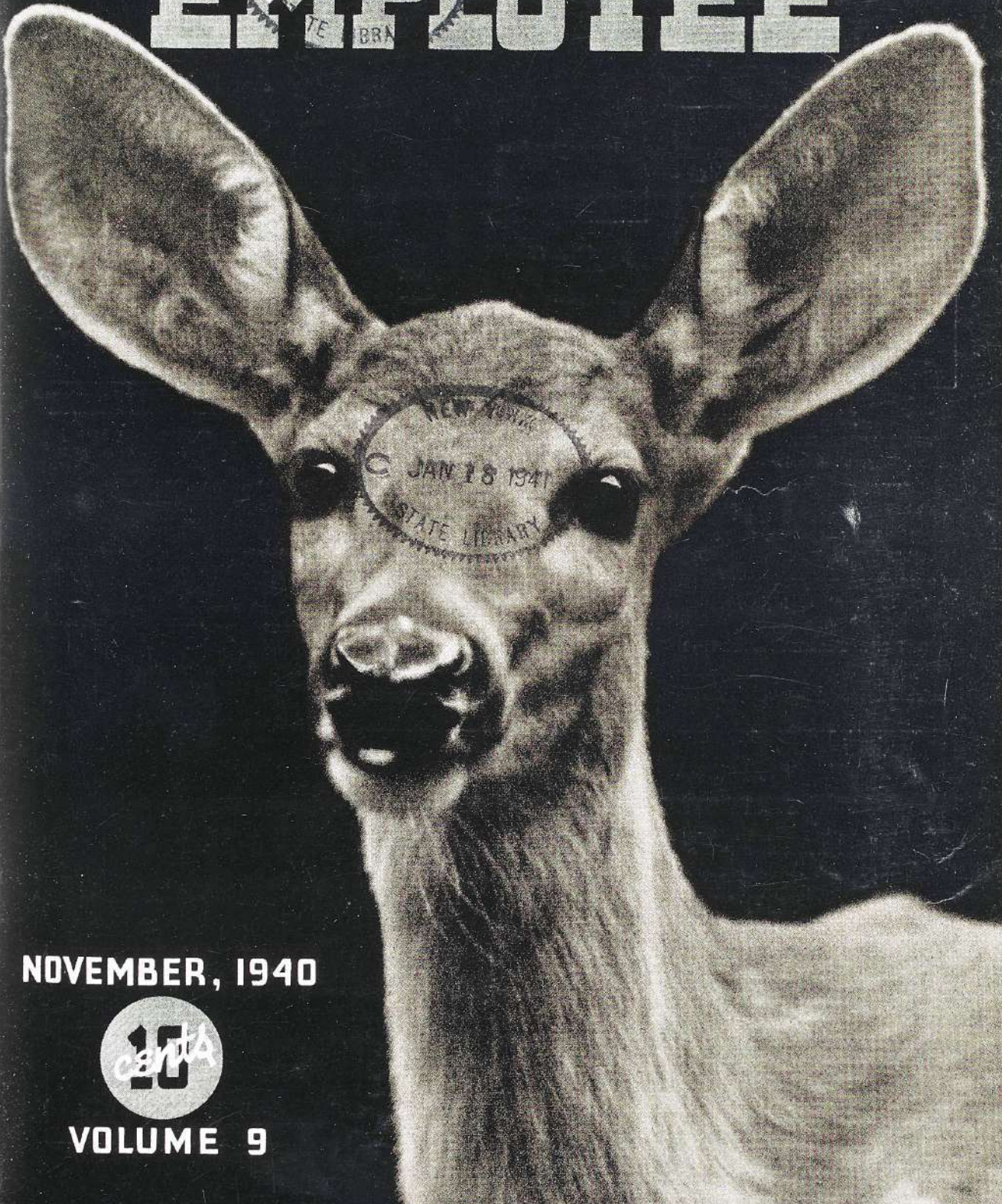


# The State EMPLOYEE



NOVEMBER, 1940



VOLUME 9

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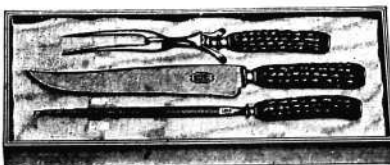
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# The State Employee

VOL. 9, Number 8

NOVEMBER, 1940

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## Social Security OR THE STATE PENSION SYSTEM?

There has been so much interest and opposition to the Wagner bill, Senate 4269, which proposes to bring Civil Service employees under the provisions of the Federal Social Security Law, that the Association deems it advisable to explain the nature and extent of the proposal, for the benefit of its members.

The present Federal Social Security Law contains seven independent provisions dealing with:

(a) Grants to states for old-age assistance, whereby the Federal government joins states in providing financial aid to needy persons over age sixty-five. The only individual qualifications for these provisions are age and financial need—type of occupation is immaterial.

(b) Federal old-age benefits. In these provisions persons employed in certain types of occupations are excluded. It is this section only which S. 4269 would extend to public employees, including teachers. This section provides for benefits from \$10 to \$85 a month, depending on average salary earned, to be paid to workers at age 65 or to their families, under certain circumstances, if the worker dies before age 65.

(c) Grants to states for unemployment compensation administration. Civil Service employees are not included under this section nor does the proposed bill extend unemployment benefits to Civil Service employees.

(d) Grants to states for aid to dependent children.

(e) Grants to states for material and child welfare.

(f) Public health work.

(g) Grants to states for aid to the blind.

The Wagner bill proposes to change only the Federal law designated above as subdivision "(b)"

by repealing the present provision which excludes Civil Service employees. The Wagner bill proposes to eliminate the exclusion clause in the present law thereby requiring all public employees of every State and the political subdivisions thereof to contribute to the Social Security fund and thereby become eligible for the benefits provided by the law.

Senator Wagner, in a statement issued at the time he introduced the bill, said that it was introduced at the request of the American Federation of Labor because over 40% of public employees throughout the United States are not now members of any pension or retirement system. State employees who are members of a retirement system are generally opposed to the extension of the act, but it would, of course, benefit Civil Service employees and teachers in states or political subdivisions which have no pension systems. Teachers' organizations have likewise been active in their opposition to the bill. In October, the Joint Committee of Teachers Organizations, through Frank D. Whalen, its Chairman, wrote to Senator Wagner proposing an amendment which would limit the Wagner bill to those State employees who are not members of an existing retirement system. Senator Wagner, on October 29, 1940, replied: "I am therefore, in complete agreement with the principle expressed in the proposed amendment enclosed with your letter."

Employees, who are members of actuarially sound pension systems, maintained in a large measure by their own contributions, fear that the extension of the Social Security Act would eventually result in a repeal or modification of existing retirement systems. In our State Employees Retirement System, for ex-

ample, the employees contribute from 3% to 8% of their salaries, depending upon their age when they entered the service. Under the proposed amendment to the Social Security Act they would be required to contribute to the Federal government 1% of their salaries immediately, which amount, by the provisions of the law, gradually increases to 3%. The State government would not be required to contribute, although private employers are required to make contributions equal to those made by the employees.

The Wagner amendment does not, by its terms, repeal or modify any existing pension system. Senator Wagner in his statement suggested that existing plans would be coordinated with the social security provisions but State employees and teachers see no necessity for the proposed extension to them, although they do not object to the extension of the Social Security Act to public employees and teachers who are not members of an existing system. They object to the extension of the Social Security Act to the public employees of the State of New York because they see no advantage in becoming members of two separate and distinct retirement systems and making double contributions from their salaries; they feel that the existing provisions of the State Retirement Law are adequate and satisfactory and they fear that the extension of this law may, in the future, result in the modification or repeal of the State Retirement System.

Congress has not acted on the Wagner Bill. It is still in committee. Whether it will be amended to exclude members of existing systems cannot be prophesied at this time. The Association has communicated  
(Continued on page 240)

## Social Security or the State Pension System?

(Continued from page 239)

its opposition to Senator Wagner and has recently asked him if he would issue a statement for publication in "The State Employee." It is hoped that his statement may be printed in the next issue.

Employees may be interested in a comparison of the provisions of the Social Security Act with those contained in the State Employees Retirement System. While the Social Security Act is very detailed in its provisions, it may be summed up briefly as follows:

It makes provision for benefit payments to be made to any worker who has succeeded in attaining what the act defines as a "fully insured status" or a reduced benefit from a "currently insured status." These benefits commence when, but not before, he attains the age of sixty-five and continue until his death. The size of this old-age benefit is dependent on the average of his earnings for the years he has worked and the length of time he has worked. In no case is the benefit, if the worker qualifies as fully insured, less than \$10 per month, but in no event can the benefit for the worker and his family exceed \$85 per month, no matter how many dependents he may have. This benefit is known as the "primary insurance benefit" and is the basis for the other benefits, which are as follows:

The wage earner's wife, if she is sixty-five or over, or when she reaches sixty-five, also receives one-half of her husband's "primary insurance benefits." His dependent children under eighteen years likewise receive a one-half "primary insurance benefit." If the wage earner dies, irrespective of his age, and has therefore succeeded in fulfilling the requirements of period and value of work, his widow, when she reaches sixty-five years of age, or thereafter, receives three-quarters of the "primary insurance benefits" and each dependent child under eighteen receives a one-half benefit.

If, however, the wage earner leaves no dependent entitled to benefits, a small lump sum payment is made, which may be used toward funeral expenses. There is a similar provision for monthly payments for parents over sixty-five, who were dependent on the wage earner. All

benefits are provided and beneficiaries named by statute and cannot be altered by the wage earner.

None of these monthly benefits can total in one family more than (1) twice the "primary insurance benefit," or (2) 80% of his average monthly pay, or (3) \$85, whichever is the least.

A few typical illustrations may clarify this explanation. Old-age benefits for a worker who has ten years coverage with an average wage of \$100 per month would give him a benefit of \$27.50 per month, while the same worker with thirty years coverage at the same salary would receive a benefit of \$32.50 per month. The benefits, under the same circumstances, to a widow would be \$20.63 per month and \$24.38 per month respectively. Under the same circumstances, a widow with one child would receive a benefit of \$34.38 per month and \$40.63 per month respectively.

If the worker leaves no survivor qualified for monthly benefits, a lump sum death benefit is payable which may be used for funeral expenses. The maximum death payment under any circumstances is \$336, while the minimum death payment is \$123.60.

The following comparison with the State Retirement System will illustrate the different provisions of the two systems:

**Death Benefits.** In the State Employee's Retirement System an employee who dies in service receives the return of all the contributions he has made, with interest at 4% plus a death benefit of one-half his last year's salary, if he has been employed more than six years. An employee who has served less than six years receives a death benefit of one month's salary for each year's service.

Under the Social Security Act the lump sum death payments cannot exceed \$336 no matter how large his salary. The money contributed to the Federal system does not belong to the employee and he never gets any part of it back unless he or his family qualifies for benefits under the provisions of the Act. Under the State system an employee can borrow half his contributions at any time. Under the Social Security Act an employee cannot borrow any part of his contribution.

**Disability Retirement.** If a State employee is disabled as a result of an accident arising out of his em-

ployment, he receives, under the State system, three-fourths of his average salary until his death or until he is able to return to work.

Under the Federal Social Security Act, no disability payments of any kind are made. If an employee is totally disabled as a result of an accident occurring in his employment or elsewhere, he receives no benefits until such time as he becomes sixty-five years of age, but upon reaching the age of sixty-five he would get the monthly benefits to which he is entitled by reason of his years of coverage.

**Options.** Under the State Retirement System the employee has the option to take a pension payable to himself or for the benefit of some member of his family, or a pension payable to himself jointly with some member of his family.

There are no options under the Social Security Act and the benefits are payable only under the circumstances defined in the law.

**Amount of Pension.** The retirement allowance to State employees under the State Retirement System is considerably larger in most cases than under the Federal Act. For example, under the Federal Act, the maximum pension payments to a worker, after forty years coverage, is \$56 per month, no matter how large his salary may have been. Family benefits are payable to a wife or widow only if she is sixty-five years or over, and for children only while they are under eighteen.

Under the State System an employee receives a pension of approximately 1/70th of his annual salary for each year of service, so that an employee who has thirty-five years of service would receive a pension of approximately one-half of his final average salary. Final average salary is defined as the average salary received during any consecutive five year period, which means the highest five years.

Under the State System an employee can retire at any time after reaching the age of sixty, or he can, by paying at a higher rate, retire at age fifty-five. Under certain circumstances, he may retire at an earlier age if he loses his position through no fault of his own and has had twenty years of service.

The Federal Act does not provide for any benefits whatsoever until the employee retires after reaching the age of sixty-five.

# Our Aims In 1941

Resolutions adopted at the Annual Meeting on October 15th, dealing with matters of vital interest to every State employee, lays the groundwork for our activities for 1941. Let us first review the many improvements in working conditions which our organization has sought in the past few years, and which it will continue to work for. Let us then examine new matters which, if attained will, we believe, greatly benefit the State service and the State employees.

## Adequate Salaries

"In order to attract unusual merit and ability to the service of the State of New York, to stimulate higher efficiency among the personnel, to provide skilled leadership in administrative departments, to reward merit and to ensure to the people and to the taxpayers of the State of New York the highest return in services for the necessary costs of government, it is hereby declared to be the policy of the State, in accordance with the mandate of the constitution, to provide equal pay for equal work, and regular increases in pay in proper proportion to increase of ability, increase of output and increase of quality of work demonstrated in service," constitutes the preamble to Chapter 859, of the Laws of 1937, better known as the Feld-Hamilton Civil Service Career Law. After three years of operation, there is general agreement that the Career Law fulfills the purposes for which it was enacted.

At the present time, however, less than 50% of State workers are included under the provisions of the Feld-Hamilton Law. During the past two years, the Association sponsored legislation to bring mental hygiene institutional employees, and correction department employees under the terms of the career law. These two groups number well over 20,000 employees and are the largest groups outside the law at present. During 1941, legislation will again be sponsored to extend the Career Law to mental hygiene institutional employees, correction institutional employees and other groups not now covered.

Our attempt to inform citizens and taxpayers concerning the true

facts as to "where tax money comes from and where it goes" will be continued. Many commendable reports reached the Association on its publication of "The Taxpayer's Biggest Bargain" during the budget controversy early this year. Apparently many citizens did not realize that only 7.1c out of every tax dollar paid by the average taxpayer went for the operation of State Government. And that out of the over four hundred million State budget total, only 6.7% was used to pay the salaries of employees of State administrative departments, and 9.8% to pay the costs, including salaries, of employees of State institutions, State schools and colleges. Through the columns of "The State Employee" and otherwise, citizens and taxpayers will be further enlightened and informed on the valuable services rendered day in and day out by the faithful army of State workers.

Because of its sponsorship of the Feld-Ostertag Law in 1938, which established the Classification Division in the Civil Service Department, our Association feels a responsibility for the success of the work of that Division which is so essential to the establishment of truly descriptive titles which are necessary to the carrying out of the Feld-Hamilton Law and its application to thousands of State institutional and other workers, and also in the extension of the competitive civil service classification. A strong appeal will be made to budgeting authorities to provide for the proper functioning of the Classification Division by necessary appropriations for its efficient administration.

In discussing adequate salaries, it would be amiss to neglect the "commutation" problem existing today in the case of many employees of State institutions. The Mental Hygiene Law provides that where an employee lives off the grounds of the institution, that a commutation allowance should be paid such employee—eight dollars per month for each meal, and eight dollars for lodging, and that an additional eight dollars be paid to heads of families. In spite of this clear provision, many employees living off the grounds receive only partial allowance, or none

at all. This is due to insufficient appropriations. The Association will again appeal to budgeting authorities to make certain that increased appropriations are accorded to State institutions to enable full payment of the commutation payments provided by law. Our members in State institutions are looking forward to the day when this question of commutation payments may be taken care of in a manner satisfactory to all concerned. There seems little doubt that basic cash salary scales with deductions for meals or lodging, instead of the present commutation plan, will be adopted eventually and will obviate many of the present difficulties. This matter has been the subject of careful study for sometime by the Executive Department.

Along the line of compensation arises not only the question of adequate traveling expenses for State workers, but also the matter of paying public works department employees the field allowances provided by the public works law. Frequently, employees are transferred from one part of the State to another, and the transportation of self, family and effects involves substantial expenditures which are caused, but not borne by the State. Upon inquiry the Association is informed that many private employers cover such expenses, some fully, others partially. Field employees of the department of public works incur expenses continuously in line of duty which are not reimbursed by the State, although such reimbursement seems to be provided for in the statute. Proper appeals to budgeting authorities along these lines will be made.

## Improve Civil Service Functioning

The Association will continue to work for the improvement of civil service administration in accordance with its basic policy of fostering the merit system. It has advocated, and will continue to urge the extension of the competitive class, and in this looks for early action by the Special Committee appointed by Governor Lehman to study this important matter. It will urge that sufficient funds be appropriated to enable the

(Continued on page 242)

## Our Aims In 1941

(Continued from page 241)

Civil Service Department to function as fully as the personnel administration agency of the State. It will endeavor to secure a sound plan of appeals for dismissed employees, and to secure protection against unfair dismissals of employees in the non-competitive and labor classes. Our Association has noted a steady improvement in the administration of civil service in this State.

### Working Hours

Many employees in State institutions are still working 12 or more hours a day. Certainly the State of New York, whose interest in private employees as to their hours of work, etc., must maintain its own house in order in all such respects and to lead the way at all times as the model employer. After many years of effort, our Association in 1936 established an eight hour day by law for thousands of State employees on "ward work" in State institutions. In 1937, the shorter working hours was extended by statute to employees in the kitchens and dining rooms of such institutions. Since that time legislation has been introduced each year which would extend the shorter day to the remaining thousands of institutional workers not employed on the wards, or in kitchens or dining rooms of these institutions, which employees seem just as equally justified to have the shorter hours. However, our efforts in this direction have not yet been successful. They will be continued, as, certainly our Empire State cannot long permit this condition to exist while at the same time properly and consistently regulating the working hours of private employees.

Our Association is committed to continue its efforts towards the eventual establishment of a five day week in State service. The shorter work week has been tried in many private concerns, and its success seems demonstrated by its continuance.

### Sick Leaves and Vacations

Our organization has consistently advocated the establishment of uniform minimum sick leave rules for State workers. In 1935 it was assumed that fair minimum sick leave rules had been secured for all State employees, as a special committee of the Governor's cabinet adopted a

satisfactory set of such rules. We were disappointed to find that these rules, adopted after much study and debate, were not applied to the twenty odd thousand employees in mental hygiene institutions. To this day these employees are being "docked" for being sick a half-day, a day, or longer periods, and in some cases after serving the State faithfully for fifteen or twenty years. In practically every case the State "saves" money on such sickness, as no additional employee is hired to fill his place in the event of minor illnesses. This question is even more pressing in view of the very small salaries received by the rank and file of institutional workers. Of course it is argued that such employees receive hospital care. It is true that they may report to the sick ward for medical attention, but it is only in severe cases that they receive hospital attention or incur expense for the State. The Governor's Cabinet Committee felt justified in establishing minimum sick leave rules for State workers, and such rules or their equivalent should be applied to institutional workers as well as to the employees of administrative departments. Certainly the living expenses of the sick employee and his or her family are no less during the term of disability, and are probably greater. The Association feels certain that this unjust condition has been overlooked and allowed to continue as means of false economy, at the expense of low-paid institutional workers, rather than because budgeting authorities do not feel that institutional workers are entitled to the minimum sick leaves now accorded to employees of administrative departments. In 1939 Governor Lehman vetoed a legislative measure to establish minimum sick leave rules for mental hygiene institutional employees on the ground that such matters should rightly be covered by administrative rules. This Association feels that the rules should be made and will continue to appeal to administrative heads and budgeting authorities for relief in this matter. Lacking rules, statutory action is the only recourse.

The Association will endeavor to establish more uniform practices among departments, concerning vacations and in the granting of leaves of absences, so that all employees may be treated fairly and equitably.

### Protect Stability of Pension Fund

Our organization, which took the initiative in seeking the establishment of the State Retirement System in 1921, fostering its development during succeeding years, will continue its efforts to protect the stability of the Retirement System, which according to experts is one of the best in the world.

### Continue Cooperative Enterprises

The Group Insurance Plans founded and developed by the Association will be continued at the present high level of efficiency. At the present time over 30,000 State employees are receiving either life or accident and sickness insurance protection at rates lower than such protection is obtainable by the individual. Since June 1, 1939, over \$300,000.00 has been paid to the beneficiaries of employees insured under the life insurance plan. Most claims have been settled within 24 hours, and with a minimum of red tape. Over \$400,000.00 has been paid to disabled State workers insured under the accident and sickness insurance plan since its inception in 1936.

The Association through its chapters and local employee groups will continue to sponsor the establishment of Federal Credit Unions among State employee groups wherever the need prevails. During the past year millions of dollars were loaned in times of need to State employees as members of federal credit unions operating at State institutions and among other groups. Besides this splendid loan service, the credit unions have provided sound investment opportunities.

### Continue Careful Examination of All Legislation Introduced in the Legislature

During each of the past few years there has been an increasing number of measures introduced in the Legislature vitally affecting State employees, as to their compensation, retirement, hours of work, sick leaves, vacations, or otherwise. Our Association, through its officers, committees and counsel has attempted to represent the best interests of State workers on all these measures. This representation before executive, legislative and administrative heads has become a very large undertaking, but the work is so important to employees that it will have first attention during the coming session. Much of the legislation usually pro-

(Continued on page 246)

## Contest Extended

The Association's Contest, as presented on pages 266 and 267 of this issue, has been extended. The time for filing statements and advertising questionnaires has been postponed to December 20th, in response to the requests of numerous members throughout the State who wrote the Contest Editor and urged that additional time be given.

Many splendid statements have been received and it is certain that the Contest Judges will have a difficult task to decide what statements deserve the award of the Cash Prizes of \$100. President Brind will announce the Contest Judges in the near future.

The advertising questionnaires thus far received contain valuable information concerning the advertising value of "The State Employee." Some of the facts revealed on the basis of questionnaires thus far returned are surprising. Apparently on an average four individuals in the subscriber's household come in contact with the regular issues of "The State Employee." A large percentage of State employees operate automobiles, owned either by themselves or some other member of their household, and the average mileage per year is over 10,000. About 75% of State workers, on the basis of returns received use cigarettes, 25% cigars, 30% cosmetics.

Many Association members apparently own their own homes. In the matter of sports and hobbies of employees—golf, dancing, tennis, movies, swimming, football and baseball—seem to be the favorites. The average mileage Association members travel yearly on railroads, busses

(Continued on page 263)

### CONTEST

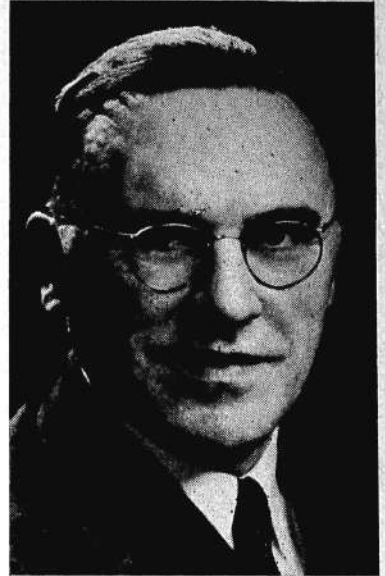
### CASH PRIZES

See Page 267

# Committees For 1941



WM. F. McDONOUGH  
Chairman, Legislative Committee



THOMAS STOWELL  
Chairman, Social Committee

President Brind has recently announced the following committee appointments for the year 1941:

#### LEGISLATIVE COMMITTEE

W. F. McDonough, Agriculture & Markets, Albany, **Chairman**  
Dr. Frank L. Tolman, Education, Albany  
Charles L. Campbell, Civil Service, Albany  
Andrew C. Doyle, Labor, Albany  
John Jahn, Public Works, Albany  
Joseph Lipsky, Education, Albany  
Joseph Crowe, D.P.U.I., Albany  
Milton Schwartz, Insurance, New York City  
J. Earl Kelly, Tax, New York City  
Conrad O'Malley, Public Works, Rochester  
John Livingstone, State Hospital, Poughkeepsie  
John McDonald, State Hospital, Rochester  
Wilfrid Denno, State Prison, Attica  
Harry Fritz, State Vocational Institute, West Coxsackie  
Ralph Conkling, State School, Warwick  
Tracy Tobey, State Hospital, Ithaca

#### SOCIAL COMMITTEE

Thomas Stowell, Health, Albany, **Chairman**  
Francis Griffin, Education, Albany  
Beulah Bailey Thull, Tax, Albany  
Hazel Ford, Tax, Albany  
Frances Sperry, D.P.U.I., Albany  
Jesse McFarland, Social Welfare, Albany  
Grace E. Keck, Health Laboratory, Albany  
John J. Joyce, Audit and Control, Albany  
Nini Foran, Civil Service, Albany  
Mary Meany, Public Works, Albany  
Lillian Hyatt, Education, Albany  
Mildred Meskill, Agriculture & Markets, Albany.

# Editorial Page

## THE STATE EMPLOYEE

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## Salaries for Merit

The merit system in public employment has been recognized by the State of New York and other jurisdictions because it has within it the dual virtue of securing to all citizens the maximum of service with the maximum of fair play in the selection of those citizens employed to render that service. The provision of the State Constitution which requires that all persons serving the State in its civil service must be selected and promoted on basis of merit and fitness as ascertained by competitive tests, establishes a world-old principle essential to successful achievement. Nomadic or settled, society has always depended upon those best fitted to do the task at hand. The progress of industrial production is but a day by day, year by year, record of recognition of outstanding learning and skill coupled with great industry and initiative. And, as tasks and apprentices have increased with civilization, so in the multitudinous services carried on directly by the people it is imperative that efficiency be the watchword. New York State services, in line with general progress, have increased tremendously. It does not take too long a memory to recall when the Department of Agriculture and Markets, for instance, consisted of a commissioner, a general assistant, a

stenographer, housed in a single room in the State Capitol, and two field men. Today, that Department utilizes several floors in the State Office Building, has Division offices in the principal cities and employs several hundred workers. The Department safeguards the entire food supply of the people of the State from its wholesomeness and freedom from adulteration to its weighing and packaging, as well as having to do with animal diseases, plant diseases, grading of products, establishment of fair prices, the conduct of the State Fair and a dozen other public services. Likewise, the original departments of State government have all developed into veritable beehives of industry and many new departments and agencies have been added. It is well to remember at all times that when the legislative branch of our Government acting for the people says that thus and so shall be done in the way of public education, health, conservation, protection of life or property, or along any line that it is the duty of the Executive and the administrative heads of government to organize the particular functioning necessary to bring the service to the people along the most economical and efficient lines possible. The Department of Civil Service is the employment agency of State Government. Under its laws the workers necessary to every service are selected and recruited and paid. Each job is classified and each job is allocated to a standard wage scale. The Governor through his Division of the Budget and the Legislature through its power of appropriation are responsible for the money necessary to permit the carrying on of the activities which the Legislature in past sessions has deemed shall be done.

The civil service employees of New York State are fortunate in having an employer who has first of all established in the Constitution itself the principle of selection on merit and promotion on merit, thereby assuring a security in employment based upon the most intelligent conceptions of personnel ad-

ministered yet devised. The worker is also fortunate in that the scales of pay are known to him and the promise is made by the State that he shall receive yearly increments until his maximum is reached, fitting the known value of the work to the people whom he serves. When the Legislature of 1937 adopted the Feld-Hamilton Career Law, it did so after many years of turmoil and distress among State workers and in answer to committees of its own creation which had recommended a sound, stable plan of dealing with salaries and with merit.

This is the fourth year under the career law and there has not been a single voice heard among over thirteen million citizens of the State for its repeal. Gradually, the fairness of the principle of equal pay for equal work, has grown in its appeal to citizens, administrators and employees. It must be considered at all times that this law took special privilege out of the State payroll. It could not remedy the effect of all of the ugly injustices which had arisen in the service throughout the years. It could and did establish a reign of fair-play in salaries possible only under such an enlightened law.

State employees have no illusions as to the career law's freedom from attack by those who look upon the worker as ready prey whenever curtailment of taxes or the payment for public services is being considered. During the past two sessions of the Legislature, we have seen that body descended upon by groups led by selfishly interested persons each vying with the other in demands for the letting of State employee blood by way of reductions in their salaries. In 1938, these groups were successful, and the Legislature against the advice and wishes of the Governor revised his already prepared budget to reduce the salaries of State workers. It does not make any difference whether we describe that act as "taking out the increments," or by its true name "salary slashing," the effect was the same. The State employee was singled out,

(Continued on page 245)



singled out as the single victim for as unfair and as brutal discrimination as ever occurred in any dark age of political illightedness.

Last year, although the bitterness of uninformed groups toward State employees exhibited at legislative hearings was just as severe, good sense prevailed and there was a recognition of facts and of fair play which resulted in the State's carrying out its salary contract, with employees as sealed in the career law.

It is the earnest hope of State civil service employees, fifty thousand of them, and the hope of their dependents, that there will be no recurrence of attack upon or of discrimination toward them because they happen to be citizens selected under special provisions of the Constitution to serve the State.

No long argument is needed to show the fallacy of inadequate salaries in State service or in private service. We know that State salaries are moderate and that they have been arrived at in as scientific a manner as it is possible to employ. We know that the number of employed is not determined by the employees but by the legislative, executive and administrative heads and is sufficient only to the carrying on of public services. We know that public services are paid from tax collections and in common with other citizens State employees contribute their share as home owners, as income tax payers, and in any and all of the various ways by which taxes are obtained. Salaries have really nothing to do with the amount of taxes a citizen should pay, except as a basis for income tax payments and in this all workers, public and private, are dealt with alike. When the State worker's salary is reduced, as a State economy measure, it is as plain as day that the State worker is being asked to contribute inequitably to State economy—to pay a special tax! It is not conceivable that there is a single citizen of the State, who would with a full understanding of the facts subscribe to exacting more than a fair share toward economy from one class of workers as against another. When economy comes in State government it must come through the foregoing of some present public service by citizens, or by increased efficiency of State service. To this latter this Association is deliberately and definitely and continuously pledged. The elimination

of any present service is squarely up to the Legislature as direct representatives of the people. This is a heavy responsibility of the Legislature and one which they can meet only by the most careful evaluation of each service now afforded to the people. They cannot honestly or intelligently or justly establish any real savings by salary slashing and at the expense of the worker. To make the worker who is assigned to a task which is to be continued bear a salary cut in the interest of general economy is a rank injustice to which no fair-minded citizen would lend himself for an instant. And do not mistake or misunderstand—the refusal to observe the career law increments would be to definitely reduce a State employee's salary and to discriminate directly against that employee.

Should such a move develop at the next session of the Legislature, all men and women in the State service would resist it as an inexcusably unfair discrimination against them as citizens and as workers. We do not expect any such move but if it should come we shall be ready as an Association to denounce it fully and firmly.

### **The Front Cover**

The striking picture of the fawn on the Front Cover of this issue was taken by Walter J. Schoonmaker, Assistant State Zoologist, and President of the New York State Nature Association. Mr. Schoonmaker is Staff Photographer for our magazine. The picture was taken in the upper part of Saratoga County.

### **Unity Means Good-Will**

Yes, the people of the United States do well to give themselves over completely and anxiously to the ways and means for a definitely helpful unity. To stumble along as a people, aimlessly, in the face of world conditions, would be a monstrous crime against civilization. And we do know the facts. At no time in the history of the world has there been such effective means of communication or such widespread use of such means. Daily, men and women of our Country hear from every part of the world. Doubtless much of the information contained in official dispatches is colored by diplomatic necessity or intrigue. But there is a substance to what we hear sufficient to impress

the most indifferent thinker to the fact that since 1900 the peoples of various nations have been moving in strange ways and under the influence of hitherto unrecognized forces. The movement today is strongly toward a bandit psychology which if adopted world-wide, would leave no hearth long secure and no nation long in peace.

Fortunately, our people have had the benefit of practically forty years of observation and study of the progress of the various ideologies of Europe and Asia. They have seen persecution, and revolt against persecution. They have seen culture rise, and they have seen culture give way to ignorance and hate. They have seen freedom and happiness grow in the hearts of whole nations and blossom into democracies, and they have seen these democracies wither and perish. They have seen unity of various kinds thrive here and there for short periods only to give way to human passions and ambitions. They have seen Russia, crushing her people into peasantry to maintain the despotic pomp of degenerate rulers; Germany and Italy, destroying human initiative and freedom to nurture the forces of power through militarism; France, losing her birthright of liberty, fraternity and equality in a maze of petty and internal vice and corruption.

And why this old-world bogging down of progress of civilization? There is but one answer. God and his eternal and necessary ideology of good-will has been lacking. God was banished to the wood-shed of the poor; to the cellar-ways of the powerful; to the ante-rooms of parliaments. God was relegated to the vanguard of the march; to the door-steps of diplomacy.

Our United States is great because God has thus far been accorded the respect and the love of our people. Deference and thanksgiving to God are in our Declaration of Independence. Gratitude to God marks the very first lines of our own State's Constitution. And before all Constitutions and Laws, God walked the by-ways of New York through the glorious Marquette and LaSalle, and countless other apostles of religion; inspired the liberty-loving New Englanders who erected their meeting houses to His honor in every hamlet they entered; held sway in the south-

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## Unity Means Good Will

(Continued from page 245)

land and the westland in countless missions and schools. So today, when we aspire to unity, we know full well from many lessons that we can be successful only if we take stock first of spiritual values and pray humbly for the sublime gift of Nation-wide good-will.

Vital needs challenge us on every hand. Among the first is the need for wise formulae for a just bearing of the expenses of governmental activities so that the natural wealth of the Nation and the man-created refinements shall be so used that life and property may be really devoted to the attainment of human happiness. There is the outstanding need for the application of present knowledge to the problem of robust health for all of our people. Health is the very foundation of wealth and security and happiness. Despite great strides in research and in professional excellence, literally millions of our people are physically unfit—unfit to do their share of work, unfit to bear their part in National defense, unfit to enjoy the full benefits of an intelligently organized society. Much of this unfitness begins with childhood, or early youth. Thanks to wise leaders, the schools are doing a continuously better job with regard to checking upon eyes and teeth and other elemental health matters. Private groups such as the Y.M.C.A., Y.W.C.A., Y.M.H.A., Boy Scouts, and the like are active in a limited way. What is needed is a complete transformation of our viewpoint with reference to health. It may not in common sense be a hit or miss proposition. Freedom does not thrive on neglect of a factor of such importance to society. It does not make so much difference as to the kind of clothes a person wears; the essential thing is what kind of a body is covered by velvet or homespun. General disease, specific ailment, epidemics must be considered of vital importance so far as public interest is concerned. Is it not time for a Nation-wide program for physical betterment? And will it not begin with well-equipped public gymnasiums available to each and every youth, and to adult manhood and womanhood, with constantly present facilities for necessary hygiene, and the giving of knowledge of individual bodily needs, so that we may

have a Nation of strong men and women in whom the certainty of efficiency breeds courage and self-reliance and a sense of social security valuable beyond any yet envisioned.

There are other things that good-will can bring to us, many other things. We may be sure, however, that without spiritual and material health we too despite oceans and mountains and other natural aids, will fall victims to social and political ills fatal for many generations.

As employees of the State of New York we have a special call to give freely of our hearts and minds to the upbuilding of a unity founded on good-will and tolerance and human dignity that will outlast all the God-lacking ideologies of destruction and of degradation that now curse a large part of the World in which we live. Every people is dependent upon spiritual leadership inspiring to unity and progress. So long as we remain true to the God of our fathers we cannot fail.

## Kings Park Credit Union

The Kings Park State Hospital Federal Credit Union, which was sponsored and established through the activities of the Kings Park State Hospital Chapter in April of this year, announces that in the first six months of operation, 325 employees have become members with assets to date already totaling over \$7,000.00.

At the organization meeting the following were named to serve: Kenneth V. Borey, President; Dr. Isadore Schnap, Vice-President; Ernest Palcic, Secretary-Treasurer; and Irene Sullivan and Clarence Lyons, Directors.

The Credit Committee is composed of Charles Shaller, Ralph Piper and Michael Long. The Supervisory committee is made up of Edward Sommer, Loyd Anderson and Charles Collins.

## New Constitution Available

At the Annual Meeting October 15th it was agreed to prepare and have available for the use of members a supply of copies of the new Constitution and By-Laws of the Association as adopted at that meeting.

A supply of the new Constitution and By-Laws has been prepared and any interested employees or groups may obtain same by applying to Association Headquarters, Room 156, State Capitol, Albany, N. Y.

## Our Aims in 1941

(Continued from page 242)

posed is of a type that its enactment would be extremely detrimental to the merit system.

## To Aid State Employees Inducted Into Federal Military Service

The Association is pledged to aid in every possible way all employees inducted into Federal Military Service. A list of the employees of various departments and institutions, as inducted, will be carried in future issues of our magazine.

As has been the practice during the past, our Association will continue friendly cooperation with all employee and other groups devoted to human welfare and progress.

## Your Cooperation Needed

Of course, our Association will be only as successful during the coming year as the enthusiasm and active support of its membership throughout the service. Membership support and cooperation is vitally necessary to the success of the splendid program outlined for attention. Surely the hard work, fine accomplishments and the program for 1941, merit the support of every State employee. Certainly the unselfish, unpaid officers, committees and representatives of the Association merit unanimous support and assistance in the work which they are doing for the benefit of all State workers.

**CONTEST**

**CASH**

**PRIZES**

*See Page 267*

# Candidates to be Fingerprinted

Establishment of a foolproof new fingerprinting procedure, to prevent substitution of impostors by ill-equipped candidates in civil service examinations, has fortified New York State's merit system.

Under an ironclad Civil Service Department regulation, every contestant—before entering examination rooms henceforth—must first leave the imprints of his forefingers on an identification card with the admitting official.

And, from now on, every new job appointee must submit to comprehensive prints of every fingertip before he begins service.

Directing enforcement of this new policy is F. H. Densler, executive officer of the department, who has just issued instructions in fingerprinting methods to appointing officers of all State departments.

Inauguration of the system, he believes, calls two-strikes on successful operation of the "substitute racket" hereafter.

"And, in addition," he said, "the prints will enable us to double-check

the veracity of candidates in filling out application blanks."

Mr. Densler explained that the comprehensive prints, taken from appointees, will be sent promptly to the Identification Bureau of the State Correction Department where experts will check them for possible disclosures of past prison records.

Thus, future candidates with secret pasts must tell all at the outset—or stand to terminate an ill-gotten appointment before the expiration of a probationary period.

To Egyptian-born Sam A. Balis, who speaks eight languages, went the honor of being the first State appointee to be fingerprinted.

A former New York City resident who served as a guard in the municipal welfare department, Balis joined the State Health Department as a junior messenger.

Rolled impressions were taken by Sheridan Tufts, Correction Department employee, of all Mr. Balis' fingers. Then "plain" impressions of both of his thumbs were stamped as

well as "plain" group prints of the other fingers of each hand.

Then, his prints were slipped into Correction Department files, where more than 110,000 other identification cards of criminals and honest citizens alike repose.

## Chapter President Dies

Officers of the Association, and members of the Waterford Canal Floating Plant Chapter of the Association were grieved by the death of the President of that Chapter, Frank M. McGovern. Mr. McGovern was stricken while participating in a National Defense Parade, on October 25th, with fellow members of the Troy Machinists Union.

Members of the Waterford Chapter attended the wake and church services in a body. Words fail to express the sincerity and loyalty the deceased had for fellow members of the chapter. Personal contact with Mr. McGovern impressed one with his profound respect and interest in his fellow workman.

*Dear Association Member:*

Within a short time the 35,000 members of our Association will again be renewing their membership for the year 1941. This renewal of membership constitutes a good-sized job for Association representatives and Headquarters.

About December 1st, each Association Representative, located in every State Office, Department or Institution, will receive bills for 1941 membership, which will probably be distributed shortly thereafter to each member.

I earnestly request your cooperation in this matter by your *prompt* payment of 1941 dues to your representative upon receipt of your bill. By so doing you lessen the work of your representative, who serves unselfishly without pay, and thereby give him more time to care for the more important problems affecting State workers.

Thanking you for your good cooperation in this matter, I am

Sincerely yours,



CHARLES A. BRIND, JR.  
*President*

# Story of State Government

## CHAPTER IX: DEPARTMENT OF AUDIT AND CONTROL

*The following article is the ninth of a series of articles on New York State Government. This series is in charge of our Editorial Board Member, A. K. Getman of the State Education Department Staff. The next article of this series, which will discuss the Department of Mental Hygiene, will be contained in the December issue.*

By

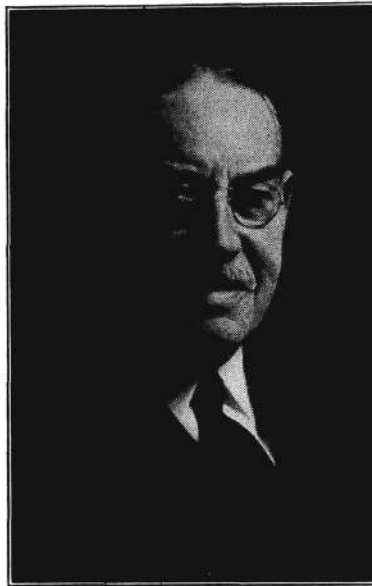
MORRIS S. TREMAINE  
*Comptroller*

If we view the governmental activities of New York State as a whole (and the State Comptroller must) we find that they consist of a vast complex of specialized services, part business and part regulatory, supported chiefly by taxation and operating under statutory controls. Let us first make a brief survey of these services, for they define the nature and scope of the comptroller's major problems and responsibilities.

The strictly "governmental" functions of New York State, as that term was understood a few decades ago, now comprise but a minor part of its many activities. The average person usually thinks of his State government chiefly in terms of courts, the legislature, the governor, and of an army of office employees engaged in regulating the daily affairs of citizens. But if this were all, the problems of government, and of the comptroller, would be extremely simple. On the contrary the State is, not merely a business, as is often said, but a system of differing businesses, each with problems fully as varied and difficult as those of any large public utility, insurance company, or other private enterprise.

The State of New York, for example, operates and maintains an extensive system of canalized waterways; it reconstructs and constantly improves a far flung network of highways, reaching into every corner of the State; it runs 15 penal institutions and 38 hospitals and training

schools, with an inmate population of more than 110,000 and at an annual cost of about \$45,000,000; and it operates normal schools, colleges, parks with recreational facilities, the largest employees' compensation insurance system in the United States, and a retirement insurance system with a membership of more than 87,000 persons and investments of around \$137,500,000. This, of course, is only a very brief and wholly inadequate glance at the total picture, but it serves to indicate, as nothing else can, the finely developed fiscal controls that must be maintained if all these varying businesses are to be managed lawfully and yet efficiently. With this general view in mind, we



HON. MORRIS S. TREMAINE

can now start to examine in more detail the nature of these controls and the manner in which they operate.

### Status of Comptroller

The State Comptroller in New York State is a constitutional officer, elected by the people, and as such is supreme within the limits of his authority as defined by the constitution and by statute. These limits, insofar as the fiscal affairs of the State are concerned, are very broad. "The comptroller," says the State Finance Law, "shall superintend the fiscal affairs of the State." And since

practically every activity of the State has a fiscal aspect, this means that nothing of importance can go on without the comptroller's knowledge, and his supervision of the income or outgo of moneys involved. The comptroller must audit, before payment, all expenditures and refunds of money in which the State has an interest; he must audit the accrual and collection of all revenues and receipts; he must prescribe the forms and systems of account necessary to effect these ends, and by constant supervision of the fiscal controls so established see to it that they work smoothly and efficiently; and he must, finally, render to the governor, the Legislature, State executives, and the general public, reports which will tell in understandable language what is going on, and what has gone on in the field of the State's fiscal affairs. We will find later on that this latter duty of "reporting" dominates, to a large extent, all others. The chief tool of management, whether it be the management that goes into the shaping of a budget, or that which deals with the practical administration of operations under a budget, is information quickly given, properly classified, and embedded in a factual background of past experience. Without this information, as every executive fully realizes, no large business could function. But for the present, it is sufficient merely to note the fact, and to add to the foregoing list of duties, the audit of State municipalities, the administration of State funds and the management of State investments, amounting to about \$250,000,000. All of which constitutes a sizeable job that obviously could not be performed well (if at all) without proper organization. It seems necessary at this point, therefore, to look into the manner in which the comptroller's office is organized.

### Organization of Office

There are three main divisions in the office, each of which is concerned with a sharply divided set of activities. These divisions are: Employees' Retirement System; Municipal Accounts; State Audits and Ac-

# Mechanized Payroll Unit

counts. A brief review of each will afford an interesting insight not only into the office, but also into the operations of the State itself.

The Division of Employees' Retirement System takes care of all matters in connection with the State system of retirement insurance for employees of the State and its component municipalities. The business conducted is quite a large one, for the system has about 87,000 active members, to whom it makes loans (25,000 annually) and pays death benefits and retirement allowances when due, and from whom it receives monthly payments of dues. The investments of the system, having a value of around \$137,500,000, are managed by the comptroller, and it is worthy of note that, despite the restricted character of the investments and the low rates of interest on high grade securities during the past decade, the yield during that period has averaged around 4%. Not one cent of principal investment has ever been lost. It is extremely doubtful whether any private financial corporation of comparable size can boast of so favorable a record.

The Division of Municipal Accounts, as its name implies, audits the accounts of State municipalities, and establishes therein systems of financial control. It also prepares annually a report on the classified receipts and expenditures, bonded debts and other fiscal affairs of all towns, villages, cities and counties of the State. No other State of the Union compiles a report on its municipalities in any way comparable to this. It is invaluable to municipal officials for purposes of cost comparison, to investors, and to students of government.

The third division of the office, that of State Audits and Accounts, is more complex than the other two and will require fuller treatment. The division has first been organized into three bureaus (Office Audit; Accounts; Field Audit); and those in turn have been organized into subdivisions (first, units, and then, sections) each of which deals with a distinct phase of activity. Thus, the entire organization of the office is, it will be noted, on a functional basis, but with the preservation throughout of the "line" principles on which the proper working of any complex office must depend.

It would require too much space to attempt a detailed examination of



A section of the Payroll Unit showing tabulating machines which prepare payrolls and payroll checks of some 28,000 institutional employees, all within a period of five or six days, twice each month. These payrolls are prepared from punched cards at the rate of twenty-seven names a minute, and the checks at about twice that speed. Of course there is a great deal of preparatory work necessary before the payrolls and checks may be run off on the tabulating machine.

the work of each unit and section of the division of State audits and accounts. The funds, alone, which must be audited and accounted for, some large, some small, some within the State treasury, some outside of it, but all controlled to a greater or lesser extent by statutes, exceed 400. But here we must insert a caution. While about 350 of these funds referred to are funds in the strictest sense of the term (i.e., separate bank accounts subject to separate checks) the bulk of the State auditing and accounting is concerned with some 60 funds in the joint custody of the comptroller and the State treasurer; and these are merely accounts on the comptroller's books, subject to one kind of check. If the situation were otherwise, the work of the comptroller would be enormously increased.

Returning to the organization of the Division of State Audit and Accounts, let us review very briefly the work of each bureau:

**Bureau of Office Audit:** This bureau, subdivided into six main units (Payroll; General Audit; Highway Audit; Receipts and Tax Refunds; Social Welfare; Unemployment In-

surance) examines, before payment, all claims against the State for services of employees; purchases of goods and services, travel expense, refunds of taxes and fees; distributions to localities; and disbursements of unemployment insurance benefits. It now prepares by tabulating machines the payrolls and payroll checks of some 28,000 institutional employees, all within a period of five or six days, twice each month; a service which will shortly be extended to all other regular employees of the State, numbering about 30,000. These payrolls are prepared from punched cards at the rate of 27 names a minute, and the checks at about twice that speed. The signature on the checks is also printed by a high speed check signer at the rate of 15,000 checks per hour. The main objectives of the audits performed by the bureau will be discussed later on.

**Bureau of Accounts:** This bureau, subdivided into five main units (Appropriations; Warrant and Check Preparation; Revenues; General Accounting; Filing and Stores) main-

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tains accounts for all appropriations and allocations thereof by the division of the budget; for all funds in which the State has an interest; and for each kind of tax or other revenue. It prepares warrants (orders on the treasury) to pay bills, and also by arrangement with the treasury, prepares voucher checks with claimant's address and payees' reference, which, after counter signature, are delivered to the treasury for signature and mailing. Not less important, from the standpoint of re-

Special Audit) each of which operates under the immediate direction of a supervising accountant. The bureau makes periodic field audits of several hundred funds outside of the State treasury; investigates at the source home relief and other social welfare expenditures involving about \$195,000,000 annually; conducts field audits of 80 prisons, hospitals, normal schools and other institutions spending about \$52,000,000 annually; examines the accounts of county treasurers and municipal officers in which the State is inter-

counting and auditing, as outlined below, can be grasped without difficulty.

### General Plan of Expenditure Audit

What purposes are served by the comptroller's audit of claims against the State? Hundreds of thousands of these claims, from several hundred operating institutions and agencies, flow through the comptroller's office annually and are processed for payment. They are of different varieties, each demanding separate treatment; claims, for instance, for goods purchased under contract; for goods purchased in open market; for reimbursement of traveling expenses; for construction and repair work; for salaries of employees; for services of non-employees; for refunds of taxes and fees; for statutory payments to school systems, county health officers, town and county highway officials, social welfare officials, private institutions and others; and for unemployment insurance and retirement benefits.

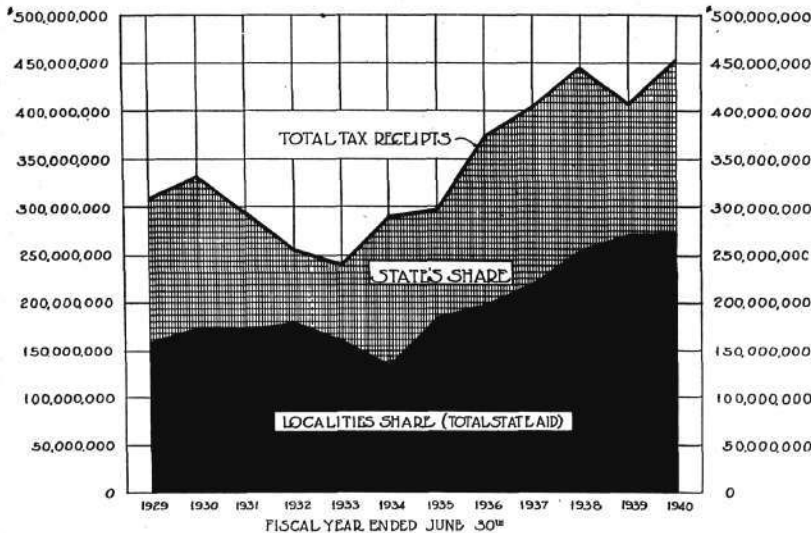
But despite this great variety of claims, the main objectives sought by the comptroller's audit are relatively few and simple. They are as follows:

1. To determine that the appropriation account to which the charge is made is correct. If this were not done, then obviously all the work performed in the preparation and passage of the State budget would be useless. The purpose of this step in the audit, therefore, may be said to be to maintain the integrity of the State's budget.

2. To determine that there are funds available to pay the claim. In a private business this is ordinarily a matter of watching the bank account. However, in a government where expenditures for each purpose are controlled by appropriation, it must be determined that there is enough of the appropriation left to pay the claim. And since it would be unfair to vendors to require them to wait for a deficiency appropriation where the funds had run out, the audit of all purchases starts with the purchase order or contract.

3. To determine that the goods billed were actually received or the services rendered in the quantity and of the quality charged for. This is accomplished partly by the requirement that each such claim must be covered by a previously issued purchase order; partly by the rule

## Total Tax Receipts Compared With State Aid and State Collected Taxes Shared With Localities, 1929-1940



This chart, taken from the Comptroller's Condensed Financial Report for the fiscal year 1939-40, shows graphically total tax results of the State for the past twelve years, and the amount thereof distributed to localities by statute and by appropriation. Since taxes constitute all but a very minor portion of State revenues, the chart reveals the increasing extent to which such revenues are being returned to localities as State Aid. The drop in State Aid for 1933-34 was caused by a permanent shift forward of the dates of some \$25,000,000.

porting, is the analysis performed by tabulating machines of all State expenditures according to uniform classifications established by the comptroller. This will be discussed more fully later on. The bureau also maintains a tabulating machine card record of all State investments, with cards punched for maturities, and a card record showing State purchases from each vendor.

**Bureau of Field Audit:** This bureau is subdivided into five main units (Special Fund; Social Welfare; County and Town; Departmental;

and supplements the work of the Bureau of Office Audit by periodic examinations of the revenues and expenditures of park commissions and other operating agencies. It constantly supervises and improves the forms, procedures and other fiscal controls on which the comptroller must rely for the performance of his duties.

The chart on the following page will serve to illustrate the lines of authority and organization of functions in the office. If this is understood, the general plan of State ac-

that a signed inspection or materials received slip for each purchase must be on hand in departmental files for subsequent field audit.

4. To ascertain that prices charged are reasonable; that if the items covered are under contract, the terms of the transaction are in accord therewith; and that prices on open market purchases conform to prevailing quotations in the locality.

5. To determine that payrolls cover only positions authorized by law and filled by employees appointed in conformity therewith.

6. To determine that proper authority for all travel by each employee or official has been filed with the comptroller.

7. To ascertain that expenditures are charged to the proper expense classification; a matter which will be more fully discussed later on.

8. In general, to determine that all payments are in accord with the provisions of controlling statutes and appropriation acts; that they are covered by contracts approved by the comptroller, where required; and that they are for purely State purposes.

There is no space here to detail the ways and means by which these objectives are fulfilled. One great concern is speed, for bills must be promptly paid and cash discounts taken wherever possible. This is accomplished by the use of standardized voucher and other general accounting forms throughout the State; by the audit of prices, etc., on purchase orders prior to the receipt of claims; by the daily transmission of claims for audit; by the organization of special sections for routine verification of extensions, for audit of travel expenses, for audit of prices, etc., and in a word, by systematized procedures which provide for the doing of everything possible in advance of the receipt of the final claim. As a general rule most vouchers are audited and ready for payment within several days after receipt by the comptroller. Then they are temporarily filed by department, institution, or other agency, awaiting "payment-day." Audited vouchers of institutions and the larger agencies are paid twice a week on scheduled days therefor; those of smaller agencies, once a week. Thus, except where a voucher has been held up for some special reason, the maximum elapsed time between receipt of a purchase vouch-

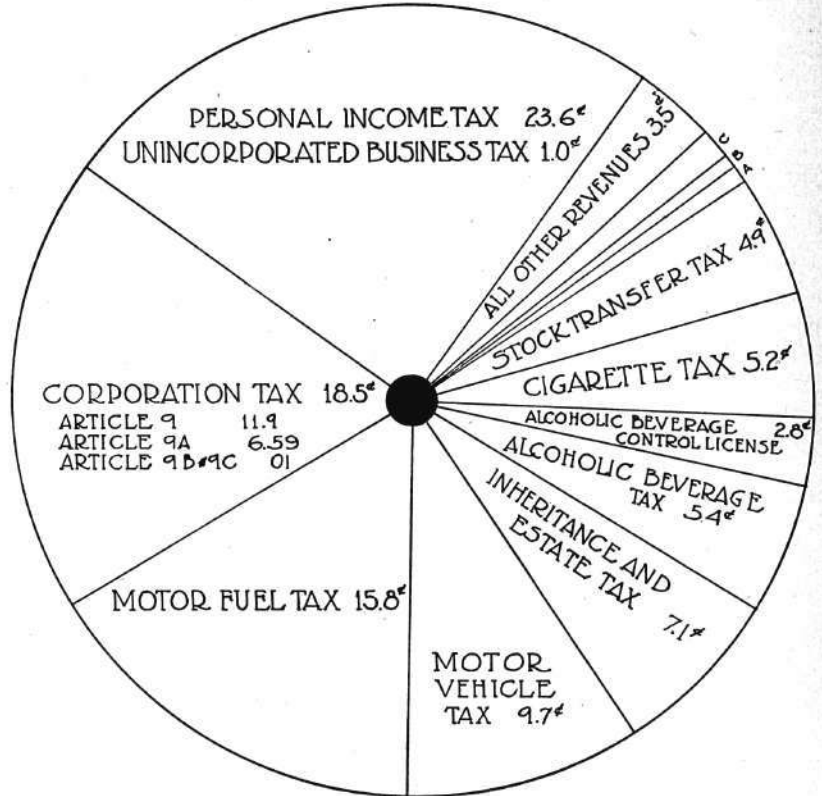
er by the comptroller and the mailing of the check is about eight days; the average about four.

#### General Plan of Accounting

Prior to 1933 the bulk of the State's expenditure accounting consisted merely of charging payments to the proper fund and appropriation. This was wholly unsatisfactory, for it failed to show in adequate, classified detail just how the money of the State had been spent. It failed to reveal specific trends, or comparative increases or decreases over a

ment his appropriation accounting by a complete analysis of expenditures under each appropriation according to uniform classifications. This was done by means of tabulating machines, cards being punched for each audited voucher to show the amounts thereof chargeable to each analytical account established. And as a result, it is now possible to furnish the head of each agency, at the end of every month, an audited analysis of his expenditures, and to provide the public within 45

## Source of the State Revenue Dollar-1939-40



A- GENERAL PROPERTY TAX	.7
B- PARI-MUTUAL TAX	.5
C- ALL OTHER SPECIAL TAXES	1.3

This chart, which appears annually in the Comptroller's Condensed Financial Report, shows the sources from which the State's general revenues are derived. Note that taxes account for all but 3.5% of the revenues. Taxes distributed to localities under statute in the amount of \$71,210,811.27 are not reflected on the chart.

period of years, thus dispensing with an important element of control. And finally, the accounts did not lend themselves to the type of reports on the State's complex fiscal affairs required for the formulation and execution of sound budget policies, for investment analysis and for the information of citizens generally.

Realizing these deficiencies, the comptroller acted in 1934 to supple-

days of the close of each fiscal year with a detailed, readable report on the entire fiscal affairs of the State.

In order to accomplish this, there were first established about 25 main classes of expenditure (personal service; traveling expenses; general expenses, equipment-replacements; equipment-additional; etc.), each of which was further subdivided into

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accounts of well-defined, stable content. To illustrate, traveling expenses, on which the State spends almost \$4,000,000 annually, are currently analyzed as follows:

02 Traveling Expenses

- 02-05 Allowances and mileage—personal cars
- Operation State-owned Passenger Cars
- 02-11 Gasoline, oil, grease and alcohol
- 02-12 Tires and tubes

02-22 Hotel, meals and traveling incidentals  
(The numerals represent codes used to designate the respective accounts.)

Approximately 225 of these "expenditure-analysis" accounts are now employed to cover the State's annual expenditures of \$500,000,000. They serve to reveal, irrespective of all changes in the form of budget appropriations, the objects on which State moneys have been spent, and the increases or decreases over long periods of years; a degree of control which has since been strengthened by the use of the 25 main classes of expenditure, previously referred to, for appropriation purposes.

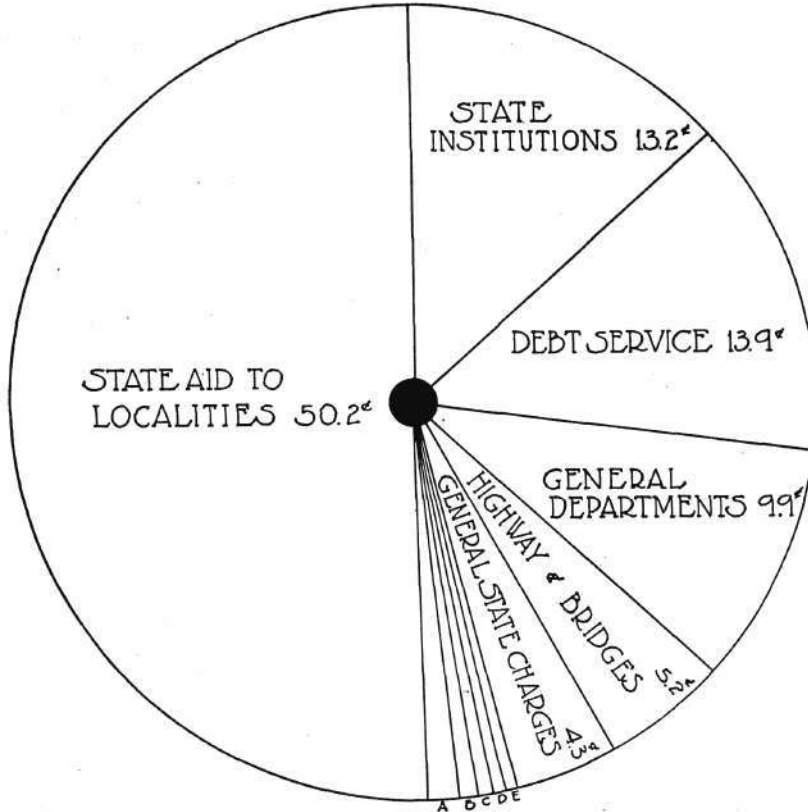
This analysis of expenditures by uniform classifications, important though it is, represents, however, only one type of accounting analysis that must be performed. The comptroller must also maintain in excess of 20,000 accounts for the various appropriations, or segregations of lump sum appropriations by the division of the budget; he must know at the end of each day's business the balance in each of 400 or more funds of the State; he must keep a continuous record showing the amount purchased from each vendor (a tabulating machine record); and he must establish a control over investments managed which permits him to take advantage of favorable market conditions for purchase or sale, and which automatically brings to light interest and maturity dates.

It is perhaps needless to point out that in the performance of these duties every advantage is taken of the most modern accounting machinery and records. Tabulating machines, automatic check signers, automatic numbering machines, bookkeeping machines, visible records and other devices are used wherever they save time or money. This, in fact, is practically necessary, if payments to vendors, employees and others are to be made promptly.

#### Reports

In a governmental, no less than in a private business, the real test of the system of auditing and accounting carried on is the accuracy and timeliness of reports issued. For these furnish the information to which executives and citizen stockholders must respond, if they wish their common business to be efficiently conducted. In fact, the chief purpose of a comptroller's office,

## Disposition of the Expenditure Dollar by Purpose, 1939-1940



- A - MILITARY & POLICE 1.2
- B - CAPITAL OUTLAYS .7
- C - CANALS & WATERWAYS .6
- D - PARKS & PARK COMMISSIONS .4
- E - MAINTENANCE OF PUBLIC BLDGS .4

A chart such as this is a regular feature of the comptroller's annual report on State finances. Note that State Aid to localities absorbed more than one-half of the State's revenues in 1939-40, or about \$200,000,000. Moreover, this figure does not include \$71,210,811.27 in tax collections returned to localities by direct operation of statutes. "General Departments" cover the cost of running the twenty-one main departments of government, after excluding institutional and other operating costs, debt service, and general statutory charges, such as payments to pension funds, judgments, etc.

- Officers and Employees
- 02-01 Allowances in lieu of expenses
- 02-02 Fares, railroad and other
- 02-03 Hotel, meals and incidentals
- 02-04 Hire of passenger cars

- 02-13 Repairs, repair parts and supplies
- 02-14 Storage
- 02-15 Insurance
- 02-19 Other supplies and expense
- Other Than State Employees
- 02-21 Fares, railroad and other



private or public, might almost be said to be to supply this information, quickly, accurately, concisely. If it can do this, it is surely paying dividends in service.

With this thought in mind there has been issued by the comptroller since 1935, an annual condensed financial report on the State's affairs, which, despite the fact that it contains almost 150 pages of charts and figures, is compiled, proof-read, and printed and issued within 45 days after the close of the fiscal year. The great popular interest which this report has evoked, in spite of the inevitable "dryness" of the subject matter, bears witness to the intelligent interest of many citizens in their State government.

We speak of this report in some detail because in no other place can the complete picture of the State's many activities be found. Almost at the very start, for example, it is learned that of the total general revenues of the State in 1939-40, amounting to \$393,500,000 (bond moneys, federal grants, etc., excluded), more than one-half (\$198,000,000) was appropriated to localities; and that even this figure does not include \$71,000,000 of special taxes directly returned to these localities under law. It is further found that of these total revenues less than 10% (\$39,000,000) is used by these general departments of government which are frequently thought of as the entire State government; that about \$52,000,000, or considerably more than the cost of all general departments, was spent by State hospitals, prisons, normal schools and colleges; \$55,000,000 for bond principal and interest, and the balance for highway and canals (\$25,000,000), military and police (\$4,600,000), public buildings (\$1,400,000), parks (\$1,600,000), capital outlays (\$3,000,000) and certain statutory charges (\$17,200,000), such as contributions to the retirement system, relief and instruction of disabled and poor, etc. If from this point, the reader follows through to the exhibits indicated on the main statement of general revenues and expenditures, he will find comparative analysis of each item, with a brief description of the activities embraced thereby. A separate statement, for instance, is devoted to each of the general departments of government, showing functions performed, total expenditures ten years

ago, five years ago, preceding year and current year, and then an analysis of expenditures for the current year and preceding year by 25 uniform classes. There is a section of the report devoted to the State's bonded debt structure and maturities; a statement analyzing all expenditures of each department for the current year into the 225 kinds of expenditure previously referred to; and a section providing a ten-year statistical review of general revenues and expenditures.

The report is illustrated by very informative graphic charts; and statements proceed from the general to the particular in such manner that the whole complex pattern of the State's fiscal affairs is slowly unfolded to the reader's view. We know of no better way in which one can become fully acquainted with the manifold activities of the State.

It would, of course, be a mistake to assume that the operations of the comptroller's office are organized for the sole, or even for the main purpose of producing this report. Those operations would have to go on, whether or not this or any other of the office's numerous reports were issued. But the condensed financial report, which is almost an automatic product of the routine operations of the office, displays in a striking manner the involved nature of the comptroller's problems and the way in which they have been met. This is why the report has been emphasized in these pages.

#### Conclusion

It will be observed from the foregoing description of the comptroller's place in the State government that his service is, as the title implies, chiefly one of fiscal control of all other activities, rather than a concrete service of itself, such as the construction of highways or the operation of institutions. However, the comptroller also manages the employees' retirement system of the State, with its assets of some \$137,500,000 and it is his judgment which decides the time when authorized State bonds will be sold. It is therefore worthy of note that the credit of the State, as measured by the interest paid on borrowed funds, is unsurpassed by that of any government or private business in the world; a clear evidence of the sound way in which its fiscal affairs have been managed.

The annual cost of running the comptroller's office (exclusive of the employees' retirement system) has recently been increased by the adoption of a constitutional amendment which added greatly to its duties and responsibilities. As a direct result of this amendment the office was completely reorganized, and much work previously done by departments (e.g., payroll preparation) taken over. The annual cost is now somewhat less than \$1,500,000. For this sum approximately \$500,000,000 of revenues from all sources and an equal amount of expenditures are audited and accounted for, to say nothing of the audit of municipalities, the preparation of payrolls, and other activities described. Thus the cost of all auditing and accounting is something less than one-tenth of one and one-half per cent of the aggregate sum of revenues and expenditures audited and accounted for. This figure will certainly bear very favorable comparison with that of any governmental or private institution.

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*With  
Winter Weather  
Just Ahead  
You'll Appreciate  
the  
DEPENDABLE  
SERVICE  
that goes with  
MILK AND  
CREAM  
from  
BORDEN  
BOULEVARD  
4-4158*

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# Hunting For Fun

IS A STATE BUSINESS

## A Study of Wild Life

This is a story about a numerical man, one of those figurative "average" fellows you hear so much about—like the one-in-a-million who's good or the four-out-of-five who "have it."

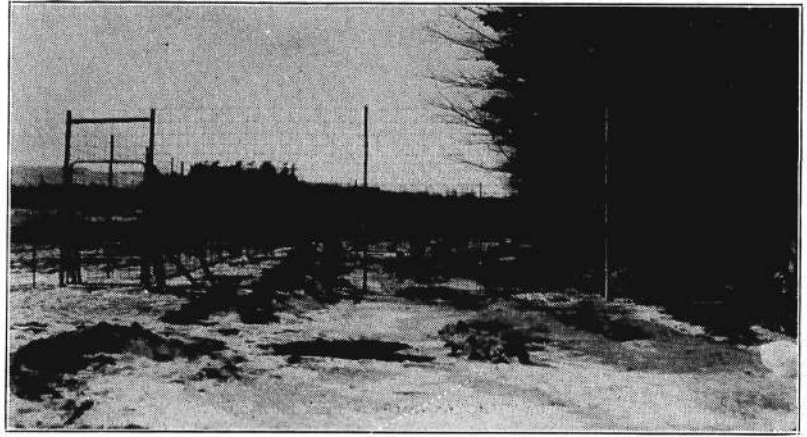
Well, this fellow is one-in-thirteen. There are 1,000,000 or more like him among the Empire State's 13,000,000 folks. He hunts or traps animals or fishes.

For the most part, he's a man of modest means. Some would call him poor. But right now, he's not giving a thought to that, or to his arithmetical status or to the inescapable fact that he happens to be a vital cog in a vast \$30,000,000 business wheel.

The interesting thing about this wheel is that it's not all business. A large part of it, a very large part, is fun.

And our numerical man is enjoying that fun. A big gun is hanging out from the crook of his elbow as he moves over the country side. He's out for deer.

The numerical man dwells in the statistics of Gardiner Bump, supervisor of game in the Conservation Department. In fact, he IS Mr.



**Pens for deer studies and experiments at Delmar Wildlife Research Center. Here such problems as Winter starvation, disease, the mating period, mitigation of crop damage and a score of others are being studied for ultimate solution.**

Bump, a ruddy-complexioned fellow whose palms sweat against the gun while his fingers play 'possum with the trigger . . . waiting for the right moment . . . for that deer to come out . . . from behind those trees.

Our man (to get back to him)

will have taken some 14,500 deer out of the woods before this month is history. But don't start moaning that he's extinguishing the species.

It so happens, according to Mr. Bump, that there are more deer in New York State today than there were in Colonial times. It seems Our Man, despite his tremendous take, can't hold a candle to the deer's enemy of yesteryear, the wolves, or panthers, or Indians, or deeper snows, Nature itself.

If all the meat Our Man shoots annually (including 1,000,000 cottontails, 173,000 squirrels, 228,000 game birds, 100,000 ruffed grouse and 77,000 ducks) were sold on the open market, the turnover would be some \$2,000,000.

If all the fur he garnered (including about 200,000 muskrats and 6,000 minks, among other things) were likewise traded, some \$1,500,000 more would change hands.

Our Man spends about \$5,000,000 annually on guns, forest toggery, ammunition, etc., plus about \$23,000,000 for gasoline, food and lodging.

So now you can see, from Mr. Bump's figures, how our man gets to be a cog in this big business wheel.

It costs him \$1.65 for a license to hunt or fish, \$2.25 for a dual permit

## A Hungry Fawn !



Journey's end. Because of inadequate food in some sections of the Adirondack deer wintering range, thousands of deer (mostly young like this fawn), starve during bad winters. The problem of managing the State's vast deer is one of the most perplexing facing the Department of Conservation.

## Ducks and Canada Geese



Ducks, mostly mallards and blacks, and Canada geese gather at an open water hole on one of the ponds at the Delmar Wildlife Research Center. Many of these are breeders which will be used next spring as part of the interesting program designed to establish mallards on the hundreds of New York State Waterways suitable for the natural propagation of wild waterfowl.

to do both and \$2.25 for a trapping license. He and his counterparts pay some \$1,400,000 annually for these official buttons.

And where does it go? Well, 38 per cent of it goes right back into the woods to provide Our Man places to hunt and some 160 men who see to it that he knows—and obeys—the rules and regulations. Some 35 per cent more go for providing fish for Our Man to catch, 20 per cent for game he may take and the rest for administration of all the functions connected with these undertakings.

Providing fish and game and places where sportsmen may seek them are the two major problems in the Empire State's efforts for making Our Man's fun possible.

Sometimes, in the past, Our Man hasn't been altogether good unlike his numerical friend, one-in-a-million. He has trespassed too often on private property, causing people to put up signs saying, in effect, "Scram! And take your gun."

So the Empire State began leasing land at small costs where Our Man could go and hunt to his heart's desire, within the limits of certain rules and provided that he registered his catch or kill. Some 35,000 of these acres are now under

lease, with the property owners agreeing to leave some crops in the field for game-feed and their children agreeing to raise pheasants and whatnot.

Toward providing Our Man something to hunt and catch, the Empire State operates four game farms, the main one at Delmar, eight miles from Albany. From these, they distribute 55,000 pheasants a year, as well as 100,000 pheasants' eggs and 5,000 adult quail, untold numbers of cottontail and white rabbits.

Beyond this they establish refuges, some 25 throughout the State, planted to feed and cover wild life over some 100,000 acres.

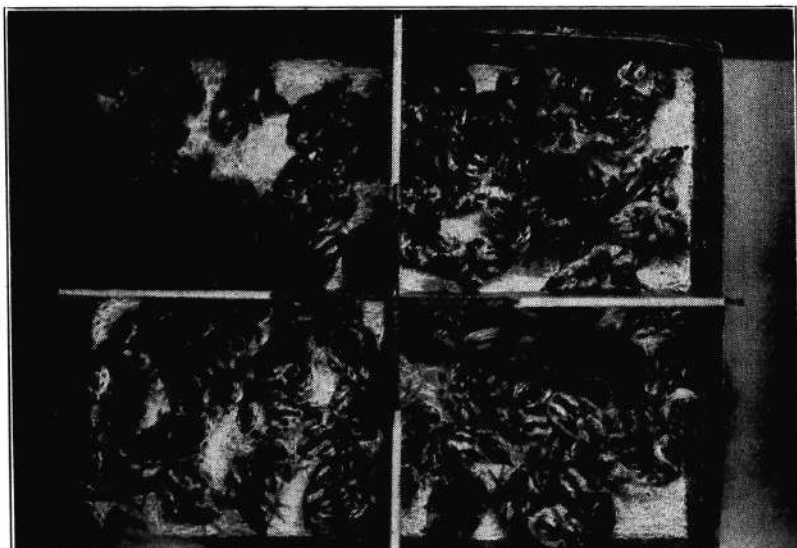
And behind it all, a score of highly trained scientists study causes of increases and decreases of certain types of game and make interesting discoveries.

For instance, Our Man heard about the "starvation" of some 15,000 ducks last winter. Scientists in the game research centers, after tedious study, found that a blood parasite was the killer, that the ducks actually died amid plenty.

When the scientists got reports from game protectors about mass starvation of deer, they verified the facts. Promptly they developed deer "cake" and attached 25-pound hunks to trees so deer could feed, despite deep snow, thereafter.

(Continued on page 262)

## Day-old Pheasant Chicks



A total of 40,471 day-old pheasant chicks were distributed to sportsmen's clubs during 1940 for rearing and release on unposted land. Also distributed during 1940 were 1,632 cock pheasants, 12,805 mixed adult pheasants, 48,900 young pheasants (8 to 12 weeks old), 58,710 pheasant eggs in addition to quail and mallard ducks.

# The Attorney-General

## RULES ON MILITARY PAY OF STATE WORKERS

Attorney-General John J. Bennett, Jr., in an opinion dated October 22, 1940, has approved a set of regulations and instructions promulgated by the Comptroller of the State for use in the administration of his duties under §245 of the Military Law, under which public officers and employees, who are members of the National Guard, Naval Militia or Reserve Corps or force in the Federal military, naval or marine service, are entitled to salary payments if ordered to active duty in the present training program for the armed forces of the Nation.

The Attorney-General pointed out that the statute, passed prior to the World War, was originally designed to encourage enlistment in the organized militia and to protect public employees, who thus gave their time for military training and became subject to order to active military duty for the defense of the State and Nation, from any loss of employment or diminution of compensation by reason of absence when such service was required.

The operation of the statute, it was said, is to continue the employment and compensation of those employees to whom it is applicable without prejudice to their employment status or rights or loss in the aggregate amount of civil and military pay by reason of absence in the performance of ordered military duty. The theory of the provision is disregard of absence for military service as respects the rights and privileges of civil employees. Repeal of World War provisions left the statute applicable only to National guardsmen, members of the naval militia and reserve components of the Federal armed services but its obvious intent is to protect all public employees within these designations.

The Attorney-General did not deem it necessary to determine whether employees of corporate governmental instrumentalities, such as the several Authorities and Commissions developed in recent years, were technically employees of the State since all of these agencies were at least fairly within the classifica-

tion of "municipal corporation or other political subdivision" of the State to whose employees the Military Law is likewise specifically applicable. The Comptroller was advised that he might properly make or approve payments to the employees of such Authorities where their funds were within his province.

The theory and operation of the statute, the Attorney-General held, make it requisite and proper that salary payments, to the extent provided for, continue to be made from the funds out of which the employees' compensation is normally payable. He cited, as an instance, the social security funds granted to the State by the Federal Government for the administration of State social security and public welfare measures.

In discussing the nature of the protection given, Mr. Bennett said:

"Provisional or temporary employees may properly be paid, as your proposed instructions state, only for such periods as they would have remained in State service apart from any cause connected with absence on military duty. The same result must follow in the case of others whose employment would normally have terminated, though they were regularly performing their duties, by such circumstances as expiration of term of office, abolition of position, or otherwise. The protection of the statute is only against loss of compensation or prejudice to rights and privileges because of military absence. It does not operate to make temporary employments permanent, to extend terms of office, or to continue compensation beyond the time when it would have ceased by the terms and circumstances of the employment apart from military absence."

The provisions of the statute are for payment of full salary for the first thirty days of absence on ordered military duty and thereafter the excess, if any, of civil compensation over military pay. The Attorney-General called attention to his prior opinion of September 10th, in which the Comptroller was advised that any time for which full State

pay had already been received this year during absence on military duty must be considered as part of such thirty days full pay. The value of army maintenance is not considered as compensation for military services performed but the maintenance or value thereof given to some State employees constitutes a part of the compensation received by them for the performance of their duties.

The Attorney-General's opinion follows:

"October 22, 1940.

"Hon. Morris S. Tremaine,  
Comptroller  
Department of Audit & Control  
State Office Building  
Albany, N. Y.

"Dear Sir:

"Your letter of September 26th encloses copies of your proposed regulations with reference to Section 245 of the Military Law and of forms MS 1, Notice of Induction, and MS 2, Certificate of Military Pay, to be used in the administration of that statute. You ask to be advised whether these conform to the provisions of the law. Comprehensive consideration of Section 245 of the Military Law and your powers and duties, both as disbursing and auditing officer with relation to it, is called for by these proposed instructions and regulations addressed to 'All State Agencies.'

"After the passage by Congress on August 23rd, 1940, of the new National Guard Act authorizing the President to order into the active military service of the United States reserve components of the United States Army for twelve-month periods, it became apparent that many State employees were likely to be ordered to duty under the provisions thereof. In an opinion addressed to you on September 4th, 1940, I reviewed the history of Section 245 of the Military Law from its enactment in 1911 until subdivision 1, which provides for salary payments, emerged in substantially its present form in 1923 'to meet the expansion

of the Federal military training system.' I then advised you that it applied to officers and employees of the State who were members of the National Guard, Naval Militia or Reserve Force or Corps in the Federal military, naval or marine service, who were called into Federal service, entitling them to full pay for the first thirty days of absence on such duty and thereafter to the difference, if any, between their military pay and their compensation as State officers and employees.

"The repeal in 1920 of provisions added to the statute during the period of the World War leaves its fundamental peacetime provisions intact. Its purpose, originally, was to encourage enlistment in the organized militia and to protect public employees, who thus gave their time for military training and became subject to order to active military duty for the defense of the State and Nation, from any loss of employment or diminution of compensation by reason of absence when such service was required. With the extension of its application to those in the Reserve Corps in the Federal military, naval or marine service, this is still its object.

"The whole spirit of the statute indicates that its intent is that a civil employee entering military service, under stated conditions, shall be treated, as respects his rights and privileges as civil employee, just as if he were not absent but were regularly attending to his civil duties. But there is nothing in the statute indicating any intent to treat civil employees in military service any better than if they were not absent. The theory is that of disregard of the absence. If we bear this in mind, most of the questions now arising are fairly simple of solution.' (1919 Opinions of the Attorney-General, page 74.)

"The operation of the statute, therefore, is to continue the employment and compensation of those employees to whom it is applicable without prejudice to their employment status or rights or loss in the aggregate amount of civil and military pay by reason of absence in the performance of ordered military duty.

"Your instructions state that the compensation to be paid by the State under the statute will apply to all New York State employees regardless of the funds from which paid.

This is correct. Status as a public employee is not governed by the special or separate funds from which compensation may be paid, but rather by the character of the employment and the nature of its duties. Subdivision 1 of Section 245 extends to 'every officer and employee of the State or of a municipal corporation or of any other political subdivision thereof who is a member' of the designated military organizations.

"Subdivision 2 reads as follows:

"The terms "officer and employee" as used in this section shall include every person by whatsoever title, description or designation known, who receives any pay, salary or compensation of any kind from the State or a municipal corporation or of any other political subdivision thereof or who is in any department of the State.'

Its obvious intent is to make the statute inclusive of all public employees who receive compensation in any manner from any of the designated governmental agencies. This, with your subsequent instruction that employees payable from funds other than the General Fund of the State, such as those of the State Insurance Fund and the various Authorities, will be paid from their own funds, requires consideration of the development of new governmental agencies and instrumentalities and new methods of financing their activities with reference to the application of Section 245 to their employees as employees of the State or otherwise. It is certain that the statute contemplated no distinction between types of employment and evinces no intent of discriminating between public employees in the application of its provisions. This purpose ought not to be defeated by new governmental activities or methods of administering and financing them which may fairly be brought within its terms.

"Agencies such as the State Insurance Fund or the Employees Retirement System, which is given corporate powers and privileges by Section 51 of the Civil Service Law, need present no difficulty. Both have been long established in constitutional departments of the State government. There have been created by the State in recent years, however, a number of independent corporate governmental agencies and instrumentalities of both a tempo-

rary and permanent nature. Such Authorities and Commissions are usually created for the performance of special or particular governmental functions within powers delegated to them and in the public interest, often within particular localities or for the construction of facilities or development of resources in particular areas. In many cases the Comptroller is, by the statute creating it, made the agent of the authority for the custody of its funds and the supervision of their expenditure. In the case of such Authorities as the Niagara Frontier Bridge Commission, created as a municipal corporate instrumentality of the State (Public Authorities Law, Section 504) or the Power Authority of the State of New York (Section 1002) created as such an instrumentality and to be a political subdivision of the State, the application of Section 245 is likewise clear. These are the very designations used in the statute.

"Other Authorities and Commissions, such as the Saratoga Springs Authority, are established simply as bodies corporate and politic or are in addition said to constitute public benefit corporations. (Public Authorities Law, Section 1302.)

"In *Pantess v. Saratoga Springs Authority*, 255 App. Div. 426, it was held that this Authority was independently exercising governmental powers delegated to it as does a county, city or village, so that the State could not be held liable for its torts, but the decision indicates that where the State assumes to act directly, even though it use a corporation for its purpose, it would be itself responsible. It was said:

"The line which will separate one of these two classes of agencies from the other may be dim at times and difficult to discern as the varying facts and statutory provisions are considered. It may well be that in some instances the history of the cases alone will be the guide, while in others the agency must be classified according to the facts of the particular case, apart from particular enactment and precedent."

"For the purposes of the Military Law it seems unnecessary to engage upon such inquiries to determine whether employees of these instrumentalities are or are not to be considered employees of the State. To do so would enmesh the determination in a tangle of varying statutory

(Continued on page 258)

(Continued from page 257)

provisions and technical distinctions in a search for discriminations not intended in the application of Section 245. The terms 'municipal corporation' and 'political subdivision' are general, including but by no means limited to counties, villages, cities and towns. The use of the classification, 'municipal corporation or any other political subdivision,' is deliberately broad and may fairly be held to include all such bodies corporate and politic apart from the State itself. Their officers and employees are unquestionably in the public service and you are advised that you may properly make or approve payments to them under Section 245 of the Military Law where their funds come within your province.

"Your instructions contemplate that payments under the Military Law will be made from the General Fund only to those employees payable therefrom at the time of their induction into military service and to other employees who are compensated from special funds within the administrative departments of the State, such as the Social Security Fund or State Insurance Fund or from separate funds such as those of the Authorities, from such funds. The purpose of the statute, to continue the employment and compensation as employees of those who are taken from the performance of their regular duties by orders into active military service, makes requisite and proper payment of that compensation to the amount provided out of the sources from which it is normally derived. No different result is permitted by the statute because such funds may consist of moneys other than the ordinary general public revenues, as in the instance of Social Security funds granted to the State by the Federal government. I have before me Fiscal Letter No. 12 of the Federal Security Agency, Social Security Board, dated September 6th, 1940, addressed to all State Employment Security Agencies. The Board therein announces its policy of considering the payment of salaries of employees of such State agencies while on military leave a necessary and proper administrative expense to the extent such leave is permitted by pertinent State law. In my opinion this accords with the policy and method of Section 245 of

the Military Law which require that a similar view be taken in all comparable instances.

"Provisional or temporary employees may properly be paid, as your proposed instructions state, only for such periods as they would have remained in State service apart from any cause connected with absence on military duty. The same result must follow in the case of others whose employment would normally have terminated, though they were regularly performing their duties, by such circumstances as expiration of term of office, abolition of position, or otherwise. The protection of the statute is only against loss of compensation or prejudice to rights and privileges because of military absence. It does not operate to make temporary employments permanent, to extend terms of office, or to continue compensation beyond the time when it would have ceased by the terms and circumstances of the employment apart from military absence. (1917 Opinions Attorney-General, pages 318, 376, 1919; Opinions Attorney-General, page 74.)

"There has been serious question raised as to whether employees enlisting in units of the National Guard after the issuance of orders for their induction into Federal service are within the statute. In 1916 Attorney-General Woodbury ruled in an opinion to the Governor (1916 Opinions Attorney-General, page 225) that an employee who joined a regiment in the National Guard after mobilization orders had been given, was entitled to the benefits of the statute. It was said that an employee who joins under such circumstances then 'is' a member of the National Guard entitled to absent himself on ordered military duty without loss of employment or compensation. The duty is 'ordered,' although previous orders had no application to the individual until his enlistment. This conclusion is based on language of the statute which is the same at the present time. It fairly and logically gives effect to the liberal intent of the provision and in my opinion should be followed.

"The amount of compensation is provided for in the last two sentences of subdivision 1 of Section 245. The first of these entitles an employee within the statute to full pay during absence on ordered military duty, provided such period does not ex-

ceed thirty days in any calendar year. The proviso in this sentence is only a limitation of full pay to a period of thirty days. The sentence itself is not a separate and independent provision for full pay, as has been suggested, only in the event that absence does not exceed thirty days. Its effect is to give full pay for the first thirty days of military absence, whether or not it extends beyond that time. The following sentence provides for payment of such part of an employee's salary as equals the excess, if any, over his military pay for such period of absence beyond thirty days. Read together, as they must be, these provisions of the statute require payment of full salary for the first thirty days of military absence and thereafter the amount, if any, by which civil compensation exceeds military pay, as pointed out in my opinion of September 4th. I have already advised you in my supplementary opinion of September 10th, 1940, that any time for which an employee has already received full State pay during the year 1940 while absent on military duty, must be considered as part of the thirty days during which he is entitled to receive full pay.

"You are correct in your statement that the value of maintenance while on military service should not be considered in determining the amount of military compensation. It is not considered as part of the compensation paid to a soldier for the performance of military duty. (*Henn v. Mt. Vernon*, 198 App. Div. 152.) On the other hand, the compensation of those State employees who are given maintenance or a maintenance allowance from the State should include the value thereof. All members of the military organization are maintained by the Government while on active duty. Such maintenance is necessary for the proper administration and discipline of a military organization and appears to be no part of the compensation for military service performed. On the other hand, only a portion of the employees of the State are given maintenance or commutation in lieu thereof, and it must be considered under such circumstances that it is intended as a part of their compensation. Any other view would be a discrimination against such employees in favor

(Continued on page 262)

## Membership Renewals

Employees recently appointed to State service or others who have not as yet become members of this Association will be interested to know that the following self-explanatory resolution was adopted at the Annual Meeting of the Association on October 15th:

"BE IT RESOLVED, that eligible State employees who join the Association after this date as new members shall be admitted to full membership for the balance of this year and all of the calendar year of 1941."

Applications for Membership for 1941 have been sent to Association representatives located in every State office, department and institution throughout the State, and any interested employee may secure a membership application from that source, or from Association Headquarters, Room 156, State Capitol, Albany.

Present members, may if they desire, pay their 1941 dues to the Association Representative in their institution or group. 1941 membership cards are now available at Association headquarters.

The method used last year in renewing the membership of the Association's over 30,000 members worked so efficiently, that it will be employed this year. About December 1st, each Association Representative will receive bills for membership for distribution to each member in his group. All that the member has to do to renew is attach his remittance to the bill and return it to the representative, who will arrange for obtaining the official membership cards from Association headquarters.

The Association's Officers, and Committees, and Representatives, all of whom unselfishly give their spare time to caring for the many matters connected with Association activities, without receiving any compensation for their troubles, would certainly appreciate your cooperation—and you can cooperate by paying your dues promptly to your representative upon receiving your bill for 1941 membership. By so doing, you can lessen the work of your representative and enable him to expend his efforts on the more important problems of vital interest to State workers. The membership renewal of 35,000 members, is a good-sized job. May we have your cooperation?



## MAC MILLEN'S BUDGET

### PLAN

Price	Down Payment	*Weekly Payment
\$ 50.00	\$ 5.00	\$ 1.00
75.00	7.50	1.50
95.00	10.00	2.00
150.00	15.00	3.00
189.00	19.00	4.00
250.00	25.00	5.00
300.00	30.00	6.00
500.00	50.00	10.00

If more convenient, monthly terms arranged

Shop MacMillen's and be sure of your value and our services



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### PARTIAL CONTENTS

- Army Jobs
- Effect on Professional Men
- Organization of Army
- Pay and Food
- Camp Life
- Barracks and Bunks
- Mental and Physical Exams
- Soldiers' Problems
- Care of Dependents
- Induction
- Insurance
- Promotion Chances
- Discipline
- Fun in the Army
- Training and Drill
- Your Job After Discharge

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Address \_\_\_\_\_ City \_\_\_\_\_

# The American Red Cross

## IN ACTION AT HOME AND ABROAD

As there appears to be considerable confusion concerning the war relief activities of the American Red Cross abroad, details of these activities were secured from Mr. Edward R. Stearn, Field Representative of the American Red Cross for Northern and Central New York, and are being presented herewith.

In the first place, no Red Cross aid is being sent, nor has any been sent since last June, to any of the conquered European countries, whether they are occupied or unoccupied. Some assistance, mostly medical supplies, is being sent to China, while about \$1,000,000 worth of food, clothing and medical supplies are being sent to Finland. These latter supplies are picked up by Finnish ships, and are taken to the Finnish Port of Petsame. The bulk of Red Cross aid and effort, however, is concentrated upon England, whose people, emerging from their modern catacombs day after day, offer an example of bravery that has no rival in human history.

The cold statistics show that up to October 15th, the American Red Cross has spent \$5,073,954 in relief of the war victims in Great Britain. More than 300 various items of supplies, everything required to keep body and soul together, have been sent. They have been carried in every British ship sailing from America which has had space for Red Cross supplies, and the shipments have weighed millions of pounds.

A partial list of the supplies sent to England follows:

### Chapter Produced and Donated Relief Supplies:

Bandages and surgical dressings .....	8,412,438
Hospital garments .....	109,038
Blankets .....	1,110
Sweaters and knitted garments .....	365,927
Children's clothing .....	199,560
Women's clothing .....	80,841
Men's clothing .....	6,259
Layettes .....	50,367

### Purchased Supplies:

Women's and Children's Clothing: Dresses .....	126,094
Hose (pairs) .....	419,800

Shoes (pairs).....	120,722
Underwear .....	321,245
Flannel, outing (yds.)....	249,737
Gingham (yds.) .....	109,265
Percale (yds.).....	124,998
Boys' mackinaws .....	30,000
Slickers .....	60,000
Boys' trousers.....	60,000

### Men's Clothing:

Hose (pairs) .....	114,240
Shoes (pairs).....	37,333
Shirts .....	61,200
Trousers .....	93,456
Underwear .....	66,144
Coveralls .....	5,000
Jackets (windbreakers) ..	10,000
Overcoats .....	30,000
Slickers .....	10,000
Blankets .....	341,225

### Ambulance & Other Motor Vehicles:

Ambulances .....	151
Field kitchens .....	19
Station wagons .....	25

### Surgical & Hospital Equipment:

X-ray units, portable and mobile .....	36
Operating tables .....	50
Sterilizers .....	72
Cots .....	500
Absorbent cotton (lbs.)..	120,000
Surgeons' rubber gloves..	2,000
Mattresses .....	2,000

### Distribution of Supplies

The British Government has requested two agencies to assume responsibility as the chief voluntary relief agencies in the British Isles. They are the British Red Cross and the Women's Voluntary Services. The American Red Cross is represented in London by a special committee composed of American residents of which the American Ambassador is honorary chairman and Daniel Grant is chairman. This committee meets daily to consider relief needs, and to it come the urgent requests of the British Red Cross and the Women's Voluntary Services. These requests are cabled to the American Red Cross. The need for every item and type of relief is established before it is sent, in order to give the maximum assistance, and to conserve valuable shipping space.

British ships have carried cargoes without charge, customs duties have been waived, rail transportation

within Great Britain has been paid for by the agencies receiving the supplies. The warehousing and distribution costs in Great Britain are borne by the agencies to which supplies are delivered. Each package or container from America is clearly labeled with the name of the organization designated to receive the supplies, and they return receipts for all goods.

### The British Red Cross

Medical supplies, hospital equipment including blankets, operating gowns and clothes for patients, drugs and surgical dressings go to the British Red Cross. They are distributed to the hospitals, nursing homes and convalescent homes for war-wounded military men, for the civilians injured in air raids, for the fire wardens, air wardens, the police, the home defense men and women—in fact for all of the heroic men, women and children suffering in the Battle of Britain. It is obvious that in the air war now being waged, civilian casualties far exceed the military.

### The Women's Voluntary Services

Eight hundred thousand women are working for the Women's Voluntary Services. All of the tasks in which they are engaged are comparable to the work of the women volunteers in the American Red Cross Chapters. They sew, knit, are motor corps drivers, canteen workers, manage the hundreds of clothes distribution centers.

David K. E. Bruce, Northam L. Griggs and Bowen McCoy of the American Red Cross Committee in London, saw hundreds of these groups at work. They saw the American Red Cross garments passed out at the scene of aerial bombings. Mr. Bruce visited hospitals in Wales where he saw little children, deafened and wounded in the more than 90 air raids sustained on the seacoast. Mr. Griggs visited the Dover Cliffs and witnessed the practical help that warm clothes from America were to the population holding out there, not alone against the enemy plane raids, but the long-range gunning from across



the English Channel. Mr. McCoy visited concentration centers, encountered Queen Elizabeth of England who was checking on the needs of the homeless families from Gibraltar, and she sent her warm thanks through him to the American Red Cross workers for the multitude of comforts then being distributed to the homeless in that neighborhood.

#### Who Are the People Helped

The homeless, the hungry, the cold and suffering have been aided, people who have lost all they held precious in a fleeting 100 second air raid. The following is a letter recently received by the American Red Cross, which is only one of thousands recently received: "Dear Ladies of America, I thank you for the bed suits you sent us. I have been in the hospital nine months and not out yet, but I have seen Mum and Dad." The cramped, childish scrawl continued, "They send me comics once a week. We have eggs for breakfast and porridge as well. I am glad you are making some planes to fight old Hitler with. I have to close now. Love from Jimmy Abbott."

#### Official Thanks

Field Marshall Sir Philip Chetwood, Chairman of the British Red Cross, in sending acknowledgment to the American Red Cross for the "comprehensive list of hospital stores," and the "complete sets of surgical and medical equipment for 400 convalescent hospitals," writes: "As chairman of the Executive Committee of our War Organization, I should be most grateful if you would convey to the American Red Cross how deeply we appreciate this further evidence of their whole-hearted support, and assure them that in times such as these, our close relationship with the American Red Cross is a constant inspiration."

#### Today's Urgent Needs

As increasing numbers of families are homeless, and London's millions face the prospect of winter nights in air shelters, requests for new types of relief have come urgently to the American Red Cross from the two official British agencies of relief.

A thousand kerosene stoves, with which to cook in air raid shelters; a half million woollen blankets to help supplant those lost by the wan-

dering families, and with which they may wrap themselves against the cold in the deep and unheated shelters; 300 more ambulances; many more mobile canteen units, each containing eight cars or trailers for rushing hot food to the latest scene of catastrophe, all driven by brave W.V.S. girls, who take air raids in stride, merely crawling under the cars until the worst is over; fifty motorcycles with side cars that doctors and first aiders of the British Red Cross may rush aid to scenes blocked against the heavier ambulances. All these are requests of the past few days. All now are in process of delivery by the American Red Cross.

#### Do Your Share

Of all the millions who are now mobilized throughout the world, the Red Cross Mobilization for Mercy stands out as heroically clear as that sharp-cornered Red Cross symbol, now known throughout the universe. While the armies of war pile up ruin and chaos, the Red Cross army with 63 nations enrolled under its banner salvages human beings, their homes and their civilization. In floods, and droughts, in earth quakes and epidemics, in explosions and accidents—in every catastrophe—the Red Cross Army serves without question and without delay. It is the practical answer to the businessman, to the worker, and to the philanthropist for a medium to do the mercy work of his world which he individually cannot do.

The Albany County Chapter of the American Red Cross recently requested President Charles A. Brind, Jr., to act as Chairman of the Public Employees Division for the American Red Cross Roll Call for Membership, which commenced November 12th. Mr. Brind willingly consented and is doing everything possible to assure that State workers in the Albany area do their share in this work of mercy. Members of the Association throughout the State will probably be approached by their local Red Cross Committees. They are urged to "do their share."

#### THE NURSERY STUDIO

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**Not This Association**

It has been brought to the attention of the Association that a circular, dated October 31, 1940, and bearing the heading: "Bart A. Oddo, President of the Civil Service Association of the State of New York, has issued the following statement," has been circulated to State workers in Albany, New York City and various State institutions. This circular discussed national political issues.

When our Association became aware that a few State workers, and numerous citizens generally, were confused and misled into thinking that our Association was responsible for this circular, President Brind issued a statement which read in part:

"The Association of State Civil Service Employees is a non-partisan organization and has followed this policy since its establishment in 1910. The circular did not emanate from anyone connected with the Association."

**Attorney General Rules**

(Continued from page 258)

of those who receive their full salaries in cash.

"In accordance with the foregoing, you are advised that your instructions and forms conform to the provisions of Section 245 of the Military Law and provide for proper administration thereof.

"Very truly yours,

"JOHN J. BENNETT, JR.,

"Attorney-General."

**Hunting For Fun**

(Continued from page 255)

That, in part, is what Our Man gets for his license fee. You've been told about the private dealings he makes to get his gun and other paraphernalia—and the amazing figure involved in the big business wheel.

Right now, Our Man may be up in the Adirondacks; or down in the Catskills, or in the Southern Tier. Mebbe, he'll bring home a venison steak one of these days, or the makings of a rabbit stew.

Mebbe—if that one-in-thirteen title doesn't jinx him.

# Streamlined Civil Service

The State Civil Service Department has gone streamlined, geared to the second-splitting speed of an electric accounting machine that already has stepped up the tempo of certification procedures to thrice the gait of old.

First test of the new device came a few days ago when a list of 2,400 eligibles for the post of junior clerk were turned over to Tax Department officials in less than a day.

The names were selected from a field of 10,000 candidates—at least a three-day manual task were three of the department's fastest clerks to have tackled it.

Installation of the machine, in the opinion of Philip Kerker, assistant secretary to the Civil Service Commissioner, brings research within the physical powers of the department for the first time in history.

"But first," he said, "we plan to mechanize our other routine time-consuming functions. This is our first attempt at mechanization and, already, it has opened our eyes to a number of possibilities.

"It is possible, for instance, that a way may be found to certify the entire State payroll by machine. Ours is the first State Civil Service Department to mechanize even to this extent."

At the present time, stenographers are cutting "punch cards" for each of 18,000 candidates who will constitute the eligible list for positions as hospital attendants in the Mental Hygiene Department—a gargantuan task made easy by the electric precision of the machine.

On each card (80 "columns" wide) are indicated the candidate's examination number, his examination fee, his name, address and sex, his home county or judicial district, his place on the eligibility list, whether he desires temporary employment and the location in the State where he desires to work.

Already, the machine has simplified one time-consuming procedure, that of accounting fee deposits that must be made by the department at the Comptroller's office. Likewise, it makes tabulation of refunds to disapproved candidates easy.

"That," said Mr. Kerker, "is going to take a lot of the turmoil out of the job of certifying between 75,000 and 100,000 names a year, not to mention the approximately 8,000 appointments."

Now, three department stenographers can punch out 2,700 cards a day (at about 150 apiece per hour). The cards may be stacked in the machine and—presto—an eligible list may be printed (at 400 per minute) in a little more than an hour.

By the same token, candidates' names may be segregated according to sex, rank, percentage, home locality, desired work, etc., thereby giving the department an immediate, comprehensive picture of the whole situation.

Manufacturers of the machine guarantee 98 per cent, but Mr. Kerker, just to be sure, has clerks busy making a manual check on the device's first efforts.

He sees in the offing a master file of all the 64,000 civil positions in the State, its counties, towns and villages. And the "finding" powers of the machine will be available, always capable of satisfying every problem of reference and research.

## Our Safety Program

Articles on safety, for the pedestrian, for the motorist, and even for the cyclist, have been carried in recent issues of this magazine. The Association wishes to commend and cooperate with all groups sponsoring programs for safety. For the past few years the Association has made available to members an auto shield upon the member's signing of a "Safe Driving Pledge."

A leading exponent of safe driving in New York State is Carroll E. Mealey, Commissioner of Motor Vehicles of the State of New York, who has been the author of articles on safety carried in recent issues, including the article entitled "The Knowledge Test," contained in the October issue. Inadvertently, Mr. Mealey's authorship was not acknowledged in that particular article.

## Contest Extended

(Continued from page 243)  
and automobiles is considerable. Mountain resorts and the seashore are the favored spots to spend vacations.

The average State worker, and members of his household, attend movies four times during the month. Every State employee visits New York City at least once during the year, and a good percentage visit other principal cities of the State, Buffalo, Rochester, Syracuse and Utica.

Prospective advertisers should be acquainted with the advertising value of "The State Employee." To accomplish this, the Association must be in a position to provide definite information concerning the buying habits and purchasing power of its subscribers. Members can contribute their help by filling out the advertising questionnaire on Page 267 and sending it to Association Headquarters promptly.

Compete in the Special Contest announced on Page 266. Prizes totaling \$100 will be awarded to members submitting the best completed statements on why they support the Association. Remember the last date for filing statements will be December 20th. Statements must be typed or written plainly in longhand and the name of the member, department employed, and address of the member must accompany the Statement. In submitting statements for competing, the advertising questionnaire on Page 267 must be completed and sent in also.

The officers and editorial board now responsible for the publication of "The State Employee" merit your help. Advertising income helps to make your magazine attractive and desirable. Patronize the advertisers and suggest the use of the advertising columns of "The State Employee" to your merchants.



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# Your Representatives

## IN THE LEGISLATURE AND IN CONGRESS

So that members of the Association throughout the State may know as to their elected representatives in the State Legislature and in Congress, a complete list of Senators, Assemblymen and Congressmen is compiled herewith, following election, November 5th. This listing should be retained for possible future reference.

### LEGISLATURE FOR 1941-1942

#### SENATORS

Dist.	Pol.	Name and Address
1	Rep.	George L. Thompson, Kings Park
2	Rep.	Seymour Halpern, 83-80 118th St., Kew Gardens
3	Dem.	Peter T. Farrell, 27-58 Curtis St., East Elmhurst
4	Dem.	Philip M. Kleinfeld, 1338 52nd St., Brooklyn
5	Dem.	John J. Howard, 453 55th St., Brooklyn
6	Dem.	Edward J. Coughlin, 179 St. James Pl., Brooklyn
7	Dem.	Jacob J. Schwartzwald, 701 Willoughby Ave., Brooklyn
8	Dem.	Joseph A. Esquirol, 20 Woodruff Ave., Brooklyn
9	Dem.	Daniel Gutman, 117 Pennsylvania Ave., Brooklyn
10	Dem.	Jeremiah F. Twomey, 911 Manhattan Ave., Brooklyn
11	Dem.	James J. Crawford, 589 Bedford Ave., Brooklyn
12	Dem.	Elmer F. Quinn, 95 Christopher St., N. Y. C.
13	Dem.	Phelps Phelps, Hotel New Yorker, N. Y. C.
14	Dem.	William J. Murray, 471 Grand St., N. Y. C.
15	Dem.	John L. Buckley, 440 West End Ave., N. Y. C.
16	Dem.	Francis J. McCaffrey, 345 E. 68th St., N. Y. C.
17	Rep.	Frederic R. Coudert, Jr., 988 5th Ave., N. Y. C.
18	Rep.	Charles Muzzicato, 1606 Lexington Ave., N. Y. C.
19	Dem.	Charles D. Perry, 126 W. 122nd St., N. Y. C.
20	Dem.	Alexander A. Falk, 60 Cooper St., N. Y. C.
21	Dem.	Lazarus Joseph, 910 Grand Concourse, N. Y. C.
22	Dem.	Carl Pack, 866 Manida St., Bronx
23	Dem.	John J. Dunningan, 1945 Bogart Ave., Bronx
24	Rep.	Robert E. Johnson, 11 Woodbridge Pl., Westerleigh, S. I.
25	Rep.	Pliny W. Williamson, 11 Heathcote Rd., Scarsdale
26	Rep.	William F. Condon, 25 Hollis Terrace, N. Yonkers
27	Rep.	Thomas C. Desmond, Newburgh
28	Rep.	Allan A. Ryan, Jr., Rhinebeck
29	Rep.	Arthur H. Wicks, Kingston
30	Dem.	Erastus Corning, 2nd, 397 State St., Albany
31	Rep.	Clifford C. Hastings, Sand Lake
32	Rep.	Gilbert T. Seelye, Burnt Hills
33	Rep.	Benjamin F. Feinberg, Plattsburg
34	Rep.	Rhoda Fox Graves, 130 Clinton St., Gouverneur
35	Rep.	Fred A. Young, Lowville
36	Rep.	William H. Hampton, 118 Arlington Rd., Utica
37	Rep.	Isaac B. Mitchell, Lafargeville
38	Rep.	G. Frank Wallace, 217 Crawford Ave., Syracuse
39	Rep.	Walter W. Stokes, Middlefield
40	Rep.	Roy M. Page, 158 Chapin St., Binghamton
41	Rep.	Chauncey B. Hammond, R. F. D. 2, Elmira
42	Rep.	Henry W. Griffith, Palmyra
43	Rep.	Earle S. Warner, Phelps
44	Rep.	Joe R. Hanley, Perry
45	Rep.	Rodney B. Janes, Pittsford
46	Rep.	Karl K. Bechtold, 649 Seneca Parkway, Rochester
47	Rep.	William Bewley, Carlisle Gardens, Lockport
48	Rep.	Walter J. Mahoney, 519 Linwood Ave., Buffalo
49	Dem.	Stephen J. Wojtkowiak, 25 Academy Rd., Buffalo
50	Rep.	Charles O. Burney, Jr., 168 Cayuga Rd., Williamsville
51	Rep.	James W. Riley, 307 E. State St., Olean

#### ASSEMBLY

##### ALBANY COUNTY

1	Dem.	George W. Foy, 76 Lenox Ave., Albany
2	Dem.	Mortimer A. Cullen, 47 No. Manning Blvd., Albany

3	Rep.	John McBain, 2332 Broadway, Watervliet
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##### ALLEGANY COUNTY

Rep.	William H. Mackenzie, Belmont
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Dist.	Pol.	BRONX COUNTY
1	Dem.	Matthew J. H. McLaughlin, 410 E. 159th St., Bronx
2	Dem.	Patrick J. Fogarty, 446 E. 140th St., Bronx
3	Dem.	Arthur Wachtel, 818 Manida St., Bronx
4	Dem.	Isidore Dollinger, 1250 Franklin Ave., Bronx
5	Dem.	Julius J. Gans, 1016 Faile St., Bronx
6	Dem.	Peter A. Quinn, 1551 Williamsbridge Rd., Bronx
7	Dem.	Louis Bennett, 787 E. 175th St., Bronx
8	Dem.	John A. Devany, Jr., 120 W. 183rd St., Bronx

##### BROOME COUNTY

1	Rep.	Floyd E. Anderson, Port Dickinson
2	Rep.	Orlo M. Brees, 201 E. Franklin St., Endicott

##### CATTARAUGUS COUNTY

Rep.	Leo P. Noonan, Farmersville
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##### CAYUGA COUNTY

Rep.	James H. Chase, Aurora
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##### CHAUTAUQUA COUNTY

1	Rep.	E. Herman Magnuson, 31 Locust St., Jamestown
2	Rep.	Carl E. Darling, 331 Eagle St., Dunkirk

##### CHEMUNG COUNTY

Rep.	Harry J. Tift, Horseheads
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##### CHENANGO COUNTY

Rep.	Irving M. Ives, Norwich
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##### CLINTON COUNTY

Rep.	Leslie G. Ryan, Rouses Point
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##### COLUMBIA COUNTY

Rep.	Fred A. Washburn, 101 N. 5th St., Hudson
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##### CORTLAND COUNTY

Rep.	Harold L. Creal, Homer
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##### DELAWARE COUNTY

Rep.	William T. A. Webb, Sidney
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##### DUTCHESS COUNTY

1	Rep.	Howard N. Allen, Pawling
2	Rep.	Emerson D. Fite, Poughkeepsie

##### ERIE COUNTY

1	Rep.	Frank A. Gugino, 438 Busti Ave., Buffalo
2	Rep.	Harold B. Ehrlich, 1195 Elmwood Ave., Buffalo
3	Dem.	Fred Hammer, 262 Lemon St., Buffalo
4	Dem.	Frank J. Caffrey, 1197 Abbott Road, Buffalo
5	Dem.	Philip V. Baczkowski, 379 Peckham St., Buffalo
6	Rep.	Jerome C. Kreinheder, 171 Laurel St., Buffalo
7	Rep.	Justin C. Morgan, 143 Doncaster Rd., Kenmore
8	Rep.	John R. Pillion, 724 Ridge Rd., Lackawanna

##### ESSEX COUNTY

Rep.	Sheldon F. Wickes, Ticonderoga
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##### FRANKLIN COUNTY

Rep.	William L. Doige, Chateaugay
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##### FULTON-HAMILTON COUNTIES

Rep.	Denton D. Lake, 83 Second Ave., Gloversville
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##### GENESÉE COUNTY

Rep.	Herbert A. Rapp, Darien Center
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##### GREENE COUNTY

Rep.	William E. Brady, Coxsackie
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##### HERKIMER COUNTY

Rep.	Leo A. Lawrence, Herkimer
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##### JEFFERSON COUNTY

Rep.	Russell Wright, Watertown
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##### KINGS COUNTY

1	Rep.	Lewis M. Olliffe, 199 Bergen St., Brooklyn
2	Dem.	Leo F. Rayfiel, 1818 Ave. L., Brooklyn
3	Dem.	Michael J. Gillen, 82 Pioneer St., Brooklyn
4	Dem.	Bernard Austin, 559 Bedford Ave., Brooklyn
5	Dem.	John R. Starkey, 916 Putnam Ave., Brooklyn
6	Rep.	Robert J. Crews, 100 Hart St., Brooklyn
7	Dem.	William Kirnan, 516 17th St., Brooklyn
8	Dem.	Charles J. Beckinella, 615 Warren St., Brooklyn
9	Dem.	Edgar F. Moran, 447 81st St., Brooklyn
10	Rep.	Francis E. Dorn, 48 Sterling Pl., Brooklyn
11	Dem.	Eugene F. Bannigan, 520 Lincoln Rd., Brooklyn
12	Dem.	James W. Feely, 300 11th St., Brooklyn
13	Dem.	Ralph Schwartz, 288 Ainslie St., Brooklyn
14	Dem.	Harry Gittleson, 61 Harrison Ave., Brooklyn

15 Dem. John Smolenski, 1044 Manhattan Ave., Brooklyn  
 16 Dem. Carmine J. Marasco, 1679 71st St., Brooklyn  
 17 Dem. Fred G. Moritt, 650 Greene Ave., Brooklyn  
 18 Dem. Irwin Steingut, 706 Eastern Parkway, Brooklyn  
 19 Dem. Max M. Turshen, 503 Bushwick Ave., Brooklyn  
 20 Dem. Roy H. Rudd, 1116 Jefferson Ave., Brooklyn  
 21 Dem. Thomas A. Dwyer, 2212 Ditmas Ave., Brooklyn  
 22 Dem. James A. Corcoran, 167 Barberry St., Brooklyn  
 23 Dem. Robert Giordano, 2346 Pacific St., Brooklyn

**LEWIS COUNTY**

Rep. Benjamin H. Demo, Croghan

**LIVINGSTON COUNTY**

Rep. James J. Wadsworth, Genesee

**MADISON COUNTY**

Rep. Wheeler Millmoe, Canastota

**MONROE COUNTY**

1 Rep. Frank J. Sellmayer, Jr., Brighton  
 2 Rep. Abraham Schulman, 353 Culver Rd., Rochester  
 3 Rep. George T. Manning, 165½ Alexander St., Rochester

4 Dem. Nelson E. Owen, Jr., 85 Keel St., Rochester

5 Rep. William B. Mann, Brockport

**MONTGOMERY COUNTY**

Rep. John F. Bennison, Fort Plain

**NASSAU COUNTY**

1 Rep. John D. Bennett, Rockville Centre, L. I.

2 Rep. Norman F. Penny, Manhasset, L. I.

**NEW YORK COUNTY**

1 Dem. James J. Dooling, 40 Front St., N. Y. C.  
 2 Dem. Louis De Salvo, 202 Hester St., N. Y. C.  
 3 Dem. Maurice E. Downing, 402 W. 20th St., N. Y. C.  
 4 Dem. Leonard Farbstein, 504 Grand St., N. Y. C.  
 5 Dem. Owen McGivern, 431 W. 44th St., N. Y. C.  
 6 Dem. Morris M. Mintz, 390 E. 8th St., N. Y. C.  
 7 Dem. Irwin D. Davidson, 144 W. 86th St., N. Y. C.  
 8 Dem. Stephen J. Jarema, 137 Ave. A., N. Y. C.  
 9 Dem. Ira H. Holley, 562 West End Ave., N. Y. C.  
 10 Rep. MacNeil Mitchell, 305 Lexington Ave., N. Y. C.  
 11 Dem. Patrick H. Sullivan, 395 Riverside Drive, N. Y. C.  
 12 Dem. Edmund J. Delany, 245 E. 21st St., N. Y. C.  
 13 Dem. James T. McNamara, 41 Convent Ave., N. Y. C.  
 14 Dem. Warren J. McCarron, 520 E. 77th St., N. Y. C.  
 15 Rep. Abbot Low Moffat, 660 Park Ave., N. Y. C.  
 16 Dem. Robert F. Wagner, Jr., 530 E. 86th St., N. Y. C.  
 17 Dem. Hulan E. Jack, 1867 7th Ave., N. Y. C.  
 18 Dem. Joseph J. Cioffi, 201 E. 116th St., N. Y. C.  
 19 Dem. Daniel L. Burrows, 2257 7th Ave., N. Y. C.  
 20 Dem. Anthony Guida, 409 E. 122nd St., N. Y. C.  
 21 Dem. William T. Andrews, 270 Convent Ave., N. Y. C.  
 22 Dem. Daniel Flynn, 3657 Broadway, N. Y. C.  
 23 Dem. William J. A. Glancy, 160 Cabrini Blvd., N. Y. C.

**NIAGARA COUNTY**

1 Rep. Jacob E. Hollinger, Middleport

2 Rep. Harry D. Suito, Youngstown

**ONEIDA COUNTY**

1 Dem. Frank A. Emma, 1608 Gibson Rd., Utica

2 Rep. William R. Williams, Cassville

3 Rep. C. Dean Williams, Remsen

**ONONDAGA COUNTY**

1 Rep. Leo W. Breed, Baldwinsville

2 Rep. George B. Parsons, 102 Strathmore Drive, Syracuse

3 Rep. Frank J. Costello, 636 Park Ave., Syracuse

**ONTARIO COUNTY**

Rep. Harry R. Marble, R. D., Holcomb

**ORANGE COUNTY**

1 Rep. Lee B. Mailler, Cornwall

2 Rep. Charles N. Hammond, Sparrowbush

**ORLEANS COUNTY**

Rep. John S. Thompson, Medina

**OSWEGO COUNTY**

Rep. Ernest J. Lonis, Hannibal

**OTSEGO COUNTY**

Rep. Chester T. Backus, Morris

**PUTNAM COUNTY**

Rep. D. Mallory Stephens, Brewster

**QUEENS COUNTY**

1 Dem. Mario J. Cariello, 25-55 32nd St., L. I. City

2 Dem. George F. Torsney, 40-01 50th Ave., L. I. City

3 Dem. John V. Downey, 32-27 83rd St., Jackson Heights

4 Rep. Henry J. Latham, 90-10 150th St., Jamaica

5 Dem. John H. Ferril, 425 Beach 137th St., Rockaway Beach

6 Rep. George Archinal, 77-32 78th St., Glendale

**RENSELAER COUNTY**

1 Rep. J. Eugene Zimmer, 1889 Highland Ave., Troy

2 Rep. Maurice Whitney, Berlin

**RICHMOND COUNTY**

1 Dem. Charles Bormann, 89 Broad St., Stapleton, S. I.

2 Dem. Albert V. Maniscalco, 340 Olympia Blvd., Rosebank, S. I.

**ROCKLAND COUNTY**

Rep. Robert Doscher, Pearl River

**ST. LAWRENCE COUNTY**

1 Rep. Grant F. Daniels, Ogdensburg

2 Rep. Allan P. Sill, Massena

**SARATOGA COUNTY**

Rep. Richard J. Sherman, Saratoga Springs

**SCHENECTADY COUNTY**

1 Rep. Oswald D. Heck, 749 DeCamp Ave., Schenectady

2 Rep. Harold Armstrong, 759 Curry Rd., Schenectady

**SCHOHARIE COUNTY**

Rep. Arthur L. Parsons, Central Bridge

**SCHUYLER COUNTY**

Rep. Dutton S. Peterson, Odessa

**SENECA COUNTY**

Rep. Lawrence W. VanCleaf, R. D., Seneca Falls

**STEBUNEN COUNTY**

1 Rep. Edith C. Cheney, 64 E. Third St., Corning

2 Rep. William M. Stuart, Canistota

**SUFFOLK COUNTY**

1 Rep. Edmund R. Lupton, Mattituck

2 Rep. Elisha T. Barrett, Brightwaters

**SULLIVAN COUNTY**

Dem. James G. Lyons, Monticello

**TIOGA COUNTY**

Rep. Myron D. Albro, Lounsberry

**TOMPKINS COUNTY**

Rep. Stanley C. Shaw, 315 N. Geneva St., Ithaca

**ULSTER COUNTY**

Rep. John F. Wadlin, Highland

**WARREN COUNTY**

Rep. Harry A. Reoux, Warrensburg

**WASHINGTON COUNTY**

Rep. Henry Neddo, Whitehall

**WAYNE COUNTY**

Rep. Henry B. Wilson, Wolcott

**WESTCHESTER COUNTY**

1 Rep. Christopher H. Lawrence, 26 Valley Road, Bronxville

2 Rep. Theodore Hill, Jr., Jefferson Valley, Peckskill

3 Rep. James E. Owens, 75 State St., Ossining

4 Rep. Jane H. Todd, 41 N. Broadway, Tarrytown

5 Rep. Malcolm Wilson, 382 Park Hill Ave., Yonkers

**WYOMING COUNTY**

Rep. Harold C. Ostertag, Attica

**YATES COUNTY**

Rep. Fred S. Hollowell, Penn Yan

**REPRESENTATIVES IN CONGRESS**

**SENATORS**

James M. Mead (re-elected), 79 Ideal St., Buffalo (Dem.)

Robert F. Wagner (in office), 1327 Lexington Ave., N. Y. C. (Dem.)

**CONGRESSMEN**

REP. AT LARGE—Caroline O'Day, Sunset Lane, Rye (Dem.)

REP. AT LARGE—Matthew J. Merritt, 7 No. Drive, Malba, L. I. (Dem.)

**Dist. Pol. Name and Address**

1 Rep. Leonard W. Hall, Oyster Bay  
 2 Dem. William B. Barry, 114-52 176th St., Albans  
 3 Dem. Joseph L. Pfeifer, 58 Bushwick Ave., Brooklyn  
 4 Dem. Thomas H. Cullen, 215 Congress St., Brooklyn  
 5 Dem. James J. Heffernan, 65 Prospect Park West, Brooklyn  
 6 Dem. Andrew L. Somers, 1328 President St., Brooklyn  
 7 Dem. John J. Delaney, 1 Pierrepont St., Brooklyn  
 8 Dem. Donald L. O'Toole, 7410 Ridge Blvd., Brooklyn  
 9 Dem. Eugene J. Keough, 1247 Hancock St., Brooklyn  
 10 Dem. Emanuel Celler, 303 MacDonough St., Brooklyn  
 11 Dem. James A. O'Leary, 771 Bard Ave., W. New Brighton, S. I.  
 12 Dem. Samuel Dickstein, 306 E. Broadway, N. Y. C.  
 13 Dem. Louis J. Capozzoli, 36 Kenmare St., N. Y. C.

(Continued on page 269)

# CONTEST . . . CASH PRIZES

LAST DATE FOR COMPETING EXTENDED TO DECEMBER 20th

1st Prize - - \$50.00

2nd Prize - - 20.00

3rd Prize - - 10.00

4th Prize - - 5.00

and 15 additional awards  
of \$1.00 each.

An easy way for members to win CASH PRIZES, and at the same time help "The State Employee" to secure the advertising recognition it deserves.

Just complete the following statement in FIFTY ADDITIONAL WORDS or less:

"I support The Association of State Civil Service Employees of the State of New York by membership because....."

Send such statement so as to reach the Contest Editor, Association Headquarters, Room 156, State Capitol, Albany, N. Y., on or before December 20th.

It is also necessary to complete the Advertising Questionnaire on the opposite page, and send it with your completed statement to compete for the prizes.

**ACT NOW!** Share in the valuable prizes. Send your completed statement in **TODAY.**

Remember, the last date for filing your statement is December 20th. Don't forget to place your name, department and address on your statement.

The entries will be judged by a Special Committee and the prizes will be announced in a future issue of "The State Employee."

Read the "Contest Rules" before preparing and sending your statement.

**Send in Your Entry Today . . With Your Completed  
Advertising Questionnaire**

## CONTEST RULES

1. Only Association Members with 1940 dues paid may compete in this contest.
2. The Advertising Questionnaire on the opposite page must be completed and submitted with the completed statement in order to be considered.
3. Each member may submit only one entry.
4. The statement must be typed or written plainly in longhand on a plain sheet of white paper, and the name, department and address of the member should be contained on the reverse of the sheet.
5. The completed statement must be mailed or delivered so as to reach Association Headquarters, Room 156, State Capitol, Albany, N. Y., by the 20th of December.
6. The selection of the winning statement by the Special Committee appointed by the Executive Committee is final, and the statements will not be returned.

# Members: Please Cooperate!

Readers of "The State Employee" represent tremendous buying power. Together with their families and dependents, they purchase every necessity and luxury, product and service.

"The State Employee" is a splendid advertising medium, reaching regularly employed individuals, containing information obtainable through no other source and therefore read thoroughly.

Prospective advertisers should be more widely acquainted with the advertising value of our publication. To accomplish this, the Association must be in a position to provide definite information concerning the buying habits and purchasing power of our publication.

You can DO YOUR SHARE in this matter by filling out the questionnaire below, and sending it to Association Headquarters, Room 156, State Capitol, Albany, N. Y., PROMPTLY. Cooperation on the part of members will enable "The State Employee" to secure the advertising patronage it rightly deserves.

Those now responsible for the editing and publication of "The State Employee" merit your help. Remember, advertising income helps to make your magazine more attractive and desirable. Patronize the advertisers in your official publication, and suggest the use of its columns to your merchants.

---

*(DETACH HERE and send to Association Headquarters, Room 156, State Capitol, Albany, N. Y.)*

The detailed information contained on this questionnaire will be kept confidentially at Association Headquarters. The Association is interested only in the total or gross purchasing power or buying habits of the readers of "THE STATE EMPLOYEE."

1. How many persons in your household come in contact with "THE STATE EMPLOYEE"? Male..... Female.....
2. How many readers of "THE STATE EMPLOYEE" in your household own automobiles?.....
3. How many use cosmetics?..... 4. How many use cigarettes?..... Cigars? .....
5. Does your family own their own home? ..... Any additional property? .....
6. What are the favorite sports or hobbies of yourself and the members of your family?  
1..... 2..... 3..... 4..... 5..... 6.....
7. Approximately what mileage do you travel yearly on Railroads?..... Busses?..... Automobiles?.....
8. How do you usually spend your vacation? On cruises?..... At Seashore?..... Mountain resorts?.....
9. How many times on an average during a month do members of your household attend movies?.....
10. How often during the year do you or members of your household visit New York City?.....  
Buffalo..... Rochester..... Syracuse..... Albany.....
11. What is the approximate yearly total income of all members of your household combined? \$.....  
Name of Employee..... Department..... Address.....

# Military Service Covered

## UNDER ACCIDENT AND HEALTH INSURANCE

By

C. A. CARLISLE, JR.

Employees of the State of New York, entering Military Service, will have their insurance automatically continued wherever it is possible to continue making deductions on the State payrolls—that is—if the employee is in any of the services where the State is paying the difference between their Federal reimbursement and their State reimbursement, deductions will continue to be made and the insurance will continue in force, according to all the terms and conditions of the policy, just as though you were still in State Service.

In case of employees who are enrolled for a year's Military Service, under the Federal draft, they may continue to pay their premiums semi-annually, to the office of Ter Bush & Powell, Inc., 423 State Street, Schenectady, N. Y., and their insurance will be continued as stated above. If, however, these payments are not kept up by the employee going into the year's Military training, the policy will be suspended at the end of the grace period allowed under the policy and when the employee returns to State service and active work, he should again contact Ter Bush & Powell, Inc., at Schenectady, N. Y., and every effort will be made to have the Company reinstate the policy—just as it was when he left State service.

It is important that all persons in State employment who are insured under the Group Plan of Accident & Sickness Insurance, and who contemplate leaving for Military Service, or who have already left for Military Service, should send their names in to Ter Bush & Powell, Inc., 423 State Street, Schenectady, N. Y., in order that an adequate record can be made of their present location, and premium notices may be sent to them and their card may be moved into the Military Service file, because special attention is going to be given to those State employees going into Military Service, and every effort is going to be made to attempt to continue their insurance for them so that they will have

adequate protection while they are out of State service temporarily.

All of the above applies to a one year leave of absence due to Military Service. If the employee remains in the army beyond the actual training period of one year, special consideration will have to be given to those persons and their insurance and this will be done, if they write a letter to C. A. Carlisle, Jr., Ter Bush & Powell, Inc., 423 State Street, Schenectady, N. Y.

It is hoped that every State employee, who leaves State service under a leave of absence for Military Service in any branch, will make every effort to keep his insurance up and will make every effort to send in the proper notification so that there will be no omission of premium payments under the policy.

### Claim Benefits

Over \$400,000 in claim benefits have already been paid out to State employees under the Group Plan of Accident & Sickness Insurance, and more than \$12,000 per month is now being paid out in benefits under this plan. The employees in State service who are not insured under this Group Plan, should give serious consideration to it at this time because the winter months bring on much illness, and many accidents.

### Monthly Indemnity Insurance

Please remember that the Group Plan of Accident & Sickness Insurance should not be confused with the Group Life Insurance for State employees, also sponsored by this Association, nor should it be confused with the various Hospitalization coverages issued in various parts of the State, which cover only hospital coverage and do not pay you a monthly indemnity while you are sick or disabled due to accident, nor should it be considered with medical service, or medical reimbursement policies issued under various laws of the State of New York. This insurance pays you a monthly indemnity of from \$30.00 to \$100.00 per month depending upon the amount of salary that you earn, and depending upon the amount of indemnity that you have purchased each month, while you are disabled due to acci-

dent or illness, all in accordance with the terms and provisions of this very low-cost, broad coverage policy. It makes no difference whether you are sick at home or whether you are sick in the hospital, or whether you have been sick, and had to go to Florida, or somewhere else to recuperate after an illness or an operation. By reading over your policy, or by writing a letter and asking questions, you will get full information which will explain to you, the benefits of this very broad form of policy which pays you a monthly indemnity.

Don't let anybody sell you any other policy supposed to be "just as good." Insist upon the genuine Group Plan insurance, sponsored by the Civil Service Association of the Employees of the State of New York, and insist upon payroll deduction because this is the easiest way to keep your premiums paid and there is not the opportunity to have your policy lapse that there is when you are paying it on a monthly, quarterly, semi-annual or annual basis.

So far as we know, this is the only State-wide Group Plan of Insurance offered to State employees, and it is certainly the only Group Plan sponsored by this Association, although there are many companies and individuals who have tried to meet this plan with competitive plans of various sorts. If you are not insured—do it now, because—

1. War brings consideration of higher prices for new applicants to the plan. Now you can still buy this low-cost monthly income Accident & Sickness Insurance at the original very low rate.
2. War brings consideration of certain policy restrictions for new applicants in the near future. Now you can still buy the very broad coverage, which pays a monthly income to you, whether disabled by sickness or accident—all in accordance with the terms of the individual policy which you receive as a New York State Employee under the State-wide Group Plan.

(Continued on page 269)



## Military Service

(Continued from page 268)

3. You pay under this plan, only a small sum each pay-day which can be deducted from your salary, and you get a check each month when disabled due to accident or illness—all in accordance with the terms of the very broad low-cost policy issued to you.
4. Old or young, married or single, you need this insurance now, and any New York State Employee is eligible to apply for the insurance. Within a reasonable length of time after you get your policy, you must become a member of this Association if you are not already enrolled in its membership.
5. Claims are being paid to some of your fellow employees every day. You may be next.

Insure now, if you are in good health. When you are ready to be ill, or afflicted with a chronic disease, or hurt or maimed in an accident, it will be too late. Join the Group of over 12,500 State employees who are now insured and protect your income against loss due to disability from sickness or accident.

## Your Representatives

(Continued from page 265)

- 14 Dem. M. Michael Edelstein, 170 2nd Ave., N. Y. C.
- 15 Dem. Michael J. Kennedy, 427 W. 51st St., N. Y. C.
- 16 Rep. William T. Pheiffer, 501 Lexington Ave., N. Y. C.
- 17 Rep. Kenneth F. Simpson, 109 East 91st St., N. Y. C.
- 18 Dem. Martin J. Kennedy, 1349 Lexington Ave., N. Y. C.
- 19 Dem. Sol Bloom, 310 Riverside Drive, N. Y. C.
- 20 Rep. Vito Marcantonio, 1878 Lexington Ave., N. Y. C.
- 21 Dem. Joseph A. Gavagan, 790 Riverside Drive, N. Y. C.
- 22 Dem. Walter A. Lynch, 200 Alexander Ave., Bronx
- 23 Dem. Charles A. Buckley, 21 W. 192nd St., Bronx
- 24 Dem. James M. Fitzpatrick, 1618 Yates Ave., Bronx
- 25 Rep. Ralph A. Gamble, Albee Ct. Apts., Larchmont
- 26 Rep. Hamilton Fish, Garrison
- 27 Rep. Lewis K. Rockefeller, Chatham
- 28 Dem. William T. Byrne, Loudonville
- 29 Rep. E. Harold Cluett, Pinewoods Ave., Troy
- 30 Rep. Frank Crowther, Van Curler Rd., Schenectady
- 31 Rep. Clarence E. Kilburn, Malone
- 32 Rep. Francis D. Culkin, 60 W. Cayuga St., Oswego
- 33 Rep. Fred J. Douglas, 285 Genesee St., Utica
- 34 Rep. Edwin Arthur Hall, 82 Rush Ave., Binghamton
- 35 Rep. Clarence E. Hancock, 1650 James St., Syracuse
- 36 Rep. John Taber, 156 South St., Auburn
- 37 Rep. W. Sterling Cole, Bath
- 38 Rep. Joseph J. O'Brien, East Rochester
- 39 Rep. James W. Wadsworth, Genesee
- 40 Rep. Walter Gresham Andrews, 172 Summer St., Buffalo
- 41 Dem. Alfred L. Beiter, 64 Highland Dr., Williamsville
- 42 Dem. Pius L. Schwert, 534 McKinley P'kway, Buffalo
- 43 Rep. Daniel A. Reed, 761 Central Ave., Dunkirk

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The Civil Service Leader publishes a Special Edition for Upstate New York readers. It is on sale in every corner of New York State.

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# New Books

Compiled by the  
Book Information Section  
of the  
New York State Library

## FICTION

**Ake and His World;** tr. from the Swedish by Marguerite Wener-Gren; by Bertil Malmberg. Farrar. \$2.

With a skill that is in part nostalgic remembrance, part psychological penetration, and with a charming naivete of style mirroring the child's thoughts, the author recreates the world of six-year-old Swedish Ake as this engaging little boy views it.

**Death of a Peer,** by Ngaio Marsh. Little. \$2.

The closely knit, titled English Lamprey family, with Roberta Grey, their devoted guest from New Zealand, are the last individuals you would ever expect to be accused of the horrible murder of a relative at their door, but there are sufficient reasons for questionings and suspicions. The appeal of this excellent mystery story extends to readers appreciative of convincing characterization and plot, humor and good writing.

**For Whom the Bell Tolls,** by Ernest Hemingway. Scribner. \$2.75.

In the four days which Robert Jordan spends in a cave with the family of a Spanish guerilla preparatory to filling a commission to dynamite a bridge of strategic importance, he lives through crowded emotional experiences—uncertainty as to the loyalty of the guerilla leader, an intimate, idyllic love affair with a beautiful Spanish girl who had been raped by the fascists, and the facing of almost certain death. Written with fine craftsmanship, the story casts its spell chiefly through its depth of sincerity and its moving tenderness.

**Oliver Wiswell,** by Kenneth Roberts. Doubleday. \$3.

Oliver Wiswell, Yale student, is forced by an infuriated "rebel" mob to flee his home in April, 1775, with his distinguished lawyer father because of their Loyalist sympathies. From beleaguered Boston, to Halifax with the bungling, dilatory Howe and back to New York, with some time in England and France, and yet more fighting in the South,

this young man participates in the Revolution, and from the undeviating viewpoint of a Loyalist writes it all down, including his despairing love for Sally, whose brothers are on the "rebel" side. Stimulating and provocative because of its fresh angle of approach, and full of color, action and lively dialog. Map on end papers.

**The Ox-Bow Incident,** by W. Van T. Clark. Random House. \$2.

Two men, Art and Gil, after a winter alone on a cattle range in the '80's, come into town on the loose, just in time to hear that rustlers have been busy and on the heels of that comes word that a man has been murdered. Men ride in, bent on pursuit and lawless vengeance, in short a lynching. The account, as related by Art with the greatest versimilitude mounts with increasing tension to the tragic and horrifying climax when three men are found asleep in a lonely little valley called the Ox-Bow. The motives of the lynchers, how they are swayed, and their individual characteristics are incisively limned with more than ordinary psychological acumen.

**The Spanish Bride,** by Georgette Heyer. Doubleday. \$2.50.

The author skilfully blends romance and realism in this captivating and informing novel of Wellington's Peninsular campaign and in particular of the part played by energetic Captain Harry Smith and his glowing, sparkling, young Spanish bride, who "made the war with him," from Badajos to Toulouse.

## NON-FICTION

**Our Future in Asia,** by R. A. Smith. Viking Press. \$3.

The author's forthright, realistic survey of the economic and political interests of the United States in southeastern Asia—China, French Indo-China, British Malay, Netherland India and the Philippines—leads to what is to him the inevitable conclusion that American stakes are so great that this country must quickly adopt a dynamic policy to protect them. Special attention is given to the problem of Philippine independence. Four maps.

**Parents Can Learn,** by H. E. Hanford. Holt. \$1.75.

Discussing family life and every-

day problems in the home with humor and the wisdom of common sense, this book will make a wide appeal because of its freshness of approach and its informal, readable presentation.

**Race: Science and Politics,** by Ruth Benedict. Modern Age Books. \$2.50.

In this enlightening and important discussion, the author, a noted anthropologist, makes clear the distinction between the facts of race and the claims of racism. She refutes the assumption of racism that "one human group has biological and perpetual superiority over another" and concludes with the chapter "Why then race prejudice?" in which she draws on history for her answer and suggests ways to overcome it.

**Test Tubes and Dragon Scales,** by G. C. Basil & E. F. Lewis. Winston. \$2.50.

His interest caught by a travel folder, Dr. Basil took his young wife out to Chungking, determined "to scrape scales from the Chinese dragon of traditional medicine." In this chronicle there is unfolded the doctor's increasing awareness of Chungking's fascination and wisdom in the days before it became the capital of all China, his glimpses into the heart of the Chinese race, his enriching friendships and his many experiences, ludicrous, dangerous, exasperating or delightful, arising from his medical work at the hospital and throughout the city.

**Tragedy in France;** tr. from the French by Denver Lindley; by Andre Maurois. Harper. \$2.

As Official Eye-witness connected with the General Headquarters of the British Army in France, Maurois, from October, 1939, to the fall of France, was in a position to deduce from his own observations the causes of the French defeat. Writing without recrimination and out of a great love for his country, Maurois is, nevertheless, frank in telling why France and England were ill-prepared, why the German offensive was so quickly successful, and how France and England were separated. This timely and pertinent book concludes with some of the author's notes written during this period.

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\$1,200 but less than \$1,600.....	\$ 75	\$500	\$21.85	\$11.05	\$ .90
\$1,600 and over .....	\$100	\$500	\$30.25	\$15.25	\$1.25

NOTE: To your cash salary you may add any maintenance and time service allowed to you.

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**CROSS THE  
"40 LINE"  
WITH SPEED  
TO SPARE**

**1. WILL YOU** have to "let down" at 40? Or will you take steps to cross the "40 line" with speed to spare? Among other things, drink fresh milk daily—it helps keep your body in repair.

*fine at the "40 line" . . . Feel fine at the "40 line" . . . Feel fine at*

**2. SLIMNESS** is a *must* in many movie contracts, so screen stars drink fresh milk every day to keep pep up, pounds down.



**3. DO YOU SLEEP WELL** at night? If not, try a cool glass of fresh milk. Or try it hot, in a cup. You'll find it helps lots!

**4. COOK WITH MILK—** Send the coupon for new milk recipes and enjoy easy-to-make dishes that are nourishing—and *in-expensive* too!



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