

State Assn. Presses Overtime Pay

ADVANCE INFORMATION ON 1,000 JOBS IN SUBWAY

End All Injustice, Is Overtime Plea

Tolman Makes Strong Argument at Legislative Budget Hearing—Wants Clean Slate Now and Time and a Half in Future—Gratified at Dewey's Stand on Salary Adjustment—Talks For Whole Assn. Program

Special to The LEADER
ALBANY, Feb. 19—While expressing gratification over what Governor Dewey's budget contains for the next fiscal year that is of benefit to State employees, Dr. Frank L. Tolman, President of the State Association of Civil Service Employees, at the legislative hearing on the budget bill, strongly urged that it includes, or that additional legislation provide, means of eliminating enumerated injustices of long standing.

Conditions under which State employees work long hours of overtime at straight time rates, instead of time and a half and, on holidays, double time, that apply in private industry, were deplored by Dr. Tolman.

"This unfair practice," he said, "cannot be permitted to continue. The State must, we maintain, recognize its obligation by adopting the policy of paying time and a half for overtime. It can not, in fairness, continue to mandate shorter working hours in private employment while its own employees put in long hours of overtime without fair or adequate compensation."

Besides, he cited the thousands

of State employees who "have received not one cent for the long overtime they have worked during the past 3 years." This was the result of the "wholly inadequate" overtime laws, which exclude departmental employees entirely, institutional employees unless there are budget vacancies and payment for holiday and vacation work if performed prior to April 1, 1944.

Others Present

Others present at the hearing included Harry B. Schwartz, President of the Buffalo State Hospital Chapter; John T. De-

(Continued on Page 5)

Official Requirements

Both Men and Women May Apply From Wednesday Until March 14

Patrolman Test to Be Near Home

Candidates in the NYC Patrolman examination to be held on March 9, if they haven't received an admission card to the examination by March 2, should visit the Municipal Civil Service Commission, 299 Broadway, with the receipt showing that they filed for the test and paid the fee.

Veterans may still file for the test (see story on page 12). Otherwise the filing period is closed.

The Commission is attempting to assign candidates to schools nearest their homes for the written examination.

In Manhattan, 2,000 candidates

(Continued on Page 8)

750 Vacancies as Car Cleaner, 250 as Railroad Porter—List to Be Used Also for Caretaker and Watchman

Both men and women may file applications for the 1,000 vacancies in the NYC Board of Transportation as Car Cleaner and Railroad Porter. According to the Municipal Civil Service Commission there are now 250 vacancies as Car Cleaner and 750 as Railroad Porter. The starting salaries are 70 to 75 cents an hour.

The single list will be used to fill future vacancies as Railroad Caretaker and Watchman, besides Railroad Porter.

Official Requirements

Following are excerpts from the official announcement of the examination:

Applications will be issued and received at the offices of the City Collector from Feb. 20 to March 14. These offices will be open from

noon till 4 p.m. daily. No applications will be issued or received on Saturdays; no applications will be issued by mail or at the office of the Municipal Civil Service Commission. The Collector's offices are:

Manhattan—Room 100, Municipal Building, Centre and Chambers Sts. (street level, north side).

Brooklyn—Municipal Building, Court and Joralemon Sts.

Bronx—Bergen Building, Tremont and Arthur Aves.

Queens—Borough Hall, 120-55 Queens Blvd., Kew Gardens.

Richmond—Borough Hall, St. George, Staten Island.

Requirements: The test is open to men and women of all ages. Applicants must be citizens of the United States and must have lived in NYC for 3 years. Veterans who are discharged after the end of the filing period may file in person at the Municipal Civil Service Commission, 96 Duane Street, until 10 days before the written examination. (The examination date has not yet been set.)

Tests: Written examination, weight 100, 70 per cent required. The written test will be designed to test the ability of the candidate to read and write, general intelligence, and ability to follow in-

(Continued on Page 8)

SYLLABUS OF RECENT TRAINING AT THE NYC POLICE ACADEMY

One of the most important aids to intimate knowledge of police work is the syllabus of the Recruits' Training School of the Police Academy. The LEADER in

this week's issues begins the serial publication of this document, the first such publication in any newspaper.

Having just completed publishing the official questions and official key answers of the last NYC Patrolman test, The LEADER, as a service to Patrolman candidates, obtained official permission to reprint the syllabus of the Recruit Training School.

The syllabus covers 4 courses: 1, Mental Instruction; 2, Physical Instruction; 3, Fire Arm Instruction, and 4, First Aid Instruction. It is a valuable aid in passing the Patrolman examination in all its individual stages.

The syllabus follows:

ADMISSION

Each Recruit to the Police Force, after passing the examination required by the New York Municipal Civil Service Commission for the position of Patrolman, and after receiving his probationary appointment from the Police Commissioner, is assigned to the Recruits' Training School for Police education and training.

Mental Instruction

I. The aim of Mental Instruc-

tion in the Recruit Course is six-fold:

- (1) To test and develop his mental capacity.
- (2) To instill in him the

(Continued on Page 12)

Hospital Jobs At VA to \$2,540

Civil service positions as Cooks, Bakers, Meat Cutters, and Kitchen Attendants, with starting salaries ranging up to \$2,540 a year for experienced Cooks, are open in many Veteran Administration hospitals throughout the country. Miss Grace Bulman, Director of the VA Dietetic Service, announced today.

The acute shortage of kitchen personnel which VA hospitals experienced during the war still exists in many places, particularly on the east coast and in hospitals near large cities in other regions,

she said. She cited the VA hospital at Northport, N. Y., which recently reported 66 vacancies in its authorized kitchen personnel of 119.

Where to Apply

Persons interested in these positions are advised to apply to the

(Continued on Page 8)

More State News

PP. 2, 3, 4, 5, 6, 8, 9, 15, 16.

U.S. Offices Hire Direct to June 30

Under the terms of the recent Executive Order, Federal agencies may hire temporary help—until June 30—to fill vacancies. However these short-term employees will not receive war-service appointments and will not make pension contributions. The agencies may fill the vacancies without clearing through Civil Service Commission.

A LEADER survey of the agencies in the metropolitan area indicates that there are some Federal jobs obtainable on this basis now.

Veterans Administration at 346 Broadway has openings for Stenographers and Typists at \$1,704 a year, and for Laborers at 80 cents an hour.

Internal Revenue at the Customs House, Manhattan, is hiring Listing Machine Operators at \$1,704.

Other agencies, such as OPA, have temporarily stopped recruiting and will wait till new registers are established as the result of pending examinations, to make probational appointments that lead to permanency.

BILL LETS VETERANS WHO RESIGNED GET THEIR JOBS BACK

Special to The LEADER
ALBANY, Feb. 19—Many civil service employees who resigned from their jobs with the cities, counties and villages, to enter the armed forces, and who therefore do not have reinstatement rights, which the amended Military Law grants only to those who were in the public service when they joined the armed forces, would get reinstatement rights under a bill introduced in both Houses in the Legislature. This is one of the measures on the legislative program of the Association of State Civil Service Employees. Senator Thomas F. Campbell (R., Schenectady) and Assemblyman George T. Manning (R., Rochester), introduced the bills.

The present predicament of those who lost out because they resigned, many of whom are very eager to get back their public jobs, has resulted in cases of reported hardship. There is abundant evidence of resignation, often having been occasioned by misunderstanding or lack of knowledge.

Eagerness to get into the armed forces was one of the reasons that triggered hasty action by patriotic employees, and with the haste went all regard for what then seemed a very refined distinction between a resignation and a leave of absence. However, came the return from the wars, and the disillusionment.

Matter of Fairness

A memorandum drawn by John T. DeGraff, Counsel to the Association, and submitted on its behalf to the Legislature, sets forth that anyone who resigned relinquished the protection accorded by the Military Law.

"These resignations were often due to misunderstanding or because the employee was not informed of his rights," the memorandum said. "In some cases, the resignations were because the employee's position had been classified as essential and the military services would not accept enlistment when the employer refused consent. Under such circumstances, it is only fair that such employees should be eligible for reinstatement.

"The present Civil Service rules permit such reinstatement for State employees, but there is no rule permitting reinstatement under similar circumstances in the case of city, county and village employees. This bill remedies this discrimination and makes all such employees eligible for reinstatement within one year from the date of resignation, excluding from such period the time of the employee's military service or within 90 days after the bill is signed by the governor."

The bill also provides for the mandatory reinstatement of an employee who resigned for the sole purpose of withdrawing his contributions from the Retirement System of which he was a member.

When section 246 of the Military Law was enacted in 1941, it contained no provision permitting a member to borrow from his funds in the Retirement System. This was remedied the following year and the law was amended to permit employees to borrow all except one dollar but, in the meantime, a number of employees resigned from their positions to obtain the funds standing to their credit in the Retirement System. This law provides for the reinstatement of such employees on substantially

Niagara Bill Wins Support

Special to The LEADER
ALBANY, Feb. 19—The "orphan" status of employees of the Niagara Frontier Authority would be ended and they would come under the Feld-Hamilton law if a bill sponsored by the Association of State Civil Service Employees is enacted.

The measure, which would bring the Authority employees under Feld-Hamilton schedules like other State employees, has the support of the Department of Public Works, which supplies funds for the Authority, of the Authority itself, and of the State Civil Service Commission.

A similar bill was vetoed for technical reasons last year, but it is believed that this year's measure will be adopted and will be signed by Governor Dewey.

This bill was introduced by Assemblyman John R. Pillion (R.) of Lancaster and Senator Charles O. Burney, Jr. (R.), of Olean.

The same terms as if they had not resigned.

The bill has been approved by the State Civil Service Commission.

BASIC MINIMUM PAY OF \$1,200 SOUGHT AS LEGISLATIVE MANDATE

Special to The LEADER
ALBANY, Feb. 19—The State Association bill to provide a minimum annual basic salary of \$1,200 for full-time State employees up to this basic figure as a matter of law. Under administrative practice the \$1,200 minimum, effective April 1 last, is being applied, but the object is to safeguard the affected employees for the future and mandate their salary status as basic pay. The emergency compensation (bonus) is additional in all cases.

Burton's Recent Action

Recently Budget Director John E. Burton announced that persons holding non-statutory jobs will receive a minimum of \$1,200 as of April last.

This meant that the positions of Domestic, Dining Room Attendant and Assistant House-mother were raised to \$1,200.

Mr. Burton's action was the

result of a long-continued Association campaign.

The \$1,200 minimum was established for all Feld-Hamilton employees, except Service 1, in 1943. The Association continued to push for complete coverage for all employees and last year Service 1 was amended so that all Feld-Hamilton salaries were from \$1,200 up and some others were brought up to \$1,200 by administrative action.

Shortly before Jan. 1 last, Association officials and counsel had another conference with Mr. Burton, pointing out that the practice was not uniform in the departments and that some 300 to 400 employees, mostly in Social Welfare and Health, were still receiving less than \$1,200. His announcement that \$1,200 minimum would be established on April 1 was the direct result of that conference and the bill that has been introduced by Senator Austin W. Edwin (R., Genesee) and Assemblyman Elislea T. Barrett (R., Suffolk) is to provide a statutory minimum of \$1,200. With emergency compensation, the actual minimum in all these cases is now \$1,560.

Memorandum Submitted

The Association submitted a memorandum to the Legislature, through John T. DeGraff, Counsel, stating that there is a general impression that the minimum salary in State service is \$1,200. The Governor made this recommendation in 1943.

The Association has continually urged during the past 3 years that the discrimination be ended by paying all full time employees of the State a minimum basic salary of \$1,200.

"This recommendation has now been adopted by the Administration," Burton announced that in 1946, the minimum basic salary of \$1,200 would become effective on April 1, 1946," the memorandum explains. "This bill, consequently, would mandate by statute what has now been adopted by administrative practice and would guarantee that all these employees receive a basic salary of \$1,200 plus, of course, the additional emergency compensation provided by the Budget Bill."

Exemption From U.S. Income Tax Asked For Pensions Up To \$2,000

Special to The LEADER
ALBANY, Feb. 19—A resolution to exempt from Federal income taxation all public pensions up to \$2,000 a year was introduced in the Assembly by George Archinal and in the Senate by Seymour Halpern. Both are Queens Republicans.

It is expected that both Houses will pass the resolutions, if enough support is given the proposals by the proposed beneficiaries.

The resolution requests Congress to enact the exempting legislation.

Various efforts have been made in past years to obtain this on similar benefit for pensioners, because with fixed income, they are caught in the squeeze of price rises. Bills introduced in Congress have made little headway, and one purpose of the resolution is to help stir Congress into a determination of early favorable action.

The Resolution

The resolution introduced in the Assembly reads:

"WHEREAS, the rapid increase in the cost of the necessities of life has seriously threatened the physical wellbeing of thousands of citizens who subsist upon fixed

pensions paid to them by various public retirement systems, and

"WHEREAS, such retired employees, by reason of their advanced age and long periods of service are particularly subject to illness and frequently require medical or surgical treatment in addition to their necessary living expenses, and

"WHEREAS, workers throughout industry have received increases in income to offset the increased cost of living, while retired public employees on pension have had and will receive no income adjustment of any kind to assist them to meet the ever increasing rise in the cost of living, and

"WHEREAS, the Congress has heretofore exempted from income taxation, pensions received under the Railroad Retirement Act and the Social Security Act, and

"WHEREAS, exemption from income taxation is the only form of relief that can be given to retired public employees to help them to maintain the purchasing power of the pension they earned by long years in the public service, now therefore, be it

"RESOLVED (if the Senate concur), that the Congress of the United States be and hereby is respectfully requested to enact appropriate legislation to exempt from Federal income taxation, all income, up to two thousand dollars (\$2,000) per annum, received by any retired employee from any public retirement system, and be it further

"RESOLVED (if the Senate concur), that a copy of this resolution be transmitted to the Clerk of the House of Representatives, the Secretary of the United States Senate and to each member of Congress elected from the State of New York."

Wide Coverage

It is noted that the resolution covers all income up to \$2,000 a year "received by any retired employee from any public retirement system," hence includes Federal, State and City pensions.

Bill Would Let Independent Agencies Adopt Feld-Hamilton Schedules

ALBANY, Feb. 19—Termed "a step in the right direction" by John T. DeGraff, Counsel to the Association of State Civil Service Employees, a bill now before the Legislature would allow public authorities and other agencies of the State to fix employees' salaries in accordance with the Feld-Hamilton schedules.

At present, because salary

schedules are fixed independently by 30 or more authorities and agencies, there is a lack of uniformity, and employees performing similar duties vary widely in earnings.

Mr. DeGraff says: "The Association has long maintained that the Feld-Hamilton law should be extended to these independent State agencies to

bring about uniformity and equality with respect to these employees. Some authorities are willing to come under the Feld-Hamilton law, while others insist upon maintaining their independent power to fix salaries and wages.

"This is a permissive bill, which would permit any public authority, at its election, to have the wages of such authority fixed in accordance with the Feld-Hamilton law. We believe that it is a step in the right direction and that a number of public authorities will avail themselves of this privilege if this bill is adopted."

Senator Charles O. Burney, Jr. (R.), of Olean and Assemblyman John R. Pillion (R.) of Lancaster introduced the bill.

State Hospital Vets Install Their Officers

A crowd of 600 attended the first public meeting and installation of the New York State Hospital Workers' War Veterans Association, held at the Assembly Hall of Creedmoor State Hospital.

Installed as officers of the group were Aulter Baird, Commander; John Duffy, Senior Vice-commander; Patrick Ryan, Junior Vice-commander; Charles Fox, Financial Officer; Fred Reilly, Adjutant; and John L. Florence, Service Officer. Committee mem-

bers are Frederick Coffee, Thomas Carey and John McKenzie.

Among the speakers on the two-hour program were State Senators Seymour Halpern and John Downey, sponsor of the Downey-Sherman veteran preference amendment to the State Constitution, and officials of various veterans' organizations.

One purpose of the new group, according to Mr. Florence, is to assure that the rights of both veterans and non-veterans will be respected in interpretation and application of the new preference legislation.

On the arrangements committee for the affair were Mr. Florence and Mr. Duffy. Refreshments were arranged by Robert McGurkin.

The following State Hospitals were represented in the assemblage in addition to Creedmoor: Brooklyn State, Pilgrim, Harlem Valley, Central Islip, Kings Park and Manhattan State.

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The State Employee

By FRANK L. TOLMAN
President, The Association of
State Civil Service Employees



SAIL ON, O SHIP OF STATE!

WE HAVE BEEN brought up in a tradition that Government is important: that the government that governs least is the best government.

Thurman Arnold in seeking to explain how this and similar myths relating to government and politics arose and flourished found that public service is a hazardous and dangerous occupation, and that all public officials may at any time fall victims to professional and amateur snipers. In self protection, State officers hibernate and practice protective coloration in times of danger and attack.

Like most picturesque generalizations, there is both truth and error in Arnold's viewpoint. I remember a case in point. After a political overturn, a visitor to Albany was surprised to see a long-time public servant still on the job. "Are you here still?" he asked. "Yes, damn still," was the reply. A little later when the public officer had lost some of his stillness, he was no longer around.

GOVERNMENT A MAJOR PARTNER

How important is the Government of the State of New York? We know it is one of the biggest of the big industries of the State, but we want to get beneath and beyond mere size to real importance in the life of the State.

Defense, welfare, relief, education, formal and adult, health, industrial and social peace, employment, recreation, safety, good roads, canal and river transportation, care of the insane, tubercular, criminals and mentally unfit: these are a few of the major fields of the State service and who will say that they are unimportant.

Government is a major partner in all kinds of planning—in industry, in raw materials, in commerce, in conservation, in health and education, in transportation and communication, in finance, in human welfare. We see only as through a glass darkly if we neglect the role of the State in planning for and in working for a better New York—a New York ever advancing.

BROADER ASPECTS REQUIRED

What planning there is in State Government generally goes on the rocks because it is too narrow. It does not consider relationships to all State Departments and activities or to planning by other agencies. The simplest illustration is where a Department plans for a wide extension of its work and asks for twice or three times its "normal" budget to carry out the plan. Immediately other Departments put the pressure on. If that proposed expenditure is approved, they must have additional funds for an expanded program. Or the Department is, they claim, infringing on the legal field of another Department and a correlated plan must be worked out before they will withdraw their opposition. Or the "Department has too much money now, why waste more." It seems evident that if planning in Government is to get anywhere, it must be a joint responsibility of all the agencies of the State acting together and reaching common conclusions and recommendations.

I urge every State employee to see the real significance of his job in the light of its importance and potentialities.

I urge every State bureau, office and department, not merely to do its present job well, but to contribute constantly more and more to the abundant life and the commonwealth.

STATE ASSOCIATION'S PART IMPORTANT

The Legislature is the central State planning agency. It has the function of constantly reshaping the administration to meet the changing needs of all the people. This, however, cannot be accomplished in a vacuum. Close contact between departments and both branches of the Legislature must be established and maintained if progress is to be steady and continuous. In committee hearings, as in Legislative investigations, there is need for both facts and ideals. The State officials can furnish the facts and constructively criticize half-baked ideas. Working together as a team, the promise of the future is immense. Working at odds that promise will be delayed or shattered.

Representatives of the Association of State Civil Service Employees are often asked by Legislative Committees and by individual legislators "to give them the low-down on important legislative proposals." The Association thus assumes an important advisory and informational service in State planning. It is asked to fill in part a recognized void in the legislative process.

The situation is certainly a recognition of the need for planning in legislation.

NEWS ABOUT STATE EMPLOYEES

CREEDMOOR

The annual dinner-dance will be held in the Commercial Restaurant, on Springfield Boulevard, Queens Village, on Feb. 28. The tickets must be purchased before the night of the dinner.

Miss Elizabeth Wiggins (Rec) has returned from her vacation.

Miss Florence Pespia, R.N., has resigned her duties as Nurse of Employees Sick Bay. Our best wishes go to Florence, for success in her new position in the Flushing Hospital. Miss Leslie George, R.N., is now nurse in Sick Bay.

Joe Butler and Violet Saracino are on the sick list.

Charles Weiss is back on duty in Rec. after a siege of the "Flu." Dr. Thomas NaClerio and Dr. Graffeo have returned to the staff, after serving in the U. S. Army Medical Corps.

John MacKenzie has resumed his position as instructor in O.T. after returning from the service.

Governor Dewey sent the name of Edward Gottlieb of Jamaica to the State Senate for confirmation as a member of the Board of Visitors of Creedmoor State Hospital. Mr. Gottlieb is managing editor of The Long Island Press.

The American Legion Auxiliary County Committee gave a party for the patients who are veterans of World Wars I and II. Commander Joseph Cassidy of Queens Village Post No. 301, also was present and distributed gifts to veterans. Everyone had a very enjoyable time.

ATTICA

George Gruener, Clyde Burr, Howard Herman, Tony George and George Lepkowski are among the Prison League bowlers who roll over 200. League games of 1,000 are not uncommon. Walt Paszewski claims he pitched his heart out to roll 574 and set a good example, but that his team let him down (lost three games). L. Maroney was absent. Said he was getting a square ball for Lepkowski.

At our Chapter meeting, future of our sponsored Boy Scout Troop was discussed. L. Law, our delegate to the Correction Conference, reported on his extra-curricular activities in Albany.

Each pay-day increases our membership by a dozen men. Recent newspaper articles have caused a wave of talk around the place. Anyway, it shows there is life.

Dr. Brancale, formerly Psychiatrist at Attica Prison and now of Elmira Classification Center, is the father of twin boys, Roland Clark and Ben Davis were also recent fathers.

The Governor's budget contains an appropriation for a heating system in the Prison piggery. Some time soon we will have a heating system for our wall towers.

The next meeting of the Chapter will be held in Cass Hall Monday, March 4. A report of pending legislation will be heard from
(Continued on Page 5)

All State Assn. Members Are Urged to Campaign For Program of Laws

Dr. Tolman Makes Plea at Executive Committee Meeting—Vet Bonus Indorsed—Dues Renewals Already Exceed 17,000, a Record—Annual Dinner To Include Dance and Novel Entertainment

Special to The LEADER

ALBANY, Feb. 19.—The February monthly meeting of the Executive Committee of the State Association, held at the DeWitt Clinton Hotel, was given over to action on many vital State employee problems.

Dr. Frank L. Tolman, President of the Association, presided and urged all members of the Association to work actively on behalf of the Association's legislative program. Employees of each of the 19 departments of State government were represented by their elected representatives Harry B. Schwartz, Buffalo, and Clarence W. F. Stott, Binghamton, representing the Western New York and the Central New York Regional Conference Chapter groups respectively, were guests of the Executive Committee.

Dr. Tolman announced that more than 17,000 State employees have already renewed their membership for the current year, a record renewal for February. He stated that reports indicated exceptional activity on the part of the more than 60 chapters throughout the State, and exceptional interest in and approval of the broad legislative program of the Association.

Report on Legislative Work

The Committee heard a complete digest of legislative bills already introduced or being prepared in cooperation with executive, legislative and administrative officers relative to salaries, civil service law changes, retirement liberalization, hours of work per day and per week, overtime, some 70 subjects in all. Counsel to the Association, John T. DeGraff, Assistant Counsel John Holt-Harris, and John A. Cromie, Chairman of the Legislative Committee, spoke.

The program for the business meeting of the Association to be held at Albany on Feb. 28, prior to the annual dinner that evening, which will be attended by delegates from all over the State, was discussed. President Tolman ap-

pointed a Committee on Resolutions with Mr. Cromie as Chairman. Resolutions should be sent to Mr. Cromie not later than Feb. 27.

Janet Macfarlane Reports

Miss Janet Macfarlane told of the arrangements for the annual dinner which is being resumed this year after a lapse of several years. Governor Dewey and various executive, legislative and administrative heads will be guests of the Association. Governor Dewey will speak. An elaborate program of entertainment, including dancing, has been arranged. Miss Macfarlane expressed regret that hundreds of requested reservations must be declined because the hotel accommodations for the dinner are limited to 400.

"It is apparent that at least a thousand State employees would like to attend the annual dinner," she said. "This makes it very difficult for the Committee to apportion the comparatively few tickets which will be available. We trust that all will understand and tell their fellow workers the reason of our inability to welcome all who would like to attend the dinner and greet our distinguished guests."

Finances in Favorable Condition

Proposed amendments to the Constitution relative to opening membership to municipal employees were reviewed by the Committee and definite plans discussed in the event the delegates approve the pending proposed amendment. There is a tremendous appeal on the part of various city, county and town employees to join with the State employees in their progressive plans for employee welfare and improved public service. Grievance procedure outlined by the Grievance Committee (published in The LEADER last week) was approved and the plan is already working well.

A report by the Association Treasurer, Earl C. Pfannebecker, covering the first quarter of the Association year showed the fi-

nances of the Association to be in a favorable condition in every department of Association activities.

State Bonus for Vets

The Committee approved the plea of veterans for a State bonus and will take every proper action to urge and promote a sound plan. A brief will be filed with the Legislative Committee headed by Senator William F. Condon, urging a substantial bonus for veterans.

The Committee also renewed its support of the Citizens Committee on Veterans Preference—the group of 25 civic and business groups opposed to unlimited preference in civil service—and will work with that Committee to bring about a return to the merit system in recruitment of public workers with a fair preference for veterans.

The Committee called upon all members throughout the State to work vigorously for the enactment of the salary, retirement, liberalization and other bills sponsored by the Association.

Tolman Asks Support

"Each member should exert himself or herself to bring personally to the Senator or Assemblyman who represents them all factual information as to Association bills and to solicit their active support of each bill." Dr. Tolman said, "we believe firmly that the legislation we are sponsoring will be of value to the State service and to the people of the State, as well as to the employees who may be affected by it. We believe that if members will contact their neighbors and the leaders in their community and explain the ideals and purposes back of each of our bills, public sympathy for the program will develop on all sides. Chapter officers have a particular obligation to be active in their communities."

(Prompt reports on Association bills introduced, purpose, supporting arguments, introducers' names, legislative numbers and progress appear weekly in The LEADER.)

WHAT EVERY STATE EMPLOYEE SHOULD KNOW

By THEODORE BECKER

Courts Are Again Asked to Decide Whether Disabled Veterans Serve Probationary Terms

VETERANS APPOINTED from open-competitive eligible lists will not be required to serve probationary terms, according to a recent decision of the Supreme Court of Kings County.

The case involved a disabled veteran of World War II who was dropped from his Kings County Court position at the end of his probationary period. He requested a hearing on charges, which was denied by the Board of Judges. Accordingly, he brought suit for reinstatement.

Basis of Judges' Action

The Judges contended that under the provisions of Section 9 of the Civil Service Law and of Rule XII of the Rules for the Classified Civil Service, the employee involved could be dismissed at the end of his probationary term, without the necessity of preferring and proving charges.

Section 9 requires appointees to serve a probationary period fixed in the civil service rules. Rule XII provides:

"Every original appointment to a position in the competitive class shall be for a probationary term of three months. . . . The appointment shall become permanent upon the retention of the probationer after the end of the probationary term; but if the conduct, capacity or fitness of the probationer be not satisfactory his services shall be discontinued at the end of such term.

"Every officer under whom any probationer shall serve during any part of his probation shall carefully observe the quality and value of the services rendered by

such probationer, and his conduct, and if so required shall report in writing to the proper appointing officer the facts observed by him, showing the character and qualifications of such probationer, and of the service rendered by him, and such reports shall be preserved on file."

Court's Ruling

The Court quoted Rule XI as saying "and if the conduct, capacity and fitness of the probationer are satisfactory to the appointing officer" and noted that the Judges had not determined, of their own knowledge, that the probationer was unsatisfactory, but had relied on the reports of the employee's supervisors.

The Court, however, relied on old language of Rule XII that was altered years ago. Rule XII no longer contains the phrase "satisfactory to the appointing officer."

But the Court had other grounds for reinstating the employee. It held that the provisions of Section 9 and of Rule XII cannot be construed to deprive a veteran of the right to a hearing on charges of incompetency or misconduct before removal, as guaranteed by Section 22 of the Civil Service Law.

"This section," said the Court, "provides (subdiv. 4) that it shall not apply to persons employed under temporary or provisional appointment." If the Legislature had intended to except also those appointed for a probationary term, it would have so specified. Accordingly, the Court ordered

the employee's reinstatement. (Silverman v. Taylor.)

An Earlier Ruling

The decision discussed represents a departure from a previous ruling of the next higher court in the same judicial department.

The Appellate Division, Second Department, in a case involving a disabled veteran who was dropped at the end of his probationary term, stated several years ago:

"We are of the opinion that the petitioner, a disabled veteran of the Spanish-American War, who passed a competitive examination conducted by the Nassau County Civil Service Commission for the office of Senior Account Clerk in the Department of Public Welfare of Nassau County, was required to serve a probationary term to enable the appointing officer of commission to determine his merit and fitness. The Constitution of the State of New York, as amended, Article V, section 6, providing that a preference be given to honorably discharged soldiers of the United States disabled in the actual performance of duty in war, does not exempt such applicants from the obligation of serving a probationary period as provided by the enforcement laws. . . ." (Losee v. Wallace.)

Appeal Likely

In view of this contrary earlier ruling of a higher court, it is quite likely that the Silverman case will be taken, on appeal, to the court which decided in the Losee case.

How War Job Employees Can Gain Permanency Explained by Flemming

By ARTHUR S. FLEMMING
Member of U. S. Civil Service Commission

The first thing that the program does is to direct the Civil Service Commission to utilize all of its resources in the examining field for the purpose of holding regular civil service examinations.

Throughout the war period the Civil Service Commission has, of course, been holding examinations. But the appointments received by persons who passed these examinations have been war service appointments, that is, they have been appointments for not to exceed the duration of the war and 6 months thereafter.

And here's the reason why war service appointments replaced regular civil service appointments during the war period: A conviction on the part of the late President Roosevelt that the Federal government should not be making regular civil service appointments while millions of our citizens were unable to compete for them because of their service in the armed forces.

Now millions of those who have served in the armed forces have returned to civilian life. They are in a position where they can compete for regular civil service positions. Consequently, President Truman has directed us to start holding such examinations.

Of course, it is going to take a considerable period of time before we can hold examinations for all of the great variety of positions that are in the Federal government. Consequently, we are going to have to decide which ones to hold first.

And, in making such decisions, we are going to keep in mind the fact that millions of our fellow-citizens have not yet returned from service in the armed forces. As a result, the first examination that we hold will be examinations for positions for which there will be a continuing demand over a considerable period of time. That means that those who are now in a position to compete for such jobs can do so. It also means that when others are demobilized they will have the opportunity of competing for the same type of position.

The President, however, has not only directed the Civil Service Commission to use all of its resources for the purpose of holding regular civil service examinations. He has also told us to establish Civil Service Committees of Expert Examiners and, in this way, tap the resources which exist in the departments and agencies of the Federal government. Here's what he has in mind:

Pooling of Resources

Let's assume, for example, that there is a position in the scientific field which occurs only in the Department of Agriculture. And let's assume that there are a number of vacancies in that particular type of position. The Civil Service Commission will, in cooperation with the head of that department, designate three outstanding scientists now working in the Department of Agriculture to hold an examination for filling these vacancies.

These examiners will carry on their work under the direction and supervision of the Commission,

and within the framework of the Civil Service Act and the Veterans' Preference Act of 1944. In this manner, the Civil Service Commission and the Department of Agriculture will pool their available resources with just one objective in mind: to fill the vacancies in these scientific jobs with the best persons we can possibly find.

Acting under the President's Executive order, the Civil Service Commission will begin at once to use all of its resources in the examining field for holding regular civil service examinations. And, in addition, we will likewise tap the tremendous resources of the departments and agencies.

Temporary Appointments

Now let's turn to the second part of the program. While we are holding these examinations for regular civil service jobs, the departments and agencies of the government must, of course, continue to fill vacancies. And so the President has authorized the making of temporary appointments by the departments and agencies pending the establishment of regular civil service lists. This is the procedure which has always been followed when regular lists are not in existence.

Persons who receive such appointments, however, will be able to keep them only if they compete successfully in an open competitive examination. Furthermore, in making such temporary appointments, the departments and agencies must give first choice to disabled veterans, second choice to nondisabled veterans, and third choice to displaced Federal workers. Also, there must be no discrimination because of race, creed, color, or national origin. And persons appointed must meet the qualifications standards set by the Civil Service Commission.

That's the second part of the program—authority to make temporary appointments.

Finally, the program provides at least a partial answer to the question that has been asked by literally hundreds of thousands of Federal employees, namely, what is going to happen to persons holding war service appointments?

800,000 Out by June 30

One thing, of course, must be kept clearly in mind. That is this—that literally hundreds of thousands of persons who now hold war service appointments will lose their jobs because of lay-offs. Today the Federal government has approximately 2,400,000 persons on its payroll within the continental United States. The official estimates indicate that by June 30, 1947, this number will be reduced to 1,600,000. That means that by then there will be 800,000 fewer persons on the rolls than is the case at the present time. A large percentage of the 800,000 will be persons with war service appointments.

But some persons hold war service appointments in jobs that are very likely to be a part of the Federal picture for an indefinite period of time. What's going to happen to them? Here's the story:

1. War service appointees who either do not take, or who do not pass regular civil service examinations for the jobs they are now holding, will be replaced by persons from the top of regular civil service lists.

2. If a war service appointee takes an examination for the job he is now holding and passes it, his department or agency can recommend him for a regular civil service status whenever his name comes within reach.

Continued Next Week



Postmaster Albert Goldman is honored on completing his 11th year as head of the NYC Post Office, the world's largest. He received a plaque from John J. Gillan, President of the N. Y. Branch, National Association of Postal Supervisors. Left to right: Mr. Gillan; Admiral Thomas C. Kinkaid, Commander of the Eastern Sea Frontier; Major Elmer L. Rose, Army Post Postal Office, NY PO and Mr. Goldman

N.Y. State Holds Lead With Placement Of 14,396 Vets In Month

Special to The LEADER

WASHINGTON, Feb. 19—The United States Civil Service Commission announced today that more than 56,000 veteran placements—including placements of the wives of disabled veterans and the widows of veterans who are entitled to preference—were made in the Federal civil service during December, 1945. This is the largest monthly veteran-placement total reported to date. The increase over other months is due in part to an increase in the number of temporary placements made.

Veteran placements for 1945 totaled 285,172, of which 97.4 per cent were made in Federal field establishments outside the District of Columbia. The year's total includes placements of wives of disabled veterans and of widows of disabled veterans and of widows of veterans as follows: World War II, 2,571; World War I or other service, 1,293.

Approximately 564,000 veteran placements have been made since the beginning of January, 1943.

New York State Leads

Veteran placements in the District of Columbia rose to 1,446 during December. By States, New York assumed the lead with 14,396 placements; California was next with 5,951 placements; Massachusetts was next with 5,360; New Jersey was next with 2,318; and the State of Washington was next with 2,214. Other States having large numbers of veteran placements were Florida, Texas, North Dakota, Virginia and Illinois.

By agencies, the Post Office Department took the lead for the first time, with 21,668 placements, approximately 16,000 of which were temporary positions for the holiday season. The War Department was next with 17,526 placements, and the Navy Department followed with 10,680. Other agencies having large numbers of veteran placements were the Veterans Administration with 2,895, and the Treasury Department with 1,377.

Handicapped Vets Hired

Approximately 14,300 physically impaired veterans have been placed in Federal field establishments since October 1, 1942. In November, 1945, 1,369, or about 4 per cent, of the veterans placed in field establishments were reported as physically impaired.

Former employees restored to positions in the Federal service after military service in accordance with provisions of the Selective Training and Service Act (and other statutes and regulations providing for restoration) totaled 18,743 during November. The

ASK LAY-OFF PAY

Technical employees of the NY Navy Yard at a meeting last week voted to wage an intensive campaign for unemployment insurance benefits for laid-off Federal workers.

number restored to duty since July 1, 1944, totaled 59,361. Veteran-placement figures listed by the Commission do not include these restorations.

TEXT OF TRUMAN'S EXECUTIVE ORDER ON JOBS

WASHINGTON, Feb. 19—President Truman's executive order on peacetime civil service set forth the following:

4. Pending the establishment of appropriate registers through open competitive civil service examinations the Commission may authorize departments and agencies to make appointments of a temporary nature. In making such temporary appointments there shall be no discrimination because of race, creed, color, or national origin, and the departments and agencies shall give preference in the order named (a) to qualified persons entitled to ten-point preference under the Veterans' Preference Act of 1944; (b) to qualified persons entitled to five-point preferences under that Act, and (c) to qualified former Federal employees. Upon establishment before the Commission that this order of selection has not been followed in any case, the person appointed may be removed. The Commission shall require departments and agencies to keep such records and make such reports as will show that the preference in appointment provided by this section have been granted. Persons appointed under this section shall not be regarded as occupying permanent positions for the purposes of section 7 of the Classification Act of March 4, 1923, as amended, and shall not by virtue of such appointment be subject to the Civil Service Retirement Act.

5. As soon as practicable after the establishment of appropriate registers of eligibles through competitive examination the Commission shall, in accordance with the Civil Service Laws, Rules, and Regulations, issue certificates for probational appointment of eligibles to fill current vacancies and to replace persons who do not have permanent tenure and who are occupying positions subject to the Civil Service Act and Rules. The replacement of persons without permanent tenure shall be made in the following order: (a) war-service and other temporary appointees who fall to compete or to qualify in the appropriate examination; and (b) all other war-service and other temporary appointees unless (1) they are reached and selected for probational appointment in accordance with the Civil Service Rules and Regulations, or (2) they are recommended for and granted a classified (competitive) civil service status under the provisions of section 6 of this order.

The appointment of war-service appointees may, in the discretion of the Commission, be extended beyond six months after the dura-

tion of the war. The employment of war-service or other temporary appointees shall not be extended beyond the period specified by the Commission, but separations under this section shall be made in the order prescribed by the Commission.

6. When the Commission has established an appropriate register of eligibles through open competitive examination for probational appointment, it may, upon recommendation of the head of the agency concerned, confer a classified (competitive) civil service status upon any person serving in a position which would be filled by certification from such register who meets the following conditions:

(a) He made an eligible rating in the open competitive examination and the lowest rating reached in accordance with the regular order of certification does not exceed his rating by more than five points; Provided, that where ten-point preference eligibles are placed at the top of the register no person may be granted status under this section until all ten-point preference eligibles standing higher on the register have been appointed or have been given appropriate consideration in accordance with the regulations issued under the Veterans' Preference Act of 1944; Provided further, that in no event shall a non-veteran be granted status under this section until all preference eligibles standing higher on the register have been appointed or have been given appropriate consideration in accordance with the regulations issued under the Veterans' Preference Act of 1944.

(b) He is serving under an appointment which is not limited to one year or less.

(c) He has had at least one year of service under such appointment; Provided, that military service shall be counted in computing the period of service.

7. The Civil Service Commission shall, before July 1, 1946, submit recommendations for a general revision of Schedule A of the Civil Service Rules. In the interim period, whenever the Commission determines, upon a request made by any department or agency, that any position or class of positions in the professional, scientific, or technical fields not excepted from the classified (competitive) service should in the public interest be so excepted, the Commission shall cause publication in the Federal Register of its determination excepting such position or class of positions, and thereafter appointment thereto

may be made as under Schedule A. Persons serving under war-service appointments in any such position so excepted may be retained therein until Schedule A is specifically amended to include such positions, and unless specifically limited so one year or less, new appointments made under this section shall not be regarded as temporary appointments: Provided, that no person shall continue in employment under the authority of this section after December 31, 1946, unless the position occupied by such person shall have been included under Schedule A. This section shall not apply to positions filled by persons having a classified (competitive) civil service status.

8. The Civil Service Commission is authorized to confer a classified (competitive) civil service status or a probational status upon any person entitled to military preference under the Veterans' Preference Act of 1944 who establishes the existence of a service-connected disability of not less than 10 per cent: Provided, that such person is serving either (a) under a war-service indefinite appointment, or (b) under appointment in accordance with section 4 of this order if he qualifies in an appropriate examination and his services are required indefinitely by the department or agency in which he is employed.

9. Executive Orders Nos. 9063 of February 16, 1942, 9378 of September 23, 1943, and 8514 of August 13, 1940, are hereby revoked. Nothing in this order shall be construed to effect reemployment rights heretofore acquired by any person under any law or Executive order, or under any regulation or administrative procedure of any Government agency.

THE WHITE HOUSE,
February 5, 1946.

Sub-Committee to Hold Hearings on Pay Bill

WASHINGTON, Feb. 19.—Representative Jennings Randolph (D., W. Va.), chairman of the House Civil Service Committee to which the Federal pay raise bill was referred, has appointed Representative Henry Jackson (D., Wash.), to head a subcommittee to hold hearings on the bill immediately.

Mr. Jackson was a co-sponsor of the Federal pay raise bill of last July. And he is known to favor

increases of at least 15 per cent for Government workers. However, he is not anxious for action in the House until the current major industrial strikes are settled.

The Senate has already approved an 11 per cent raise for U. S. employees. But Representative Jackson thinks it will be possible to increase this figure substantially, with industrial raises won.



Executive Board of the Uniformed Officers Association of the Fire Department. Standing, left to right: Captain Richard Denahan, Battalion Chief Joseph D. Rooney, Captain Elmer A. Ryan (President), Acting Chief of Department Frank Murphy, Deputy Chief Frederick Wittkind. Sitting: Lieutenants John Mullen, Charles Freeman, Frank Shannon, Henry Fehling, Captain Daniel Farron, Acting Battalion Chief Winford L. Beebe and Lieutenant John Dalton. The member of the board not shown in the picture is Lieutenant Anton Rada, who was ill in Governor Hospital.

Vets Organize to Get City-Wide Pension Aid

A group of Civil Service veterans of World War II, representing many City departments, have called a meeting of all civil service veterans to discuss methods of securing payment of their pension premiums for the period of their military service by the City or State. The meeting was held at Washington Irving High School on Thursday, Feb. 14. In the statement calling the meeting, the group stated: "A gross injustice has been done to civil service veterans in forcing them to pay into their pension funds in order to preserve the retirement rights which would have been theirs had they not been called into their country's service."

ing them to pay into their pension funds in order to preserve the retirement rights which would have been theirs had they not been called into their country's service.

"It is a sound principle that the veteran should be restored to the status which would have been his, had his service not been interrupted by the war.

Legislation Sought "Certainly, this principle is violated when the veteran must pay off a debt which was incurred entirely because of his service in the Army or Navy. If the veteran has already paid these premiums, he has assumed an obligation rightfully the city's or the State's, and he should be reimbursed.

"There is legislation pending in Albany to have these payments made for the veteran. It will not pass until it has the active support of every Civil Service veteran. We must organize to see that every possible step is taken to get such a measure through the Legislature.

The group calling the meeting included Henry J. Scrope, Fire Department; Charles Dauchert, Police Department; Leon Shaw, Law Department; Robert Husselbee, Department of Sanitation; Vincent P. Kassenbrock, Board of Education; Edgar A. Meehan, Finance Department; John G. Balich, Comptroller's Office; Eugene G. Sarno, Water Department, and Milton Cohen, Welfare Department.

Fireman Clark Enters Holy Orders

Fireman James E. Clark, 32 years old, of Engine Co. 8, is leaving the Fire Department to enter the Redemptorist Order in Kentucky. Fireman Clark had long intended to study for Catholic holy orders, but waited until his brothers returned from military duty.

Co-workers at Engine 8 recently presented him with a farewell gift in ceremonies attended by Battalion officials and members of the clergy.

ST. GEORGE BREAKFAST
The annual Communion and breakfast of the St. George Association, Police Department, will be held on April 28, according to Lawrence Hoefling, President of the organization.

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X-RAY TECHNICIANS SEEK HIGHER PAY

A higher minimum salary and increased opportunities for NYC X-Ray technicians are asked by the Society of Municipal Radiographers, an organization of civil service X-Ray technicians in the Health and Hospitals Department.

In petitions to Mayor O'Dwyer and Commissioners Bernecker of Hospitals and Stebbins of Health, the groups asks that the present minimum be increased from the entrance salary of \$1,500. No specific higher amount was stated.

Three hazards of their work are listed with the statement that while the State pays X-Ray workers extra salary for these hazards, the city does not:

- 1—Biologic—constant contact with contagious diseases of patients.
- 2—Electrical—possible fatal accidents due to high voltage current.
- 3—Radiologic—possible mal-effects of overexposure to X-Rays.
- 4—X-Ray Technicians are insured at higher rates of premium than other hospital employees, attesting to the fact that their work involves greater danger to health and life.

Howard Grabstein of Bellevue, chairman of the organization, has announced that meetings will be held on the 4th Friday of each month at 8 p.m. at the Epiphany Branch of the Public Library at 226 East 23rd St., Manhattan.

\$600 Increase Sought For Uniformed Police

A move for a \$600 increase for uniformed members of the NYC Police Department will soon start. Delegate John Carton will introduce a resolution at a meeting of the Patrolmen's Benevolent Association.

The resolution, to be introduced over the signatures of Mr. Carton, Edward Ward and Charles Brennan, instructs the Legislative Committee of the PBA to request Police Commissioner Arthur W. Wallander to include a permanent increase of \$600 for members of the uniformed force in the department budget and to have bills granting such increases introduced into the City Council and the State Legislature.

Arguments Given The resolution presents 9 arguments stressing the need for this increase:

- (1) The United States Department of Commerce reports that the cost of living has increased 33 per cent since 1941, and the cost of food has risen 57 per cent during the war;
- (2) The Bureau of Labor Statistics, Department of Labor, reports wage increases ranging from 30 to 50 per cent in industry since the beginning of the war;
- (3) The President of the United States has recommended to Congress permanent increases in the salaries of Federal civil service

employees amounting to a minimum of 20 per cent;

(4) The Governor of the State of New York has directed the legislature to provide all State civil service employees with permanent salary increases ranging from 20 to 30 per cent, which is to be considered part of their salaries for purposes of computing pensions;

(5) The permanent annual salary of patrolmen in the Police Department of the City of New York has not been increased since 1929, a period of 17 years;

(6) The annual salary of patrolmen had been reduced during the period of depression;

(7) In 1940 the compulsory contribution for pension was increased by from 150 to 200 per cent for patrolmen in the Department, and by as much as 700 per cent for patrolmen entering the Department since that year so that their compulsory contributions now amount to as much as 14 per cent of their salaries;

(8) Since the beginning of the war, the rate of Federal income tax has so increased that many patrolmen are now required to pay \$600 annually for this purpose;

(9) There are at this time thousands of members who are eligible to retire. Should they do so, the efficiency of the Department will be seriously affected. These men need a real incentive to remain with the Department.

Change Is Asked In Type of Exam That the Veterans Must Pass

All veterans who have filed applications for the special military examinations for promotion to Clerk, Grades 3 and 4, are invited to communicate with Samuel Barsky, Law Department, Room 1709, Manhattan Municipal Building.

Mr. Barsky says that these veterans should receive short-form examinations and that the ones being given entail delay. He said:

"The regular promotion examinations held in 1944 for all City employees who were eligible at that time consisted of two parts, the first part of which was comprised of true and false type questions and the second part of which was held at a later date and was comprised of essay type questions," he says.

"It has been the policy of the Civil Service Commission in previous special military promotion examinations for Clerks Gr. 3 and 4 to hold the examinations in two parts on separate dates, both parts consisting of the essay type question."

"This type of examination takes many months for marking and will result in a delay in establishing a special military promotion list. In fact if the examination is held under the present plan of the Civil Service Commission, Part I. of the examination will not be held until June and Part II. will not be held until October and the list may not be established before the beginning of 1947, too late for any promotions to be made from it due to the fact that the year-end budgetary accruals have already been used up in making other promotions. It is also our observation that the type of special military promotion examinations which have been held thus far have consisted of extremely difficult material and we believe it is unfair to confront a returning veteran with such an examination after his being away from the City service and out of touch with City and departmental affairs for from two to four years."

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FOREMAN BAKER EXAM

Correction Commissioner Peter F. Amoroso has requested the Municipal Civil Service Commission to hold a promotion examination for Foreman of Bakers, for Correction employees.

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Police Academy Syllabus Aids Candidates

(Continued from Page 1)

standards, ideals, ambitions, usages and customs of the organization.

(3) To give him a clear understanding of the Penal Law Procedure, the Code of Criminal and the Administrative Code, as well as a comprehensive grasp of the law of arrest.

(4) To give him an exposition of Court procedure, and the law of evidence with practical field work thereon.

(5) To give him the rudiments of practical and scientific criminal investigation procedures.

(6) To give him basic concepts of Police work including Traffic and Highway Safety, Public Relations, Juvenile Delinquency and Crime Prevention, etc.

II. Mental Capacity Tests: Upon entering the Recruits' Training School, the Recruit will be tested for observation, memory and relevancy, and will be graded on the basis of these tests for the purpose of instruction. The training of these faculties will be given in connection with instruction in the other subjects of the curriculum. It will be the duty of the Instructors to have the development of mental capacity always in mind, and to combine training along this line with the other subjects of the curriculum, as opportunities present themselves in the training course, just as the opportunities for exercising these faculties are unexpectedly presented to the alert police officer in the discharge of his police duties.

III. Method of Presentation: The class room is a combination of the lecture system and the formal lesson. That is to say, the Instructor lectures when economy of time demands; he otherwise calls upon the class for the answering of questions and participation in demonstrations. In addition, the Instructor is required to make liberal use of the blackboard visual aid and to present material concerning such matters as may be connected with the topic in hand. No device, whether of educational theory or police practice, which may enhance the

value of the lesson, is to be omitted.

IV. Home Assignment shall constitute an important feature of the training. Based on the lessons scheduled for the following day, the Recruits will be required to come to class prepared to answer questions designed to test their understanding and clarify their ideas. A quiz of fifteen minutes at the beginning of each day will enable the Instructor to determine the extent to which the Recruit is applying himself to his home studies. Indifference to home work shall be regarded as indifference to the purpose of the Recruits' Training School, and shall be dealt with accordingly.

V. Review and Tests: Every Saturday forenoon shall be devoted to recapitulation of the week's work. It will be divided into two parts, (1) written and (2) oral tests.

VI. Field Work: The Recruits shall be assigned to Precincts for practical field work as per schedule.

VII. Final Examination: A final examination will be held the last week of the course. Recruits who fail to qualify in this test will be required to take another examination at the end of their six months' probationary period. A Recruit who fails to pass the final test will be reported to the Police Commissioner.

Discipline—Department

A. Discipline

1. The Necessity:

a. Crime and disturbance can be controlled by organization.

b. The essence of morale is unquestioning obedience. Those who cannot obey cannot command.

c. The public respects a disciplined organization.

People who might otherwise give vent to criminal tendencies are held in check by the mere thought of a large group of men all willingly submitting to the mandates of law and order.

d. Public confidence in the department is of advantage to the individual officer.

All good citizens respect police authority, for they

Vets Can Apply Until Feb. 27

Wednesday, Feb. 27, is the last day on which veterans may apply for NYC Patrolman examination. This extension of the filing period applies only to men discharged from military service or placed on terminal leave status since Jan. 16, the closing date for other applicants.

Eligible veterans should appear at the Application Bureau of the Civil Service Commission between 9 a.m. and 3 p.m. daily, or 9 a.m. and noon on Saturdays. They should bring along proof of honorable discharge or leave status. Application forms must be notarized and the \$2 filing fee paid when the application is filed.

Those over 29 may file if actual age minus the time spent in military service is less than 29 years.

know that the policeman represents the system of internal regulations of a State or municipality by which it is sought not only to preserve the public order and to prevent crime, but also to establish for the intercourse of citizen with citizen; those rules of good manners and good morals which are calculated to prevent a conflict of rights, and to insure to each citizen the uninterrupted enjoyment of his own rights so far as is reasonably consistent with a like enjoyment of rights by others.

2. What discipline is:
a. Discipline is obedience. There are no two interpretations. The superior may explain himself to the subordinate; but he need not do so. The obligation comes from below.

b. Discipline is respect. The salute is not a mark of servility when addressed to the wisdom of experience, the command of intelligence.

c. Discipline is promptness. Laziness is a positive evil and obstructs proper obedience to authority. Similarity, hesitation, doubt and lack of promptness is a derogation of authority, implying that the superior has not thought, and that someone must think for him.

d. Discipline is loyalty. Not merely the specific order; but the general rule of the department must be carried into effect. Thus it is the duty of every man to know and to observe regulations; to be guided by their spirit; to be alert to his work; to observe keenly, and to report accurately.

3. What discipline is not:
a. Discipline is the opposite of disobedience and disrespect.

Anything less than cheerful and whole-hearted cooperation is a disorganizing factor, something to be weeded out.

b. Discipline is not division of interest. You can't serve loyalty and some other motive at the same time.

c. Discipline is not laxity or forgetfulness or ignorance. Know your duties, keep them ever in mind, practice them without rest.

(Continued Next Week)

DINNER TO HONOR TIGHE
Dr. Frank A. Schaefer, Secretary of the Municipal Civil Service Commission, is chairman of a committee working on plans for a dinner to honor William Tighe, retired head of the Commission's Certification Bureau.

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HOW TO BEAT CLOCK IN THE MILE RACE

By FRANCIS F. WALL

Professor, Physical Education, N. Y. University, and Special Consultant to the NYC Civil Service Commission

Most champion mile runners try to run in evenly-timed quarter-mile splits, following the successful demonstration of this method by Paavo Nurmi. You are not going to run the mile against a competitor who will try to beat you to the tape. There is therefore no need for a final sprint. Your competitor is the clock.

The best way to beat the clock is to run the mile in quarter splits. Try to get a stop watch and carry it with you in training. An ordinary pocketwatch that has a second dial will do. Pace yourself

according to the schedule which follows. Try first to run a seven-minute mile. When you can do the seven-minute mile consistently try to improve your time progressively. Your aim should be a mile in six minutes or better.

Example of splits: Seven-minute mile each quarter to be run in one minute and forty-five seconds; six minute thirty seconds mile; first two quarters one minute thirty-seven seconds; third and fourth quarters one minute and thirty-eight seconds. Six-minute mile each quarter in one minute and thirty seconds.

Study Aids For Coming NYC Patrolman Test

Part of the examination for jobs as NYC Patrolman usually consists of questions on police methods and operations. In the tenth weekly series of study material for the test, a group of such material is presented.

1. There are four types of bank sneak thieves.

False. There are two types of bank sneak thieves: the one who steals from the cashier's cage; the one who loiters around for the purpose of picking up articles put down by others who are making deposits, counting withdrawals, etc.

2. The after-midnight burglar is considered the most dangerous type of house burglar.

True. After-midnight burglars have been known to be armed with pistols, to wear masks, and to carry chloroform or like agents to use in case they are hindered or interfered with.

3. The New York City Police Department does not have a homicide squad.

False. Each borough has a squad of detectives especially trained to handle homicides.

4. In recent years no improvements have been made in the Police Department regarding the method of operation in apprehending criminals involved in homicide cases.

False. Recent improvements in the methods of operation in homicide cases include speed in getting to the scene of the crime in high-powered motor vehicles, arriving at the scene with all necessary appliances, and the preliminary investigation being conducted with system and planning.

5. Hanging is the most common form of suicide.

False. More people commit sui-

cide by drowning than any other method. Other forms include poisoning, stabbing, shooting, and hanging.

6. The primary reason the Police Department investigates serious and fatal motor vehicle accidents is to obtain reliable witnesses.

False. The primary reason the Motor Vehicle Homicide Squad investigates serious and fatal motor accidents is to determine the question of guilt and obtain evidence to be presented in court.

7. The decelerometer determines the speed at which a car has been traveling and measures the length of the skid marks.

False. The decelerometer is used to determine the adequacy of brakes.

8. The process of bringing out numbers which were filed off motor vehicles, guns, radios, etc., is known as forensic ballistics.

False. The science of metallurgy

(Continued on Page 13)

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Patrolman Study Aid

(Continued from Page 12)

includes the bringing out of obliterated numbers, even if the filing has penetrated deeply. When the original numbers were punched into the steel, its molecular structure underwent changes which were not confined to the immediate vicinity of the numbers but also extended to the portion underneath.

9. The ultra violet light comes from a lamp made of glass.

False. The ultra violet light comes from a lamp made of quartz, which, unlike glass, lets through the ultra violet rays. Ultra violet rays are absorbed by ordinary glass.

10. The scientific crime equipment in the laboratory of the Police Department includes microscopes, various kinds of cameras, a spectograph, microspectographs, and an ultra violet light machine.

True. The New York City Police Department's scientific laboratory is one of the best equipped in the world.

11. Microscopic and spectroscopic tests are made to determine whether a stain is blood, paint, or other substance.

True. Generally, a microscopic diagnosis of the components will suffice.

12. Methods used in police laboratories to examine and analyze clues, traces, and other evidence discovered at the scene of a crime

or in the course of an investigation is one of the phases of modern police science.

True. Other phases include the identification of living and dead persons and field work carried out by experts.

13. The reason for a member of a police force visiting the scene of a crime before acting hastily is that it helps him to size up the situation so that he may act intelligently and logically.

True. This also prevents him from forming preconceived notions and theories which may prove serious if not fatal.

14. The citizenship status and criminal record of an alien criminal is investigated through the personnel of the Criminal Alien Investigation Bureau of the Detective Division of the Police Department.

True. A complete report, with recommendation for deportation, shall be prepared and forwarded to the Police Commissioner. This report shall contain full information concerning the following: name and address of the alien; country of which he is a citizen; date of arrival in the United States; port of entry; name of ship on which he arrived; full circumstances of the crime charged, if any; past criminal record; all other facts and circumstances upon which recommendation for deportation may be based.



A group at the annual ball of the St. George Association, NYC Fire Department, held in Hotel Commodore. Left to right, Mrs. Eugene G. Schulz, Mr. Schulz, First Deputy Fire Commissioner subsequently appointed Commissioner of Markets; Harold Shaw, President of the St. George Association; Harvey Rosen, Fire Department Secretary, and Mrs. Harold Shaw.

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WELFARE BRIEFS

CHILD WELFARE
 The Washington Sunday Star recently carried a large write-up featuring the work of John Dula, Senior Child Welfare Specialist of UNRRA Mission to Greece, under the heading "Greece Needs Gifts of Clothing and Food, Says UNRRA official who has just returned to UNRRA Headquarters after a year in Greece." It stated: "The people of Greece aren't dropping dead of mass starvation now as they were several years ago.

Thanks to the help of the United Nations, the time is past when it was easier to die than it was to live. But the children, especially, need extra food and nourishment to make up for the effects of prolonged starvation and malnutrition which makes them easy prey to disease." The Staff of the interested in news about Mr. Dula, Bureau of Child Welfare is always since he is a former B.C.W. Assistant Director, on leave to UNRRA.

Children's Bureau was delighted to hear of the appointment of their Director, Mrs. Crystal M. Potter, to the post of Second Deputy Commissioner in the Department of Welfare.

On that day that Children's heard the news, there was another exciting event. One of Child Welfare's most attractive girls thrilled us all with one of those love-at-first-sight movie romances. Miss Ruth Feintuck, Unit Clerk, suddenly resigned, announcing her immediate forthcoming marriage.

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Pleydell Offers Extra Vacation

City department heads, with the approval of Mayor O'Dwyer, have called on the civil service employees to enter the contest being held by the Good Government Civil Service Contest Committee for the best suggestions to eliminate unnecessary municipal expenditures.

Copies of the rules of the contest are being distributed in every department and other city agency. Commissioner Albert Pleydell has offered additional vacation time to any employees of the Department of Purchase winning one of the Contest Committee's 16 prizes in U. S. E bonds and cash. These Committee prizes are in 5 groups.

The contest started on Feb. 1 and ends March 15. It is open to all present or retired NYC civil service workers. The proposals for economy are received by the Contest Committee at 51 East 42nd Street. The complete rules are available on request to the same address, or by phoning VAnDerbilt 6-1390.

The members of the Contest Committee are Charles Gilman, Auditor, Bureau of Finance, Board of Education; Lewis F. Lang, First Deputy Comptroller; James A. Sherry, Chief Clerk, Park Department; Lester B. Stone, former Assistant Director of the Budget; Albert Williams, Deputy Police Commissioner; Peter Grimm; Major General Dennis E. Nolan, Chairman of the Committee; William Church Osborn and Harold Riegelman.

The contest is sponsored by the Citizens Budget Commission. All meritorious suggestions, whether prize winning or not, will be turned over to Director of the Budget Thomas J. Patterson.

NY War Vets to Hear Report on Legislation

The next meeting of the NY War Vets in Civil Service will be held at headquarters, at the Tough Club, 343 West 14th Street, at 8 P.M. on Thursday, Feb. 21.

Legislative Chairman Mitchell M. Heller and his associate, William Spivack, will report on Albany doings in regard to earlier retirement, credit for prior service, special examinations, the Assistant Corporation Counsel bill and the various bills for World War II State Bonus and plans to further the progress of these bills to early enactment into law.

Membership Chairman William Skillman will report. State Chairman Henry J. Fischer urges all World War II veterans in civil service to attend this meeting, join up and lend their effectiveness to the broad program designed for their benefit.

B'KLYN COMMUNION EVENT

The Holy Name Society of the Office of the Borough President of Brooklyn has set May 5 as the date for their annual Communion and Breakfast.

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Amusement

By J. RICHARD BURSTIN

THEREFORE HAS not proved an unlucky numeral for "Saratoga Trunk," which is just that many weeks at the Hollywood Theatre and continues as a colorful dramatic vehicle.

Brazil will see the American-made short, "Elder Lives?" with Portuguese dubbed in.

Paramount's Kage-lussal stage show is the talk of the town and the crowds are making the building bulge.

Leon and Eddie's own, Mr. Davis himself, has recorded songs written especially for the rhyming comic of 52nd Street and they are entertaining discs, but very!

On Feb. 23 the Stanley Theatre will offer "Four Hearts," the latest Soviet importation, the first light comedy to come out of Russia in many a year.

Alexis Smith wound up her first visit to New York and returned to Hollywood to begin work on "Night and Day," a technicolor production of the life of Cole Porter.

Last week's fuel emergency played havoc with local theatres, which of course were closed until 6 p.m., then suddenly opened. Many shows played to half-empty houses which, as far as reserved seats go, actually were sell-outs. Evidently many ticketholders missed the early evening announcement which ended the ban on open business.

Jackie Gleason opened in "The Dutchess Misbehaves" at the Adelphi Theatre.

Gable lets Garson have it in "Adventure" at Radio City Music Hall. He's a rough, tough sailor, she's prim but with a whim for the brute in him. But of course, they end happily. How else?



CLAUDETTE COLBERT in "Tomorrow Is Forever," coming to the Winter Garden.

The Ballet Russe De Monte Carlo visits the City Center Theatre for a few weeks with a varied program, classic and modern, well staged.

Carmen Miranda has a sister in on her act. The Brazilian Bombshell and her also talented kin are on stage at the Roxy Theatre.

Watch for the opening of "Tomorrow Is Forever" and enjoy the wonderfully blended talents of Claudette Colbert, Orson Welles and George Brent.

Bill Corrects Injustice to Vet Eligibles

Special to The LEADER

ALBANY, Feb. 19—An injustice in the present State Military Law would be rectified by a bill introduced into the State Legislature by Senator Thomas F. Campbell (R., of Schenectady) and Assemblyman George T. Manning (R., Rochester). The bill is part of the Association of State Civil Service Employees' legislative program and is of major importance to thousands of veterans who were on State or local civil service eligible lists when they entered military service.

Under the present law, when a person was reached for certification from an open-competitive or promotion list, while in military service, and was passed over, on return to civil life he had to be placed on a special military list for 2 years from his date of discharge, provided he made application within 90 days after discharge. One provision of the new bill eliminates the 90-day provision and allows the veteran to apply any time within the 2-year period that the eligible list is effective.

Seniority Credit

The bill also corrects another injustice by providing that any person appointed from such a special military list shall be given seniority and service credit from the date when he would have been appointed if not in military service. A similar bill was vetoed last year because it did not provide any means of computing an effective date when the veteran would have been appointed. The current bill meets this objection fully, by providing that the veteran shall be given the earliest date of appointment upon which any person lower on the original list than he received appointment. The veteran, because he stands higher, automatically has seniority over the person who was lower on the list.

At present many veterans who receive appointments or promotions from the special military lists are denied future promotional opportunity because of lack of service time on the job when another examination for a higher title is given. A large group protected by this bill would be men who were passed over for appointment to Police, Fire and Correction departments because they were in Class I-A at the time of certification.

Feb. 28 Is the Last Day To Get Group Life Policy Without Medical Exam

Special to The LEADER

ALBANY, Feb. 19—The low cost of the group life insurance plan open to members of the State Association of Civil Service Employees—employees 39 years or younger pay only 30 cents semi-monthly for each \$1,000 of protection—plus additional \$250 coverage without additional cost to the insured member, and the waiver of medical examination during this month, are proving compelling reasons for those who had not taken out this insurance to do so. Large numbers of State workers who are Association members are taking advantage of the opportunity offered by the Association to obtain the group life insurance without medical examination. After this month the insurance company's regular medical examination will be required. Applicants must be under 50 years of age and must not have been previously rejected for this insurance on the basis of a previous medical examination.

\$1,500,000 Paid Out

This group plan of life insurance, sponsored by the State Association, should be carefully considered by all State workers. Since the plan started on June 1, 1939, more than \$1,500,000 has been paid to beneficiaries. Claims are usually paid within 24 hours of the time the Association or insurance company receives notice of death. Claims have arisen in every State institution and department. The Association has in its files many letters received from beneficiaries attesting to the prompt and efficient service on claims.

Because of satisfactory loss experience under the plan, for the policy year beginning Nov. 1, 1945, each insured member is given the \$250 additional coverage. For the policyholder 39 years or younger this means free additional coverage worth \$1.80 yearly.

Broad Coverage

The coverage under the group life plan is just as broad as life insurance coverage can be. It covers death due to any cause. Claims have been paid for natural death due to practically all causes, for all kinds of fatal accidents, and even for suicides.

Payment of premiums is also made easy, through semi-monthly payroll deductions. This convenient form of payment relieves policyholders of the bother and

incidental expenses of forwarding periodical premium payments, and of the worry of possibly overlooking premium due dates.

Rates Do Not Vary

The same rates of premiums apply under this plan, regardless of occupation of applicant. Persons having hazardous employment, such as State Troopers, Prison Guards, Mental Hygiene Attendants, etc. can get this protection at the same rates as charged to Clerks, Stenographers and other office workers. Ordinarily, under other plans, workers having hazardous employment are charged additional premiums.

Veterans returning to State service may be reinstated into the Association's group life plan simply by writing the Association, requesting reinstatement, within 90 days of their return to State service.

Any employee of the State of New York, not excepted as stated above, who is or becomes a member of the Association, may take advantage of the special offer open during February. An essential requirement, however, is that such application must be made while the employee is actually at work.

Where to Apply

The unpaid officers of the Association expended much time and effort in arranging to use the tremendous purchasing power of the Association's thousands of members to supply this low-cost insurance to its members.

Many State workers fail to protect their dependents through this insurance. Dependents of deceased employees frequently inquire: "Surely everyone should have this insurance—the need is so great, the cost is so low. Why didn't our family have this protection?"

Applications for the insurance, or additional information, may be obtained from any Association Chapter, or from the Association's Headquarters, Room 158, State Capitol, Albany, N. Y.

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Sickness claims during January were the largest in the history of the Group Plan in which members of the State Association of Civil Service employees participate. Benefits paid were \$19,713.23 and the number of new claims filed rose to 320. Apparently plenty of hard-working State employees were hit with the flu, bad colds, pneumonia and respiratory infections.

Benefits of \$1,500,000 have been collected by New York State employees in 9 1/2 years. Thousands of persons have been made happy with their monthly benefit check, which runs from \$30 per month to \$150 per month during any period of disability.

The most valuable feature of this whole plan is that the individual policy is non-cancellable as long as you pay your Association dues, keep up your premiums,

remain in State service and are under 70 years of age. So, by paying your \$3 Association dues, you make your insurance non-cancellable.

Insurance Continuation

If you have neuritis, arthritis, rheumatism, heart trouble, etc., the insurance company pays your claim. When you return to work you still have your insurance for future repetitions of these claims. Other individual policies are usually not non-cancellable and the companies usually cancel your policies under the above conditions.

Keep your policy in force by paying your dues today. Remember, all claims are paid under all policies in force and only those where dues are not paid can be cancelled by the company.

Keep this very valuable low-cost coverage, as you may not be able to get it back. Pay your dues today.

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