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Civil Service LEADER

Vol. 4. No. 46 New York, July 27, 1943 Price Five Cents

AFTER THE WAR

FEDERAL EMPLOYEES:

WILL YOU BE FIRED OR DEMOTED?

See Page 2

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Of 217

New
Government
Openings
for
Men and
Women
PROFESSIONAL,
LABORERS,
SKILLED, UNSKILLED

See Page 15

N.Y.C. EMPLOYEES:

If Your Pay Didn't Come Through On Time, Here's Why
See Page 3

WELFARE EMPLOYEES: How Big Should Your Caseload Be? *See Page 4*

SUBWAY MEN: The New Plan for Annual Advancement *See Page 4*

GENERAL BRADLEY EXPLAINS YOUR ARMY JOB
See Page 5

Questions and Answers on
FEDERAL RETIREMENT PLAN

See Page 2

Questions-Answers on U. S. Civil Service Retirement Act

These answers, to queries most frequently asked by Federal employees about the Retirement System, have been prepared by experts.

1. **QUESTION:** How long has there been a Civil Service Retirement Act?

ANSWER: The Civil Service Retirement Act was approved on May 22, 1920, and became effective 90 days later. Numerous amendments have since been enacted.

2. **QUESTION:** What employees are subject to the Act?

ANSWER: Practically all officers and employees in the Federal civil service, except those subject to another Federal retirement system (such as the Canal Zone Retirement Act or the Alaska Railroad Retirement Act), and temporary employees appointed for less than one year.

3. **QUESTION:** Are war-service appointees included under the benefits of the Act?

ANSWER: Yes, if their appointments are "for the duration of the war and 6 months thereafter."

4. **QUESTION:** Who administers the Retirement Act?

ANSWER: The Retirement Division of the Civil Service Commission.

5. **QUESTION:** Does the Retirement Act require that a 5 percent deduction be made from the salaries of employees subject to the Act?

ANSWER: Yes. Five percent must be deducted from the basic salaries of such employees.

6. **QUESTION:** May an employee make voluntary contributions—beyond the required 5 percent—to the retirement fund?

ANSWER: Yes. An employee may make voluntary contributions up to an additional 10 percent of basic salary in order to purchase additional annuity. These contributions, which draw compound interest at 3 percent, must be in multiples of \$25.

7. **QUESTION:** What is the rate of interest on the compulsory deductions?

ANSWER: Four percent, compounded annually.

8. **QUESTION:** Is the retirement fund made up entirely of employee contributions?

ANSWER: No. The fund is made up of deductions from the salaries of employees, and of appropriations by the Government.

9. **QUESTION:** May an employee who is separated from the service receive a refund of his retirement deductions, with interest?

ANSWER: Yes, if he has served less than 5 years. If he has served more than 5 years—and is not at the date of separation eligible for annuity benefits—he may receive a refund of the deductions made prior to January 24, 1942. The remainder is retained in the retirement fund and is used to purchase an annuity for him when he reaches the age of 55 or 62.

10. **QUESTION:** May an employee who is subject to the Retirement Act designate a beneficiary?

ANSWER: Yes. He may designate a beneficiary to whom the money to his credit in the retirement fund will go in the event of his death.

11. **QUESTION:** Is it possible for an employee to provide a continuing annuity, after his death, to a designated beneficiary?

ANSWER: Yes; if he retires optionally or for age he may choose a reduced annuity for himself, and provide an annuity for a beneficiary.

12. **QUESTION:** Does the Civil Service Retirement Act provide for a compulsory retirement age?

ANSWER: Yes. An employee who reaches the age of 70 after serving at least 15 years is automatically separated from the service (unless he is continued in the service by Executive order). However, an employee who reaches the age of 70 before he has completed 15 years of service may continue to serve until his 15-year period is up.

13. **QUESTION:** May an employee retire before he reaches the age of 70?

ANSWER: Yes. For those who have had at least 30 years of service, optional retirement is permitted between the ages of 60 and 70; for those who have had at least 15 years of service, optional retirement is permitted between the ages of 62 and 70. It is also possible for those who have had 30 years of service to retire on a reduced annuity between the ages of 55 and 60.

14. **QUESTION:** What is the guaranteed monthly annuity of an employee, aged 60, with 30 years of service who for 5 consecutive years received an average salary of from \$1,600 to \$2,400?

ANSWER: \$100 a month.

15. **QUESTION:** What is the average annuity at the present time?

ANSWER: \$966 a year.

16. **QUESTION:** What provision is made under the Retirement Act for employees who become totally disabled?

ANSWER: Employees who have served for at least 5 years, and who are totally disabled for useful and efficient service on account of disease or injury not due to their own misconduct, may be retired on an annuity. The annuity continues during such disability and for not more than one year after the employee's recovery.

17. **QUESTION:** Do employees called into active military or naval service receive retirement credit for time served in the armed forces?

ANSWER: Upon returning to their jobs, honorably discharged veterans may receive full retirement credit for time served in the armed forces by making deposit for the period of their military or naval service. Should a veteran wish to have his military or naval service credited without deposit, the annuity otherwise due him would be reduced by the amount such deposit would buy.

18. **QUESTION:** May a retired employee be re-employed?

ANSWER: Yes. It has been provided that a person retired under the age of optional provision of the Civil Service Retirement Act may be re-employed if an appointing officer determines that he has special qualifications.

PREFACE TO POST-WAR CIVIL SERVICE

One of The LEADER'S continuing series of studies on the problems facing government employees and public employment after the war.

After the War, Would You Accept A Demotion to Hold on to Your Job?

By CHARLES SULLIVAN

WASHINGTON.—Here's a big question for Government employees:

Suppose your agency got orders today to reduce its personnel by 50 per cent. Would you take a demotion if one were offered you? Or would you prefer to be cut off outright—and hunt a new job at your present salary?

The question is not by any means an academic one. It has very real significance in the minds of the men who are studying the problem of what will happen to Federal employees when the war ends.

These men—the officials of Civil Service Commission and Council of Personnel Administration—are trying to work out a separation procedure that will be fair to all when thousands of employees have to be fired after the war. As reported in The LEADER last week, they have pretty well agreed that seniority will be more important than your efficiency rating in deter-

mining your chances of keeping your job.

This week, however, a new factor was tossed into their discussions—the demotion factor.

And, although there's no definite decision yet, there's every reason to believe that, when the time comes, thousands of qualified employees will be offered demotion—as an alternative to outright discharge. Here is how the official reasoning runs:

Many employees have been promoted to jobs much better than those they held before the war.

By and large, these are outstanding employees; otherwise

they wouldn't have been promoted.

When the end of the war makes it necessary to fire thousands, it's important to Government that it do everything possible to save its outstanding workers.

Many employees undoubtedly would be willing to accept demotions back to their old jobs and their old salaries.

If It's Arbitrary

However, if the necessary post-war slash is applied arbitrarily, without any opportunity for employees to accept demotions, then thousands of really excellent workers undoubtedly will be lost to the service.

That's the way officials are thinking at the moment. And that's why you should ask yourself this question: "Would I be willing to accept a demotion after the war?"

ODB Workers Find Newark A 'Damned Place' to Live in

One leading reason for the discontent among employees of the Office of Dependency Benefits seems to be the fact that the office is in Newark. Known generally among both the lower bracket employees and the officials as "this damned place," Newark was hardly an ideal spot in which to transplant 10,000 employees of the Government.

Greatest complaint is the housing situation. For many years there has been almost no residential building in or around Newark, and the war boom caught the City entirely unprepared.

Boomtown

And there is very little room in Newark where new housing facilities could be set up. The city has grown up with one industrial district piling on another, and has depended upon New York City and the outlying Jersey towns for its labor supply. Even before the ODB arrived in town, fairly decent apartments were at a premium. Every real estate agency in the city has a list of persons waiting for someone to vacate their living quarters. And the great majority of the apartment houses have been allowed to deteriorate in recent years.

There are seven municipal and Federal housing projects in Newark which can accommodate about 3,600 families, but they are booked to capacity and have long waiting lists of war-workers who are now living under substandard conditions and have first priority on the Government subsidized projects.

It is possible to find living quarters in the Oranges and other towns near Newark, but then the problem of transportation enters. Newark moves on buses, but Newark is terribly overcrowded and the buses are jammed. During the rush hours it means waiting until the buses pull up. Often a half-dozen buses arrive at the same bus station simultaneously and there is a mad scramble for seats. And the ODB is located right in the heart of the city where the fight for bus seats rages hottest.

Tough On Negroes

And the Colored workers of the Dependency Office have a particularly difficult problem in finding living quarters. The Negro section of Newark is badly run down—largely ramshackle wooden houses. To complicate the situation, there has been a large influx of Colored workers

married ODB worker—or the Army officer stationed at ODB, who would like to live near his work with his family—is facing an almost impossible task in locating a home.

Other Troubles

All the other unpleasant features of life in a war-boom town face the Federal employees in Newark.

There are plenty of movies, but getting in to see a picture usually entails a long wait. There are bars and grills in profusion, but the worker with cultural tastes has to travel to New York if he wants to see a play or hear music. Even the local burlesque house is closed for the summer—but a sign promises that it will reopen next month.

Living Costs

Living prices are high in Newark. There have been numerous cases of storekeepers being brought up on charges of OPA price violations, but the average Newarker has come to believe that he must pay the black market premium if he wants to buy anything.

The lunch hour situation is bad. The eleven-thirty group who beat the rush can usually find a seat somewhere, and get food. The 12's hit the swarm of local workers dashing around looking for eating places. The after 1 o'clockers can find seats in the restaurants with little difficulty, but they have to select from the remnants of the menu.

This seems to be what the Office of Dependency Benefits employees found in Newark, and it hasn't helped to make them love their new jobs too much.

PREPARE

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Special Summer Membership Available

If Your Paycheck Didn't Come Through When It Was Supposed to, Here's Why!

The 15th of the month is an important day to City employees, because that's the day they get their paychecks. But when July 15th rolled around last time, and a lot of the paychecks weren't there, the shouts that rose were heard from the Battery to the Bronx.

An attempt by a LEADER reporter to find out what held back the little pieces of paper with the dollar signs produced a long list of explanations and counter explanations.

To begin with, this was an unusual payroll. At one time the following changes had to be made:

1. The \$120 increases had to be given out.
2. Regular increments had to be given out.
3. Promotions had to be made.
4. The withholding tax had to be deducted.

And to further complicate matters, the budget-juggle between the Council and the other side of City Hall meant that work couldn't begin until June 28, when the budget was finally approved.

What Had to Be Done

As an example of the job, here's what had to be done to get the \$120 raises out:

1. The Budget Office had to check every job in the City to see who was entitled to the increase.
2. Then the charts which had been submitted by the departments had to be checked by the Budget Office.

3. Then the budget had to be changed to allow for the new raises and approved by the Board of Estimate.

4. Then the whole business had to be checked by the Comptroller's Office.

5. Then the Department payrolls had to be fixed up.

6. Finally the Pay Division of the Comptroller's Office had to make the change for each employee's check.

Also, each of the 536 promotions entailed the same sort of routine. And for the withholding tax, the employees had to file individual slips with their status under the new tax. Number of dependents, etc., all had to be figured.

Worked Day and Night

The Budget Bureau and the Comptroller's Office bore the brunt of this job, and their staffs were working day and night, and Sundays to finish the job.

When payday rolled around all the City workers got their checks except some of those working in Fire, Health, Hospital, and Parks.

And here is the explanation:

The Departments

Hospitals: "We had to put through 19,000 raises and it slowed up the process, but they'll all be paid by the end of this week."

Parks: "We've added 600 men to our payroll in June, and that jammed the works, but the rest of the checks will be along any day."

Health: "The payroll didn't

Put-up Job

One Parks Department employee came home last payday and told his better half, "Sorry, darling, but I didn't get paid."

"So you've been out drinking and gambling again!" was the sympathetic response.

After much squabbling and unkind words the poor City employee convinced his spouse that she could call some other park wives and check on his story.

She thinks it might have been a put-up job, and that all the husbands got together with the same tale.

Editor's note to Park employee's wife: They really didn't get paid on time.

come down from the department in time for the changes to be made."

Fire: "There was delay in getting the withholding tax information from the men, and that made the delay."

But another story floating around was that the Comptroller's Office had made an error in figuring the withholding taxes which caused the snarl.

Anyway, everyone said that by the time this issue of The LEADER is out, every City employee will have gotten his check and be able to pay back the money he had to borrow to get along for the few payless days.

NAVY YARD GAZETTE

This is the seventh of The LEADER'S new column for Navy Yard workers. Suggestions, criticisms, and letters from Navy Yard employees are welcome.

The Railings

Make It Easier

Some time ago this column suggested that the Board of Transportation set up railings besides the trolley car tracks for Navy Yard employees so that chisellers would have to wait their turn in line. Well, we've got those railings near the Sand Street gate and it certainly makes things a lot easier for trolley car users at rush hour. Now, if they would do the same thing at Park Row, that'd be real progress.

Itemized Account

With Each Check

Up until last week almost every Navy Yard worker had some difficulty in computing his salary check. Now with the new itemized account that is issued with every check, figuring out one's deductions becomes extremely simple. That's the kind of service the average worker can appreciate. Each statement can be held as a permanent record of a person's income and it means less headaches for time-keepers.

What's the Best

Working Day?

Here's a letter came in this week from a Navy Yard snapper. Read it—then let's have your opinion.

"Many experiments have been conducted by efficiency experts concerning the work value received from employees who work an eight-hour day and comparing amount and quality of their production with those working ten and twelve hours. The general opinion seems to be that the eight-hour worker will produce as much as, if not more than, the others, and at the same time have a much higher morale standard. This is true at the Navy Yard as far as production is concerned, but working an eight-hour day means losing the time-and-a-half that really makes that check add up to a living wage. The only solution seems to be, an eight or nine-hour day along with a general increase of one's basic pay. When you compare Navy Yard pay with that of private industry today, you realize that this request is not an unreasonable one."

A poem sent in by a Navy Yard worker is dedicated to the spirit that make the wheels go round at the Yard. He prefers to remain anonymous:

AMERICANISM

*Unity, Democracy, turn the wheels of industry
Competition, opposition, are the sparks of our ambition
The foundation of our Constitution,
Is the ten commandment resolution,
The only ism in our nation,
Americanism, arbitration.
Cooperatism, rationalism, generates our nationalism.
Freedom and equality are the nation's guarantee.
One for all and all for one,
And God shall judge the work we've done.
We know we'll all be happy when
There's peace on earth, good-will to men.*

Any other poets in the Yard?

Gambling

In the Yard

We received this week an unusual letter on an unusual subject—gambling. We're running it in full because, whatever your view of the opinion, this Navy Yard man has something to say: "Sirs: Recently an item ap-

peared in local newspapers concerning several bookies who had been arrested for practicing their business within the area of a nearby shipyard.

"The arrest of several bookies in the vicinity of the Brooklyn Navy Yard has not stopped the employees of any shipyard from gambling. I have seen the men pitch coins at odd moments, and a big part of one's pay can change hands in this manner. Baseball, football, boxing and almost every conceivable type of betting pools are arranged wherever any large group of persons are gathered. I have seen as much as \$150 won by a person who had the highest number on the right-hand corner of his pay check. And I have never seen more gambling than goes on right here in the Brooklyn Yard.

Two Wrongs

"Well, let's get to the cause of the gambling instinct first. I believe that most people on this earth are engaged at jobs which mean nothing more than a livelihood to them. All you have to do is ask the average Navy Yard worker what he intends to do after the war. When you find one who intends to continue his career as a ship-fitter or a welder or a chipper, it will be a rare occasion indeed. Therefore in order to get away from the routine and monotony of a job, most of us are responsive to the temporary excitement and sport which even a mild form of gambling offers.

What Is Wrong?

"Just how wrong is gambling? By putting the lid on gambling of any kind, our legislators tend to create a greater desire for it and that desire is making the illegitimate richer and the average worker, Mr. John J. Good-citizen, a sneak. Just think of the amount involved in illegal gambling every day.

"The National War Fund could certainly use a part of that money. So could the infantile paralysis fund and the Red Cross, not to mention the USO and many other worthy causes. To all you coin-flippers and pool-bettors at the Navy Yard: Wouldn't you have felt a little better if the Government had gotten a part of that bet you lost?"

Undoubtedly there's plenty of gambling in and around the Yard. Do you readers think this is the answer? Let's hear from you.

The Question of Entertainment

Just how important is the morale of the worker and how much effort should Yard officials put into supplying entertainment and comfort for them?

"Well," some of you may say, "This Is War, and the time has come for ceaseless effort on the part of everyone to work without let-up. Time enough for frivolities after the job is done." It's easy to understand that point of view, and it is to be respected. Nevertheless, Americans have always worked to best advantage when accompanied by a song or by humor. When our servicemen march into battle it's usually with a song on their lips and they fight all the harder because of it. After listening to the chippers' hammers all day and absorbing the multitude of other noises heard around the Yard, the lunch hour entertainment is just what employees want. To instill happiness in a worker is to instigate efficiency and ambition—and if a song will do that, let's have more of them.

POST-WAR What's In Store?

A post-war period of expansion which would not only keep every person on the present payroll of the City busy, but would absorb thousands more is in the making. New York's civil service should really blossom out, according to present plans.

Practically every City department is included in the huge program outlined for immediate action as soon as the war ends.

Over \$628,000,000 will be spent on a program of new construction in every borough of New York City, and the new structures will require the services of many extra permanent City employees.

The post-war works program envisions the construction or rebuilding of public facilities which will serve as the basis for the development of New York City for years to come.

Plans Are Ready

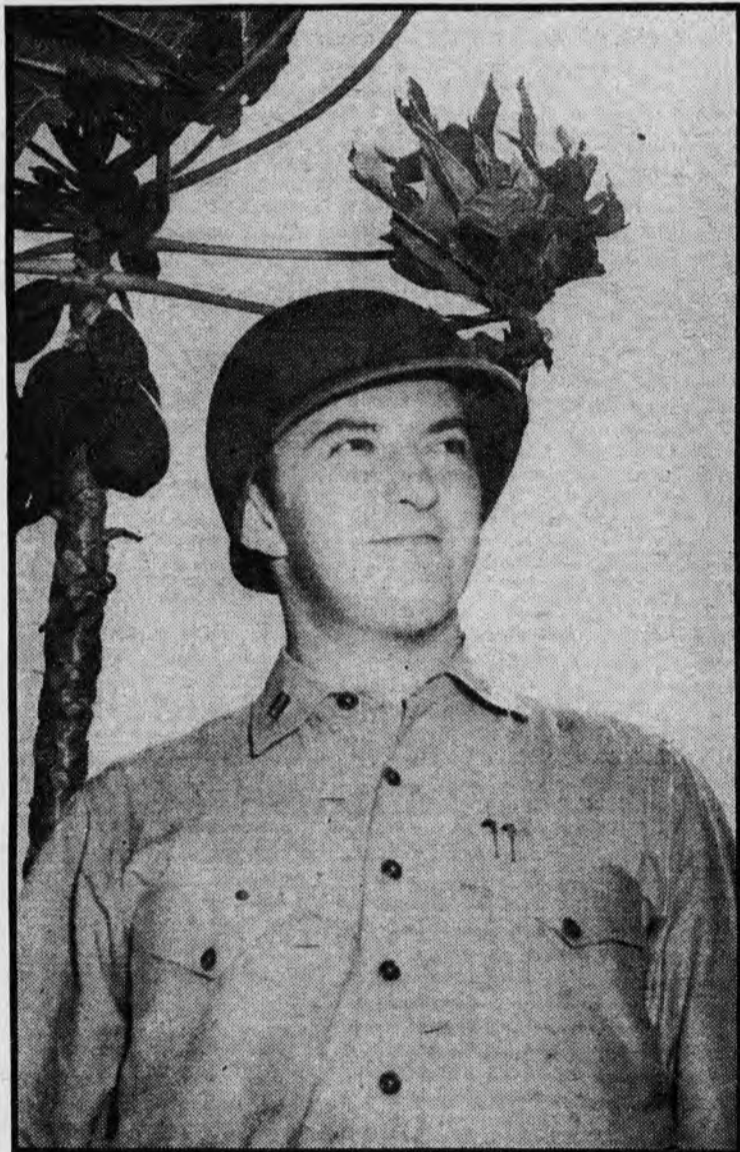
Here is a partial listing, which gives an idea of what is planned, and many of these projects have already passed the stage of conjecture. Plans and specifications are ready, and in a few weeks, after peace, work can begin.

A new institute of forensic medicine will house the enlarged offices of the Chief Medical Examiner. Plans call for a building in the vicinity of Bellevue Hospital.

The Department of Correction will find its activities centered on Rikers and Harts Islands in the East River. New construction there and at the City Reformatory at New Hampton, New York, will provide the most modern facilities. And it is hoped to demolish the Raymond Street Jail in Brooklyn and erect a new building.

New Piers

Six new piers on the North River, a new shipping terminal at the foot of Atlantic Avenue in Brooklyn, and a new building on Pier A at the Battery will assure the Docks Departments of adequate room to meet all de-



Grade 1 Clerk in the Board of Transportation to a captaincy in the Marine Corps. That's the record of Thomas F. Moran, who worked in Transit Personnel. He has been promoted from a first lieutenant at the Marine Corps Base, Guantanamo Bay, Cuba. He was commissioned on January 31, 1942. Good boy, Tom!

mands of increased world-wide shipping.

Almost \$3,000,000 has been earmarked for new school construction, much of it will be spent to replace antiquated buildings.

New Fire Houses

The Fire Department is scheduled to receive new stations in recently developed sections of Queens, Brooklyn and the Bronx. The Fire College will have a new building, and more fireboats will be obtained.

Health Centers will be built

in Jamaica and Richmond.

The City colleges are in for their share of improvement. Queens College will get a Science Building. City College will have a Library Building and the Chemistry Building will be expanded.

Hospitals

The hospitals will gain from about 26 million dollars of new construction. New hospitals are planned for Manhattan and Brooklyn. Hospital buildings in all other boroughs will be re-

(Continued on Page Fourteen)

In the City Departments

PARKS Two Troubles

Here's the latest on the business of uniforming the Parks Department: Union committees have been shopping around among manufacturers and they've discovered that getting uniforms now is next to impossible. Every factory is tied up with Government and high priority orders. The only way for the Parks Department to get uniforms is to convince priorities boards that park workers are as important as marines.

Didn't Get Raise

Another cause of discontent in the department now is the fact that gardeners and assistant gardeners didn't get the \$120 cost-of-living boost. The Greater New York Parks Employees Association says that it expects the department to arrange some sort of a compromise, and is waiting to see what happens before taking action.

The State, County and Municipal Works of America, CIO, has asked George E. Spargo, executive officer of the department for a meeting to discuss the situation, and has called a meeting of its Park Chapter for August 13, 8.30 p.m., at 13 Astor Place to plan for action in the event that these employees do not receive relief.

The union points out that if the status of these men had not been changed to a per-annum basis by the new Parks law, they would have received a 50 cent a day raise.

WELFARE How Large A Caseload?

One current squabble in Welfare is between the investigators who have the job of keeping an eye on the recipients of public help, and the administration.

The argument is about the number of clients which each investigator is expected to supervise. Recently a sort of truce occurred when the department indicated that the case load would be set at 75.

Last January, the workers accepted case loads of 85 and kept quiet because they figured that an expected drop would soon reduce their burden to around 75.

Now the SCMWA charges that the amount of work pressed on each investigator is being increased. On a city-wide basis, they say the present load

is 83 cases. In Harlem, the workers handle 77 cases.

The Union reports that it has taken up the matter with Mrs. Edith Alexander, staff relations director, who anticipates a drop of 10 percent within the next few months which would lower the number of cases to about 75.

But that's what the workers were told last January, and they've asked for further consideration of the grievance.

Private Load Is 40

A check of private welfare agencies shows that their case workers only have to handle 40 cases—that's the city-wide average of the seven largest private agencies. However, workers for the private bureaus devote far more attention to each case. They provide vocational service, supervise medical treatment, and help solve family problems.

In the City service, the minimum number of visits a year under State Department of Welfare rules are usually made. In old-age cases, the City assumes that the client isn't going to get any younger, and doesn't need frequent check-ups. Similarly, aid to the blind doesn't call for frequent supervision, while the aid to dependent children service calls for regular visits, as does home-relief.

Determining the Load

According to the regulations of the State Department of Welfare, the following are the minimum number of visits which must be made to the different types of cases:

Home Relief—every 3 months.
Old Age Assistance, Blind Assistance, Aid to Dependent Children—every 6 months.

The primary purpose of the City investigator's visit is to determine the eligibility of the client to receive aid, and the amount which will meet the minimum needs. However, in practice, each investigator gives as much help as he or she can to the people whom they handle. They aid in re-employment, in arranging training courses for war work, find jobs for handicapped members of the families, and give whatever other help they can.

The State Department of Welfare says that the matter of the case load of the individual investigator is left to the discretion of the City. As the State provides a considerable part of the relief funds, however, it watches such things to prevent overloading the investigators so that he can't give proper attention to each case. But the State hasn't set any figure as the proper number of cases for each investigator, nor has it set any maximum or minimum.

Department's View

The department point of view seems to be that the investigators should accept the present 83-case load with the knowledge that the steady decrease in relief clients will soon reduce that number to the desired 75.

The department also states that if it were to set the figure at 75 now, then in a few months another reorganization would be necessary.

From the workers' side of the fence they see a different picture. As they view the matter, the present number of relief clients are the irreducible minimum. The blind, old people, children, etc., and that rather

than a reduction in case load, the future will see a drop in the number of investigators as they are drafted, or leave for outside jobs, or resign for other reasons.

As yet, there seems no happy solution in sight.

Changes

Here are some recent upper-drawer changes in the Welfare Department:

Ann McGuire has been designated as associate chief of the Emergency Welfare Division.

Jacob T. Zukerman continues as executive director of the E. W. D.

An advisory committee has been formed to assist the Commissioner in planning the activities of the division. Serving in this group are: Stanley P. Davies, Robert P. Lane, Bernard Locker, Mary O'Malley, Frances Taussig, V. Charlotte Authier, Vivian C. Mason, Henry J. Rosner and Philip Sokol.

Messenger-Cops

The messengers in the Department of Welfare may soon have a chance to qualify as special patrolmen.

The department has asked the Civil Service Commission to order a promotional examination allowing these men to try for the higher salaried jobs. Right now, they are pretty much at a dead-end. Moreover, some of them were originally appointed from a list of eligibles for special patrolman.

The Commission seems inclined to grant the request, and they're waiting to hear from the Budget Office, which has to give its approval.

SUBWAYS

A Plan for Advancement

The 10,000 employees of the City transit lines who are paid for their work on an hourly basis can now look forward to regular yearly increases in their income.

The new plan approved by the Board of Transportation provides that on the 30th of June in each year, those employees who have put in a year's service will be entitled to an increase in their rate of pay until they reach the top hourly rate for their type of work.

And to give them further chances to advance, promotions into higher "quotas" will be made according to seniority of employees in the next lower bracket.

Kinks

While the Transit Workers Union has hailed this measure as a step which will put the transit system on a par with other City bureaus as a career service, there are still plenty of kinks to be ironed out.

For one thing, the new plan doesn't go into effect until July, 1944, as the Board feels that the recent City-wide salary adjustment, in which the transit employees shared, takes care of things for the present.

One section of the resolution which leaves the way open for plenty of discussion is this: "Prior to July 1, 1944, the Board shall determine what rate or rates shall be the quota rates in each title."

This leaves the question of earnings in the many different types of subway, bus and trolley jobs open for future settlement, and plunges a hot problem into the hands of the department's new deputy commissioner, former City Magistrate Edward C. Maguire, who handles such matters for the Board.

If you're a Federal employee, you can't afford to be without the regular news which **The LEADER** furnishes. Too many changes happen which affects your job. You **MUST** keep on your toes. You **CAN** do it by reading **The LEADER** every week.

FIRE DEPT. Reformers Step In

The old battler for civil service rights, Richard Welling, president of the Civil Service Reform Association, has stepped into the fray of the extra fire chiefs.

His organization has served papers upon Fire Commissioner Walsh, the Civil Service Commission, and the Comptroller, challenging the appointments of 15 battalion chiefs to fill 5 vacancies.

In a recent speech, Hizzoner Butch LaGuardia said that he would welcome an investigation to prove that the appointments were valid. So the association took him up on it.

The Association investigated and decided that the appointments "violated the letter and spirit of the civil service law."

The Challenge

They challenge the appointment on two grounds:

1. The appointments were made after the list expired, and hence are illegal.

2. There was no authority in the act by which the Budget Office created the extra ten posts for deputy chiefs, and reduced the number of battalion chiefs by ten.

A Fig for The 3-A's

Two weeks ago a lot of men who wanted jobs in the Fire Department were happy. They had won a court decision that they were entitled to jobs because they had been passed over for appointment on account of their 3-A status at the time.

Now they must learn that their court struggle isn't over. The City is planning to appeal the case.

The City Law Department still holds that the Fire Commissioner was right when he refused to appoint men who might be placed in 1-A by their draft boards.

They also say that inasmuch as the commissioner had the right to appoint one-out-of-three, he couldn't be made to appoint the whole bunch to jobs in the department.

Right now it looks as though they've headed for another battle of briefs.

107 Temporaries

The men who took the City examination for Temporary Police and Fireman's jobs are finally being rewarded for their patience.

This week the Fire Department is calling in 107 men from the list. They will be given a physical examination, and if the department medics approve them, they'll be sworn in, effective August 1, when they will begin to learn the ropes of fighting fires. They'll start at \$2,000.

The Fire Department has given up the idea of trying to fill the duration jobs with older men, and will take all those on the list regardless of their ages or draft status. They figure that so long as the jobs are temporary, the turnover won't make much difference.

The Police Department hasn't done anything yet about taking in the "temps." Right now, there are about 320 rookies getting their training at the Police Academy. In about two months when they have finished their course, the department will sit down and decide what to do about taking on military replacements for the duration.

HOUSING Employees Happy

"An enlightened employee policy pays dividends." That's the policy under which the New York City Housing Authority works, and they have learned that a group of employees with high morale produces more and better work.

The Housing Authority is part of the City administration, and then again it isn't. Technically it's a public corporation which

doesn't have to depend on the budget of the City for its expenses. On the other hand, the Board of Estimate has some control over its expenditures; and the agency hires most of its employees through regular city civil service channels.

They Think It's Better

The McCarthy Increment Law which provides annual raises for employees of the City doesn't apply to the Authority.

But they have what they consider a better system.

In the Authority, each employee receiving less than \$2,400 gets an increase of \$120 each year on the anniversary of his entrance into the Authority. And in addition, there is a system of "merit" increases which makes it possible for employees who do better than average work to receive as much as another \$120 raise. They use the same efficiency rating system as do regular City departments. But where in a City department, the employee can figure that his increased efficiency rating may mean a few points more on a promotional examination sometimes in the distant future, in the Authority, he gets a tangible reward for extra effort on the job.

And they've figured that the extra investment has more than repaid for itself in the past three years.

The New York City Housing Authority has been conducting in-training courses for its workers, giving them extra credit for the completion of the study.

Another result of the employee practices may be the fact that the Housing Authority isn't suffering from any manpower shortage. Right now, about the only vacancies in a staff of over 1,100 are: 13 porters, 12 laborers, and 2 firemen. (If you'd like to work for the Authority, you can apply in person at their office at 122 East 42nd Street for the jobs listed above.)

A while ago, when they needed some extra help, they posted notices in the halls of the buildings and enough tenants applied to meet their needs.

No Racial Problem

Another thing in which they take pride is the fact that they have the largest proportion of Negro employees of any city bureau. They've never had any racial problem. In their buildings tenants of all races and nationalities live side by side. In their workshops a similar condition exists, and they have taken every effort to make sure that every man and woman who is working for the Authority has an equal chance for advancement.

What the Authority tries to do is to pattern its relationship with its workers after that of the large private corporations in the same field—large scale housing.

How Transfers Work

Right now, public workers in all divisions are perplexed about their rights to change their job under the war manpower job-freeze. The Authority went to all the government agencies concerned in the matter and came out with a set of regulations which have satisfied the employees and the officials.

Here is their ruling:

A statement of availability may be given to an employee under the following circumstances:

1. If he is discharged or laid off for a period of 7 days or longer.
2. If he will be utilized at a higher skill in his new job.
3. If he is now working part-time and will be used full-time on the new job.
4. If there are excessive transportation difficulties involved in getting to and from the job, and the new job is substantially more accessible.
5. If there are compelling personal reasons justifying the change of employment, such as health, physical incapacities, etc.
6. If he obtains a job in an essential industry in out-of-town shortage areas at the same skill; each decision to be made in the light of replaceability of the employee transferred and the labor supply in the specific occupation involved.

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General Bradley's Column

By

Brigadier General John J. Bradley (Ret.)



Determining Your Army Job

Last week, I told you about the interview which every man undergoes upon entering the Army of the United States. You will remember how much stress is placed upon a man's occupational background.

There are over 600 separate jobs in the Army. These come under certain main large groupings into one of which you'll fit. Here they are, together with their definitions:

1. CLASSIFICATION AND ASSIGNMENT PERSONNEL: These are the commissioned and enlisted men charged with the actual testing, interviewing, classifying, and assigning of soldiers.

2. OCCUPATIONAL SPECIALISTS: An occupational specialist is an enlisted man who enters the Army with a certain skill, trade, profession, or specialized knowledge acquired in civilian life.

3. SKILLED: This is a rating given to a man possessed of experience and training such that, given the tools or papers of his trade, or profession, he can, with a minimum of supervision, do an excellent piece of work for the Army.

4. SEMI-SKILLED: This rating is given to an enlisted man who has experience or ability to qualify as an assistant to a skilled specialist, or to perform satisfactory work for the Army with a minimum of training.

5. LIMITED SERVICE MEN: Limited service men include three general classes:

(a) Conscientious objectors.—These are men who, though they meet the standard of physical requirements, are available only for non-combatant duties.

(b) Physically-limited service men.— These are men who, because of some minor physical deficiency, are not available for combat service.

(c) Mentally-limited service men.— Men whose service is limited because of mental incapacity as shown on their tests.

I am able to state, however, that as of August 1 the term "limited service" will be discontinued. Enlisted men now classified as "limited service," whose records indicate that they don't meet current minimum standards for induction, will be re-examined. If they come up to standards, they will be retained. If they do not meet the minimum standards, they will be discharged, unless they are qualified to perform their present jobs and their commanders wish to retain them. The War Department will continue to accept, in controlled numbers, enlisted men who do not meet the current physical standards for general military service. But they must have skill, ability, intelligence, and aptitudes which the Army needs.

Assignment

Now, after you have taken your induction tests and have been interviewed, you are ready for assignment. An Army man known as a "classifier" takes over at this point. He reviews all the data about your qualifications, and he determines your degree of skill. Every effort is made to "hit the mark" in your assignment.

The job you obtain doesn't necessarily reflect your main or even your secondary occupational interest. It may be decided on the basis of hobbies, education, language ability, previous military training, intelligence, leadership qualities, or a combination of these. You may be recommended for a type of duty for which your background shows evident fitness, even though you may have no experience or training in that field. For example, an experienced map-maker could be used in the Corps of Engineers in his specialty—or with any combat arm where his specialty, though usable, will be of second consideration to his ability as a leader of men and possible officer material. A lawyer, if physically qualified and with leadership possibilities, could be of much more value to a combat arm than in a clerical or administrative capacity.

BUDGET Boost for Temps

Lots of people took a look at their latest paycheck and ran to the boss yelling, "Why did I get cut?" That didn't happen in the City, because all the employees have been reading the papers and knew what to expect. But here is what did happen:

There are temporary employees hired by the City for jobs like clerking in the Board of Elections, or monitoring on Civil Service exams, or playground directors in the Parks. Well, with the new deductions, they figure they aren't getting enough now to make it worthwhile to take the jobs, and their cause is being considered. Chances are there will be a boost in their daily rate soon.

CLERKS 1's Earn More Than 2's

A number of clerks have just been promoted to grade 2, and are proud. But they looked around and saw that some grade 1's were getting \$1,320, while they were only getting \$1,201. That got them mad and they yelled, "This isn't fair!"

According to the Budget Office, it's quite O.K. Here's how it happened:

1. Clerks, grade 1, earning \$1080, were entitled to a regular increment on July 1, 1943. That brought them to \$1,200. Then they got the \$120 bonus. Total salary \$1,320.

2. Some clerks, grade 1, earning \$1,080 weren't entitled to an increment until January, 1944. The bonus brought them to \$1,200. Then they got a promotion and this meant only \$1 more in cash, so their salary as a grade 2, is \$1,201.

But, the 2's can go as high as \$1,800 through regular increments, while the 1's sink back to \$1,200 as soon as the bonus ends.

EXAMS No Great Rush

There is still no tremendous rush of people to get jobs with New York City.

Here are the results of the latest series of examinations which the City has just closed:

Correction Officer (Women), 391 candidates.

Deckhand, 47.

Furniture Maintainer (Finisher), 26.

Harnessmaker, 6.

Temporary Policeman - Fireman, 407. (From June 1, to July 20, when the filing period was reopened).

It is expected that these examinations will be held in September.

Cop Test

Candidates for the \$2,000 a year jobs as cops and firemen for the duration, to replace men on military leave, will take their written examination on Saturday, July 31, at Seward Park High School.

As soon as the papers have been graded, the successful men will be called to the Municipal Civil Service Commission for their medical and physical tests.

(Unofficial answers to this examination will appear in next Tuesday's LEADER.)

Physical for Collection Agent

The physical and medical portions of the City examination for promotion to collecting agent will be given by the Municipal Civil Service Commission on August 19 and 20.

Following are the requirements for the dumbbell lift and the high jump:

I. Dumbbell lift by sheer muscular strength, each hand separately.
60/50 pounds, 100%, 4 chances each hand.
50/50 pounds, 85%, 4 chances each hand.
50/40 pounds, 70%, 4 chances each hand.
40/40 pounds, 60%, 4 chances each hand.

Word from Albany

Says WMC Can't Control Local Jobs

ALBANY.—The rules and regulations of the War Manpower Commission are unconstitutional and illegal so far as they apply to State and municipal employees. That's what Corporation Counsel Arlen T. St. Louis, of Schenectady, thinks.

The issue arose over the status of John Gillespie, a Schenectady city employee who had been given a year's leave of absence to join the Rent Control Bureau of the OPA. When Gillespie sought to return to his municipal job the Manpower Commission refused to give him a certificate of availability and froze him into his OPA job.

In his opinion, Corporation Counsel St. Louis found: (1) That Gillespie is frozen in his OPA position; (2) that this does not protect him under his leave of absence although he is unable to return to city employment. He has lost his civil service status with the city, unless he chooses to return in defiance of the Manpower Commission, because, says St. Louis, "any rule or regulation of the Manpower Commission which seeks to supersede local civil service rules is unconstitutional."

"If the Federal government had the power to control the supervision, hiring and discharge of city employees it would in effect have the power to liquidate the States and their political subdivisions," said St. Louis, contending further that "emergencies do not increase the power granted by the Constitution nor diminish its restrictions imposed upon the powers granted."

Nation's Largest Pension System

ALBANY.—New York State Retirement System has 100,151 members, largest in the nation outside the Federal Pension System, and is increasing at the rate of 100 daily, according to State Comptroller Moore. Assets of the system, which started in 1921, aggregate \$200,000,000 of securities. Extension of civil service to all units of local government will boost the membership by several thousand. In addition to providing a pension, with accident, disability and death benefits, the system permits members after three years to borrow up to 50 percent of their contributions. About 30,000 loans are handled annually aggregating \$4,000,000.

Dewey to Wield Power Over Temporary Jobs

ALBANY.—Lacking any complaints or evidence that anybody has been hurt, officers of the Association of State Civil Service Employees have decided that for the present they will not combat the order of Budget Director John E. Burton prohibiting any more "reinstatement periods," or temporary employment for one payroll period annually by which absentee employees sought to hang on to their civil service jobs.

Mr. Burton, cancelling a practice that had been prevalent for years, declared that only in extreme cases of necessity would any employee be permitted to

If you're a State employee, you can't afford to be without the regular news which The LEADER furnishes. Too many changes happen which affects your job. You MUST keep on your toes. You CAN do it by reading The LEADER every week.

40/40 pounds, 50%, 4 chances each hand.
30/30 pounds, 30%, 4 chances each hand.
II. Agility—Must jump and clear rope without touching.
At 3 foot 6 inches, 100%, 3 chances.
At 3 foot, 85%, 3 chances.
At 2 foot 6 inches, 70%, 3 chances.
At 2 foot, 35%, 3 chances.
At less, no percent, 3 chances.

return for two or three weeks, just to keep a foot in the door. Regulations of the Civil Service Commission permit an employee to be absent up to one year with the privilege within that time of returning to State service. Many employees, particularly women, who left State service under this provision would return once during the year for two or three weeks, to get back on the payroll, and to begin thereafter a new year's absence.

No Reason for It

The Budget Director declared the practice to be "unfair" to persons seeking original appointment, and said he saw no reason why some employees should be permitted year after year to absent themselves except for a brief temporary period in the expectancy of returning to State service whenever they felt like it. This attitude of proprietary right to a job, under such conditions, cannot be longer condoned, said the Budget Director.

How They Did It

Persons, and there were hundreds of them in the last few years, who took advantage of the practice, found no trouble in getting temporary re-employment. They usually returned in the summer when help was needed because of vacations, and being familiar with the work to be done, generally were welcomed back. When they sought permanent re-employment, they had to find the job and get the appointing officer to take them back. Such employees could not grab a job that had to be filled by promotion within the unit, but they did have preference over persons on eligible lists for original appointment.

Budget Director Burton said that hereafter when an absent employee returns, seeking temporary work to retain his civil service status, he will be asked to accept permanent employment. If the employee doesn't accept, his name will not be re-considered again and, if he wants to return to State service he will have to compete in an examination and take his place on a list.

Tightens Control

Among the politically-minded, the new Burton order was seen as another means of tightening control by the Dewey administration over all jobs. Instead of seeking temporary employment from department heads and appointing agents as in the past, all such applications must now clear through the office of the Budget Director. This means that the Budget Director, and no other agency except the Governor's office will have anything to do with picking persons for temporary service in the vast majority of jobs. The person seeking temporary re-employment from now on must have the okay of the Budget Director before any appointing officer will dare make the appointment.

CLERK PROM.

GRADES 3 and 4

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over 21, experienced preferred; permanent; vacations with pay. Apply Personnel Office, Hotel Paramount, 46th St., West of Broadway

WANTED TO WORK FOR A BANK Men or Women Now Working For Part Time Work Selling CHECK PLAN to Fellow Employe'es and Others SALARY AND COMMISSION Apply Box 132, Civil Service Leader

Male Help Wanted

MEN—MEN To service our canteen products in war manufacturing plants, civilian concerns, etc. LOCAL TERRITORY DAY WORK ONLY PAID FOR LEARNING High Earnings When Qualified APPLY DAILY CANTEEN CO. 314 E. 23d St. (Nr. 2d Ave.) N.Y.C.

MAN To collect and deliver laundry. Part time or all day. Good pay. PEERLESS LAUNDRY 180 7th Ave. Brooklyn, N.Y.

MEN with cars, evening work; part time; must be located in Brooklyn, Queens or Long Island to arrange visits for families who answer our advertisements. Property 17 miles from New York City line. Liberal pay per trip and bonus. Call or phone 9 A.M. to 9 P.M. Farmdale Homesites, Inc., 421 7th Ave. at 33d, N. Y., LACKAWANNA 4-0608.

BUS BOYS Colored or White \$18 per week Tips and Meals APPLY, HEAD WAITER Fifth Avenue Hotel 9th Street and Fifth Avenue Help Wanted

HOTEL HELP Large East Side Hotel Chain. Ideal working conditions, steady employment. Vacations with pay. Sick benefits. FRONT DESK CLERKS.....\$30 ENGINEERS (ICE PERMIT)...\$40 HANDYMEN.....\$35 HOUSEMEN.....\$24 PAINTERS.....\$35 COOKS.....\$38 ELEVATOR OPERATORS.....\$22 MAIDS.....\$19 CLEANERS.....\$21 Also other positions open in various departments. FREE EMPLOYMENT OFFICE Personnel Dept. 319 WEST 48th ST., N.Y.C.

Radio Amateurs Several permanent positions available for licensed radio amateurs with one of New York's oldest established radio supply stores. Should be technically familiar with all amateur receiving and transmitting equipments. Good salary to right men. Draft deferred. Apply Mr. Adelman, Sun Radio Co. 212 Fulton St., N. Y.

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MEN WITH CARS PART TIME ONE OR TWO DAYS \$8 Per Day Plus Car Expense Write giving phone number and make of car Box 147, Civil Service LEADER

LEGAL NOTICE AT A SPECIAL TERM PART II of the City Court of the City of New York, held in and for the County of New York, at the Courthouse located at 52 Chambers Street, Borough of Manhattan, City of New York, on the 15th day of July, 1943.

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LEGAL NOTICE

directed, and on and after the 23rd day of August, 1943, the petitioner shall be known by the name of MELVIN MURRAY GILBERT. Enter J.A.B., J.C.C.

AT A SPECIAL TERM, PART II of the City Court of the City of New York, held in and for the County of New York, at the Courthouse located at 52 Chambers Street, Borough of Manhattan, City of New York, on the 17th day of July, 1943.

UPON reading and filing the petition of EDWARD MURRAY NALIBOFF and HILDA NALIBOFF, duly verified the 6th day of July, 1943, and it appearing that the petitioner, EDWARD MURRAY NALIBOFF, pursuant to the provisions of the Selective Training and Service Act of 1940, has submitted to registration as therein provided; and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed;

ORDERED, that EDWARD MURRAY NALIBOFF and HILDA NALIBOFF, his wife, and DAVID ROBERT NALIBOFF and RICHARD JOEL NALIBOFF, their infant sons, be and hereby are authorized to assume the names of EDWARD MURRAY NALIN, HILDA NALIN, DAVID ROBERT NALIN and RICHARD JOEL NALIN, on and after the 27th day of August, 1943, upon condition, however, that they shall comply with the further provisions of this order and it is further

AT A SPECIAL TERM, PART II of the City Court of the City of New York, held in and for the County of New York, at the Courthouse located at 52 Chambers Street, Borough of Manhattan, City of New York, on the 20th day of July, 1943.

ORDERED, that a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service, 1516 Amsterdam Avenue, New York, New York, at which the petitioner, WILLIAM J. BARCROFT, registered, as above set forth, within twenty days after its entry, and that proof of such service shall be filed with the Clerk of this Court in the County of New York within ten days after such service; and it is further

NOTICE is hereby given that License No. EB 000131 has been issued to the undersigned to sell beer at retail under the Alcoholic Beverage Control Law at 154-60 East 59th Street, City and County of New York for on-premises consumption. H. L. Green, Inc., 902 Broadway, New York, N. Y.

NOTICE is hereby given that License No. EB 00115 has been issued to the undersigned to sell beer at retail under the Alcoholic Beverage Control Law at 48-56 West 14th Street, City and County of New York for on-premises consumption. H. L. Green, Inc., 902 Broadway, New York, N. Y.

NOTICE is hereby given that License No. EB 79 has been issued to the undersigned to sell beer at retail under the Alcoholic Beverage Control Law at 457 Washington Street, City and County of New York for on-premises consumption. John Wagner, 457 Washington Street, New York, N. Y.

LEGAL NOTICE

AT A SPECIAL TERM, PART II of the City Court of the City of New York, held in and for the County of New York, at the City Courthouse thereof, 52 Chambers Street, Borough of Manhattan, City of New York, on the 16th day of July, 1943.

UPON reading and filing the petition of MARY ELLEN HERSHENSTEIN, duly verified on the 15th day of July, 1943, and entitled as above, praying for leave of the petitioner to assume the name of MARY ELLEN HOWARD in place and stead of her present name, and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed;

ORDERED, that MARY ELLEN HERSHENSTEIN be and she hereby is authorized to assume the name of MARY ELLEN HOWARD on and after August 25th, 1943, upon condition, however, that she shall comply with the further provisions of this order, and it is further

AT A SPECIAL TERM, PART II of the City Court of the City of New York, held in and for the County of New York, at the Courthouse, No. 52 Chambers Street, in the Borough of Manhattan, City of New York, on the 16th day of July, 1943.

UPON reading and filing the petition of Joseph Loewenbein duly verified the 15th day of July, 1943, and entitled as above, praying for relief of the petitioner to assume the name of STANLEY JOSEPH LOGAN, in place and stead of his present name; and it appearing that the petitioner, pursuant to the provisions of the Selective Training and Service Act of 1940, has submitted to registration as therein provided; and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the changing of name proposed;

ORDERED, that a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service at which the petitioner submitted to registration, as above set forth, upon the Alien Registration Division of the Immigration and Naturalization Service, 1501 Chestnut Street, Philadelphia, Pa., and upon the Education Department of the State of New York, Albany, New York, within 20 days after its entry; and that proof of such service shall be filed with the Clerk of this Court in the County of New York within 10 days after such service; and it is further

AT A SPECIAL TERM, PART II of the City Court of the City of New York, held in and for the County of New York, at the Courthouse at 52 Chambers Street, in the Borough of Manhattan, City and State of New York, on the 15th day of July, 1943.

UPON reading and filing the petition of FREDERICKA BERTÉ, duly verified on the 7th day of July, 1943, and entitled as above, praying for leave of the petitioner to assume the name of FREDERICKA BERTÉ, in place and stead of her present name; and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed;

ENTER: J.A.B. Justice of the City Court of the City of New York

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LEGAL NOTICE

CERTIFICATE OF FORMATION OF LIMITED PARTNERSHIP OF NEDA PRODUCTS COMPANY

WE, THE UNDERSIGNED, do hereby sign and swear to this Certificate of Limited Partnership, CERTIFYING as follows: I. The name of the partnership is: NEDA PRODUCTS COMPANY...

THE JOB MARKET

By MRS. MATILDA B. MILLER

The Job Market is designed to help readers and jobs get together. The positions listed are gathered from advertisements of all the newspapers, periodicals and communication with personnel managers.

It is impossible to investigate thoroughly each position nor is it always possible to foretell how soon they may be filled. We suggest that you mention The LEADER when you apply for any of these positions.

No Experience

Men and women are needed for all types of hotel work. Vacations with pay. Sick benefits. Need cleaners, maids, elevator operators, cooks, housemen, handymen.

Schrafft's has openings for men and women, boys and girls without experience, as dishwashers, soda men, porters, waitresses, counter girls, sales girls, bakers, and cooks, and salad and sandwich makers.

Federal Shipyards needs men with and without experience. Minimum pay, \$41.86 per week. Apply, 44 E. 23d St., Room 506, N.Y.C.

Canteen Co., at 314 E. 23d St., N.Y.C., offers good opportunity to men to be paid while learning to act as service men in calling on war places.

Factory help wanted at Ideal Container Corp. in Elizabeth, N. J. Good pay promised.

Men and women will be trained in aircraft mechanical servicing. Must be mechanically inclined and over 18 if man (draft deferred), over 21, if woman.

Girls and women, learners, or experienced, are needed as machine shop operators and assemblers. Can earn \$40 to \$50 weekly.

Clerical

Women needed as cashiers. Must be experienced in handling money and willing to combine this with other work.

Comptometer operators, typists and stenographers needed at Sheffield Farm Co., 524 W. 57 St., N.Y.C. Experience preferred, but beginners considered.

Over 38

Men over 38 or draft deferred needed as uniformed guards. Uniforms furnished. Starting salary \$25 for forty-hour, five-day week, rotating 8-hour shift.

Foster Engineering Co., 109 Monroe St., Newark, wants men, over 38, as cost clerks. Must have experience in figuring manufacturing costs.

Chance for inexperienced and experienced men, 38 to 55, to qualify as chauffeurs for motor vans and furniture handlers for long distance moving.

Boys and Girls

Opportunity for boys over 16 and girls over 18 to do messenger work. Openings for part-time work between 7 a. m. and 6 p. m. Can arrange hours.

Young men over 18 will be trained as waiters. Hours 9 p. m. to 12:30 a. m., six nights weekly. No salary quoted.

Bus boys wanted at Fifth Avenue Hotel, Salary \$18 plus tips and meals. Apply Head Waiter, 9th St. and Fifth Avenue, N.Y.C.

Experienced and inexperienced girls needed to manufacture war items. Three shifts. Good pay, advancement promised. Apply S. W. Farber, 101 Onderdonk Avenue, Brooklyn.

Girls wanted for light factory work. Fifty cents hour. Apply Niemand Bros., 37-11 35th Avenue, Long Island City.

Young men, experienced in packing or filling orders, will be hired at Philmore Mfg. Co., 113 University Place, N.Y.C.

Girls are needed for clerical work in a jewelry office. \$20 for 40 hours, time and a half for overtime. Chances for advancement. Simson Bros. Refining Corp., 59 Columbus Street, Newark, N. J.

Girls wanted to work on pocketbooks. No experience necessary. Place is in Brooklyn. Apply Modern Modes, 16 W. 32d St., N.Y.C.

Jobs That Sound Good

Women and men, 19 to 45, will be trained as investigating reporters by Hooper Holmes Bureau, Inc. Should be typist and high school graduate.

Lane, N.Y.C. Ask for Mr. Collins, or Mr. Clark, WH 3-9700.

Men, not over 45, needed for general factory work. Salary 70 cents an hour plus production bonus every three months.

4-F or Draft Deferred

Chance for young men with 4F or 3D status to learn trade. Starting salary 75c an hour. Call GR. 7-9041, 9 a.m.-4 p.m. daily.

Opportunity for men, draft deferred, to learn lens grinding. Should be mechanically inclined. Call in person at American Cystoscope Makers, 124 Lafayette Ave., Bronx.

Over 21

Restaurant workers experienced on the steam table and soda women are wanted at Namm's, large Brooklyn department store.

More Skill

Excellent opportunity for radio amateurs to connect with one of New York's oldest established radio supply stores.

Hostess-supervisor needed. Trained ditillan or experienced in managing force of waitresses and counter people.

Sales

Stern Bros. have openings for full and part time saleswomen. Apply 42d St. and 6th Ave., N.Y.C.

Specialty salesmen wanted to sell fireproofing service to restaurants—repeat orders. Liberal drawing account against commissions.

Miscellaneous

Permanent jobs as dishwashers. Salary \$22 plus meals. Apply Steward, Fifth Avenue Hotel, 9th St. and Fifth Ave., N.Y.C.

F. W. Woolworth Co. needs women, 18 to 40, as salesladies, stockgirls and novelty makers.

Part-Time Jobs

Canteen Co. wants part and full time men with and without cars to be service men in calling on war plants.

Man needed to collect and deliver laundry. Part time or all day. Good pay promised. Apply Peerless Laundry, 180 7th Ave., Brooklyn.

Evening work for men with cars. Located in Brooklyn, Queens or Long Island, to arrange visits for families to property 17 miles from NYC line.

Men wanted for clean part-time work. No experience necessary. No salary quoted but said to be good.

Opportunity for men to earn money in part time as representatives of the Stenotype Co. No sales experience necessary.

Cigar clerks needed from 11 a. m. to 2 p. m. daily, except Saturday or Sunday.

Liggett Drug Co. has openings for salesmen from 6-12 p. m., five nights weekly, and 10 hours on Sunday.

Part-time openings for women as dishwashers, also full time at Namm Dept. Store, 452 Fulton St., Brooklyn.

If you want guidance to

Get a Job Change your Job Train for a better Job— take advantage of the Job-Guidance Service and come in to see Mrs. Matilda B. Miller at 97 Duane Street, New York City.

If you're a Federal employee, you can't afford to be without the regular news which The LEADER furnishes. Too many changes happen which affects your job.

The EVERGREENS CEMETERY (Non-Sectarian) BUSHWICK AV. & CONWAY ST. Brooklyn. Glenmore 5-5300-5301

Study Aids for

Clerk Grade 3, 4 Exam

The arithmetic portion of a promotion test always accounts for a good proportion of the failures. But there's nothing mysterious about the ability to juggle numbers around and come out with the right answer.

Once you have broken down the problem ad figured out what it is that the test calls for, you shouldn't have much trouble. Try to trim each problem of the extra wordage and get down to the essentials.

There are fractional problems. Here the problem is to find the whole when you are given a part expressed in fractions. For instance, "If 60 is two-thirds of a number, what is the number?"

To get the answer work as follows: 60 multiplied by 3 (the denominator), then divided by 2 (the numerator) will give you 90—the answer.

You may get similar problems in which the part is given as a decimal, and the problem is to find the whole. This is how to get the answer: If 50 is .125 of the whole, you divide 50 by .125 for the answer.

.125)50 or 125)50000 or 400 (answer). Another similar problem is given in percentages: If 80 equals 30%, what is the whole?

First change the percentage figure into fractions: 30% equals 30/100 or 3/10. Then proceed as in the first example. 80 multiplied by 10, then divided by 3 gives 266 2/3.

Another type of problem popular with examiners is the profit and loss type. Here are some of the business terms which are used in these problems. The cost is the price paid by the original purchaser who will resell it.

Allowances or discounts may lower the cost price. The list or marked price is the price at which the item is marked for sale; but there may be discounts, or a series of discounts which lower the list price.

The sales or selling price is the price at which the item is finally sold. Profit results if the selling price is greater than the cost price. Loss occurs if the selling price is lower than the cost.

Profit or loss may be based either on the cost or the selling price in these problems, and may be expressed in terms of dollars and cents, or in percentages or fractions. The important thing is to get the different figures arranged in your mind.

Then you should find it easy to get the required answer. Work problems are another popular type. Here you have these three factors to juggle

around: (1) the number of men working; (2) the amount of time, and (3) the amount of work.

Here are some things to remember when you hit one of these problems:

The more men on the job, the more work will be accomplished. The time element is in inverse proportion to the number of men working: more men—less time, and vice versa.

Time is in direct proportion to the amount of work: more time—more work, and vice versa.

You may be given the time required by a number of men to complete a job, and be asked how long it will take one man to do it. To get the answer multiply the number of men by their time.

Another type asks, "If one man can do a job in X days, how long will it take Y man to do it?" Here, you divide the time by the number of men. If one man can do a job in ten days, it will take 4 men two-and-one-half days.

In these problems the important thing is to reduce all the figures to the essential man-time element.

Speak for Yourself! And do it effectively, too, at meetings and gatherings. See Reader's Service Guide, page 13, for the places where you can go to acquire the silver tongue.

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Civil Service LEADER

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MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday, July 27, 1943

Roundup

ONE SIMPLE REFORM which the State Administration ought to institute immediately, is to assure candidates for State positions that they will be appointed at the salary mentioned in examination announcements. We note that the first examination announcements issued by the new Commission contain the phrase: "Appointments expected at the minimum but may be made at less."

This sort of thing has created much ill-feeling in the past and is palpably unfair. Certainly it wouldn't be permitted to happen in private industry. It shouldn't happen in Government employment either. The salary mentioned is the salary that ought to be paid.

THE FEDERAL CIVIL SERVICE Commission shows signs of returning to the merit principle of recruitment. Latest reports from Washington indicate that the Commission is definitely moving in the direction of more competitive examinations for more and more posts. Same is true of the regional office in the New York area.

That's all to the good. The greater the strength with which the Commission upholds the merit principle now, the more satisfactory will be the kind of civil service we have after the war. The LEADER has called for action toward a return of merit; we're glad to see a beginning made. Civil Service officials ought to throw timidity aside now. The manpower situation is such as to enable them to work with more attention to the requirements of merit. They can take advantage of the situation to buttress their essential function of selecting the best available personnel for Government positions. The people will be with them.

WE WERE IMPRESSED with Governor Dewey's desire for more "zest" in government service. How can working for the Government be made more interesting? What incentives can we offer to the civil employee to make him raise his sights? How can we improve chances for advancement to the deserving—beyond the tedious processes that may leave out the better qualified? How can we get the best ideas from the Government employee? And, how can we attract the best elements of the populace to enter public service as a career?

A number of Federal departments have taken to paying employees for ideas. The results have been astonishing. It goes to show what can be done with incentives.

Anyway, we just broach this in order to start some thinking along these lines. We'll have more to say about it in later issues. In the meantime, if you've any thoughts on the subject, let's have them.

Civil Service NEWS BRIEFS

Sanitation Department has the overwhelming number of 868 men on military leave and 482 vacancies. No wonder the streets aren't as spick as they used to be . . . N. Y. State promotional exams are open for the position of Clerk in the Department of Law (\$1,200 to \$1,700), Steno in the Department of Labor (\$1,200 to \$1,700), Senior Supervisor of Vocational Rehabilitation, Department of Education (\$3,120 to \$3,870) . . . City personnel men have been told that (1) city-wide promotion lists could properly be established for the clerical, engineering, attendance, and accounting services in the first and second grades; (2) city-wide promotion lists should never be es-

tablished for higher positions than these; (3) it might not be advisable to set up city-wide lists in the inspection service. . . . Hereafter, Federal agencies will be permitted to do their own recruiting only if the Civil Service Commission can't find suitable talent . . . Uncle Sam is still on the hunt for stenographers and typists, and is paying excellent salaries (up to \$1,971 a year). Apply at 641 Washington Street for an application . . . The Board of Transportation doesn't have to reinstate a man who was fired for insubordination, County Court ruled last week . . . 15 out of 21 men who filed for the position of Tunnel Captain with New York City were found unqualified . . . If you've taken a State exam, you can expect the list to come through much faster from now on . . . The American Federation of State, County and Municipal Employees (AFL), plans to organize a civil service league for participation in the coming City elections . . . Watch for a program for revamping NYC's Civil Service. It will include a pooling of many types of employees.

Don't Repeat This!

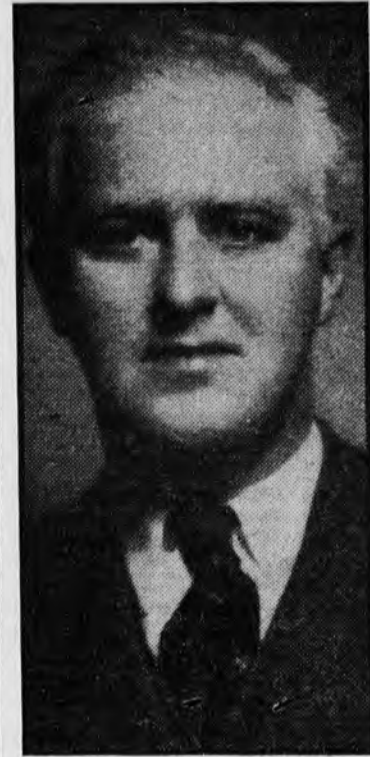


Changes
Off to the Army's School of Military Government: Goodhue Livingston, former Health Department's secretary; Mike White, former Deputy Hospitals Commissioner; and Jack Haslitt, of the Comptroller's Office . . . Paul Robbins, who worked for the NYC Bureau of Training, now has a \$6,500 training job with the War Department . . . Philip Haggerty, who handles transit examinations for the Municipal Civil Service Commission, slated to fill Gilbert Goodkind's shoes in the Manhattan Borough Prexy's office. Goodkind is in the Army. . . Several bigshots who hold down important jobs in addition to their regular jobs with the City have the Mayor's permission in writing. . . Newbold Morris: Is it true that the Board of Estimate is considering putting a crimp in the City Council's investigation by refusing to foot bills for employee aid the probers may require—despite the court ruling in the Emil Ellis case? . . . It's said that Lou Maxon, who unleashed that terrific blast at OPA when he resigned recently, actually spent less than 9 days in his office during his final 9 weeks on the job. . .

Politics, Inc.

Manhattan D. A. Frank Hogan will accept the reported offer of the Democratic nomination for lieutenant governor only if he can have a hand in naming his successor to the NYC job. . . . Municipal Court Judge Sam Ecker, who deserves to win, might lose his bitter primary fight, say the wiseacres. . . . Rosemarie Lewis became a mama last week. She's the wife of Lieutenant "Jinx" Lewis, who is Judge Jonah Goldstein's secretary; and she's also assistant secretary to Chief Assistant Manhattan D. A. Sol Gelb. "Jinx" is somewhere in Africa and doesn't know yet he's a papa. . . . Sam Rosenberg, of the D. A.'s office, has been borrowed to act as chief accountant in the State Police probe. . . . Doc Furia's little 64-page pamphlet entitled "Municipal Functional Organization Charts," is going to be the basis for streamlining city departments all over the U. S. Doc heads up the NYC War Training Bureau. . . . Governor Dewey's best friend is a combination antique furniture dealer and engineer: He's Carl T. Hogan, and acts like a big brother to the Governor. . . .

Meet Ed Maguire



HE'S STEPPED DOWN from the calm dignity of a City Magistrate's role to one of the hot spots of the City Administration.

Edward C. Maguire, new deputy commissioner of the Board of Transportation, is the brave man tackling the job of keeping peace between the Board and its 33,000 employees.

When this reporter walked into his office, he was sitting in his shirtsleeves, deep in the hard task of learning all the angles of his new job.

"Drop in about a month later, when I have had a chance to get oriented," he said, "and then I'll be able to tell you what my plans and ideas are. Right now I'm learning the ropes."

Fair Break

If a man's past record is any indication, the employees of the Board will get a fair break when they appear before the new deputy commissioner.

Between 1928 and 1942, when he was appointed to the City bench by Mayor LaGuardia, he was one of the country's leading attorneys in labor matters.

One of the most important cases which he fought before the Supreme Court of the United States was one involving the Bakery and Pastry Drivers' Union, Local 804. In this case he won an opinion from the highest Court which ruled that persons on picket lines during labor disputes had the right of free speech—a significant milestone in the history of American labor.

When anti-trust legislation was brought up against the Teamsters' Union, Judge Maguire clashed with Thurman

He's a Man Who'll Do A Job

Arnold, former head of the anti-trust division of the Department of Justice, and cleared the union and a number of its members who had been indicted for violating the act.

When he resigned to accept the Transportation post, Judge Maguire relinquished nine years of his judicial term.

What He'll Do

The duties of the new commissioner encompass a wide range of responsibility in the field of labor relations:

1. He will preside at all employee hearings.

2. The ticklish problems of leaves of absence for subway men is in his lap.

3. He has the job of considering all complaints and grievances of employees, or employee unions, and decides the cases. And he also will have to settle the frequent plaint of employees of the Board that they aren't being paid the proper rate for the work they are doing.

4. And he also has the job described officially as "to perform such other and further duties as the Board may direct."

While it may be a few days before he becomes an expert in the involved setup of the Board of Transportation, he has plenty of experience in settling squabbles between employees and employers. In the past, when the Mayor faced the problem of naming a conciliator to straighten out some labor problem, Judge Maguire has often been his choice.

Then when the Wilkinson Committee investigated the personnel problems of the Board and suggested the appointment of a commissioner to devote his time to labor, he was the logical selection. And employee groups which don't usually see eye to eye agreed that the choice had been well made. So did everybody else.

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest are printed. Letters which appear in these columns may be answered by readers with other points of view. All letters should be signed, but names will be kept confidential if requested.

From a Vet

On the First List

Sirs: I am on the list for N. Y. City Fireman and was called over for appointment three different times, but when they found out I was in Class 3A in the draft they would not appoint me but did appoint men who were in 4F and were behind me on the list.

I was recently called into the Armed Forces. Does this mean that I must lose out on the Civil Service list and have other men who are in 4F, or have children be appointed into the Fire Department and secure priority on not only being appointed ahead of me, but in future promotion examinations?

I am a married man and was

married before Pearl Harbor but I had to leave my wife, break up my home and place all of my belongings in storage. I am not complaining about being in the Army. I am proud of serving my country, but at the same time I should be protected and appointed as of the time I should have been appointed, just in case I do come back alive.

WM. FISCHER.

Vet Wants to Start New Organization

Sirs: You have written many articles on veterans preference in civil service and opportunities that lie ahead for the men returning from this war.

I happen to be a disabled veteran of World War II. Although

I was discharged from the Army, I am capable of passing most any physical exam.

I have met many fellows like myself who have been discharged from the Army for various disabilities, but are still able to undertake most civil service exams. Throughout NYC, there must be thousands of us in the same predicament. I'm wondering if we could all get together and form some sort of organization so that we could better ourselves in civil service.

I. R.

There are many organizations for veterans. However, if there are other veterans who like this idea, The LEADER will be glad to receive your letters. Write to I. R., care of the Civil Service LEADER, 97 Duane Street New York City.—Editor.

POLICE CALLS

An Idea On Promotions

"Dear Police Calls: Here is a simple plan to retire 'grandpas' in the Police Department and at the same time increase efficiency and morale, streamline the ranks of the superior officers, give the younger men on promotion lists a chance to advance, and make our department more competent to perform its wartime duties.

"Every month compel the two oldest sergeants, the two oldest lieutenants and the two oldest captains who are over 63 years of age to retire. This means compulsory retirement for the 24 oldest officers in each rank and only totals 72 compulsory retirements a year, which is a small number when the average has been 60 a month.

"Under this plan, within one or two years at most, all superior officer ranks will contain young men—men able to cope more completely with their mental and physical duties in the Department—during these times of stress.

"The loss of two captains, two lieutenants and two sergeants each month will not prove a burden on the Department and there are plenty of competent, civil service qualified replacements. It will not cripple the Department because, after all, when as high as 10 of a rank were retired in the past, the Department did not collapse or become inefficient."

SERGEANT ELIGIBLE.

Inside Story Of the \$400

The unanimous decision of the Court of Appeals in affirming the judgment of the lower courts in the Adrian case, following the payment of the judgment to the 17 original plaintiffs in the Schneider case, brings to a close a battle that actually had its beginning in November, 1939. In the course of that battle the entire salary structure of the Police Department was threatened so that the outcome of these two cases represents a victory not only for the men appointed since June, 1940, but for every member of the uniformed force.

The battle lines were drawn at an early date through the foresight of a dozen eligibles on the list promulgated in October, 1939. That list contained only 1,400 names, and everyone on the roster was guaranteed appointment. In spite of this, in November 1939, a dozen men from the top of that list met in a downtown law office to discuss the desirability of forming an eligibles association for the purpose of protecting eligibles' interests in pension and salary matters. As a result of that meeting, it was decided to organize the Patrolmen's Eligibles Association.

The LEADER lent every support to the organization of the Association and it was the eligibles' group that established the groundwork for the \$400 litigation. A committee of the group studied the question of the legality of the \$1,200 salary rate for probationary patrolmen and concluded that payment at the \$2,000 rate was compulsory. Thereupon began a series of conferences and interviews with various officials that for a time led nowhere. Finally, the committee smoked out of the PBA officers a copy of a memorandum of law that had been prepared by PBA Attorney James Tully on the question and had apparently been filed and forgotten.

Didn't Read It?

The memorandum of Tully was favorable to the eligibles, but apparently the PBA official with whom the eligibles discussed the question had never read it. As the scene was described to us by one of the eli-

gibles who was present, the PBA official had been proving to the eligibles that it simply would not be good policy for probationers, to incur the wrath of the City Administration by making an issue of the \$1,200 rate while they had no tenure of office. When the eligibles indicated that they would be quite willing to take such a risk if the PBA would support them in their efforts to sue for the \$400, the official related that that wouldn't do any good anyway. For, he said, the PBA attorney had prepared a memorandum upholding the legality of the \$1,200 rate of payment. And to prove this he shuffled through a disorderly mass of papers until he came across this conclusive document. For the benefit of the eligibles, he sat back comfortably in his deep swivel chair and began to read Tully's memorandum. And, as he read it his jaw dropped as he suddenly realized that Tully was saying exactly what the eligibles were saying. . . that they were entitled to a \$2,000 salary during their probationary period.

In spite of this, however, the eligibles could exact no promise of action. Not until the first group of 300 appointments was made in June, 1940, was any action taken. Not until these 300 men were solicited for PBA membership and showed a mass reluctance to join, did the PBA official bestir himself. And not until these 300 rookies had been promised that the PBA would go to bat for them on this salary issue did these men sign their membership applications.

Thus, it was the spadework of the Patrolmen's Eligibles Association plus the mass prodding of the 300 rookies that really resulted in an issue being joined and brought to trial.

Salary Protected

As a result of this, every police officer now knows that his salary is protected by the Administrative Code and is not dependent upon the whim of the Mayor. In his attempt to defeat the efforts of these rookies to recover their \$400 in the face of the clear provisions of the law, the Corporation Counsel declared that the entire section of the law that established the salaries of patrolmen and officers of the Police Department was absolutely void. The effect of this argument, if upheld, would be to put in the Mayor's hands the power to set whatever salary he saw fit for all members of the uniformed force except first grade patrolmen.

As a result of victory of the patrolmen in the Adrian and Schneider cases every police officer now knows that only by changing the specific provisions of the Administrative Code can any administration cut his salary. No Mayor embarked upon a vendetta against his police force will be able to cut its salary arbitrarily and summarily.

First Case Not Enough

It can also be told now why the Schneider case was not sufficient to win the \$400 for every rookie who has signed under protest and had authorized Attorney Tully to press his claim. Actually Tully had a gentleman's agreement with the Corporation Counsel that the Schneider case would be binding on the City insofar as all the other claimants were concerned. However, when the Court of Appeals affirmed the Schneider case last January, a new Corporation Counsel did not consider himself bound by his predecessor's agreement because, as he said, the Assistant Corporation Counsel who had argued the case had overlooked some important arguments. This, of course, left Tully all the way out on a limb, and at this point the calm and equable temperament of Tully became slightly stormy. That within a few months he was able to

LISTS What's New?

Department of Welfare

Promotion lists in this department went into action this week. The first twelve names on the list for junior accountant were certified for permanent positions at \$2,400 or less per annum. There are four such vacancies.

The promotion rosters for stenographer grade 2 and 3 also showed movement. The first 11 names were submitted from the former list to fill ten positions at \$1,201 a year; the first 38 names were certified from the latter list for 30 openings on a permanent basis with a salary of \$1,801.

There are 150 vacancies for clerk grade 2 and the first 230 names from this list were certified to fill these positions which are permanent and pay \$1,200 a year.

Sanitation

Numbers 12, 13, 14, 15 and 16 were certified from the promotion list for district superintendent at a salary of \$3,500 per annum. There are three permanent positions open.

Fifteen names were submitted for promotion to assistant foreman for permanent positions at \$2,460 a year. The last number reached was 49. There are fifteen existing vacancies.

Clerical

Number 531 was the last one certified from the clerk grade 2 list (BHE) to Queens College. Thirteen names were submitted to fill one vacancy to replace a provisional now employed. The position carries permanent status and pays \$1,320.

Twenty names were certified from the clerk grade 2 list (BHE) female to the Department of Hospitals. The last number reached was 512. The salary is \$1,320 and the tenure is indefinite.

Fifteen names were certified to the Department of Markets from the list for typist grades. The salary is \$1,200 and the positions are permanent. The last number submitted was 453.

The promotion lists for court clerk grade 3 and 4 are being used in the City Magistrate Court. Numbers 7, 8, 9 were certified from the first list for a position as assistant court clerk at \$2,401; and numbers 6, 7 and 8 were submitted for appointment as court clerk at \$3,000. Both positions are permanent.

initiate the Adrian case and bring it right up to the Court of Appeals is testimony to this. All hands agree he fought the case admirably.

\$1,320 Salary Is Not Enough

Still undecided at the moment is the fate of the litigation testing the legality of the recent \$1,320 legislation for rookies. If the rookies win that action policemen will know that only the State legislature can cut their salaries. If they lose that action there would appear to be more unfinished business for the PBA—the \$1,320 salary for rookies today is as abominable as the \$1,200 salary was for the earlier rookies in their time.

Important Facts About the \$400

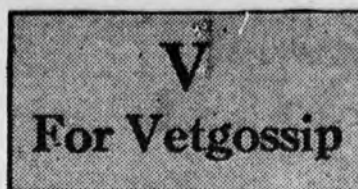
Here are some important facts for the men who came in at the \$1,200 salary level:

1—All those who signed with Tully will receive the \$400. That includes almost all the men.

2—The money will come through relatively quickly—with less than a month, according to one source.

3—It will carry with it 6 per cent interest—which the men deserve for waiting, anyway.

4—The Federal 20% withholding tax gets taken out of the money, even though it was earned several years ago.



By ARTHUR LIEBERS

Complaint Bureau

This week the air has been full of complaints, and here are some of the current batch that came to my ears:

1. About 500 Vets were late to work last week when the subway acted up and stuck people between stations. So those who were late explained that it was the fault of the subway, but still the time is being taken from their annual leave. They are hollering, "Taint fair!" But they're losing the time.

2. We hear, too, that the Chief Reviewers on the 5th Floor—East Wing, are leading very relaxing lives these hot days while the workers are being asked to give their all for more production.

One complaint from that section says they wouldn't mind the drive if they felt that their supervisors were putting their shoulders to the wheel too, but when the big-shots set a bad example, it doesn't do much to inspire them to work harder.

3. This beef is about "clannishness." "The supervisors," says our Vet, "always stick together for their own good." "Why," he wonders, "can't the rank-and-file get together when one of their number has a just grievance?"

He seems to feel that an injustice to one employee is an injustice to all employees, and that isolationism won't work for an individual any more than for a nation.

On the Cheerful Side

"Did you ever see a happy Vet employee?" asks one of our correspondents. And he proceeds to nominate Jerome D. Steiner as his candidate. He's in the Change section of the 12th Floor. A blessed event—twins,—girls—accounts for his grin. Mama's doing fine, thanks, and Shelly Helen and Eloise Anita send loud greetings to all of Daddy's co-workers.

Rhythmic Vet

Here's another rhythmic Vet, Aletha S. Evans with her contribution to the cultural side of life:

V

We're working for the veterans,
We're working, you and I;
Let's put our best foot forward
For those who do and die!

The men out on the fighting front,
The men out on the sea,
Believe in us and trust us;
Give all, that we stay free.

We are working for tomorrow
As well as for today,
For we're working for the future
Of the good old U.S.A.!

Tidbits . . .

Hear that Premium Accounts have gone and challenged Cod-

ing to a baseball game. . . And that Bank is due to move out soon, leaving you and you to find another place to cash your paycheck. . . On the efficiency rating front we hear that few appeals have been made, and the appealees are usually talked out of going through the whole procedure. . .

Were you around when Mr. Reichert got sprinkled with milk? Seems he was trying to feed a stray kitten and couldn't get the cap off the bottle.

So he stuck in his thumb, and out came a shower of milk which sprayed him from head to foot with the white liquid. We wouldn't blame him if he resigned from the American Association for the Purchase of Milk and Distributors to Indigent Felines.

Disarmament . . .

Here's some more about the item in last week's column about the fact the Federal guards in the building haven't much more authority than a movie usher, and that even the night guard doesn't carry a gun.

On the Fourth Floor they seem to think that if you give a man a gun he's liable to shoot somebody . . . that's the logic behind not giving the guards anything for protection from a crank or crackpot, or saboteur. It's true that there's a direct phone from the building to the police station, but if I were guarding a building as important as 346 Broadway, I'd like something more substantial than a cry for "Help."

Anyway, the matter is being taken up with the agency which is in charge of protecting the security of all Federal buildings, and maybe one of these days, you'll all feel as though you're working for the Government, because you'll have a badge to identify yourself as one of Uncle Sam's employees, and if you meet anyone walking around the halls who isn't wearing some identification, you'll be able to yell for the FBI and maybe get your picture in the papers.

Letter From Vetgossip

Dear Miss K.H.: Was glad to get your note about how you'd like to wear a uniform around the building, but you're insisting on slacks. When the time comes for all the gals at 346 Broadway to get together and decide whether they want uniforms, and if they decide they want uniforms with skirts, then you should wear skirts.

Remember, not every female Vet looks as shapely in ladies' trousers as you may.

Cordially,
V.G.

Let's have more letters from you Vet gals on the feasibility of uniforms.

N-4's Loss

Section N-4 has written in and asked this column to print a little tribute to Mrs. Miriam Bernstein, who passed away recently. She was respected by all in Veterans Administration who came in contact with her, and the loss is deeply felt by her former associates.

POSTAL

Boy In Man's Job

The old adage that you can't put a boy to doing a man's job doesn't seem to apply to New York boys, says Postmaster Albert Goldman.

When the manpower shortage hit the local post offices they remembered that they used to call on youngsters during the Christmas holidays.

So they sent out a "Help" call for boys sixteen and older to take temporary jobs. They required working papers and medical certificates from those who were still in school.

From the hundreds of appli-

cants who came in, they picked the most likely youngsters, and they have a backlog of applications on hand from which to meet future needs.

Good Salary

The boys receive the same salary as older employees who take temporary jobs. The hourly rate is 65 cents plus a 15 percent bonus. That brings it to about 77 cents an hour. They work between 6 p.m. and 6 a.m. there's another 10 percent added which brings the evening work up to almost 84 cents hourly. But the youngsters can't be worked after midnight.

It all adds up to the fact that some of these kids manage to earn \$30 a week with the Post Office, and that because they've pitched in and helped, the mails get out on time.



Letter to
a
P.O.W.

WILL YOU WRITE A LETTER to a Prisoner of War . . . tonight?

Maybe he's one of Jimmie Doolittle's boys. Perhaps he was left behind when Bataan fell. Anyway, he's an American, and he hasn't had a letter in a long, long time.

And when you sit down to write, tell *him* why you didn't buy your share of War Bonds last pay day.

"Dear Joe," you might say, "the old topcoat was getting kind of threadbare, so I . . ."

No, cross it out. Joe might not understand about the topcoat, especially if he's shivering in a damp Japanese cell.

Let's try again. "Dear Joe, I've been working pretty hard and haven't had a vacation in over a year, so . . ."

Hell, better cross that out, too. They don't ever get vacations where Joe's staying.

Well, what are you waiting for? Go ahead, write the letter to Joe. Try to write it, anyhow.

But mister, if somehow you find you can't finish that letter, will you, at least, do this for Joe? Will you up the amount of money you're putting into War Bonds and *keep* buying your share from here on in?

FIGURE IT OUT YOURSELF



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POST-WAR
 (Continued from Page Three)
 modeled. And another \$30,000,-000 will be spent to create on Welfare Island a series of new hospital buildings to house the City's poor who are afflicted with chronic diseases.
 In all boroughs the Parks will be improved, and new park-bordered highways will be built.
New Police Stations
 Twelve new precinct police stations will be provided for the police department to allow more effective policing of outlying areas.
 New roads will be built in every borough. A tunnel will be built from Staten Island to Brooklyn.

Housing Projects
 New housing projects will be started to replace sub-standard neighborhoods.
 Markets and freight terminals will be built. New water supply sources tapped, crosstown express highways will appear. "The program that changes the face of the City will also assure that there will be no apple selling on the streets after this war," says one official.
 It is anticipated that many of the men and women who will be released by the Federal government will be absorbed somewhere into this post-war program. Of particular value will be the abilities of those now working in the Brooklyn Navy Yard.

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WASHINGTON SKETCH

WASHINGTON — Red - tape item: General Accounting Office never questions the expense account of a travelling Government employee who charges five-cent telephone calls to Uncle Sam. However, if the same employee makes a 10-cent call, he now has to offer "proper showing" that it really did cost 10 cents. On the same day that the Ramspeck Committee issued a report claiming partial credit for the recent reduction in Government's hiring rate, Civil Service officials let slip the news that June hirings were the second biggest in the last 12 months! . . . An OPA official wrote a report to the legal division. It came back with a long memorandum, ignoring the report itself, but criticizing its grammar, including a certain "dangling preposition." At that point the author blew up. "When this report was submitted," he wrote, "it was to obtain advice on legal matters and not on syntax. As for the criticism that one sentence ended with a preposition, that is one thing up with which I do not intend to put."

Washington's fantastic Pentagon Building now has a shoe repair shop which handles 200 orders per day—and could handle 500 if it had the capacity! . . . And Army Service Forces is getting ready to spring an "employee attitudes" survey on its many thousands of civilians. Wants to find out what they think of Army Service Forces in particular—and life in general. . . . Recently, after WPB officials revealed that they planned to put a three-minute sand glass beside telephones to encourage employees to keep their calls brief, Navy went out and bought up every three-minute hour-glass in town! Then it issued a long press release about its new idea for saving on telephone bills. Actually, the idea originated in WPB's Philadelphia office.

Let's hope Congress doesn't get wind of this one: Army Signal Corps is putting out an all-states' cook-book for its employees. Offhand, that sounds like carrying employee relations pretty far. . . . Soil Conservation employees would like to know how it came that a complete set of their publicity photographs turned up in the hands of a German prisoner in North Africa. . . . And here's some good news: Council of Personnel Administration is looking into the possi-

Civil Service to Standardize U.S. Jobs, Pay, Outside D. C.

WASHINGTON—This story is important to Federal employees in New York City, and other large Government centers outside Washington.

Civil Service Commission definitely is "moving in" on your agency—especially if it happens to be a war agency. Several things are happening, all of which concern you directly:

1. The Commission, for the first time, is attempting to set up jobs standard classifications for field offices of the war agencies.

2. It is making a determined effort to staff agencies with better personnel.

3. More and more, it is returning to pre-war rules, and requiring competitive exams (or at least non-competitive exams) for all positions.

Has Authority

The Commission received authority in its last appropriation bill to do a classification job for war agency field offices. In Washington, every job is strictly classified. Standards and requirements are set up in advance. Then a salary label is attached. If a particular job doesn't meet particular standards—if its requirements don't involve certain specified degrees of complexity—then it drops down to a lower salary rating.

How It's Done

In classifying field jobs, however, the Commission is following a simpler system. Standards won't be set for all jobs. They will, however, be set for "key" jobs. And then it will be up to the agencies to see that all other positions are rated accordingly.

This project has been under way for several weeks. In the near future, it can be expected to gather considerable momentum. It will have several results:

Some employees actually will find their salaries reduced.

Others will have their salaries raised.

All employees, however, can be sure when the Commission completes its job, that their pay will correspond approximately with pay for similar work in Washington.

For Better Men

On the other front—that of securing better personnel—here is what has happened:

First—The Commission now is requiring competitive exams for all OPA jobs above \$3,200. That has been previously reported.

Second—In a new order forthcoming this week, the Commis-

sion expects to apply the same rule to candidates for War Manpower area, regional, and state director jobs.

Third—It also expects to require all other candidates for \$3,200-and-up War Manpower jobs to stand non-competitive examinations, similar to those by which lower-bracket jobs are filled.

Fourth—in the very near future, it expects to extend to other war agencies the same rules which will apply to War Manpower.

abilities of regular rest periods for employees. Don't get too optimistic, however. Chances are against it.

the White House order says, in effect, that employees now have the right to use up their full quota of 26 days of leave per year.

And it specifically instructed the agencies to make sure that employees get two to four hours off as needed to conduct personal business.

How to Use It

There are several possible ways in which you might use this time. Here are some of them:

1—Assuming a 12-day vacation, you might take four hours of every two weeks.

2—Assuming the same vacation, you might take two hours off every week.

3—Assuming a six-day vacation, you might take four hours off on 40 different weeks.

4—Assuming a six-day vacation, you might alternate, and take four hours off one week and two hours the next.

Agencies Doing It

Most agencies already are moving to make the White House order their own. For instance, War Department, which up to now has restricted total annual leave to 12 days per year, is preparing a new statement of policy. So is Navy Department, which recently limited leave to 15 days. So are National Housing Agency and several others.

PERSONNEL Callow Collegians

WASHINGTON.—Rep. Robert Ramspeck (D., Ga.) raised an important issue for Government employees here this week. And, at the same time, he made an important promise.

The issue was the confusion "and lack of uniformity" in the administration of Government personnel policies.

The promise was this: That after Congress returns from its recess, he will introduce legislation to set up "one, overall, centralized agency in Government that would have full authority to outline and control personnel policies."

Most sensational part of it was his statement that "top-flight" Government personnel jobs are dominated by "callow collegians."

He Must Have

"Academic excellence," he said,

"is not sufficient for a well rounded-out personnel officer. He must have a keen judgment of human nature, tact, a knowledge of aptitudes, and sensitivity—talents which could be gained solely through experience."

However, the Georgia Congressman's charge of "callow collegians" in top personnel jobs failed, for the most part, to stand up. One informal survey covered 34 personnel directors—not a one of them fitted the "callow collegian" definition. Another revealed that the average age of personnel directors was 45; and the average Government experience 15 years.

If you're a Federal employee, you can't afford to be without the regular news which The LEADER furnishes. Too many changes happen which affect your job. You MUST keep on your toes. You CAN do it by reading The LEADER every week.

Macy's *rapid-service* Work Clothes Store has the largest assortment of on-the-job work clothes in New York City



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All shoes in sizes 6 to 12, E width —*Ration coupon #18 required.

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Closed Saturdays throughout July and August
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TIME-OFF How to Use Time

WASHINGTON.—If you're a Government employee, you're now entitled to more liberal annual leave.

—The White House has ordered your agency to see that you get it.

—If necessary, you have a right to demand it.

—However, as a patriotic citizen, you should be sure that you DON'T demand it unless you really need it.

—Also, you should take due account of your supervisor's problem in adjusting the work load in your office.

Here is the new situation:

The White House has hearkened to the appeals of thousands of Federal workers who said they urgently needed more time off for shopping and other personal business. It has issued a memorandum to all Federal agencies saying that more liberal leave is now "the policy of the Government."

Vacations

Vacation leave will be limited to 12 working days.

However, under the new order, there is no longer any restriction on using up remaining leave in small chunks. In fact,

* Our large volume of cash sales—the small profit per transaction—are the foundation of our endeavor to have the prices of our merchandise reflect a six per cent saving for cash, except on price-fixed merchandise.