem highly pleased with the expression of appreciation and good will, particularly if they have served for a long period, as evidenced by the fact that a number have had the letter printed in the local newspapers.

Cooperative observers are generally faithful to their duties, but too frequently it is taken as a matter of fact. A friendly letter from the section director commending them for their efforts stimulates a desire to render even better services.

PAY ROLLS COVERING WAGES OF SUBSTATION EMPLOYEES

Station officials are reminded of the necessity of complying with instructions contained in the last sentence of paragraph 96(b) of Station Regulations, which reads as follows: "When the account of any substation employee is omitted from the roll, an explanatory memorandum will be transmitted therewith."

CIRCULAR LETTER, "SPECIAL CONDITIONS TO BE INCLUDED IN REQUESTS FOR PROPOSALS"

A circular letter, issued by the Chief of Bureau and headed "(A). Special Conditions to Be Included in Requests for Proposals" will be mailed to all stations within the next few days. Stations not receiving a copy within a reasonable time should notify the Central Office.

SERIAL NUMBERS OF HYDROGEN-GAS CYLINDERS

The provisions of the paragraph headed "Preparation of Vouchers", on page 3 of circular letter dated June 28, 1934, entitled "Purchase of Hydrogen Gas at Field Stations During the Fiscal Year 1935", are hereby amended to require that station officials include on each voucher or certified invoice the serial numbers of all cylinders covered therein.

MARKING ENVELOPES FOR CENTRAL OFFICE

Attention is called to item in TOPICS AND PERSONNEL for December 1930, entitled as above. In this connection, when aerometeorograph calibration data are accompanied by a letter of transmittal, the envelope should have no marking on it indicating that it contains forms.

CERTIFICATES OF MEMBERSHIP IN THE STATE RUSSIAN GEOGRAPHICAL SOCIETY PRESENTED TO DR. CHARLES F. MARVIN AND DR. WILLIAM J. HUMPHREYS

Doctor Marvin and Doctor Humphreys, of the Central Office, were recently honored by being presented with certificates of membership in the State Russian Geographical Society on June 1, 1934. Doctor Marvin was elected to honorary membership in the society and Doctor Humphreys as a corresponding member. The certificates were presented by Dr. William Bowie, of the U. S. Coast and Geodetic Survey, at the request of Prof. J. Schokalsky, honorary president of the State Russian Geographical Society.

HONORS RECENTLY CONFERRED UPON DR. ISAAC M. CLINE

Dr. Isaac M. Cline, principal meteorologist, in charge of the New Orleans district forecast center, has recently been honored on two occasions. First, on June 6, 1934, the honorary degree of doctor of science was conferred upon him by the Tulane University of Louisiana, New Orleans, La., and later, in recognition of the service that he has rendered New Orleans and the Gulf States generally, a bronze bust was placed in the Delgado Museum of Art in New Orleans.

RED BLUFF, CALIF., STATION CLOSED

Effective September 30, 1934, the first-order station at Red Bluff, Calif., will be closed. Observations will be discontinued September 15, and the Redding, Calif., reports will be substituted for Red Bluff in the SGL D&A system. A special substation (river and cooperative) will be established at Red Bluff, effective September 15, 1934, under the supervision of the Sacramento office.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to offices in local Federal Business Associations as follows:

Mr. P. G. McGinnis, Huron, elected president; Mr. Joseph L. Cline, Dallas, elected vice president.

DR. CHARLES F. MARVIN RETIRES

Dr. Charles F. Marvin was retired at the termination of August 31, 1934. He was born at Putnam, Ohio, on October 7, 1858; was appointed to the civilian corps of the Signal Service as junior professor of meteorology on September 1, 1884, and appointed Chief of the Weather Bureau August 4, 1913, in which capacity he served until the termination of January 30, 1934. In accordance with the wishes of the Secretary of Agriculture, and in harmony with his own desires, he was appointed to the position of Research and Advisory Associate, effective January 31, 1934. This position he retained until the end of August 31, 1934, completing in the meantime certain research studies and rounding out 50 years of continuous service in the United States Government.

Doctor Marvin served as Chief of the Instrument Division for about 28 years, during which time he conducted experiments upon which are based tables used by the Weather Bureau for determining the moisture in the air; made important investigations of anemometers for the measurement of wind velocities and pressures; invented instruments for measuring and automatically recording rainfall, sunshine, atmospheric pressure, etc. He made extensive studies of, and wrote on, the use of kites for ascertaining the meteorological conditions in the free air; designed; and constructed instruments for the registration of earthquakes, and

gave much attention to the measurement of evaporation. After becoming Chief of Bureau he designed an instrument, used by the Bureau, for measuring solar radiation, and continued his studies of anemometry, electricity, resistance thermometers, etc. He is the author of many technical papers on meteorology, and served on the simplification of the calendar.

Doctor Marvin was made a Knight of the First Class of the Royal Order of St. Olav by His Majesty, the King of Norway, in 1926 in recognition of the excellent service which the Bureau, under his direction, rendered Norway in connection with its polar explorations.

Doctor Marvin served on numerous scientific committees, the following being some of the more important:

International Meteorological Committee; National Research Council; first secretary of section on meteorology of International Geophysical Union, organized at Brussels; commissioned by President Wilson as member of National Advisory Committee for Aeronautics; represented the Department on National Research Council as member and vice chairman of committee on Federal Relations; member of Interdepartmental Board on International Service of Ice Observations, Ice Patrol, and Ocean Derelict Destruction; honorary member of American Climatological and Clinical Association; member of Executive Committee of the Division of Physics, Mathematics, Astronomy, and Geophysics, National Research Council; member of National Executive Committee, National Laboratory for Invention and Research; member at large of the Division of Physical Science of National Academy of Science; member of the Technical Committee of the Aero Club of America; various subcommittees, National Advisory Committee on Aeronautics; honorary member State Russian Geographic Society.

He is a fellow of the American Meteorological Society (president, 1926-27) and a member of the Seismological Society of America; Geophysical Union (chairman, meteorological section, 1920-22); American Association for the Advancement of Science; Washington Philosophical Society (president, 1904); Washington Academy of Sciences, and National Geographic Society (appointed life member in 1934 and member of its advisory committee on stratosphere flight of July 28, 1934.)

On retiring as Chief of the Bureau, Doctor Marvin was presented with a folder of appreciative testimonials by the field personnel, and at the close of his 50 years of service he was given a reception by the entire staff, administrative, technical, and clerical, of the Central Office and presented with a handsome, illustrated album commemorative of his association with and service to the Bureau and to the public.

RETIREMENTS

Mr. William M. Guttridge, mechanic (painter), was retired at the termination of August 31, 1934. He was born at Washington, D. C.,

on August 20, 1869. Mr. Gutridge entered the service of the Bureau on March 21, 1912, and served at the Central Office until the time of his retirement.

Mr. John Sweetney, laborer, at the Central Office, was retired at the termination of August 31, 1934. He was born in Charles County, Md., on January 4, 1869. Mr. Sweetney was appointed as laborer December 1, 1918, and served at the Central Office in that capacity until retired.

DEATHS

Mr. Gerald J. O'Connor, junior meteorologist at the New York, N. Y., station, died August 20, 1934. He was born at Waterford, N. Y., on June 24, 1867. Mr. O'Connor enlisted in the Signal Corps on January 2, 1890, and served as assistant at New York, Rochester, Norfolk, Louisville, Cairo, and St. Louis.

Mr. Marsden Wright, who was retired June 30, 1932, died August 16, 1934, at Iola, Kans. A notice of his retirement and a brief outline of his services will be found in "TOPICS AND PERSONNEL" for June 1932.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of August 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Bemis, Charles N.....	Northfield, Vt.....	Junior meteorologist, salary readjusted from \$2,100 to \$2,400 ¹ .
Connor, Noah D.....	Washington, D. C.....	Promoted to clerk-stenographer, CAF-4, at \$1,800 from assistant clerk-stenographer, CAF-3, at \$1,620 and transferred to the field service of the Bureau of Plant Industry.
Cornelius, Rolen L.....	Atlanta, Ga.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,100.
Davis, Vernor T.....	Portland, Ore.....	Assistant observer at \$1,620, resigned; record, excellent.
Dobbs, Roswell V.....	Ithaca, N. Y.....	Appointed junior observer at \$1,440 by reinstatement.
Fisher, Lawrence C.....	Seattle, Wash.....	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,400.
Garner, George W.....	Washington, D. C.....	Relief watchman at \$3 per diem, was., resigned; record, good.
Gutridge, William M....	Washington, D. C.....	Mechanic, Cu-6, at \$1,860, retired.
Heine, Richard.....	Phoenix, Ariz.....	Assistant observer at \$1,860, restored to duty from leave without pay on August 11, 1934.
Hovde, Martin R.....	Minneapolis, Minn....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,700.
Lockwood, William E....	Washington, D. C.....	Clerk (Telegrapher) CAF-4, at \$1,920, granted leave without pay from August 21 to termination of November 21, 1934.
Marvin, Charles F.....	Washington, D. C.....	Principal meteorologist, P-6, at \$6,400, retired.
Maughan, William E....	Helena, Mont.....	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,300.
Miles, William P.....	San Francisco, Calif.... (Oakland, Calif.)	Assistant observer at \$1,620, resigned; record, excellent.
O'Connor, Gerald J.....	New York, N. Y.....	Junior meteorologist at \$2,100, died August 20, 1934.
Peacock, Matthew I.....	Eastport, Maine.....	Promoted to junior meteorologist at \$2,000 from observer at \$1,800.
Prucha, Gilbert L.....	Juneau, Alaska.....	Promoted to senior observer at \$2,000 from observer at \$1,800.
Purcell, Ulysses G.....	Minneapolis, Minn....	Associate meteorologist at \$3,400, retired.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Sandy, Laverne L.....	Oklahoma City, Okla...	Minor observer at \$1,020, granted leave without pay from July 6 to termination of October 5, 1934.
Stevens, Philip H.....	Ithaca, N. Y.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Strachila, Joseph J.....	Portland, Oreg.....	Assistant observer at \$1,620, leave without pay extended to termination of November 30, 1934.
Sweetney, John.....	Washington, D. C.....	Senior laborer, Cu-3, at \$1,260, retired.
Woolard, Edgar W.....	Washington, D. C.....	Appointed senior meteorologist, P-5, at \$4,600 by reinstatement.

¹Includes allowance of \$340 for quarters.

Changes in assignments

Name	Relieved from—	Assigned to—
Bemis, Charles N.....	Eastport, Maine.....	Northfield, Vt., in charge.
Brown, Merle A.....	Pocatello, Idaho.....	Baker, Oreg., assistant.
Brown, Jean A.....	Baker, Oreg.....	Pocatello, Idaho, assistant.
Chappell, William B....	Tampa, Fla.....	Miami, Fla., assistant.
Cornelius, Rolen L.....	Montgomery, Ala.....	Atlanta, Ga., assistant.
Hovde, Martin R.....	Huron, S. Dak.....	Minneapolis, Minn., in charge.
Newton, Charles H.....	Corpus Christi, Tex....	El Paso, Tex., assistant.
Osmun, James W. W....	Newark, N. J.....	Atlanta, Ga., assistant.
Peacock, Matthew I....	Ithaca, N. Y.....	Eastport, Maine, in charge.
Raven, Charlie.....	El Paso, Tex.....	Corpus Christi, Tex., assistant.
Sanders, Ralph.....	Atlanta, Ga.....	Newark, N. J., assistant.
Sawyer, Harold A.....	Phoenix, Ariz.....	Montgomery, Ala., assistant.

W. D. R. Suggs

WEATHER BUREAU TOPICS AND PERSONNEL

SEPTEMBER 1934

PAY-ROLL NOTIFICATION CARDS

The Central Office is preparing pay-roll notification postal cards which will be used to advise as to the date station pay rolls have been forwarded to the Disbursing Office for settlement. The date of receipt of checks and the date check envelope is postmarked, if any, are to be entered thereon by station officials and the card returned with the next subsequent pay roll.

Present practice of returning check envelopes is hereby discontinued.

The utmost dispatch is being given to the audit of pay rolls and in most cases they are being forwarded for settlement either on the day of receipt or the first working day thereafter, and in all cases within 2 working days after the day of receipt, unless delayed for unavoidable cause, such as noncertification or other irregularity.

If notification card is not received when due (computed on full mailing period to and from Washington, D. C., plus 3 working days in audit, including day of receipt), station officials may notify the Central Office, which will call for duplicate voucher if it is indicated that the original has been lost in transit.

A few station officials fail to send in their pay rolls promptly. There is no objection to this on the part of the Central Office, as it relieves by that much the heavy "peak load" at the end of pay-roll periods. However, for a time at least, the notification card, marked "Pay roll not received", will be mailed when pay rolls have not been received 3 days after customary time of arrival.

AID IN DETERMINING THE 3-HOUR PRESSURE CHANGE

In an effort to obtain more accurately the pressure change for the 3 hours preceding observation time, there has been devised at Salt Lake City a template made of thin, strong cardboard, the top and bottom sections of the left end of which are cut to match the time curves on the barograph sheet, while the midsection projects to the left by an amount equal to the difference between the time of observation and the ruled time line on the barograph sheet. With this template as a guide, curves are drawn on the barograph sheet with a sharp, hard pencil. The intersection of the barograph trace with these curves aids the observer in identifying the pressure values 3 hours before observation time.

CONTRIBUTIONS TO ANY POLITICAL FUND

The following memorandum was issued by the Secretary of Agriculture for the information of all employees in the Department:

"It has come to my attention that employees of the Department are receiving requests for contributions to the campaign funds of political organizations.

I find that the Civil Service Act of January 16, 1883, provides as follows:

* * * that no person in public service is for that reason under any obligation to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so.

Employees are reminded that any such contributions made by them are presumed to be entirely voluntary".

(Signed) H. A. WALLACE,
Secretary.

USE OF TAX-EXEMPTION CERTIFICATES

Tax-exemption certificates, issued in connection with the purchase of gasoline or oil, are to be used only when traveling on official business on an actual expense basis or for the purchase of gasoline for official station use. They are not to be used when traveling on official business on a mileage basis or without expense to the Government. The certificates should be used only by the person whose name appears on the "Identification Card" (Standard Form No. 45). Identification cards should be returned to the Central Office at the expiration of their use; or, in any event, at the close of the fiscal year.

Tax-exemption certificates are possible of use by unauthorized persons, and for that reason should be given careful custody. Station officials holding unused certificates must see that they are turned over to their successors in office, or to the Central Office, upon transfer of station or separation from the service.

PICK-UP AND DELIVERY CHARGES ON FREIGHT

Reference is made to TOPICS AND PERSONNEL for May, 1934, page 30, regarding "Pick-up and Delivery Charges on Freight".

The above applies to freight shipments only. Where shipments are made by express the statements overprinted on the bill of lading must not be executed.

For the information of the station officials the following is quoted from Comptroller General's Decision No. A-52633, dated May 15, 1934, which is self explanatory:

Under certain conditions as defined in their tariffs, carriers will pick up freight shipments from consignors and haul them to local freight stations without charges additional to the through freight rates, or make allowances if the shipments are delivered to freight stations by consignors. Also under certain conditions as defined

in their tariffs, carriers will deliver shipments from freight stations at destinations to consignees without charges additional to the through freight rates, or make allowances if consignees transport shipments from the freight stations.

When pick-ups and/or deliveries are by other than Government agencies no allowances accrue to the Government. When pick-ups and/or deliveries are by the Government and allowances accrue, it is essential that the respective administrative offices and the General Accounting Office have knowledge of the facts * * *.

CIRCULAR LETTER OF SEPTEMBER 20, 1934, "SPECIAL CONDITIONS TO BE INCLUDED IN REQUESTS FOR PROPOSALS"

For purposes of the circular letter, the terms "construction" and "supplies" are defined as follows:

Construction.—Proposals wherein the specifications cover labor and materials in constructing a building, platform, shelter, erecting or painting storm-warning tower, painting Weather Bureau building, installing electrical circuits, etc. The labor in these specifications usually involves a greater portion of the total cost.

Supplies.—Proposals wherein the specifications cover supplies, articles, or materials, and little (if any) labor, such as furnishing and installing electrical motors, stoves, refrigerators, furnishing and laying linoleum, etc.

PRACTICE FORECASTS DURING 1935

Application for authority to make practice forecasts for official verification during the year 1935 will be received until November 15, 1934.

The grouping of States will be as follows:

Group 1.—Ohio and western New York.

Group 2.—Iowa and Minnesota.

Group 3.—Louisiana and Arkansas.

Group 4.—Colorado and New Mexico.

Group 5.—Washington and Oregon.

Group 6.—Northern California and southern California (will not be used in 1935).

Group 7.—North Carolina and South Carolina.

Group 8.—Indiana and Lower Michigan.

Conditions governing applications are the same as those contained in items appearing in the October 1929 and October 1930 issues of TOPICS AND PERSONNEL, and those items should be carefully noted before requests are submitted.

Applicants whose hours of duty are such as to preclude the preparation of practice forecasts by noon, E. S. T., should state in their application letters the earliest time (E. S. T.) at which they can be completed with regularity.

ABBREVIATIONS FOR USE IN RADIO AND TELETYPE TRANSMISSIONS

A list of abbreviations printed on a card and entitled "Abbreviations Authorized for Use in Meteorological Transmissions by Radio and Teletype," effective October 1, 1934, was mailed to all stations during the

latter part of September 1934. A sufficient number was forwarded to each general supervising station to provide for their issuance to Weather Bureau substations at teletype or radio points. A supply was furnished to the Department of Commerce, War Department, and Navy Department for distribution to stations of those organizations. Any station not receiving a card should notify the Central Office and one will be mailed.

In connection with the abbreviations for clouds, it will be noted that two types not heretofore used in regular Weather Bureau work are listed thereon. These are "alto-cumulus-castellatus" and "mammato-cumulus", and refer, respectively, to the cloud pictures shown under figure 16 on page 14 and the bottom half of figure 29 on page 21 of the Weather Bureau pamphlet entitled "Cloud Forms", second edition. They will be used in airways reports transmitted by radio or teletype exactly the same as other type clouds, i. e., their amount and direction will be reported when they are observed. If combined with other clouds in such a manner that they would not be reported under the special cloud groups, they will be reported under "Remarks", giving the amount and direction of movement, i. e., "2 MCU NW". As there is no code by which they may be enciphered in *telegraphed* 4-hourly reports, therefore they will be entered as alto-cumulus and strato-cumulus, respectively, in such reports.

They will be entered on airways forms but not on Forms 1083, 1001, or other climatological forms.

CHANGES FOR CIRCULAR NO. 1—RADIO

In the Pacific Major Marine Bulletin the report for Redding, Calif., (latitude 40° 33' N, longitude 122° 25' W) was substituted for Red Bluff on September 15, 1934. The key letters RD are now being used for Redding.

Copies of Circular No. 1—Radio, on hand at stations, should be changed accordingly.

DISTRIBUTION OF DEPARTMENT OF COMMERCE "NOTICES TO MARINERS"

The Bureau of Lighthouses, Department of Commerce, wishes to secure in favorable port localities the cooperation of Weather Bureau Offices as centers of distribution for small numbers of their weekly publication "Notices to Mariners." Such cooperation is approved as an adjunct to our general program of marine contacts and service to maritime interests. Initiation of detailed arrangements is being left entirely to district superintendents of lighthouses, and this notice is intended simply to apprise Bureau officials of the proposed plan and to authorize their reasonable cooperation if and when they are approached in the matter, as outlined.

The Central Office should be advised if such local arrangements are made.

AIRPORT STATION SIGNS

In order to have uniform signs at all airport stations over the country, action has been taken at the Central Office to purchase a supply of decalcomania signs, in color, for use at such points. These signs will carry the usual legend in gold letters on a black field. They can be applied to either wood or glass; full directions for their use being printed on the back of each. Two sizes will be available, viz., 5 by 20 inches and $2\frac{1}{2}$ by 10 inches.

Upon delivery of the signs at the Central Office by the contractor, action will be taken to mail one large and one small sign to each airport station. Upon receipt, action will be taken immediately to place them in use, removing sign now in use if practicable. The signs should be placed on a conspicuous window or door, but if this is not practicable, the sign should be placed on a board of the proper size, and be located where it can readily be seen by all concerned. The larger sign should be used near or on the usual entrance to the office and the smaller may then be used on a suitable window or on another door.

Any details, such as purchase of varnish, construction of a board on which to place the sign, etc., can be handled locally. A Purchase Requisition will be submitted for any item not covered by Circular 7. The actual transferring of the signs from the decalcomania to glass or wood will be done by the Weather Bureau personnel.

CORRECTION TO CIRCULAR O

An error has been found in table 7 of Circular O, "Instructions for Making Pilot-Balloon Observations". For a pressure of 29.16 inches the pressure in millibars should be 987.5 instead of 987.1, as printed. All stations having copies of Circular O are requested to make the necessary correction in this table.

DISCONTINUANCE OF FORM 1112—AEROLOGICAL

Effective October 1, 1934, the use of the pilot-balloon weekly summary Form 1112—Aerological, will be discontinued. The last of these forms to be mailed to the Central Office will be those for the week ending September 29, 1934. The maximum-altitude and maximum-velocity data which have been entered near the bottom of Form 1112, are now to be entered *for each month instead of for each week*, under "Notes" on Form 1110A for the last observation of each month.

INK RECORDS IN DAMP WEATHER

Frequent renewal of the ink employed in thermograph pens is recommended as a means of lessening dilution with water absorbed from the atmosphere on foggy or rainy days. The ink contains glycerine, which readily combines with atmospheric moisture. The old ink may be removed by absorption into a tapered strip of blotting paper.

NEW FIRST-ORDER STATIONS

Effective October 1, 1934, a first-order station will be established at San Pedro, Calif., under supervision of the Los Angeles station. The office will be located in a building known as Berth 88, foot of First Street. Mr. Percy E. Garrison, senior observer, will be in charge.

A first-order station for airways work will be opened at Kingman, Ariz., shortly after October 15, 1934. The station is being established for the purpose of providing balloon observations from that point. The office will be located in the Administration Building at the airport. Mr. Clarence V. Lang, assistant observer, will be in charge.

AIRPORT STATION AT CAMDEN, N. J., CLOSED

The airport station at Camden, N. J., was closed at the termination of September 6, 1934. However, the hourly weather reporting work carried on at that station will be continued through cooperation with the Department of Commerce.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Dean Blake, San Diego, reelected vice president.

DEATHS

Mr. Dewey A. Seeley, associate meteorologist, in charge of the Lansing, Mich., station, died September 20, 1934. He was born at Pontiac, Mich., on August 4, 1875. Mr. Seeley entered the service on August 26, 1898, and served as assistant at Lansing, Albany, Philadelphia, and Chicago, and as official in charge at Peoria and Lansing, serving in that capacity at the latter station for nearly 25 years.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of September 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Bell, Lester B.	Rapid City, S. Dak.	Appointed minor observer at \$1,020; temporary appointment terminated.
Borders, George R.	Davenport, Iowa.	Appointed junior observer at \$1,560, by reinstatement.
Caffery, Mrs. Laura M. . .	Washington, D. C.	Appointed assistant clerk, CAF-3, at \$1,620, under the provisions of the National Industrial Recovery Act, and to continue until the duration of the work, but not beyond June 30, 1935, by transfer from Bureau of Entomology and Plant Quarantine.
Cogswell, Robert N.	Columbus, Ohio	Appointed junior observer at \$1,560, by reinstatement.
Gerber, Harry M.	New York, N. Y. (Newark, N. J.)	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Grinnell, William E.* . . .	Chicago, Ill.	Appointed minor observer at \$1,020, pending certification of eligibles.
Hays, Cloyd A.	Little Rock, Ark.	Observer at \$1,800, leave without pay extended to termination of March 14, 1935.
Hester, Ralph W.	Portland, Oreg.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440 and name changed from Ralph Hester.
Jacobs, Woodrow C.	San Diego, Calif.	Junior observer, cash salary readjusted to \$1,440 from \$1,380 to offset loss of quarters.
Lager, Ervin J.	Sandberg, Calif.	Junior observer, salary readjusted from \$1,440 to \$1,380, with allowance of \$60 for quarters.
Lerner, Harry.	Chicago, Ill.	Promoted to under operative at \$1,260 from minor observer at \$1,020.
Long, Thomas L.	Columbia, S. C.	Junior observer at \$1,440, granted leave without pay from September 17, 1934, to termination of December 16, 1934.
McBirney, Harold R.	Oakland, Calif.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
MacDonald, Torrence H. . .	Roseburg, Oreg.	Junior observer at \$1,440 resigned; record, excellent.
Mize, Ralph C.	Cleveland, Ohio.	Promoted to meteorologist at \$3,800 from associate meteorologist at \$3,700.

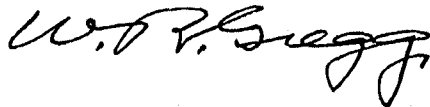
Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Moxley, Monroe C.	Washington, D. C.	Relief watchman at \$3.00 per diem, waec., resigned; record, good.
Penfield, Charles F.	Portland, Oreg.	Appointed junior observer at \$1,440 by reinstatement.
Seeley, Dewey A.	Lansing, Mich.	Associate meteorologist at \$3,300; died, September 20, 1934.
Steves, Verne D.	Omaha, Nebr.	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Vaughan, Lloyd D.	Columbus, Ohio.	Promoted to observer at \$1,800 from assistant observer at \$1,620.

* Indicates temporary appointment.

¹ Includes allowance of \$400 for quarters.*Changes in assignments*

Name	Relieved from—	Assigned to—
Denman, George, C.	Des Moines, Iowa.	Cheyenne, Wyo., assistant.
Eichmeier, Albert H.	Cheyenne, Wyo.	Des Moines, Iowa, assistant.
Garrison, Percy E.	Red Bluff, Calif.	San Pedro, Calif., in charge.
Jacobs, Woodrow C.	Sandberg, Calif.	San Diego, Calif., assistant.
Lager, Ervin, J.	San Diego, Calif.	Sandberg, Calif., assistant.
McGregor, Clifford J.	Nome, Alaska.	Seattle, Wash., assistant.
Mize, Ralph C.	Juneau, Alaska.	Cleveland, Ohio, in charge.
Prucha, Gilbert L.	Juneau, Alaska.	Nome, Alaska, in charge.
Robinson, Raymond C.	Philadelphia, Pa. (Camden, N. J.)	Akron, Ohio, assistant.
Thompson, Howard, J.	Fairbanks, Alaska.	Juneau, Alaska, in charge.



WEATHER BUREAU TOPICS AND PERSONNEL

OCTOBER 1934

LONG-RANGE FORECASTING

The widespread drought of the present year and the marked contrasts in temperature of last winter—abnormally cold in the Northeastern and Eastern States and in the Lake region and abnormally warm west of the Mississippi River—have given to the subject of long-range forecasting a prominence even greater than it ordinarily receives. In line with this increased interest, officials of the Bureau are constantly being requested to express their views as to the character of the weather for the next month, season, year, or years, as to the likelihood of another drought in the near future and whether or not the climate is definitely changing in one direction or another.

Long-range forecasting is a problem the solution of which would yield almost limitless benefits in all lines of human activity. This being true, it is proper that the Bureau should study this problem, and pursue investigations for the purpose of solving it, with all the energy and resources at its command. No avenue of approach having any reasonable promise of success should be neglected or, having been started, should be abandoned until the last shadow of doubt that useful results are possible is removed. The Bureau has adopted this as a policy, has already started work along some lines, will continue the investigations as vigorously as possible, and enlarge them to the extent that funds and other facilities permit. Personnel of the Bureau who are specially interested in this subject are encouraged to engage in such studies and to report the results, either positive or negative, to the Central Office.

It must be emphasized, however, that up to the present time no relationships or criteria have been established sufficiently sound to form the basis for even *fairly* definite long-range forecasts. A few of the lines that are being pursued, both in the Bureau and by investigators outside of it, offer some measure of hope, but further exhaustive study will be necessary before we can expect to develop relationships that will be of any use in actual practice. Therefore, it is essential that officials of the Weather Bureau be guarded in any statements made by them on this subject. Expressions of *personal views* on any meteorological subject cannot be, or at any rate are not, dissociated by the public from the Bureau's attitude and policy. Every official should bear this carefully in mind.

At the same time, as public servants, we are obligated, and it is our responsibility, to give to the public the benefit of all the information that we have and the conclusions that have been reached. All conclusions on this subject thus far are hedged in by a series of reservations, "ifs", "buts", etc. Therefore, these reservations should be included, and in fact emphasized, in preparing any statements regarding the weather of a future month, season, or year. Moreover, the statements should be expressed as *probabilities*, such as may be indicated by existing records, rather than as anything like *definite forecasts*.

Finally, lest there be conflict in statements issued by different officials, with consequent embarrassment and just criticism, all such statements must be submitted to the Central Office for consideration before issuance. They will be given very careful consideration and study, and thus whatever is published, or broadcast by radio, will represent the best judgment and the most thorough appraisal that it is possible to give to this perennially difficult subject.

WEATHER BUREAU REPRESENTATION ON NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

This Committee was established in 1915, and at that time consisted of 12 members. In 1929 the membership was increased to 15, including two representatives each from the War and Navy Departments and one each from the Smithsonian Institution, the Weather Bureau, and the Bureau of Standards, together with not more than eight additional persons "who shall be acquainted with needs of aeronautical science, either civil or military, or skilled in aeronautical engineering or its allied sciences". Dr. Charles F. Marvin was appointed in 1915 as a member of the original committee and served continuously as representative of the Weather Bureau until his recent retirement. His resignation, submitted at that time, was received with regret, and at the annual meeting of the Committee on October 18, 1934, a resolution was unanimously adopted reciting his many valuable contributions to its work, which included membership on the executive committee and on many of the subcommittees, and chairmanship of several of these.

The President has appointed the present Chief of Bureau as a member succeeding Doctor Marvin, this appointment becoming effective October 10, 1934. At the annual meeting of the Committee on October 18 he was made a member also of the executive committee and some of the subcommittees, and chairman of the Subcommittee on Meteorological Problems of the Committee on Problems of Air Navigation.

REDEPOSIT OF RETIREMENT DEDUCTIONS UNDER RETIREMENT ACT

The Bureau records indicate that a large number of employees who, at the time of separation from the Government service, withdrew the deductions made from their salaries for the retirement fund have not,

subsequent to reemployment, redeposited this money. In this connection attention is invited to the following extract from the Retirement Act of May 29, 1930:

In case of any employee to whom this act applies who * * * shall become absolutely separated from the service before becoming eligible for retirement on annuity, the amount credited to his individual account shall be returned to such employee together with interest at 4 per centum per annum, compounded on June 30 of each year; *Provided*, That when any employee becomes involuntarily separated from the service, not by removal for cause on charges of misconduct or delinquency, the total amount of his deductions, with interest thereon, shall be paid to such employee: and, *Provided further*, That all money so returned to an employee must, upon reinstatement, retransfer, or reappointment to a position coming within the purview of this act, be redeposited with interest before such employee may derive any benefits under this act, * * * but interest shall not be required covering any period of separation from the service.

It is important that redeposit, which may be made in installments, be made as soon as possible after reemployment in the service, because interest on the amount involved increases each year, beginning with the date of reentry into the classified service.

Under present legislation, employees concerned *will not receive any annuity* upon retirement unless and until such redeposit has been made.

Officials are requested to bring this matter to the attention of all employees coming under the provisions of the Retirement Act. Application form for such redeposit (Form 3-R-32) will be furnished by the Central Office upon application.

LOCAL PURCHASE-ORDER FORM

The official in charge at San Francisco has advised the Central Office of the use at that station of a local purchase-order form which has proved to be advantageous in simplifying purchasing procedure and may be found desirable at other of the larger field supervising stations. It is suggested that any official interested communicate with the San Francisco office.

SHORTAGE OF MAXIMUM THERMOMETERS

Owing to complications in contracting for thermometers, the Central Office stock of maximum thermometers is nearly exhausted. Station officials are asked to limit requests made during the remainder of the calendar year to emergency requirements.

DESCRIPTION OF SURPLUS PROPERTY

Surplus property reported to the Central Office by letter or on Form 2084 must be fully described as to type and condition. When reported on "property returns" the description must be rendered on an inclosed sheet. Articles requiring a full description are all types of furniture, filing equipment, typewriters, adding machines, rugs, addressographs, electric fans, lockers, motors, stoves, etc. Example: Desk, flat-top, single, wood, quartered-oak finish, size 34 by 60 inches, condition good, worth transportation charges elsewhere.

REQUISITIONS FROM AIRPORT STATIONS

All Purchase and Stores Requisitions covering requests for supplies, equipment, material, or services prepared at airport stations, except general supervising stations, as defined in paragraph 2, circular dated October 20, 1934, should be prepared and submitted to the official in charge of the city office for signature.

The foregoing does not apply at points where there are no city offices.

FORMS 1136-1140

Attention is called to the necessity for all first-order and airport stations preparing Forms 1136-1140, or having direct supervision of airway stations preparing them, to make requisition before January 1, 1935, for the number of each needed for next calendar year. Also, for general supervising stations to make requisition for the number required to supply stations manned by Department of Commerce personnel on the airway assigned to them.

In connection with these forms, it was found that funds were not available for contemplated revisions, and they will therefore be the same as for the current fiscal year. However, the suggestions submitted by various stations relative to revisions are appreciated and will be kept in view for use when this becomes practicable.

USE OF THE WORD "AIRWAY" AS A SINGULAR INSTEAD OF A PLURAL ATTRIBUTIVE NOUN

In all future correspondence, circulars, bulletins, publications, etc., wherein occasion arises to use the word "airway" as an attributive noun, it will be used in the singular rather than the plural form, as has been the practice in the past. For example, instead of "airways observer" it will be "airway observer"; instead of "airways service" it will be "airway service", etc.

Station officials should make certain that this change is placed into effect at their stations.

FORMS 1131 AND 1132 DISCONTINUED

Advices received at the Central Office indicate that Form 1131, "Pilot's Weather Report", is being prepared at some stations for the air transport interests by the Weather Bureau personnel, while at other points this is not being done, owing to the press of work. This has resulted in adverse criticism in some cases, and in view of the fact that the preparation of such forms is largely stenographic in principle and therefore cannot properly be considered as a duty of the Weather Bureau personnel, the authority for the preparation and issuance of this form at all stations is hereby revoked, effective December 1, 1934. Supplies of the form on hand on that date may be used up as scratch paper or disposed of in any other manner which may be considered suitable in the opinion of the official in charge concerned.

Forms 1132 (19 by 24-inch sheets, originally used for posting weather reports at airport stations) are now so little used that there is no justification for continuing their issue. Accordingly, this form is being discontinued as of December 1, 1934.

FORM 1144

The following is quoted from a letter from the Central Office to the Omaha station for the information and guidance of all concerned as regards the rendering of corrections to Form 1144, "Airway, Airport, or Off-airway Station Record." At the time the letter was written, Omaha was the general supervising station for Sioux City, and the procedure outlined will therefore be applicable to all general supervising stations:

The attached paper (Form 1144) from Sioux City, dated October 13, 1934, is forwarded to your station for the purpose of calling attention to the fact that apparently only the data encircled in red (encircling done at Central Office) should have been entered thereon. When the whole form is filled out, as in this case, it means that the personnel at the Central Office must go over the whole form to find the changes, with resultant loss of time. The only items to be entered on the paper forms, submitted to correct information on the card forms, are the station name, the changed items, and the date.

The matter is called to your attention inasmuch as it is desired that the card form at your station and the one at the Central Office be exact duplicates, including erasures or other corrections made. When a card for a first-order or airport station has so many corrections thereon as to become unsightly or illegible, action shall be taken by your office to have the station prepare new cards for your office and the Central Office. In case of a substation, the cards shall be prepared at your office.

WRONG MONTH ENTERED ON FORMS

It is noted that some stations are rendering Pressure-reduction Data forms (TOPICS AND PERSONNEL, March 1933, page 355) to the Central Office with the wrong month entered at the top. Gross mistakes of this kind may sometimes become serious; therefore, greatest caution to prevent recurrence of this error is enjoined.

ASSIGNMENT OF AIRWAY FORECASTS

Section XI of the circular "Instructions For the Preparation and Issuance of Airway Forecasts", dated June 15, 1934, is hereby amended as follows:

1. Under Kansas City, delete the assignment "Kansas City-Dallas" and add the assignment "Kansas City-Oklahoma City."
2. Under Dallas, add the assignment "Dallas-Wichita."

The foregoing changes are to be made on November 1, 1934.

CEILING-VISIBILITY-DEW POINT WORDS IN SGL D&A SYSTEM

Effective November 1, 1934, a special word to indicate ceiling, visibility, and dew point was added to reports in the SGL D&A system, a. m. and p. m., Sundays and holidays included, from Concordia and Valentine.

CIRCULARS MAILED TO STATIONS

Circulars entitled "Additional Signal Reports to Be Transmitted by Teletype" and "Instructions for Making Off-airway Reports and for Adding Special Data to Radio and Teletype Sequence Reports", dated October 15, and 16, 1934, respectively, were mailed to all stations on October 12, 1934.

Any station not receiving a copy of these circulars should make request therefor to the Central Office.

BOUND VOLUMES OF THE WEEKLY WEATHER AND CROP BULLETIN

The Central Office has on hand bound volumes of the Weekly Weather and Crop Bulletin as follows: 1917-1921, incl., and 1924-25. These were bound by another Bureau of the Department and have been turned in as surplus. If any station desires these, or any of them, request should be made therefor, marking envelope for attention of Division of Climate and Crop Weather.

BILLS OF LADING COVERING HYDROGEN GAS SHIPMENTS

Execution by autograph signature of the "Certificate of Issuing Officer" on bills of lading is required of officials issuing such bills of lading covering all shipments of cylinders. Care should be taken to enter the correct contract number.

If empty cylinders are of steel, they should be so designated on bills of lading. See also paragraph entitled "Preparation of bills of lading" in circular letter dated June 28, 1934, "Purchase of Hydrogen Gas at Field Stations During the Fiscal Year 1935."

HONORS RECENTLY CONFERRED UPON JAMES H. KIMBALL

The degree of doctor of science was conferred upon James H. Kimball, meteorologist in the Weather Bureau at New York, N. Y., on June 11, 1934, by the Michigan State College, East Lansing, Mich. The degree was conferred for "work in the advancement of marine meteorology through the development of a radio vessel-reporting service, and its application to trans-Atlantic airplane flights."

Dr. Kimball has also received from the Air Attaché of the Italian Embassy a certificate conferring on him the decoration of Commendatore of the Crown of Italy as "a token of appreciation of the assistance so kindly rendered on the occasion of the trans-Atlantic flight of the Italian Air Squadron." This certificate has been deposited in the office of the Secretary of State, which is the procedure required of Government officials who receive foreign decorations while in active service.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. Dean Blake, San Diego, elected president; Mr. Harry G. Carter, Boise, elected secretary.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of October 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Blanc, Milton L.....	Topeka, Kans.....	Appointed junior observer at \$1,440 by reinstatement.
Brown, Harry B.....	Raleigh, N. C.....	Junior observer at \$1,440 resigned; record, unsatisfactory.
Clark, Allan C.....	New York, N. Y.....	Appointed assistant observer at \$1,740 by reinstatement.
Cole, Herbert E.....	New York, N. Y.....	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Crawford, Marion E.....	San Antonio, Tex.....	Appointed assistant observer at \$1,020 by reinstatement.
Decker, James W.....	New York, N. Y.....	Promoted to observer at \$1,800 from assistant observer at \$1,020.
Frost, Rueben L.....	Fairbanks, Alaska.....	Promoted to assistant meteorologist at \$2,000 from senior observer at \$2,000.
Gould, Donnell H.....	Rock Springs, Wyo.....	Appointed junior observer at \$1,500 by reinstatement.
Harman, Wayne E.....	Seattle, Wash.....	Appointed junior observer at \$1,440 by reinstatement.
Hayward, Thomas B....	Juneau, Alaska.....	Promoted to observer at \$1,800 from junior observer at \$1,440.
Keyser, John J.....	Juneau, Alaska.....	Appointed observer at \$1,800 by reinstatement.
Laskowski, Bernard R...	Huron, S. Dak.....	Promoted to associate meteorologist at \$3,200 from assistant meteorologist at \$2,800.
McGregor, Clifford J....	Seattle, Wash.....	Reduced without prejudice to junior meteorologist at \$2,200 from assistant meteorologist at \$2,700*, because of change in assignment.
Mason, Thomas A.....	Little Rock, Ark.....	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Merchant, Gerald C.....	Columbia, S. C.....	Promoted to assistant meteorologist at \$3,000 ¹ from \$2,000.
Page, Larry F.....	Washington, D. C.....	Appointed associate meteorologist, P-3, at \$3,200, effective October 8, 1934, and to terminate not later than January 7, 1935.
Paul, John W.....	Fairbanks, Alaska.....	Promoted to senior observer at \$2,000 from assistant observer at \$1,020.
Prucha, Gilbert L.....	Nome, Alaska.....	Promoted to assistant meteorologist at \$2,000 from senior observer at \$2,000.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Quinn, Eugene H.	Pomona, Calif.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Rink, James F.	Topeka, Kans.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Robb, Andrew D.	Topeka, Kans.	Promoted to observer at \$1,800 from assistant observer at \$1,680.
Salisbury, Burton.	New York, N. Y.	Promoted to senior observer at \$2,000 from observer at \$1,800.
Sandy, Laverne L.	Oklahoma City, Okla. ...	Minor observer at \$1,020, leave without pay extended to January 5, 1935.
Strachila, Joseph J.	Portland, Oreg.	Assistant observer at \$1,620, restored to duty from leave without pay on October 15, 1934.
Torbitt, Harry E.	Seattle, Wash.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.

* Includes allowance of \$100 for quarters, fuel, and light. † Includes allowance of \$400 for quarters.

Changes in assignments

Name	Relieved from—	Assigned to—
Bannister, Talmage L.	Big Spring, Tex.	Kingman, Ariz., assistant.
Hayward, Thomas B. ...	Rock Springs, Wyo.	Juneau, Alaska, assistant.
Laskowski, Bernard R. ...	Topeka, Kans.	Huron, S. Dak., in charge.
Lang, Clarence V.	North Platte, Nebr.	Kingman, Ariz., in charge.
Paul, John W.	Seattle, Wash.	Fairbanks, Alaska, assistant.
Quinn, Eugene H.	San Diego, Calif.	Pomona, Calif., assistant.

W. D. P. Glegg

WEATHER BUREAU TOPICS AND PERSONNEL

NOVEMBER 1934

Christmas Greetings

The Chief of Bureau and his associates in the Central Office extend to the station personnel greetings and all good wishes for
A Merry Christmas and A Happy New Year

ADMINISTRATIVE PROMOTIONS

A number of inquiries have been received from field stations regarding the matter of administrative promotions, particularly since the provisions made with reference thereto appearing in the last Economy Act, in substance, as follows:

That administrative promotions may be made during the fiscal year 1935 to the extent that funds are available therefor, on an annual basis, from savings made in the amounts apportioned for personal services from the applicable appropriations for the fiscal year 1935.

We are constrained to advise that no opportunity has yet occurred for the submission of recommendations for such administrative promotions, since they are not receiving consideration by the Department at this time.

The prohibition against administrative promotions should not be confused with the opportunity which arises from time to time to fill a vacancy by the promotion of an employee from a lower grade to the minimum of the grade in which the vacancy occurs, after Presidential approval is received for such action.

SUSPENSION FROM DUTY AND TERMINATION OF APPOINTMENT

The Department has advised us that there has been an increasing number of cases where field officials of various bureaus have notified temporary and probational employees that their services were no longer required, and then, at a later date, ranging from a few days to several weeks, the Department has been called upon to confirm such unwarranted action by approving formal recommendations from the bureaus concerned to terminate the appointments of these employees effective at the termination of the last date they were permitted to serve.

The administrative officers have authority to terminate the services of persons employed under letters of authority, but they do not have authority to remove or suspend any employee holding an appointment from the Secretary. Such authority rests exclusively with the Secretary or Acting Secretary. Any recommendation, therefore, to suspend an employee or to terminate his appointment should reach the Central Office in time to have the matter submitted to the Secretary for consideration prior to the effective date of action, an exception to this rule being, of course, in cases where an employee abandons his position. When necessary, recommendations may be submitted by telegraph, but in such cases care should be taken to see that all pertinent facts are given.

SURVEY OF WEATHER BROADCASTS

As announced in circular of August 16, 1934, a survey of weather broadcasts by commercial radiophone stations cooperating with the Weather Bureau was conducted with the object of ascertaining the prevalence of irregular and objectionable features in broadcasting and of correcting such practices as far as possible. Semimonthly reports were received from field stations of the Bureau during the survey, which was discontinued on November 1, 1934.

Only 24 instances of definite irregularities were contained in the reports. The majority of these were of minor character. More than 300 commercial radio stations are regularly engaged in broadcasting the Bureau's daily forecasts and other weather information, making a total of probably thirty to forty thousand broadcasts during the period of the survey. Only a portion of the announcements were heard by the Weather Bureau employees, but, notwithstanding that fact, the number of irregularities or objectionable features reported was surprisingly small.

It is very desirable that station officials continue their endeavors to maintain this service at a high standard. In nearly all cases objectionable features can be eliminated and irregularities corrected by a tactful appeal to the officials of the radio station. When such features are noted in broadcasts from distant stations, a report should be made to the Central Office so that the matter can be referred to the field station directly concerned with the broadcasts.

PUBLICATIONS FOR SCHOOL USE

The Central Office is receiving a great many requests from pupils in schools in all parts of the country for copies of the daily weather map and other publications for school use. Many of the requests are the result of statements in text books on general science that the Weather Bureau will furnish free material on application. Statements of this character have been published without the knowledge and approval of the Bureau.

It is the policy of the Weather Bureau to be helpful to teachers and pupils who are interested in the daily weather map, weather forecasting, and its work in general. However, it is far beyond the Bureau's resources to attempt to list high schools and elementary schools to receive the weather map daily or to supply individual pupils with publications, but, when available, files of weather maps of back dates may be supplied to teachers in such schools. With the exception of colleges and universities, it is not the policy of the Bureau to place schools on the free list to receive the weather map daily. Stations that do not issue maps should refer requests of teachers to the nearest map-issuing station.

The following publications comprising the Educational Series are furnished to applicants who are teachers and so state in their requests:

- Cloud Forms (12 half-tone plates).
- The Weather Bureau (descriptive pamphlet).
- Explanation of the Weather Map (leaflet).
- Weather Forecasting (Bulletin No. 42).
- Sample copy of the Daily Weather Map.

Not more than one copy each will be supplied free to a teacher; additional copies must be purchased.

When a pupil requests a weather map, a single copy may be sent with the price legend marked. The map is helpful, serves as a reply, and indicates the procedure in subscribing. If additional publications are requested by a pupil, a price list should be sent, calling attention to the notice that application for free publications must be made by the teacher. When requests for maps are received from several pupils in the same school or the same town, a good plan is to send the letters to the superintendent, principal, or teacher, with a file of maps of back dates for use of the teacher in instructing the class.

Some requests for maps for school use are referred by the Central Office to map-issuing stations for appropriate action. In such cases it is intended that a few back maps will be sent.

Limited supplies of publications and price notices, if needed, will be supplied to stations on requisition for use in replying to letters of inquiry to obviate lengthy correspondence, and in responding to requests from school teachers who visit the office, but, as a rule, except for weather maps, written requests for publications in the Educational Series should be referred to the Central Office.

FURNISHING BLANK MAPS OR FORMS TO OUTSIDE INDIVIDUALS OR CONCERNS

Attention of all stations is called to the fact that it is contrary to the policy of the Bureau to furnish official blank forms, maps, charts, etc., with or without the Department and Bureau heading, to outside persons requesting them. It is the policy of the Bureau not to furnish these items to concerns for private use in any case, and it is requested and desired that all officials in charge concerned make certain that this policy

is carried out with respect to their stations. Requests for such items should be referred to the Central Office by the station concerned. See paragraphs 151 and 170, Station Regulations.

The foregoing is brought to attention for the reason that in a recent case in which the Central Office had refused to comply with a request from a company for a supply of weather charts it was found in the reply made by that company that local stations had been furnishing such items to them directly without the knowledge of the Central Office.

RECOMPUTATION OF EXCESSIVE PRECIPITATION DATA FOR 1933

Engineers and others interested in the effect of excessive rainfall on floods, power, sewer projects, etc., desire that the Weather Bureau publish a complete record of these data, tabulated according to a system most suitable to correlate cause with effect.

It is most important that these data for 1933 be accurately tabulated, according to the instructions already furnished. Station officials should give these instructions careful consideration.

A study of the excessive precipitation tabulations, as published for many years in the Chief's Annual Report, and of the instructions recently sent to stations, should make it an easy task to tabulate these data correctly.

SIGNATURE TO FORECASTS AND WARNINGS BROADCAST BY NAVAL RADIO STATIONS

It is desired that the origin of all forecasts and warnings furnished by the Weather Bureau to Navy and other radio stations for radio-telegraph broadcasting for marine interests be indicated by an appropriate signature. In conformance with this policy, officials in charge of Weather Bureau stations furnishing forecasts and warnings to radio-telegraph stations for broadcasting will hereafter add the words "Weather Bureau" to the end of the messages and omit names of persons.

NORMALS OF DIURNAL PRESSURE VARIATION IN THREE HOURS PRECEDING OBSERVATION AT 8 A. M. AND 8 P. M., E. S. T.

Some station officials consider it desirable to eliminate the diurnal effects from the pressure changes reported in SGL D&A observations. According to the provisions of the Weather Code (1931), pressure changes are telegraphed as taken from the barograph without any attempt to apply a correction for the diurnal effects. This practice will be continued.

For the use of station officials who wish to apply a correction to the reports received, maps have been prepared, two for each month, showing the normal change in the three hours prior to 8 a. m. and 8 p. m., E. S. T. From these charts the normal change can be satisfactorily interpolated for any station in the United States. The maps will be duplicated and distributed to field stations when it is known how many sets will be required.

Requests from officials desiring a set of the maps must be received

prior to January 15, 1935. Requisitions should be mailed in an envelope marked "Form for Forecast Division", and should indicate whether a. m. or p. m. maps, or both, are desired.

FURNISHING LOCAL UPPER-AIR DATA TO PILOTS AND TRANSPORT COMPANIES

In an appendix, dated November 1, 1934, to the circular, "Instructions for Reporting Pilot Balloon Observations", dated July 1, 1933, the *transmission* of the odd 1,000-foot levels was discontinued. It has been learned that this has been interpreted at some stations to mean that the data for such levels are not to be given out locally. This, of course, was not the intention, and all station officials concerned are requested to make certain that the complete upper-air data for that station are made available locally to all desiring to use them. It will be proper in such cases to comply with requests for the data at 1-minute, 1,000-foot, or other logical intervals.

SEPARATED COLUMNS IN MINIMUM THERMOMETERS

The fact that vapor of alcohol condenses in the upper end of a minimum thermometer is well known to those who handle a considerable number of such thermometers. Manufacturers seal off such thermometers under considerable air pressure in order to lessen the probability of separation; but it will be apparent upon reflection that when a marked fall of air temperature occurs, conditions favorable for condensation of the vapor of the alcohol coincide with lessening of internal pressure, due to increased space above the column.

Under such circumstances a good minimum thermometer is likely to be misjudged as defective, when all that is needed to correct the condition is to strike it gently on the palm of the hand until visible detached portions of alcohol have been dislodged, then hang it in a vertical position for an hour or more so that the alcohol adhering to the walls may drain down. The test for the success of the effort is simple—merely to set the thermometer, immersed up to the reading point in melting, shaved, pure ice, or snow. Within an hour or so it should read very close to 32°.

It is believed that these facts could well be made known to cooperative observers by section directors and other officials, and that by choosing an appropriate time of day the test can be performed without risk of loss of minimum temperature.

COPIES OF BID SPECIFICATIONS

It is noted that field proposal forms, with several pages of specifications, are being transmitted to the Central Office with only one copy of the attached specifications. *Seven copies* of the specifications, together with seven copies of drawings, schedules, etc., when involved, should be submitted with bid forms. Proposal forms requiring contract and bond execution should be accompanied with *nine copies* of attached specifications, etc. These extra copies are only required in instances where the specifications are too long for direct entry on bid forms and where sheets headed "Specifications" are attached to the forms.

STORES REQUISITIONS FOR PAPER

While the legislative restrictions for the purchase of blank paper has been waived during the fiscal year 1935, reduced Bureau allotments covering expenditures for paper necessarily continue in force, due to the limited appropriations available for such purposes. Furthermore, there is a general increase in cost of paper, amounting to as much as 72 percent in some instances. It is noted that semiannual and special Stores Requisitions include what appear to be excessive quantities for blank paper items. Items for blank paper should be carefully checked as to quantities requested. Otherwise, it is often necessary for the Central Office to arbitrarily reduce the quantities without sufficient data on hand as to the individual station requirements. While this applies to all blank paper, one outstanding item is desk blotting paper, size 19 by 24 inches, for desk pads. Semiannual requisitions frequently call for several hundred sheets and special requisitions for additional quantities. It is not intended for an employee to use a ragged or ink-stained desk-pad blotter to the extent that his desk appears untidy, but in most cases the sheet may be turned over and used for several days longer. Furthermore, the size and shape of the blotters precludes shipment on special requisitions. The sheets have to be shipped flat to guard against breakage and to insure safe delivery. The supply should be included in semiannual requisitions.

WATER USED IN WETTING WET-BULB THERMOMETER

The following letter was sent to all intermediate stations under the general supervision of the airport station at Kansas City by the official in charge of that station:

Attention is brought to the matter of water for wetting the wet-bulb of psychrometer. There are many stations where the usual water supply is rather heavily charged with mineral matter, especially in places where surface well water is used. The consequence of using such water on the thermometer bulb is that the muslin has to be frequently changed and the thermometer bulb cleaned off. The latter is sometimes difficult to do, involves risk of breaking the thermometer, and is really the principal objection to using impure water.

To obviate these difficulties, all stations are requested to obtain a small supply of pure water to be kept in a bottle from which the small bottle or container actually used to wet the thermometer can occasionally be replenished. Distilled water is best, but rain water or melted snow, preferably filtered to remove dust particles, will do just as well. A catch of water in the first good rain or snow should give enough water to last almost a year.

The idea contained therein seems worthy of adoption at all stations where a high mineral content of the water used in wetting the wet bulb might lead to the conditions outlined. The matter is, therefore, called to attention for proper action by all officials concerned.

**ABBREVIATIONS AUTHORIZED FOR USE IN METEOROLOGICAL TRANSMISSION BY
RADIO AND TELETYPE**

Attention is called to the fact that the abbreviation for "north north-west" on the card list of abbreviations bearing the above title and dated

October 1, 1934, is given as "NNE" instead of "NNW". This, of course, should be corrected, and it is requested that all officials having one of the lists at their station, or at substations under their supervision, take action to have this done. Also, it is requested that the word "wind" be deleted from the heading "Wind Directions and Variations", as these directions apply not only to wind but also to other elements of reports, forecasts, etc.

CHANGES FOR CIRCULAR NO. 1—RADIO

The following changes should be made in Circular No. 1—Radio:

On pages 19 and 20: Jupiter, Fla., NAQ (*b*), change 2300 to 2400; Pensacola, Fla., NAS (*b*), change 2303 to 2400; Honolulu, NPM (*a*), change 0230 to 0200 and 0630 to 0600. These changes will be effective December 31, 1934.

On page 5, at end of paragraph beginning "(*b*) Aviation and Commercial Bulletin", add the words "and airplane observations".

Broadcasting of data for the 1,000-, 3,000-, 5,000-, and 7,000-foot levels of balloon observations in aviation bulletins from NAA and NPG were discontinued on November 15, 1934. References to these levels should be removed from page 6 of Circular No. 1—Radio.

FURNISHING PRINTED LETTERHEADS TO AIRPORT STATIONS

Many requests are received for the furnishing of letterheads for airport stations. Inasmuch as the printing of these involves considerable cost and additional work at the Central Office, it has been decided that hereafter airport-station letterheads will be furnished only to general supervising stations, i. e., to those stations to which general supervision of airway service has been directly assigned. All other airport stations will use the regular letterheads of the Weather Bureau Office at that place, e. g., the St. Paul Airport station would use the Minneapolis Weather Bureau Office letterheads, the Fargo Airport station the Moorhead letterheads, the Indianapolis Airport station the Indianapolis letterheads, etc.

The foregoing will not, of course, include first-order stations located at the airport, as, for example, Elko, Jackson, Medford, etc.

Airport stations may type the words "Airport Station" in the upper left-hand corner of the sheet, if desired.

CONDUCT OF CORRESPONDENCE AT AIRPORT STATIONS

Attention is invited to an item concerning this same subject on page 467 of the September 1929 issue of TOPICS AND PERSONNEL. It is directed therein that all letters written at other than general supervising airport stations to other first-order or airport stations or to the Central Office be signed by the official in charge of the city Weather Bureau Office. During late months it has been noted that there is an increasing tendency upon

the part of some airport-station officials to sign such letters and send them through the official in charge of the city office for initialing, while others continue the proper practice. In order to establish a standard practice in the matter, all stations concerned will hereafter conform to the following procedure:

1. Officials in charge of general supervising stations will sign all letters sent from that station. Copies of such letters will be furnished the city office.

2. Officials in charge of first-order stations located at airports will sign all letters sent from that station.

3. (a) Officials in charge of airport stations not included in the classifications given in paragraphs 1 and 2, above, and which are located at points where a city Weather Bureau Office is also located, will prepare all letters to be sent to other stations or to the Central Office for the signature of the official in charge of the supervising city office. In such cases the initials of the official in charge of the airport station will appear in the lower left-hand part of the last sheet of the letter, opposite the lowest typewritten line of the signature. A copy will be furnished the city office for file.

(b) Letters to substations from such airport stations may or may not be signed by the official in charge of the airport station, in accordance with the discretion of the official in charge of the supervising city office.

4. Letters to general supervising stations or first-order stations located at airports will be addressed directly to those places.

5. Letters to airport stations not exercising general supervision, and located at points where there is also a city Weather Bureau Office, will be addressed to the city Weather Bureau Office.

Stations having general supervision assigned to them are Newark, N. J.; Atlanta, Ga.; Cleveland, Ohio; Chicago, Ill.; Kansas City, Mo.; Dallas, Tex.; Salt Lake City, Utah; Portland, Oreg.; Oakland, Calif., and Burbank, Calif. Stations to which these stations have delegated supervisory activities are not considered as general supervising stations.

ELEVATIONS OF INTERMEDIATE AIRWAY STATIONS

In view of the program of "Airways Aneroid Barometry", put into effect beginning August 15, 1934, and to the possibility of establishing mercurial barometers at some intermediate airway stations in the future, not now so equipped, it is requested that (direct) supervising officials over such stations contact local city or county engineers to ascertain the possibility of having them make surveys to determine the elevations in question *without cost* to the Bureau. If such public engineers agree to make these surveys, Form 1058 and Form 4004D (surveyor's notes) should be rendered in each case. The levels which are run should be tied into a U. S. Coast and Geodetic Survey, U. S. Geological Survey, or other Government service, bench mark, if practicable. The surveyor should establish one or two bench marks on or near the airway station

building so that they are likely to be permanent. If practicable, a bench mark should also be established inside the building, preferably on the wall where the aneroid barometer is hung, and the elevation of the latter instrument should be determined. In addition, if the airway station is associated with an airport, the elevation of the most-used landing point of the flying field should be determined. The location and description of the bench marks established should be clearly indicated in the notes. The forms and survey data should be forwarded to the Central Office; also, the elevations last mentioned (aneroid and flying field) should be forwarded to the general supervising station.

DISCONTINUANCE OF FORM 4064D, "INSPECTION OF AIRPORT AND AIRWAY STATION PERSONNEL AND ADMINISTRATION"

Beginning January 1, 1935, the rendition of Form 4064D in connection with inspections of airport and airway stations will no longer be required. The rendition of Form 1144, "Airway, Airport, or Off-airway Station Record", by stations as directed, now furnishes the information formerly required on Form 4064D.

Inspecting officials will not, therefore, render Form 4064D in connection with inspections made on or after January 1, 1935. However, paper copies of Form 1144 will be filled out for each station while there and then compared with the records at the general supervising station. If changes are noted, a paper form, showing the necessary corrections, will be mailed to the Central Office.

EXCEPTIONS TO THE STANDARD PERSONNEL COMPLEMENT AT AIRPORT STATIONS

The circular entitled "Taking of Surface Observations by Weather Bureau and Department of Commerce Personnel", dated October 15, 1934, made definite assignments of the status of each airport station in regard to taking surface observations. It also announced a policy which will be followed in regard to the personnel complement at Weather Bureau Airport stations. Exceptions have been made in the case of Washington-Hoover, Boston, and Seattle Airport stations because of the extraordinary amount of work required at these particular stations. The extra work relating to (a) airplane observations by cooperating organizations, (b) "on call" service on two or more airways without Department of Commerce communication facilities radiating from each point, and (c) exceptional demands for service from Government departments in the case of Washington-Hoover Airport, educational institutions in the case of Boston, and an airplane factory in the case of Seattle, was recognized.

CHANGES IN REPORTING UNLIMITED CEILING AND HEIGHT OF SCATTERED CLOUDS

A circular letter, "Changes in the Method of Reporting Unlimited Ceiling in Teletype Transmissions and in Reporting the Height of Scattered Clouds in Airway Weather Reports," dated November 23, 1934, was mailed to all stations on November 26, 1934. Any station not receiving a copy should notify the Central Office.

NEW INSTRUCTIONS FOR TRANSMITTING AIRPLANE WEATHER OBSERVATIONS

Instructions for transmitting airplane weather observations have been revised and copies furnished the stations most directly concerned. These instructions become effective January 1, 1935. They include transmissions by teletype, radio, and telegraph. Stations that have not received copies of these instructions should notify the Central Office (Aerological Division) and indicate the number of copies required.

RENDITION OF FORM 1144 IN CONNECTION WITH INSPECTIONS OF AIRWAY SERVICE

Hereafter all officials making inspections of airways or airway stations, will forward to the Central Office a paper Form 1144 for each station inspected with the report of travel submitted. Such forms shall carry indication of any changes in the data called for that may be proper. If no changes are to be reported, the forms will be forwarded with the station name entered and the words "No change" written across the front.

In the event that it is impracticable to forward the forms with the report, owing to some emergency in connection with the latter, a statement will be made in the report concerning the date they will be forwarded.

PILOT-BALLOON YEARLY DATA

All pilot-balloon stations recently established are hereby advised, and all others reminded, of the upper-air wind data to be entered on Form 1114 for December, 6:30 a. m.

The following data are to be entered:

1. Maximum velocity and accompanying direction for the year.
(a) Height above *surface*. (b) Date and time.
2. Maximum height above *surface* reached. (a) Velocity and direction. (b) Date and time.

NEW TEPHIGRAMS, FORM 1125

A revised tephigram has been printed and a supply of these is now available for issue to stations. While the Central Office desires to encourage the use of tephigrams for study purposes, it is not expected that stations will request these in larger numbers than can properly be used. If any of these are desired, it is suggested that only a small number be requested until it is definitely known what use will be made of them and what results obtained.

LANDING IN FOG EFFECTED THROUGH COOPERATION WITH BUREAU OF AIR COMMERCE AND WEATHER BUREAU EMPLOYEES

The following article appeared in the November issue of the Air Commerce Bulletin, published by the Department of Commerce:

A safe landing through a dense fog that covered the Sky Harbor Airport at Murfreesboro, Tenn., was effected recently by Pilot Everette O. Smith, through the cooperation of employees of the Bureau of Air Commerce and the Weather Bureau.

When Mr. Smith left the field the ground conditions were good, but before his trip was completed the airport became fogged in. He was on his regular trip to make weather observations up to 17,000 feet for the United States Weather Bureau. His knowledge of the locality told him of the probability of ground fogs, but he did not expect anything too thick to descend through.

At the extreme height of this flight he could still see the airport, but, upon descending, found that he was cut off from the field by dense ground fog. For half an hour he flew back and forth over the field, as he knew its general location, hoping that the fog would clear enough for him to land.

When the time came for Pilot Smith to land, two Weather Bureau observers heard his engine as he circled over the field, although they were unable to see his plane, due to the fog. They telephoned the Department of Commerce radio station at Donelson, which is several miles from the airport. They decided by relaying Smith's position to him through the radio they might be able to help him get his plane on the ground safely.

One of the observers took up his station at the window of the Administration Building and the other telephoned the radio station at Donelson. The radio operator stood by to relay to the pilot by radio the information sent him over the telephone.

The observer at the window would locate, as best he could, Smith's position by the sound of his motor, then relay this to the observer at the telephone. This man would then telephone the position to the radio operator at Donelson, who would transfer it to Smith over his transmitter. This operation took only a few seconds and Smith was apprised of his position before he had moved very far.

The crisp voice of the radio operator came to Smith through his earphones: "You are southeast of the field, going away * * *; you are coming toward the field * * *; you are heading to the northwest * * *; now you are over the weather office, going northwest * * *".

As these messages came to Smith, he turned his plane according to his directions from his friends on the ground. Gradually he became more and more oriented and was able to form a definite idea of how his landing must be made. The voice in the earphones continued:

"You are about west; somewhere over the railroad tracks * * *".

Smith knew that no obstructions barred his way to a landing over the railroad tracks, which ran near the north end of the airport. He maneuvered his plane to approach the field from that direction and then, coming down through the fog, skimmed over the until he could barely see the ground through the heavy fog, skimmed over the railroad tracks and set his plane down for a perfect landing.

The perfect record of upper-air-aviation weather reports, which were inaugurated at this station on July 1, was maintained by the successful termination of this flight.

The observers on the ground were Harlan Richards and Cliff E. Bailey and the radio operator, T. O. Cromwell.

FEDERAL BUSINESS ASSOCIATIONS

Weather Bureau officials have been elected or appointed to office in local Federal Business Associations as follows:

Mr. George A. Clark, Macon, elected president.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of November 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Allen, Graham L.....	Wichita, Kans.....	Appointed junior observer at \$1,440 by reinstatement.
Ashburn, Edward V.....	San Francisco, Calif.... (Oakland, Calif.)	Appointed junior observer at \$1,440 by reinstatement.
Beller, Jack.....	Wichita, Kans.....	Observer at \$1,920 resigned; record, good.
Crooker, Clayton B.....	Wichita, Kans.....	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Emerson, Mac A.....	Minneapolis, Minn..... (St. Paul, Minn.)	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Lager, Ervin J.....	Sandberg, Calif.....	Announcement in September number corrected to read: Junior observer, salary readjusted from \$1,440 to \$1,320, with allowance of \$120 for quarters.
Lockwood, William E...	Washington, D. C.....	Telegrapher, CAF-4, at \$1,920, leave without pay extended to February 21, 1935.
Long, Thomas L.....	Columbia, S. C.....	Junior observer at \$1,440, restored to duty from leave without pay on November 10, 1934.
Prucha, Gilbert L.....	Nome, Alaska.....	Assistant meteorologist, salary readjusted from \$2,600 to \$2,500, with allowance of \$100 for quarters.
Putman, Miss Amy D...	Washington, D. C.....	Promoted to junior librarian, P-1, at \$2,000 from library assistant, SP-5, at \$1,980.
Scholl, John C.....	Raleigh, N. C.....	Appointed junior observer at \$1,560 by reinstatement.
Sitchler, Clynt E.....	Albuquerque, N. Mex..	Appointed junior observer at \$1,440 by reinstatement.
Taylor, Alfred W.....	Tampa, Fla.....	Promoted to junior meteorologist at \$2,000 from senior observer at the same salary.
Wexler, Harry.....	Chicago, Ill.....	Appointed assistant meteorologist at \$2,600.

Changes in assignments

Name	Relieved from—	Assigned to—
Brotzman, Lloyd E.....	New Orleans, La.....	New York, N. Y., assistant.
Crowshaw, Arthur J.....	Big Spring, Tex.....	Oklahoma City, Okla., assistant.
Eggers, Curtis M.....	Jackson, Miss.....	St. Louis, Mo., assistant.
Fuerst, Martin J.....	Minneapolis, Minn..... (St. Paul, Minn.)	Spokane, Wash., assistant.
Pearson, Floyd H.....	Cheyenne, Wyo.....	Detroit, Mich., assistant.
Randall, Dwight L.....	El Paso, Tex.....	New Orleans, La., assistant.
Wills, H. Merrill.....	New York, N. Y.....	Lansing, Mich., in charge.
Yarbrough, Ralph H....	New Orleans, La.....	El Paso, Tex., assistant.



Chief of Bureau.

WEATHER BUREAU TOPICS AND PERSONNEL

DECEMBER 1934

PREPARATION OF LETTERS

Action has been taken to revise the instructions contained in paragraph 136, Station Regulations "Preparation of Letters", primarily to bring about a more cordial tone in correspondence with those outside the Bureau and to provide for use of the block form of address.

Pending receipt of the revised instructions for inclusion in Station Regulations, station officials are requested to adopt immediately the new procedure in the preparation of official letters. The substance of the revised instructions is contained in the following:

1. Use the block form of address. Each line to begin even with the margin, with a single space between lines.
2. Adopt as cordial forms of salutation and subscription in letters addressed to those outside the Bureau as the occasion suggests; such as "Dear Sir", "Dear Mr. —", and "Sincerely", "Very truly yours", etc. The more formal form of salutation "Sir" and subscription "Respectfully" should be used in intrabureau correspondence. The only exceptions should be on those few occasions when it is more appropriate to address letters to individuals rather than by official title.
3. Paragraphs should not be numbered as a general rule. However, there is no objection to this being done in certain cases in which it would be really helpful; for example, in long letters dealing with subject matter involving considerable detail and having a number of different aspects.
4. Each page other than the first should be numbered in the center, 1 inch from the top edge of the paper. The number should be preceded and followed by a dash, thus: —2—.

In other respects the present instructions contained in paragraph 136, Station Regulations will govern.

AMENDMENTS TO DEPARTMENT REGULATIONS

Amended pages 13-R, 14-R, 15-R, 16-R, 17-R, 445-5R, 446-5R, and 473-R of the Department Regulations are being mailed to stations with this number of TOPICS AND PERSONNEL. It will be noted that an error was made in numbering page 17-R. This page should follow page 16-R, be corrected to read 16a; and precede page 17 when in binder. Any official having a copy of the Regulations who does not receive the five amended sheets is requested to notify the Central Office.

AMENDMENT TO STATION REGULATIONS

Revised pages 59-R, 60-R, 61-R, 62-R, and 62a pertaining to correspondence have been sent to all first-order and airport stations. Any station not receiving same will notify the Central Office.

AMENDMENTS TO STATION REGULATIONS

Paragraphs 214 to 218, inclusive, of Station Regulations, are hereby revoked. Route forecasts have been discontinued.

Paragraphs 219 and 220, of Station Regulations, are hereby amended, as follows:

(L) "*Trip forecasts*"; change to "*Aviation forecasts*".

219. *By whom issued*.—Trip forecasts along airways, between off-airway points, and for transcontinental flights will be issued by authorized meteorologists at airport stations, except that forecasts for flights into or over a foreign country and/or over oceans will be prepared at a district forecast center or airway forecast center, as circumstances warrant. Requests for forecasts of the excepted class will be referred to the Central Office for appropriate action.

220. *Preparation*.—Trip forecasts will be predicated on State forecasts, on 4-hourly forecasts, and on hourly airway observations.

221. *Distribution*.—Trip forecasts will not be published in newspapers or broadcast from radio stations other than those operated exclusively for service in connection with airways. For detailed instructions concerning "*Aviation Forecasts*", see circular "*Instructions for Preparation and Issuance of Airway Forecasts*", issued from time to time as may be required.

A revised issue of the circular "*Instructions for Preparation and Issuance of Airway Forecasts*" became effective December 1, 1934. Under its provisions practically all forecasts for aviation purposes along airways and otherwise, in the United States, will be made at designated airway forecast centers and not at district forecast centers. However, it is recognized that requests for forecasts for off-airway or special flights will be received at district forecast centers by mail, telegraph, or telephone. When the forecast is desired promptly and time does not permit of reference to the airway forecast center, the forecast should be furnished by the district forecaster, and the airway center—which normally would issue the forecast in accordance with the instructions—should be advised by teletype or telephone of the action taken and the character of the forecast that was given. Should the forecast not be required at once, and time permits, the applicant should be advised that the forecast will be furnished from another office (airway forecast center, giving name). The appropriate airway center should be informed as to the character of forecast that is desired and be requested to furnish it.

DEPENDENTS CARDS

Blank cards, "Report on Dependents, etc." to be filled out by all employees, have been mailed to all stations. The information desired, on both sides of the card, should be typewritten and all cards returned to the Central Office promptly. Any station not receiving the cards should make request therefor to the Central Office.

If beneficiary has been designated on Civil Service Forms 2806-1, and 3008 (or 2806-2, the latter in case of change of beneficiary), as indicated in our circular, "Designation of Beneficiary", dated November 28, 1934, it should be stated under Item 3 on the reverse side of the dependents card. If these forms *have not* been executed and forwarded to the U. S. Civil Service Commission as stated in the circular, Item 3 on the dependents card should be answered in the negative. The naming of a beneficiary on the dependents card, without executing Civil Service Forms 2806-1, 3008, or 2806-2, is for the information and record of the Central Office and does not constitute the designation of a legal beneficiary.

Any changes in dependents, next of kin or legal heir, retirement beneficiaries, etc., occurring during the year should, of course, be reported to the Central Office in accordance with paragraph 26 of Station Regulations.

UNIVERSITY STUDENT-AID EXTENSION

All reports on work conducted by students under the "University Student-Aid Extension" program at Weather Bureau stations should include a brief description of the work engaged upon, progress, and approximate period of duration before completion.

COURT ATTENDANCE

A question involving the appearance in court with Weather Bureau records made at a small airport station has come to our attention through correspondence with one of the field stations.

Officials and employees of airport stations, as well as city stations, are properly subject to subpoena to appear in court with Weather Bureau records, and should endeavor to accommodate lawyers and the courts tactfully and without controversy as far as possible.

In this connection attention is called to the fact that in many cases personal attendance may not be necessary if the data are furnished in certified form, as set forth in Instructions No. 12, October 31, 1925; the certificate being signed, if practicable, by the official in charge of the city station. These Instructions are still in effect and have not been modified except insofar as relates to the question of fees and leave, which are covered by paragraph 688 of Department Administrative Regulations.

"INSTRUCTIONS" 1934

Instructions No. 13, closing the series of 1934, and index for the year will be mailed to stations shortly. Only Nos. 1, 7, and 10 are for general distribution.

BIDS FOR SHIPMENT OF HOUSEHOLD GOODS

Attention is called to existing instructions relative to soliciting bids for hauling household goods of employees by van and for crating and packing for shipment by freight. Two sets of bids by both methods must be obtained and submitted to the Central Office for comparison of costs whenever a *van movement* is proposed. When commercial trucks are not available or the distance of the haul is too great for consideration, one or the other reason must be stated in letter of transmittal of proposals for packing and crating for *freight* shipment.

No action will be taken on van bids submitted without a set of proposals for packing and crating for freight shipment. Failure to submit both sets of bids when required will result in unnecessary delay. The cost must be obtained by competitive bids, and both sets of bids submitted to the Central Office. (In this connection, see Station Regulations, paragraph 124, and TOPICS AND PERSONNEL article entitled "Bid Procedure", page 5, January 1934.

SHIPMENT OF HYDROGEN GAS CYLINDERS

Attention is invited to the fact that shipment of hydrogen gas cylinders should be made by the cheapest method, drayage charges considered. (See paragraph 120 of Station Regulations.) When shipments are made by motor van, officials are cautioned to ascertain in advance that the expense will be no greater than by rail, drayage charges considered. Statement to that effect, signed by the issuing officer, should be attached to the bill of lading, provided shipment is by some method other than railroad freight.

Land-grant deductions apply over certain railroads, thus reducing the cost to the Government. The Comptroller General has questioned recent shipments by motor van where rates charged are in excess of regular freight rates. Officials may be held personally responsible for excess cost when the cheapest mode of transportation is not used.

WEATHER MAPS BY WIREPHOTO SERVICE

In connection with the wirephoto service recently inaugurated by the Associated Press, arrangements were made by the Weather Bureau to furnish weather maps twice daily, for transmission from Washington, D. C. This service began January 1, 1935. Permanency of the service will probably depend on the number of newspapers which subscribe thereto.

It is requested that station officials forward to the Central Office copies of the first few issues of any wirephoto maps which appear in a local

newspaper or in a newspaper from any nearby city in which there is no Weather Bureau station. Copies should be forwarded subsequently at the end of each quarter together with quarterly clippings.

DISTRIBUTION OF FORMS, CHARTS, AND CODE BOOKS FOR PACIFIC VESSEL-RADIO SERVICE

Distribution of the following forms and code books to Weather Bureau Offices on the Pacific coast and at Honolulu will hereafter be made exclusively from the Weather Bureau Office at San Francisco:

International Radio Weather Code (1930), W. B. No. 1005.

International Code (pamphlet), W. B. No. 1046.

Code Card (condensed code for convenience of vessel weather observers).

Form 1210A.

Form 1204.

Radio Weather Map—North Pacific.

Cloud chart.

Station officials on the Pacific coast and at Honolulu who require any of the above forms, charts, or code books should make requisition on the Weather Bureau Office at San Francisco and not to the Central Office.

PROPOSALS FOR GASOLINE

Before soliciting future proposals for service-station deliveries of gasoline *in the State of Texas*, station officials should first request the Central Office to supply the names of prospective bidders, making reference to this notice.

APPOINTMENT OF COMPANIES OR OTHER COMMERCIAL ORGANIZATIONS AS AIRWAY OBSERVERS

In many cases where several of the employees of a company or other commercial organizations serve as airway observers without compensation, possibly at a number of places under an arrangement between the Weather Bureau and the company for doing this, it has been noted that the supervising station will often have difficulty in keeping an accurate record of each individual employee who serves in this capacity. In order to eliminate this difficulty, the policy in such cases hereafter will be to appoint the *company* as the airway observer, using Form 4076. Such forms will carry the statement "This appointment is without compensation", together with an outline of the place or places the service is to be performed, the number and time of reports, where and how delivery of the reports to the Weather Bureau is to be made, etc., over the signature of an official of the company authorized to sign such contracts. Care should be taken that the statement includes all pertinent facts of the case.

Stations now having substations under their supervision at which such arrangements are in effect may take action to bring these arrangements into conformity to the foregoing, if so desired.

PREPARATION OF ARTICLES ON METEOROLOGICAL SUBJECTS BY AIRWAY OBSERVERS OR OTHER NONCOMMISSIONED EMPLOYEES OF THE BUREAU

All station officials concerned are requested to take immediate action to advise airway observers, second-order observers, etc., employed in a noncommissioned status at stations under their supervision, that articles on meteorological subjects intended for publication shall not be prepared and furnished to the publisher without first having been submitted to the supervising station for inspection and, when deemed necessary by that official, forwarded to the Central Office for approval of the Chief of Bureau. The foregoing would not include the furnishing of daily temperatures, rainfall, character of weather, official forecasts, etc., to local newspapers, but rather articles of some length discussing various phases of meteorological data, phenomena, or theories.

The above instructions are prompted by a recent case wherein an airway observer prepared and had published in a local newspaper an elaborate article concerning local weather trends, daily temperatures, and other features, and gave his title as "Airway Observer, U. S. Weather Bureau", thus lending an inference of official approval of the Weather Bureau to the article. Actually, the matter had not previously come to the attention of the Central Office.

DEW-POINT TABLES FOR USE AT AIRPORT AND INTERMEDIATE STATIONS

For use at airport and intermediate stations in connection with the determination of dew-point values required in airway weather reports, action has been taken at the Central Office to have the tables of dew point for normal ranges of temperature and depressions of the wet bulb printed on a single sheet. Those for 29.00-inch pressure are now available, and it is expected that those for 30.00-, 27.00-, 25.00- and 23.00-inch pressures will be available within a month or so. All first-order and airport stations concerned should, therefore, make requisition on Form 4020B for the tables required for use at their stations and, in addition, general supervising stations should make requisition for the number of each kind required to supply one to each substation in their district that includes dew point in its airway weather reports.

Inasmuch as the use of the tables in this form will result in economy and provide a more expeditious means of extracting the dew point from the tables, their use within the ranges covered at all airport stations and airway substations in place of the pamphlet form of psychrometric tables is required. The use of the pamphlet form of tables will be continued for values not given on the sheets.

FORM 1144

Because of the difficulty in making changes in the time of observations entered on card Form 1144, "Airway, Airport, or Off-airway Station Record", under present procedure, the practice of blocking out the

hour figures not applying will be discontinued. Cards rendered should, therefore, carry the time of the observations as required, but the figures for any hours during which no observations are taken should not be blocked out.

Field officials concerned are requested to make certain that the above instructions are conformed to hereafter in connection with the card Form 1144, submitted to the Central Office.

DEATHS

Mr. John S. DeForest, assistant chief, Stations and Accounts Division, died suddenly on December 26, 1934. He was born at North Haven, Conn., on November 26, 1882. Mr. DeForest entered the service on July 1, 1909, at Key West, Fla., served there until August 9, 1910, when he was transferred to the Central Office, serving there continuously until the time of his death.

CHANGES IN PERSONNEL

The following, relative to changes in the personnel of the Weather Bureau during the month of December 1934, is published for the *exclusive* information of employees of the Weather Bureau:

Appointments, promotions, reductions, etc.

Name	Station	Remarks
Book, Philip	Washington, D. C.	Assistant messenger, Cu-2, at \$1,080, transferred to Agricultural Adjustment Administration.
Caffrey, Mrs. Laura M. . .	Washington, D. C.	Assistant clerk, CAF-3, at \$1,680, transferred to Forest Service.
Canaday, George L.	New Orleans, La.	Promoted to assistant meteorologist at \$2,600 from junior meteorologist at \$2,000.
Clark, Allan C.	New York, N. Y.	Assistant observer at \$1,740, resigned; record, good.
De Forest, John S.	Washington, D. C.	Junior administrative assistant, CAF-7, at \$2,600, died December 26, 1934.
Dightman, Richard A. . .	Seattle, Wash.	Appointed minor observer at \$1,020 by reinstatement.
Fife, Cecil S.	Pocatello, Idaho.	Junior observer at \$1,440, resigned; record, good.
Gilchrist, Arthur*	Washington, D. C.	Appointed under mechanic (fireman), CU-4, at \$1,320, temporarily.
Grinnell, William E.* . .	Chicago, Ill.	Minor observer at \$1,020, appointment terminated; record, good.
Hastings, Philip A.	Lander, Wyo.	Reduced from assistant observer at \$1,740 to junior observer at \$1,560, without prejudice.
Ketchum, Miss Miriam B.	Washington, D. C.	Appointed junior library assistant, SP-5, at \$1,800, by transfer from the Naval Observatory.

Appointments, promotions, reductions, etc.—Continued

Name	Station	Remarks
Kutschenreuter, Paul H.	Houston, Tex.	Promoted to junior meteorologist at \$2,100 from senior observer at the same salary.
Litchblau, Stephen.....	Chicago, Ill.	Appointed assistant meteorologist at \$2,600.
Magar, Lloyd H.	Rock Springs, Wyo.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Maiden, Darrell E.	Chicago, Ill.	Appointed minor observer at \$1,020.
Mitchell, George S.	New York, N. Y.	Appointed junior observer at \$1,440 by reinstatement.
Newton, Dix E.	Cincinnati, Ohio.	Appointed junior observer at \$1,440 by reinstatement.
Oak, Wilbur W.	Cheyenne, Wyo.	Promoted to assistant observer at \$1,620 from junior observer at \$1,440.
Page, Larry F.	Washington, D. C.	Temporary appointment as associate meteorologist at \$3,200 extended to terminate not later than April 7, 1935.
Prucha, Gilbert L.	Nome, Alaska.	Assistant meteorologist, salary readjusted from \$2,600 to \$2,500 with allowance of \$100 for quarters, fuel, and light.
Taylor, Alfred W.	Tampa, Fla.	Promoted to junior meteorologist at \$2,000, from senior observer at the same salary.

* Indicates temporary appointment.

Changes in assignments

Name	Relieved from—	Assigned to—
Coe, Arthur R.	Jacksonville, Fla.	Boston, Mass., assistant.
Hastings, Philip A.	Rock Springs, Wyo.	Lander, Wyo., assistant.
Lamoureux, Clarence E..	Syracuse, N. Y.	New Orleans, La., assistant.
Magar, Lloyd H.	Lander, Wyo.	Rock Springs, Wyo., assistant.

