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PAY RAISE
COPS, FIREMEN**
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WAR JOBS THAT MUST BE FILLED NOW!

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FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

Here's a List of Positions Which U.S. Employees May Fill by Transfer

Federal employees in the Executive Branch who believe that their highest training, abilities or skills are not being utilized in their present jobs or that the positions which they now occupy are not contributing directly to the war program, should study the following list of positions. Candidates who meet the requirements are needed at once for these positions. Many of the vacancies are in Washington, D. C.; some are in other cities of the United States, and some may involve travel or residence in foreign countries.

Interested employees who have not filed application Form 57 within the last six months with the Washington, D. C., office of the Commission in connection with an examination announcement or recruiting circular or for transfer should file again, regardless of when or for what purpose they may have filed previously. If interested only in a particular position indicate its number and title; otherwise merely write "For Transfer" in answer to question "Name of Examination." In either case your qualifications will be analyzed and you will be considered for all positions for which you are qualified. Applicants interested in more than one of these positions should file only one application. Applications should be mailed or delivered to the Civil Service Commission, 8th and F Streets, N. W., Washington, D. C.

This list contains positions in the fields of:

Administration Budget and Finance Housing

1. Administrative Analyst, \$2,000 to \$6,500.

Duties: To analyze organizations and activities; to develop organization plans, operating instructions, and procedural manuals; to design or simplify reporting systems.

Requirements: For the \$2,600 grade: One year of successful experience in a planning, procedures, research, survey, management engineering or similar organization, or as a consultant in scientific management, or in any staff or operating unit which has involved the type of work indicated above. Additional experience of greater responsibility will be required for each higher grade.

2. Administrative Officer (General Administration), \$3,800 to \$8,000.

Duties: To serve as executive head or administrative assistant to the head of a Federal agency or subdivision thereof, or as staff assistant, to be responsible for such services as personnel, budgeting, administrative analysis, or procurement.

Requirements: Extensive administrative responsibility, such as chief executive or general manager, or as head budget, personnel or other staff officer, in an organization of considerable size. Additional experience of greater responsibility will be required for each higher grade.

3. Administrative Officer (For Service in the American Republics), \$3,200 to \$6,500, plus transportation.

Duties: To perform the duties of an administrative officer in the foreign branch office of an American governmental agency.

Requirements: For the \$3,200 grade: One year of successful ad-

Information Labor Relations Personnel

ministrative experience leading to an understanding of budget and fiscal, purchasing, transportation, personnel, and related problems. Additional experience of greater responsibility will be required for each higher grade. Familiarity with the Spanish or Portuguese languages and administrative experience involving travel or residence in South America are desired.

4. Administrative Assistant, \$2,600 to \$3,800.

Duties: To serve as division, section, or unit chief of a small office, or as administrative assistant to the head of a larger office, or as head or assistant to the head of a Federal field establishment, and plan, organize, and coordinate the activities of the office.

Requirements: For the \$2,600 grade: One year of responsible junior executive experience, including responsibility for policy and program planning, development of organization and procedures, and the making of administrative decisions. Additional experience of greater responsibility will be required for each higher grade.

5. Budget or Fiscal Analyst or Officer, \$2,600 to \$6,500.

Duties: To assist in the preparation and review of budget estimates; to install and maintain systems of budget control; to make studies of costs of operations; to prepare financial statements and to conduct financial operations.

Requirements: For the \$2,600 grade: One year of experience as budget officer or budget staff assistant in a governmental or large private organization; or administrative experience in a governmental agency which has included direct

participation in budget matters; or staff experience in a research, survey or educational agency studying administration, finance, and budgetary control. Additional experience or greater responsibility will be required for each higher grade.

6. Housing Manager, \$2,600 to \$6,500.

Duties: To serve as manager of one or more war housing projects of varying sizes; to be responsible for committee supervision, tenant selection and tenant relations, fiscal control, and community and public relations.

Requirements: For the \$2,600 grade: One year of responsible experience in a public housing project or in a private concern managing large-scale residential property. Acceptable experience includes: Responsibility for the management phases of the operations including tenant selection and maintenance, responsibility for recreation and community relations, research in housing techniques. Additional experience of greater responsibility will be required for each higher grade.

7. Industrial Management Analyst, \$2,600 to \$5,600.

Duties: Utilizing inspection techniques, to analyze from the point of view of emergency requirements the location and layout of industrial plants and the standards of industrial operations.

Requirements: For the \$2,600 grade: One year of experience such as is obtained by a factory foreman or supervisor, which has included work with such factors as transportation facilities, the availability of labor and raw materials, machinery and equipment, and plant layout; the making of time and motion techniques to expedite production and determine work loads and quality of production. Additional experience of greater responsibility will be required for each higher grade; at the highest level, experience comparable to that of a factory superintendent, production

manager, or consulting industrial engineer is required.

8. Information Specialist, \$2,600 to \$5,600.

Duties: To direct or assist in the preparation of reports, releases, or other information material and the distribution of such material through the press, radio, motion pictures or other visual media; to analyze public opinion.

Requirements: For the \$2,600 grade: One year of responsible experience in writing or editing for a large newspaper, national magazine, news or information service operating on a national scale, college or university agricultural extension service, or Federal or State agency; or one year of responsible experience in educational or informational radio broadcasting including the preparation of manuscripts and the broadcasting or recording of programs. Additional experience of greater responsibility will be required for each higher grade. Some positions require a knowledge of Spanish or Portuguese.

9. Labor Relations and Mediation Officer, \$2,600 to \$8,000.

Duties: To investigate labor controversies; to conduct conferences of opposing parties; to negotiate and to participate in the settlement of labor disputes.

Requirements: For the \$2,600 grade: One year of responsible experience requiring comprehensive understanding of the problems of labor and management. Acceptable experience will be of the nature ordinarily obtained by labor relations directors in commercial and industrial establishments; persons with successful labor union relations, experience; persons who have acted as labor relations consultants, labor economists, mediators, and conciliators. Additional experience of greater responsibility will be required for each higher grade.

10. Office Manager, \$2,600 to \$5,600.

Duties: To supervise an office force providing such facilities as mail, files, space, equipment, dupli-

cating, clerical, stenographic or messenger services.

Requirements: For the \$2,600 grade: One year of responsible experience in personnel supervising, planning, organizing, and coordinating the activities of an office; assuming responsibility for such services such as personnel, budgeting, administrative analysis or procurement. Additional experience of greater responsibility will be required for each higher grade.

11. Personnel Officer or Personnel Technician, \$2,600 to \$6,500.

Duties: To work on problems of placement, classification, occupational analysis, recruitment, personnel procedures, training, employee relations, or other personnel functions; or to have charge of personnel administration in a central or field office.

Requirements: For the \$2,600 grade: One year of responsible experience in a regularly constituted public or private personnel agency using modern techniques and conducting a comprehensive personnel administration program; or in a responsible executive position with a record of successful employee selection, training, supervision and leadership. Additional experience of greater responsibility will be required for each higher grade.

12. General: Government employees with a combination of administrative experience and a background of experience in the expediting, control of production, in purchasing or inventory control, in transportation or communications, or general management in business, industry or finance, are needed for administrative positions in certain war agencies: \$3,800 to \$6,500.

The above listing is not exhaustive. Employees who feel they are not working at their highest should have the right to request transfer to another position or department where their superior skill can be better utilized.

Postal Official Says All Subs To Be on Full Time

WASHINGTON.—High Post Office Department officials believe the rapidly-tightening manpower situation soon will equalize any reductions in personnel that may be necessary as a result of the Department's recently-imposed 48-hour week.

In other words, they are convinced that if any employees are forced out of their jobs, it will be for only a few weeks at most.

They point out that many postal workers are being drafted, and that others are constantly leaving to take higher-paid jobs in war industries.

One important department official is even quoted as saying that he believes that within a few months not a single classified postal substitute will be left on the rolls. All, he believes, will, by that time, have been absorbed into temporary, full-time jobs that will last at least for the duration.

NFFE Steps Up Its Activities

WASHINGTON. — Plans for an extensive membership campaign among Federal employees were authorized by the Executive Council of the National Federation of Federal Employees which last week concluded a three-day session at national headquarters here.

Legislative Plans

During the course of the session, comprehensive plans were made for N.F.F.E. legislative activity during the 78th Congress. Heading the agenda will be permanent overtime compensation legislation; proposals looking toward the improvement and modernization of the Classification Act to enhance its efficiency and effectiveness, and legislation for additional compensation to meet added living costs for the duration of the war.

Don't waste anything, for that means wasted money. Wasted money is wasted lives in wartime. Every dollar you can save should go toward War Bonds to help your State meet its quota.

How to Save \$3,404.00 On a \$5,000.00 Mortgage

THE NEW AND BETTER amortized mortgage plan

1. You borrow \$5,000.
2. You pay \$31.65 every month, which pays interest and reduces principal.
3. In 20 years you pay only \$2,596.00 in interest at 4 1/2%.
4. In 20 years you owe nothing.

COST\$7,596.00

THE OLD fixed mortgage plan

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3. In 20 years you pay \$6,000.00 in interest at 6%.
4. 20 years have passed and you still owe \$5,000.00.

COST\$11,000.00

DIFFERENCE, \$3,404.00

The secret lies in reducing the principal. Thus each succeeding interest payment becomes smaller. It's not too late to start. We take mortgages on property in parts of Nassau, Queens and Kings Counties. The flexibility of our new mortgage policy permits a wide choice of amortization plans. No renewal fees or bonuses — lowest initial cost. Payments monthly or quarterly. Periods from 3 to 20 years.

INTEREST 4 1/2%

Come In — Let us tell you what you can save on your own mortgage

Write, or phone TRIangle 5-3200 for our New Booklet,

"Five Ways to Borrow Mortgage Money", including F. H. A. Insured Mortgages.

The Dime Savings Bank of Brooklyn

FULTON STREET AND DE KALB AVENUE

Bensonhurst: 86th STREET AND 19th AVENUE • Flatbush: AVENUE J AND CONEY ISLAND AVENUE

BROOKLYN, NEW YORK

Over 80 Years of Successful Mortgage Lending

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Publications, Inc. Entered as second-class matter October 2, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879.

CIVIL SERVICE IN NEW YORK CITY

Estimate Boys Stall Pay Raise Action

The Board of Estimate met last week and what did it do about pay raises for city employees? Virtually nothing. It did create a committee to study the situation and did say a report would be submitted to the Board sometime after February 1. It refused to set a definite date; it definitely refused to commit itself.

Observers were quick to point out the influence of Mayor LaGuardia in the intensive preparations to set up obstacles against general pay increases.

Appearing in order to protest further delay on the resolution to increase salary were the CIO, and the Civil Service Commission.

Doesn't Need 'Study'

James V. King, secretary of the State, County and Municipal Workers, CIO, held that the "sit-

uation doesn't require further study."

"The Mayor didn't disprove our contention and neither has the Board of Estimate. The Board must grant the public a hearing so that we can once again prove that pay raises can go through." The SCMWA has submitted an elaborate analysis to show that cash is available for pay raises, including a study of the various salaries of available revenue. The union has tracked down the fact that the City has 32½ million dollars in unused taxing power. Mr. King stated that "our facts are so water-tight, we feel certain that a public hearing will conclusively clinch the matter."

Cut Interest on Bonds

Henry Feinstein, president of the Federation of Municipal Employees, told The LEADER this week that "all the city need do to raise \$35,000,000 'just like that' to cover all pay raises with ease, is to begin at last to force holders of city stocks and bonds to lower their interest rates to the current level, which would be the normal level."

Borough President For 10% Pay Rise

First break on the pay raise deadlock in city civil service ranks came this week when Manhattan Borough President Edgar Nathan, Jr., submitted a request Monday morning to Acting Budget Director Thomas J. Patterson for a 10 percent cost-of-living increase for the lower paid group of employees in his department. At the same time Mr. Nathan pointed out that the City has fun's to spread this increase through all departments.

Meeting in the office of the Budget Director at a hearing on the 1943 budget of the Manhattan Borough President's office, Mr. Nathan declared that he has included in his budget request a \$146,685 item as a "high cost of living

bonus" for employees earning less than \$3,600 a year.

Proposes 10% Increase

"What I am proposing is substantially a 10 percent increase for the lower paid group of employees," he said. "For those employees who have received or will receive a statutory increment, such increase will be in the amount of one additional increment of \$120."

Mr. Nathan explained he has included this increase in the total budget of \$2,950,224.19 for his department. Despite Mayor LaGuardia's warning that only further cuts in the budget will be cordially received.

"One could not assume, however," added Mr. Nathan, "that this increase should be limited."

Emergency Pressure

Mr. Nathan made clear that this "proposed salary increase being an emergency measure, it is not intended that the increase be added to the base pay of any employee but it shall be regarded as an increase which will terminate when the economic emergency ceases. For that reason it has not been allocated line by line in the budget but has been included as a lump sum figure. It is anticipated that local legislation may be necessary to permit employees to receive these sums in excess of existing grade limitations."

To All City Departments

Mr. Nathan pointed out that "as a member of the Board of Estimate I realize that a general increase in my department would of necessity be extended to those employees similarly situated in all departments of the city government."

He went on to say that, as a result of such consideration, he has estimated the extent to which his proposal would push the city financially.

How Much It Would Cost

Excepting the uniformed forces of the Police and Fire Departments and employees of the Board of Education, he said, the cost of this increase to all per annum employees earning less than \$3,600 in all departments would total approximately \$8,000,000.

Covering the Police and Fire Departments' uniformed forces, the sum would rise another \$7,000,000. Hospital Department employees, he said, have already been allocated a \$2,000,000 increase.

"The over-all estimated expenses, therefore, of this general salary increase above that already contemplated," he explained, "will be \$13,000,000, except for the em-

Columbia Assn. Transit System Installs Officers

The Columbia Association of the New York City Transit System, Inc., held its installation of officers last week at 10-03 48th Avenue, Long Island City, which will be their club rooms for 1943.

Officers installed were Carl Garritani, president; John Natale, vice-president; Charles Stile, executive secretary; Frank Sasso, financial secretary and treasurer; William Angelo, corresponding and recording secretary.

Anthony Natale, Anthony Di Fazio, Peter Speroni and Patsy Cappuccio comprised the members of the board of directors.

Nicholas Lo Buglio, president of the Columbia Association of the Department of Sanitation, was the installing officer.

Supermen Again Sent to Sanitation

A total of 118 persons was certified last week by the Municipal Civil Service Commission from the Sanitation Man, Class A, list for jobs in all boroughs as junior sanitation man in the Department of Sanitation. Jobs pay \$1,500 and are permanent.

What the Mayor's Budget Message Really Means to NYC Employees

LaGUARDIA: I am keenly aware of the burden which the higher cost of food and clothing has placed upon the employees of the City.

But nowhere does he turn that awareness into effective action.

LaGUARDIA: Accruals already have been deducted from the budget. We cannot deduct them twice. The money isn't there.

Actually, there is \$23,000,000 to \$27,000,000 in accruals. When LaGuardia talked about payroll appropriations, he significantly failed to mention actual payroll disbursements. These tell the real story about accruals piling up.

LaGUARDIA: 7,343 (employees) in the Department of Welfare.

The Mayor's figures aren't correct. Actually, there are only some 5,800 employees in the Department of Welfare; the rest are on military leave.

LaGUARDIA: We did something in the Sanitation Department . . . We are providing at least one day a month which will give them extra pay instead of just . . . time off.

The trouble with this offer is that the monthly overtime put in by Sanitation men triples and quadruples the time for which the Mayor proposes to pay them.

LaGUARDIA: In the lower salary group up to \$1,800 . . . we have 48,518 employees. In the next group from \$1,800 to \$2,400, we have 30,075 employees

This is a clear admission that over 78,000 City employees earn less than \$2,400 a year. He admits that 48,518 earn less than \$1,800. By his own figures, the average salary of these employees is \$1,250 a year—about \$24 a week. This reflects the terrifically low salaries in the Hospital Department.

LaGUARDIA: The group from \$3,000 to \$4,999.99 is the largest . . . 59,351 employees.

Most of these employees are in four big departments — Police, Fire, Education, and Higher Education. The Mayor is in error when he says that lots of the employees earning this money are in the Hospitals and Sanitation departments. As compared with a total of 35,000 in these departments, less than 300 earn \$3,000 or more. The important point is—as the Mayor's own figures show—that 90 percent of all City employees outside these four departments —Fire, Police, Education, and Higher Education—earn less than \$2,400.

LaGUARDIA: It is gratifying, of course, that the largest group is in this range because that is above the average of a similar number of total employees in private employment and it speaks well for the City's wage scale.

It speaks badly for the City's wage scale, which is lower than that in private industry for jobs of the same type. Since Police, Fire, and Education are public functions, he can't very well compare salaries with those in private industry, and his argument doesn't hold water. But where a comparison can be made, the results are extremely significant. The remainder of employees in the \$3,000-\$5,000 class are mostly in the engineering and technical services and salary standards for this group are much lower in the City service than elsewhere. The proof of it is the large number of such persons leaving the City service.

LaGUARDIA: Increases for low-salaried employees in various departments in the amount of \$500,000 have been provided. Promotions for 2nd, 3rd, 4th grade clerks amounting to 500 have been made and these, of course, constitute salary increases. We have now under consideration promotions for 200 additional clerks. Step-up promotions where vacancies occurred provided salary increases enjoyed by 1,500.

First, promotions are not salary increases and in many instances employees receiving these promotions got only one penny more. As to the 200 promised clerical promotions (already made), they are promotions to the position of grade 2 clerk, at \$1,200 a year. The present budget contained \$3,500,000 for mandatory increments, most of which went to employees of the Board of Education. This amounted to less than 1 percent of the City's payroll.

LaGUARDIA: Our fiscal or credit position today is sound as a dollar.

Or put another way, the City has or can find the necessary funds to provide wage adjustments, but the City Fathers are loathe to do it.

LaGUARDIA: The primary source of the City's income is taxes upon real estate . . . real estate valuations have decreased 25 percent.

The Mayor's statistics are four years old. Actually, real estate valuations have dropped 30 percent. This means the average taxpayer is paying less taxes than he has been, by almost a third. Thus, in order for the City to receive the same return, the percentage should have been increased proportionately. This hasn't occurred. The NYC tax is one of the lowest in the country for cities over 500,000. Here are some statistics for the Mayor which he left out in the reams of statistics which he delivered to the City Council: a 10-point rise in the tax rate which would gain for the city \$16,000,000 in revenue (more than enough to take care of the pay increases), would mean an increase of but \$5.70 a year to the average home-owner whose property is worth \$5,700; taxing exempt city stocks and bonds at the current tax level would immediately produce many millions in revenue.

LaGUARDIA: Abolition of the WPA . . . will add to the relief problems.

But he fails to give all the facts, namely: the City's own contributions to WPA amount to several million dollars, and will be discontinued. In addition, when the Food Stamp plan is eliminated, there will be available over \$1,000,000 in a fund used for that purpose.

LaGUARDIA: I will defy anyone to venture to say that it would be safe to go to the full 2 per cent (tax) limit.

The Mayor admits the City has unused taxing power. He puts up the defense, however, that it wouldn't be safe to go to the tax limit. How come, then, that the City did go to the top of its tax limit in recent years? Nothing terrible happened. It is estimated that the City has 32½ million dollars in unused taxing powers. Also, late last week, the Mayor conferred with Governor Dewey, requesting the privilege of removing the City's tax limit. Another point: Some people prophesied catastrophe the day the U.S. Government exceeded 45 billion dollars in its debt. Today, that figure has more than tripled — and we seem to be doing all right.

Summing up: There's nothing to prevent New York City from granting decent pay raises to its employees.

(Continued on Page Eighteen)

Unofficial

Answers: P. D. Lieutenant Test

These answers to the Police Lieutenant exam, continued from the preceding issue, were prepared by an outstanding police expert. They should be read not only by the men who took the test, but by every member of the force who is interested in increasing his own knowledge of police matters. The LEADER confidently feels that these extensive answers are the finest, and most detailed that could be prepared, and we run them with pride. Men who have taken the exam are invited to comment on the test itself as well as upon the answers.

Question Six

Although the Rules and Regulations and provisions of the Manual of Procedure are specific in the duties of a desk officer, there are many little points in connection with this position which are learned only through the experience of performing these duties.

The following "do's" and "don'ts" should be valuable to a desk officer in the performance of his duties.

DO—

1. Study carefully all rules, regulations, provisions of the Manual of Procedure and other orders which apply to the position of desk officer.
2. Familiarize yourself with the various forms, files and records prepared or maintained at the desk.
3. When assigned to desk duty, come properly prepared with pens and blotter.
4. Arrive at desk sufficiently in advance of time scheduled for duty in order to acquaint yourself with pertinent matters, important alarms, current orders, etc.
5. Examine teletype messages, alarms, and Telephone Record for the previous 24 hours.
6. Ask desk officer whom you are relieving, if there is any pending business, unfinished cases, prisoners in cells, etc.
7. Examine carefully any property

being transferred from the desk officer whom you are relieving.

8. Examine the roll call for your tour of duty. See that all members of the command scheduled for duty are properly accounted for.
9. See that all important and special posts are covered.
10. Keep readily accessible your revolver, in case of an emergency.
11. If there are any absentees from outgoing platoon, send message through resident precinct.
12. Commence entering roll call in Blotter immediately on the hour beginning the tour of duty.
13. Be sure that all unfinished business from previous tour is completed.
14. Be sure that all members of the Force returning from any duty, detail or assignment are properly accounted for.
15. Be sure that all matters of importance, messages, reports, incidents, etc., are accurately received, recorded, and that they receive prompt and proper attention.
16. When entering matters of importance in Blotter or Telephone Record, place a hand or arrow in the margin next to entry, directing attention to it.
17. Give prompt and courteous attention to all civilians who enter the Station House making inquiries, complaints, etc.
18. At end of tour, finish up all work, inform relieving desk officer of all matters of importance.
19. Be particularly careful in handling bail cases.

DONT—

1. Permit unauthorized persons to remain in the Station House.
2. Rely on your memory—make use of a scratch pad for notes.
3. Let your work get ahead of you—keep up to date.
4. Take any prisoner too lightly just because he is charged with a trifling offense—he may be wanted for a serious crime.
5. Permit bail bondsmen to make out any forms for you—make out your own.
6. Accept property as bail if in doubt of its value or of its existence or ownership.
7. Depend on others to do your work—do it yourself—then you are sure it is done.

Question Seven

Here is a question which is not difficult but due to the limited time in which to answer it only essential points can be covered.

(a) Subsequent action of desk officer:

1. As quickly as possible ascertain pertinent facts.
2. Notify detectives.
3. Notify radio dispatcher to send radio cars to the scene and to broadcast alarm for fugitive, and taxicab. (It may be safely assumed patrolman who was injured has not yet notified radio dispatcher.)
4. Request Telegraph Bureau to send ambulance, and to notify Homicide Squad, Photographer, District Attorney, Medical Examiner, and officials of the department.
5. Notify Headquarters, Manhattan, direct (unusual occurrence).
6. Keep Headquarters informed from time to time of progress of case.
7. Enter in Blotter movement of Force.
8. Notify Commanding Officer of Precinct.
9. Prepare U.F. 6 cards for deceased, and injured patrolman.
10. Prepare U.F. 68 and 61.
11. J.F. 95 tag sent to scene to tag body.
12. Property of deceased—entry in Blotter sent to Property Clerk.

13. Evidence—marked, tagged, safeguarded, entry in Blotter relative thereto. Evidence sent to Property Clerk, Technical Research Laboratory, Medical Examiner or as may be required.
14. Department property of injured patrolman obtained if he is sent to hospital—entry in Blotter—sent to Property Clerk.
15. Report patrolman injured to Telegraph Bureau—prepare and forward Surgeon's form.
16. U.F. 49 to Medical Examiner.
17. Full entry in Blotter.
18. Necessary notifications to relatives of deceased and of injured patrolman—entry in Telephone Record.

(b) Subsequent action by members of Force at scene.

A. First officer:

1. Render first aid to injured patrolman.
2. Notify Radio Dispatcher pertinent information—description of auto, fugitive—direction of escape.
3. Prevent unauthorized persons from interfering with body, effects at scene, etc.
4. Detain any witnesses, if present.
5. Make mental picture of scene.
6. Obtain name of responding ambulance attendant or surgeon.
7. Notify desk officer of all facts and keep him informed of progress of case.
8. Search body in presence of superior officer.
9. Property to desk officer of precinct.
10. Entry in memo book—all pertinent facts.
11. Sign U.F. 6 cards.
12. Mark all evidence for future identification—turn over to detectives or to desk officer.
13. Tag body with U.F. 95 tag.
14. Cooperate with detectives, District Attorney and Medical Examiner.
15. Submit memo book to desk officer at expiration of tour.

B. Superior officer (Uniformed Force):

1. Quickly ascertain all facts.
2. Establish headquarters—police lines.
3. Assign patrolmen.
4. Request additional aid, if necessary.
5. Notify desk officer of anything pertinent, status of case, etc.
6. Supervise search of deceased.
7. Direct proper disposition of body.
8. Return patrolmen to patrol duty when conditions warrant it.
9. Submit reports as required.

C. Commanding Officer of Precinct:

1. Responsible for the thoroughness, proper performance of duty of subordinates.
2. Investigates injuries to patrolman—gets signed statements from witnesses—entry in Blotter of result of investigation—makes application for full pay for patrolman if he is unable to do so himself.

D. Division Commander:

1. Supervises subordinates.
2. Investigates exceptional skill or bravery on part of patrolman in performance of his duty—recommends Departmental recognition—if warranted.

E. Borough Commander, Chief Inspector:

1. Supervise subordinates.
2. Responsible for enforcement of Laws, Rules, Manual of Procedure, orders of Police Commissioner and discipline and efficiency of Force under their respective commands.

F. Detectives:

1. Investigate, interrogate witnesses.
2. Consult with District Attorney.
3. Assemble evidence.
4. Carry out specific phases of investigation as assigned.
5. Prepare D.D. 4 and 5.
6. Fingerprint deceased.

G. Superior Officer of Detective Division:

1. Assume charge of investigation on 2. Witnesses to station house.
3. Cooperate with District Attorney.
4. Assign detectives to various phases of investigation.

Question Eight

Department material consists of: Automotive equipment; Gasoline and oil; Stationery, supplies; Buildings and fixtures; Equipment of members of Force; Fuel, communications lines, traffic stations, lights, etc.

Probably the most important Department material at this time is the automotive equipment. The Department depends upon it to function properly. Replacements of vehicles, tires and parts are difficult to obtain, therefore measures should be taken to conserve them. These measures should consist of:

1. A careful study to eliminate unnecessary use of automobiles. Efforts should be made to avoid useless trips, double up deliveries, lay out routes to avoid duplication of effort.
 2. Conduct courses of instruction to members of the Force concerned in care of vehicles and methods of conservation.
 3. Make careful frequent inspections of motor vehicle equipment.
 4. Require operators to drive more slowly and more carefully.
 5. Fix responsibility for conservation.
 6. Make careful study daily of mileage—to check on use of gasoline and oil.
- Stationery and Supplies:**
1. Strict compliance with the Mayor's suggestions for conservation of paper products. (Circular No. 35).
 2. Survey of reports—eliminate duplication, unnecessary reports, etc.
 3. Use both sides of paper for reports.
 4. Eliminate unnecessary forms.

5. Use smaller forms where advisable.
 6. Print only required number.
 7. Careful use of typewriters, oil frequently.
 8. Economical use of ink, mullage, paper clips, rubber bands, etc.
 9. Make survey in Department to obtain lockers, desks, chairs, cabinets, lamps, baskets, etc., being unused in various offices or which may be eliminated in certain offices.
 10. Repair as much equipment as possible.
- Equipment of members of Force:**
1. Careful frequent inspection.
 2. Establish repair service in Equipment Bureau.
 3. Pistol instruction to consist of "dry" shooting rather than the use of real ammunition at this time.
- Conservation in general:**
1. Minor repairs should be made before it is necessary to make replacements or condemn property.
 2. Members of Force who are skilled in various trades could be utilized to make repairs.
 3. Impress on all members of the Department the necessity to conserve.
 4. Strict compliance with all rules, provisions of Manual of Procedure, etc., in care and economical use of Department property.

Question Nine

"Black Market" is a term that originated in Europe in connection with the sale of commodities, clothing, food, etc., made scarce due to the effects of the war. There have been evidences of black market practices here, particularly with regard to gasoline, meat and other foodstuffs. The term black market is very broad and could be applied to any practice which affects the sale of articles to the prejudice of the purchaser or the general economy of the country.

The role of the police is that of prevention of crime, detection and arrest of offenders. However, inasmuch as Federal violations in this regard are Federal violations, the duty of the police is to report them to Federal authorities concerned.

Members of the Force on patrol are in a position to observe as well as to investigate complaints of these Federal violations. The investigation should consist principally of ascertaining the name of violator, specific complaint and the name of the complainant. A report of the facts should be made to the desk officer and a written report forwarded through official channels to the Chief Inspector, copy of which should be forwarded to the OPA or other Federal agency concerned. Up to the present there have been no provisions made for such procedure, although if black market practices spread definite instructions to members of the Force will be required.

If violations of law occur over which the Police Department has jurisdiction, summary action should be taken against the violator.

The following laws and statutes may be invoked in connection with black market:

- Penal Law:**
1. Conspiracy—to violate laws.
 2. Frauds and cheats—misrepresentation of goods.
 3. Forgery—forging ration stamps, coupons, etc.
 4. Larceny—of rationed, or scarce articles.
 5. Public Health Law—willful violation of health laws, selling tainted food.
 6. Public Safety Law—unauthorized manufacture, sale, use, etc., of inflammable oils.
 7. Trade Marks—unlawful use of.
- General Business Law:**
- Violation of Administrative Code:
- Fire hazard—storage of volatile oils in violation of law.
- Sanitary Code—violations with respect to handling and storage of food.

- Federal Laws:**
- OPA Regulations—price ceiling violations, maximum prices not posted, unlawful use of stamps, coupons, etc. False statements in applications, hoarding, etc.
- Agriculture Law—meats not inspected.
- Conspiracy—to violate Federal laws.
- Anti-Trust Laws—acts in restraint of trade—monopolies, etc.

Question Ten

1. There has been a noticeable increase in the number of deaths by automobiles during the hours from 7 p.m. to 1 a.m.
2. During the month of November, 1942, between 7 p.m. and 1 a.m., there were 49 deaths by automobiles.
3. During November, 1941, between the same hours there were 23 deaths by automobiles.
4. The greatest increase in deaths by age group was in the 55 years and over category.
5. Hit-and-run cases have increased considerably.
6. Visibility on the street is decreased to a danger point.
7. Particularly hazardous in stormy weather.
8. Pedestrians contribute to accidents.

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9. Traffic lights are difficult to see due to shields.
 10. Intersections are inadequately lighted in many parts of the city.
- Precautions Recommended—**
1. Avoid as much as possible walking on streets at night.
 2. Cross streets only at crosswalks, where traffic lights are installed.
 3. Cross only with green light at intersections, where traffic lights are installed.
 4. Wear white or light clothing.
 5. Carry some white object such as a paper, etc., in hand.
 6. Do not rush across streets.
 7. Look in both directions stepping from curb.
 8. Be particularly careful in stormy weather.
 9. Be sure view is not obstructed by umbrellas, packages, etc., when crossing streets.
 10. Don't depend on the operation of auto. He may not see you.
- Drivers of Automobiles:**
1. Pay particular attention to pedestrians.
 2. Conform to all traffic regulations.
 3. Obey speed limit—20 miles hour at night.
 4. Avoid night driving as much as possible.
 5. Be particularly careful in corners—turn only on a green light or where signs permit other wise.
 6. Avoid intoxicants if you intend to drive in a dimout.
 7. Keep windshield clean at all times.
 8. Keep auto in good repair—especially brakes, windshield wiper lights.
 9. Don't depend on the pedestrian avoiding you. He may not be aware of your approach.
 10. Be particularly vigilant in stormy weather.
- The answers will be concluded next week.

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No Decision Yet On Right to Hold Outside Job

This business of whether or not a city employee may hold two jobs—one for the city and one for himself so long as he continues to do a satisfactory job for the city—was somewhat dormant this week while the Court of Appeals debates the question put to it two weeks ago.

Harold I. Cammer, attorney for Mortimer H. Natilson, around whom the case has been constructed, this week pointed out that the contention of John D. Moore, of the Corporation Counsel's office, that city employees are too well paid to hold outside jobs doesn't mean anything at all inasmuch as they have obviously suffered a terrific cut when you figure out what today's cost of living is.

Moreover, held Mr. Cammer, the Corporation Counsel's point isn't at all relative since it is a charter provision that is obviously being violated in this instance.

Mr. Natilson was dismissed from Welfare May, 1938, when it was found that he had accepted outside work. Mayor "Butch" LaGuardia insisted he couldn't do anything of the kind; the Mayor still feels that way, somehow.

Meanwhile, city employees are frightened about the temptation to take outside war work or even do extra work at home for fear of dismissal by the Mayor.

Pension Plan for City's Soldiers Not Lost

Manhattan Borough President Nathan doesn't intend to get the pensions aid for municipal employees in the armed services proposal now in the Board of Estimate.

Nathan didn't get a chance to do anything about it at last week's Board of Estimate meeting. Reason: it wasn't on the agenda. But he proposes to see that the resolution gets utmost consideration at the next meeting this month. That, at least, is what he told The LEADER last week.

"I'm not letting anybody down on this," said he. "I'm going to recommend that it get full consideration at the next meeting where the possibility of action will be more than light."

This is the resolution that originally was proposed by Councilman Stanley Isaacs. The idea is to have the city contribute sufficiently toward the upkeep of workers' pensions to enable them to carry the load without unnecessarily burdening the war ends.

Opposition to Audit Title

The Municipal Civil Service Commission last week at its meeting created the new title of field auditor for the comptroller's office (that means doing the auditing of books in connection with sales tax returns). The move is being opposed by some groups so strenuously that it may go to court.

The SCWMA contends that promotion lists for accountant and junior account now exist in the Bureau of Excise Taxes in the comptroller's office, that the department feels individuals on those lists aren't qualified, haven't the necessary experience for the jobs.

The only concession the Commission has made, in its decision to recruit outsiders for the posts, is to announce that it also plans to hold a promotion test as well as an open competitive to fill about 75 jobs at \$2,400 a year in the Excise Tax Bureau of the comptroller's office (an exam open to men and women containing no age limits) and calling for at least three years practical experience in accounting and adjusting.

The union points out that the Commission has failed to recognize that all too many of those now on those promotion lists are qualified to hold the jobs arising, that the Commission really has created a new title for work they are now doing in order to evade use of the promotion lists to as great a degree as possible.

Becomes Radio Impresario

Morris Paris, Assistant Deputy Comptroller, has turned radio impresario. Conducting an interesting new program called University of the Air, Mr. Paris last Tuesday held in leash two debaters with directly conflicting points of view—H. Elliot Kaplan, of the Civil Service Reform Association, and Prof. Teresa Wolfson, of the Economics Department, Brooklyn College. Their subject was "Employee Relations in Government Service," a subject upon which nobody agrees.

Forthcoming in the radio series are such topics as "Shall We Revive the League of Nations," "How Shall We Deal With Germany After the War?" "Can We Avoid a Post-War Depression?"

The programs are broadcast over radio station WEVD every second Tuesday at 10 P. M. Mr. Paris has gathered together authorities in each field under discussion.

M. Paris, incidentally, has been a LEADER Merit Man.

Transit Group Conducts Dance

The first annual dance of the New York City Transit Employees' Benevolent Association, consisting of employees of the New York City Transit System on the BMT, IRT and IND lines, created in October, 1940, was held January 16 in the Livingston, 309 Schermerhorn Street, Brooklyn.

Proceeds went to the Committee on Legislation to promote bills beneficial to some 35,000 employees of the transit system.

The group during its year and a half of existence has paid out about \$20,265 in sick and death benefits to its members.

The Association has pressed for legislation bringing about better working conditions, has appeared in litigation involving civil service status, has appeared before the War Labor Board as well as the Board of Transportation.

89 Certified From Housing List

Eighty-nine persons were certified last week by the Municipal Civil Service Commission from the Management Assistant, grade three, Housing Authority list for ten jobs as housing assistants in all boroughs in the New York Housing Authority. Jobs pay \$1,800 and are permanent.

Novel Ways to Meet Manpower Shortage

New York City is beginning to feel the pinch of manpower shortages in many departments. The LEADER believes that the city should investigate all possibilities for meeting the situation—which is going to get worse in 1943. Other cities and states, faced with the same wartime situation, have met it in various fashions. The following ideas, evolved by William K. Smith of the California State Personnel Board, may throw light on the manner in which NYC might go about its personnel shortages.

What Mr. Smith says:

School Clerks Ask More Pay, Appointments

"Junior school clerks are looking to the new budget now in the hands of the Budget Committee of the Board of Education to include an appropriation increasing their salary schedule," says Helen Berman, president of the Junior Clerical Assistants Association.

"If the expressions of sympathy with the clerks' well-recognized need for an increase by many members of the Board of Superintendents and the Board of Education, including Dr. Wade, Superintendent Ernst, Mr. Marshall and Mrs. Lindlof, are translated into budgetary terms, an injustice of long standing will be corrected."

An adequate budgetary appropriation will remove a major cause for resignations among junior school clerks—resignations which have been termed "alarming" in number by Superintendent Ernst. It will result in an appreciable improvement of morale throughout the school system.

Mrs. Berman reiterated the need for appointments of regular junior school clerks to existing vacancies. She pointed out that most of the substitutes now employed are on regular eligible lists, and are receiving salaries which fall far below the minimum set in a recent report by the Division of Women in Industry of the New York State Department of Labor.

Mechanical Men Oppose Post-war 'Farming Out'

"Farming out" of post-war planning by the city administration is hurting civil service technical men, says the Federation of Architects, Chemists, Engineers and Technicians. The organization is seeking legislation to prevent "farming out" of such projects, and has asked the Civil Service Technical Guild, another organization of technical men, to cooperate with it in obtaining passage of the legislation.

Says the FACET: "No civil service technician can rest assured that his job is safe when every indication points to the gathering attempts to wrest more and more jobs from civil service by private concerns. Witness the recent contracts awarded by the Board of Transportation and the Board of Education. With the excuse of high speed production of plans in 18 months, the Mayor plans still further encroachments in civil service."

3 City Tests Ordered

The Municipal Civil Service Commission this week cancelled promotion to cashier grades four and five tests in the Triborough Bridge Authority. At the same time, it ordered tests in radio operator, principal pediatrician and junior administrative assistant (IBM equipment).

Waive Back Pay, City Asks Employees

The Budget Director's office has asked a number of city employees to waive any claim on any possible back pay in the future growing out of the Petrocelli decision applying to the Increment Law as a result of what amounts to a deal with those employees.

"Persons who came into the city service at salaries higher than \$1,800 are not subject to the provisions of the McCarthy Increment Law," Acting Budget Director Thomas J. Patterson's office told The LEADER by the way of explanation. "So it happens that others, who came in at less than \$1,800, would be earning more than the other after they had received their increments."

"This," it was added, "is an obvious injustice. So the budget director has authorized that those who have come in at salaries above \$1,800 and who are now earning more than \$2,200 get increases to bring them up to \$2,400."

In return for this, the budget director asks them to waive back pay claims.

Nurses Hear About Taxes

A meeting of Practical Nurses of New York was held on Monday evening, January 18, at the Hotel Commodore.

David Neuwirth, attorney for the association, delivered a lecture on the application of the new provisions of the income and victory tax.

Membership in the organization is open, and blanks may be obtained by any licensed practical nurse at the State headquarters, 250 West 57th Street, New York City.

1. That residence restrictions be eliminated at least for the duration of the war.

2. That "duration appointments" be provided for in classes where shortages exist.

Part-Time Work

3. That practically all examinations be opened to both men and women, and the "hidden bars" to participation of women be removed. The latter could be accomplished by changing "minimum qualifications" for examinations to "desirable qualifications." If limitations are to be made at all, perhaps some tests should be limited to women, since the hiring of men only tends to prolong replacements necessitated by incumbents leaving for military service and war jobs. The desirability of employing housewives, high school, and junior college students for part-time work should be investigated.

4. That serious consideration be given regarding pay for overtime.

5. That a study be made of the feasibility of developing a system of manpower priorities which would include priorities in holding examinations and making certifications.

6. That a study be made of the skills and abilities of present employees in order to make the most effective use of them.

7. That consideration be given to curtailing non-essential operations and eliminating paper work in order to free employees for more essential work; and that persons released from work in curtailed private industries be contacted for government employment.

POLICEWOMAN

SALARY—\$2000 per year with statutory increases until \$3000 is reached at the end of 5 years.

Present list expires February 15, 1943. New examination should be held this year.

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ALBANY — Free transportation, free board, and free tuition will be offered at once by New York State to young men and women anywhere in the State who want to become dairy and farm poultry workers.

With most food products becoming scarcer and in view of continuing drainage of manpower from the farms, State education officials have decided to assume all expenses in connection with training new help for the farms.

A one-month course is being offered at State agricultural and technical schools at Alfred, Canton, Cobleskill, Delhi, Farmingdale, and Morrisville. The offer includes free transportation, tuition and maintenance. The first course started January 18, but

others will be opened up to April 1.

Experience Unnecessary

Previous farm experience is not necessary, Dr. A. K. Getman, Assistant Director for Defense Training in Charge of Rural War Production Training, declared in announcing the details of the program. Young men and women who are physically fit and who can guarantee at least eight months of farm service following

training are invited to apply at the nearest U. S. Employment Service office, to the director of the nearest institute, to the nearest high school principal or superintendent of schools or directly to the Bureau of Agricultural Education, State Education Department, Albany. The program is a joint effort of the Federal and State Governments to supply help which is so greatly needed on dairy and poultry farms. The

minimum age for entrance is 17 years.

Dr. Getman pointed out that board will be furnished free to successful candidates at the schools, rooms will be similarly supplied, the tuition costs are free and the cost of reaching and leaving the school after the training is completed will be paid for the applicants. In case the applicant decides after the training period he or she does not care to

accept farm employment, the obligation to the school will be cleared by returning to the school the cost of the room, board and transportation, which will total more than \$50.

Satisfactory Conditions

Successful candidates are assured employment on satisfactory farm locations at monthly wages based on their experience and abilities, in addition to board and room and certain farm privileges.

Crews Calls for 15% Increase In Salary of Cops, Firemen

ALBANY.—Assemblyman Robert J. Crews, of the 6th Assembly District of Brooklyn, chairman of New York City Committee, last week presented a bill calling for an increase in the salaries of policemen and firemen of the municipalities of the State.

The measure is advocated by the New York State Police Conference, composed of more than 40,000 policemen, of which David Cunningham, of Saratoga, is president, and Peter Keresman, of Kingston, is secretary, and the New York State Fire Fighter Association, of which Frank Nealon of Schenectady, is president. It is understood that Patrick Harnedy, president of the Patrolmen's Benevolent Association in New York City, is also behind the bill.

In introducing the bill providing for minimum wage requirements for policemen and firemen, Assemblyman Crews declared, "The salaries of patrolmen and firemen are by no means frozen.

"It only requires a brief study of the Federal Government Executive order known as No. 9250 to understand that. That order," continued Mr. Crews, "especially states that 'wages and salary adjustments requiring approval will be approved if the head of the State or legal agency certifies to the board or the Commissioner such adjustment is necessary to correct maladjustments or to correct inequalities or gross inequities.'

"In my opinion," said Mr. Crews, "the intent of this order could not be clearer. It means that where there is a plain, bona fide case of wage or salary maladjustments, such as presently exists in the pay of patrolmen and firemen, the machinery for correcting such wrongs—and it amounts to just that—is there and can be used if the way is shown to those in authority.

"The case of patrolmen's and firemen's pay," continued Crews, "is one of the plainest cases of pay inequities that exists today and it is one that requires immediate correction."

"A look at the records will show that while the Federal Government has made an attempt to stabilize living costs, it has been only partially successful in those efforts.

"This situation is emphasized in a statement made by President Roosevelt on September 8, 1942.

On that date he said "Prices and rents should not be allowed to advance so drastically ahead of wage rates that the real wages of workers as of today—their ability to buy food and clothing and medical care—will not be cut

down. For if the cost of living goes up as fast as it is threatening to do in the immediate future, it will be unjust, in fact impossible, to deny workers rises in wages which would meet at least a part of that increase. You can-

Big Post-War Problem

Place of Veteran In Civil Service

ALBANY.—In a report to Governor Dewey and the Legislature, the State Civil Service Commission urges a careful study "to meet one of the greatest of all post-war problems—the place of the veteran in the public service.

Anticipating that untold thousands of men and women now in the armed forces will return to seek public jobs, the Commission said it recommended "a careful study of the whole problem of the veteran and the public service so that policies may be formulated, which will permit the greatest benefits to the veteran contingent upon the maintenance of an efficient civil service."

Some regarded this proposal as a direct bid to Governor Dewey to initiate the creation of a special study committee, including representatives of the merit system, the State Government, the public, and the veterans, to tackle the veteran preference problem.

Here's the Problem

"The principle of civil service is to recruit for government work those who possess the highest capacity available," says the report, adding, "it will demand a nice education to balance the demand of the returned soldier for a public job with the maintenance of a civil service founded upon competition and lack of class preference."

Miss Grace A. Reavy, president, and Howard G. Smith, remaining members of the Commission, declined in the report to submit a program of general, over-all recommendations, abstaining from that function since the State administration of civil service is now under study by a joint committee of the Legislature. It is expected that this group will report to the Legislature within a month.

Soldiers Get Preference

"Since the time of Washington, the soldier has been given some preferment in his employment in the public service," the report says. But continues the Commission, "rarely have the needs of the veteran and the needs of civil service struck a felicitous balance. The problem of veteran preference

should not be permitted to haphazardly fix itself upon the public service."

The report points out that in 1938 there were about 450,000 veterans of the First World War living in the State, but that only 295 disabled veterans of that war had been appointed to State positions and that only 1,500 disabled veterans had gotten civil service jobs in the State and all its local governments combined. It was not until 1929, or ten years after the war, that the State gave any recognition in public service to the veterans. In that year the people adopted a constitutional amendment giving disabled veterans first preference for any job for which they had qualified and passed an examination with a mark of at least 75 percent.

Gov't. Is Largest Industry

With many more men, and thousands of women in addition, in the armed services from this state, the Commission feels that the demands and expectations of these people upon their return to peace-time pursuits will mean a vastly greater problem than after the previous world war. "In the last decade," says the report, "government has become the nation's biggest industry and largest employer. Not to provide reasonable and sound methods by which the veteran can enter the public service will be to endanger and undermine the whole principle of the merit system."

Jobs of men and women in state or local civil service who go into the armed forces are retained for them. Requests for leave, how-

ever, are difficult to obtain and surrounded by much red tape and official action so as to prevent wholesale departure from public service for higher paying jobs with the expectation of a sentence that he can come back to his old public job later on.

5,000 Gone to War

The report says that over 5,000 State departmental and institutional employees have gone into the armed services alone, while "many thousands more have left the service" to engage in various war activities.

Faced with the task of filling vacant positions, many of them of a professional and technical character, the Commission started in the usual way by conducting examinations where existing eligible lists failed to produce candidates.

The State Civil Service Department has scheduled the examination for Labor Relations Examiner for Saturday, January 23, to be held at the Washington Irving High School at 9 a. m.

Labor Examiner Test Scheduled

The State Civil Service Department has scheduled the examination for Labor Relations Examiner for Saturday, January 23, to be held at the Washington Irving High School at 9 a. m.

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WAR JOB NEWS

Columbia Offers Course in Military Map-Making

An intensive course for women in military map making is being offered, tuition-free, under the United States Office of Education's Engineering, Science and Management War Training program at Columbia University. The course is to start February 1 and continue for seven weeks until March 18. Classes will be held three days a week on Tuesdays and Thursdays from 7 to 10 a. m. and Saturdays from 1.30 to 3.30 p. m.

Columbia University, between 7 and 9 p. m. January 20 and 22, and from 10 a. m. to 1 p. m. in Room: 213, Milbank Hall, Barnard College, January 23

Information may be obtained from 9 a. m. to 5 p. m. in Room 313 of the Engineering Building, Columbia University.

Candidates must be women, college graduates or seniors expecting to be graduated in June. Courses in geology and geography are desirable but not essential.

For U. S. Jobs

The purpose of the course is to teach the elements of military map compiling and drawing in preparation for positions with various Federal agencies, particularly the Army Map Service, now actively engaged in compiling maps for use in military and naval operations.

The demand for women in cartographic work with the Army Map Service and other Federal

Commercial Art Jobs Available In Signal Corps

Commercial artists, male and female, to work as effects renderers with civil service status in a New York Signal Corps office, are wanted immediately.

The jobs pay from \$1,400 to \$2,000 during the first year and call for time and one-half over 40 hours. There's no age limit. Work is animated motion picture films, inking and painting and brush assignments.

Applicants, who must have some experience with animated films, are to apply at the USES office at 10 East 40th Street, Manhattan.

agencies is still a pressing one. It's expected that a large number of appointments at beginning salaries of \$1,800 will be made from those taking these courses. Advancement to \$2,400 and \$2,600 jobs is likely to be rapid for women qualified in their studies and showing aptitude for the work.

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General Bradley's Column



By
Brigadier General
John J. Bradley (Ret.)

This is the fifth of the weekly columns by The LEADER'S Military Editor, Brigadier General John J. Bradley (Ret.). General Bradley's column discusses such subjects as the effects of the changing manpower situation on Civil Service employees; opportunities that from time to time become available in the armed forces; jobs and training for war industries; changes in selective service regulations and their effect on every individual, with particular reference to those in Government employment. General Bradley's material is intended to be down-to-earth, and written in a manner that can prove directly helpful to the reader. While the General cannot undertake to answer individual questions, he will be glad to receive such questions, and if they are of sufficiently wide interest, to answer them in his column.

What to Study Before Army Service

IF YOU'RE GOING INTO THE ARMED FORCES, and you have an opportunity to do some advance preparation, you would be well advised to direct your study so that it may be of most value to the service you enter—and incidentally to yourself. From time to time, this column will take up the various types of pre-induction training. Today: Army Aviation.

For future aviation cadets, the following courses will prove valuable (take them in high school, college, or private school):

BOMBARDIER: mathematics through trigonometry; physics; mechanical drawing.

NAVIGATOR: mathematics, through trigonometry; physics; astronomy; map reading; mechanical drawing; geography.

PILOT: mathematics, with lots of algebra; machine shop and bench-metal work; mechanical drawing; physics.

ARMAMENT OFFICER: engineering subjects; shop work; physics; chemistry; mathematics; mechanical drawing; if you get a course in ballistics and ordnance anywhere, take it.

COMMUNICATIONS OFFICER: electrical engineering; shop work; physics; radio theory; math; chemistry; mechanical drawing; electronics.

ENGINEERING OFFICER: aeronautical engineering; lots of physics—particularly thermodynamics; internal combustion engines; analytical mechanics; stress analysis; metallurgy.

METEOROLOGY OFFICER: Math through calculus at least; statistics; advanced physics; geology.

PHOTOGRAPHY OFFICER: photography; chemistry; physics, with especial attention to optics; physiography; map reading.

Now, there are plenty of opportunities in the air forces for enlisted men. Here's a capsule resume of some of the training that a man might well bring with him to the Army if he's intent on getting an enlisted man's rating in the air forces:

AIRCRAFT ARMORER: mechanical drawing and blueprint reading; elementary physics; machine shop work; use of hand tools; as much math as possible.

AIRCRAFT METAL WORKER: mechanical drawing and blueprint reading; sheet metal work; sheet metal pattern layout; bench metal work; elementary physics, including if possible some knowledge of metals and alloys; geometry and perhaps trigonometry.

AIRCRAFT MACHINIST: machine shop work; mechanical drawing and blueprint reading; math as far as algebra; use of the slide rule; use of hand tools; elementary physics.

AIRCRAFT WELDER: knowledge of welding will, of course, be most useful. So will mechanical drawing, physics, chemistry, use of hand drills.

AIRCRAFT MECHANIC: sheet metal and bench metal work; welding; woodworking; mechanical drawing and blueprint reading; pattern making; mathematics; physics; use of hand tools.

TELETYPE REPAIRMAN: typewriting; machine shop work; use of hand tools; mathematics.

LINK TRAINER INSTRUCTOR (he's the chap who teaches blind flying): mechanical drawing and blueprint reading; physics; algebra; meteorology.

PARACHUTE RIGGER (the fellow who re-packs parachutes after they have been used, sees that they're in good shape): layout work and use of hand tools; algebra; physics; mechanical drawing and blueprint reading.

PHOTOGRAPHER: as much solid photographic study as possible; elementary physics and chemistry of photography; plenty of mathematics.

RADIO OPERATOR AND MECHANIC: radio, electrical shop work; mechanical drawing and blueprint reading radio mathematics; physics; Morse code; use of hand tools.

CLERICAL WORKER: the air forces employ administrative clerks and supply and technical clerks. Good background includes commercial courses of all kinds; typing and stenography; business arithmetic; English; commercial law; mathematics; office practice.

(Continued on Page Fourteen)

Girls May Learn Engineering, Start Work at \$2,000 a Year

The United States Office of Education's Engineering, Science and Management War Training Office at 242 Madison Avenue, Manhattan, announced that a ten-week engineering fundamentals course is available in the Defense Training Institute at 375 Pearl Street, Brooklyn, for women college graduates. This is a daytime setup. Now an evening course is being arranged, The LEADER learned this week.

The evening course, which will take about six months, is being readied for those college graduates who would take the daytime course if they had time.

Jobs Start at \$2,000

The new ten-week arrangement is open to those who qualify for the 20-week course. It prepares

you for jobs starting at \$2,000 per annum in junior engineering, supplemental positions, and enables you to obtain work in the U. S. Geographic Survey, National Advisory Commission for Aeronautics, Civil Aeronautical Administration, field offices throughout the country and in Washington, D. C.

Also in the Bureau of Ordnance, Bureau of Ships and Geographic Office of the U. S. Navy; Engineer's office or office of Chief of Ordnance, U. S. Army, or U. S. Coast Guard Geodetic Survey or other Federal agencies.

20-Week Course

This short course runs simultaneously with a 20-week course at the same place (both start around February 8).

The longer course calls for women with three years of high school English, one year of algebra, one year of geometry and one year of chemistry or physics. The course runs through 30 to 32 hours devoted to outside preparation, and is more compact than the 30-week course, whose place it has taken. The curriculum of the 20-week course, in fact, is equivalent to the first two weeks of a college engineering course minus the frills.

It prepares you for war industries as testers, inspectors, engineering aides, laboratory assistants, draftsmen and other positions on a similar level in war industries as well as for appointments by the Civil Service Commission.

Yarn Winders Sought by USES

Women are being sought as yarn winders for war work with firms in the Bronx, Manhattan and Queens. Jobs pay from \$20 to \$30 a week and time and a half for over 40 hours.

Applicants, who must be experienced, are to work as foster coners on wool yarn; low winders, skein to bobbin, cotton and rayon; coners and tubers, cotton and rayon, and winders, skein to bobbin and cotton and mercerized.

Apply at the USES office at 225 West 34th Street, Manhattan.

Civil Service LEADER

Independent Weekly of Civil Service and War Job News

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway) New York, N.Y. Phone: COrtlandt 7-5665 Copyright, 1942, by Civil Service Publications, Inc.

Jerry Finkelstein, Publisher; Maxwell Lehman, Executive Editor; Brigadier General John J. Bradley (Ret.), Military Editor; David Robinson, Art Director; N. H. Mager, Business Manager.

— Subscription Rates —

In New York State (by mail)..... \$2 a Year
Elsewhere in the United States..... \$2 a Year
Canada and Foreign Countries..... \$3 a Year
Individual Copies..... 5 Cents
Advertising Rates on Application

MEMBER AUDIT BUREAU OF CIRCULATION

Tuesday, January 19, 1943

Second-Class Citizens?

HE attempts to make second-class citizens of civil service employees continues apace. Latest scheme is a bill introduced in Albany last week, granting to civil employees the right to organize and choose representatives to act for them.

Very nice, yes?

Indeed, no!

For the wily persons behind this measure haven't been so kindly in their motives as you would think. Instead of permitting the civil service employee to be represented by persons of his own choosing (just like employees in private industry), the bill would limit representation only to those chosen "from their own numbers."

In plain words, the power of collective action would be shorn down so that it wouldn't mean very much. Employee groups could not effectively affiliate themselves with other employee groups for joint action. AFL, CIO, independent unions functioning across departments, organizations with paid executive secretaries not employed in the department itself, will just please bow out, but politely.

It looks as though this bill would rivet an ugly concept into the State law.

Name of the concept—
Company Union.

Anti-Pay-Raise Front Begins to Break

MANHATTAN Borough President Edgar Nathan has gone and done it. He's said flatly there ought to be a pay raise, and he's shown the money's available. This is the first break in the solid anti-pay-raise front that has faced the city's employees in approaching the Board of Estimate. Mr. Nathan's analysis is extremely clear, and it's required reading for all other members of the Board.

To these gentlemen, we make another suggestion: Boys, it's about time you showed some independence.

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 will be 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.

Complaint of Guard At Army Base

Sirs: I am a member of the Civilian Guard at the Army base in Brooklyn, and it is important that the War Department be advised of the treatment of its civil guard at this base. We who have had over six months are still getting \$1,680 per year, when new men with only three months at other plants like Bush Terminal and Staten Island, are getting \$1,860. The money was appropriated for us, but the officers in charge refuse to give us the increase. The money was appropriated for us, but the officers in charge refuse to give us the increase. Another thing: out of the employees working at this Base, all except the guard are allowed to have a hot meal at the Port mess. We aren't allowed there out of thousands who work. We protect the Base night and day, with our

lives if need be, but we are the least recognized. If your valuable paper could bring it to the attention of War Department officials, probably it would change for us.

ARMY BASE GUARD.

Well, we don't know if it will change for you, but now it's brought to the attention of the War Department officials. — Editor.

Hospital Worker Opposes 12-Hour Day

Sirs: I feel it my duty to speak in behalf of all State Hospital employees. Many of us have homes to keep, children whom we love. It's all we can do to keep our homes intact by working 8 hours. We don't want 12 hours. We want pay for 8 hours and pay for meals that we don't eat on State. The cost of living is still going up. Twelve hours would ruin our homes. The Feld-Hamilton Law

Don't

Repeat This!



Dewey and the Press

Notice how heavily Governor Dewey is leaning on newspapermen? . . . His secretary, Paul Lockwood, is a former reporter. . . . Harold Keller, new deputy commissioner of Commerce Division and publicity agent, is a former legislative correspondent. . . . James C. Hagerty, executive assistant to the Governor, and Eliot Bell, new Banking Commissioner, are former NY Times men . . . Another newspaperman who is being mentioned as a prospect for a Dewey job is Hickman Powell, former legislative correspondent and feature writer for NY Herald Tribune . . . That story in last week's World-Telegram about the pay raises for transit men and when they start weren't so. . . . Fifth Deputy Police Commissioner Vincent Finn: Is your face red! After all that newspaper publicity about the three gals running police elevators, they up and quit. . . . What's more, they were only 16 years old, below the age limit, which you didn't know when you took 'em on. . . . The NYC law firm of Davis, Wagner, Heater and Hallett is going quietly frantic, what with all the phone calls it's getting that should go to the War Department. WD releases go out with the number RE 6700, and New Yorkers promptly dial REctor 2-6700 . . . What the WD really means to say is REpublic, and not New York, but Washington. . . .

The Judge Department

No, Police mullah Valentine isn't going to resign, so just throw aside those rumors. . . . Municipal Court Justice Pelham St. George Bissell will be frustrated in his hope to become Supreme Court Justice, succeeding Philip McCook—if GOP boss Tom Curran can make a deal with the Democrats for the bipartisan nomination next year . . . Curran wants the job himself, but not if it's on a short-term basis. . . . Hoping that Bissell gets it, is former U. S. Assistant Attorney Maxwell Shapiro, who's angling to fill Bissell's shoes . . . Girls taking the test to enter the WAVES must take an oath not to reveal anything about the examination . . .

Meet Joe Higgins



FIRST THING that strikes you about Joseph Thomas Higgins is he's a dead ringer for Senator James Mead: a little thinner perhaps, but the same general mold, even to the grin.

Joe Higgins is Uncle Sam's man Friday who collects those income taxes which newspapers call "staggering." He collects most other taxes, too, that go into Uncle's coffers. You're his client if you live anywhere in Manhattan about 23rd Street. He'll collect your income tax, your victory tax, the tax you pay on movie and theatre admissions, your cigarette tax, taxes on jewelry and cosmetics, and a host of others you may not even know about, including a tax on club dues.

Joe, you see, is Collector of Internal Revenue, Third New York District.

The Taxpayer

How's about the taxpayer these days? we asked him. Does he take the heavy new taxes O.K., or does he grumble?

Says Joe Higgins: "The spirit of the taxpayers is better than it's ever been. Sometimes they even make overpayments deliberately. Sometimes they come in and just hand us money, saying they want to help win the war."

Now, collecting the tremendous taxes from the million-or-so people who live in the territory, going over every return, sending out payment slips, providing the public with information—all this isn't the kind of task a small office knocks out in its odd moments.

It's a tremendously complex job. Did you know, for example, that there's a man assigned to your neighborhood, whose job it is to get acquainted with the taxpayers? And we're pretty sure you didn't know that the new tax machines in the Collector's office must keep going 24 hours a day. You probably have no idea, either, of the number of separate jobs that go into each single return—it must be filed, stamp taken off, listed, audited, then, maybe, there'll be correspondence, beginning from letter and upward.

If you like numbers, give a glance at these:
70,000 social security forms each three-month period.

160,000 victory tax forms.
200,000 corporation returns.
750,000 returns of all kinds audited in the course of a year.

And how many employees do you think are in the audit section? 500? 200? No, 44.

In one day last week, 385 calls for information came in on a single phone.

He and His Employees

Presiding over this menagerie of figures and money is Joe Higgins, as genial a man as you'd ever want to see. We got to talking about employee relations, and he put his views this way:

"Why, yes, I think they should all belong to some organization. I highly recommend it. How can they get anything done any other way?"

Joe Higgins likes to reminisce. He has a picture on the wall showing him as one of the famous company that made up Franklin Roosevelt's "Turkey Cabinet" the days before FD was elected to the Presidency. Among others in that cabinet were Herbert Lehman, Langdon Post, John Dunningan. Joe was in the State Legislature at the time.

Athlete

Joe likes to recall, too, the days represented by the trophies that decorate his big office—the days when he was New England Interstate collegiate Champion half-mile runner, and Metropolitan champion in middle distances.

Still a bachelor, he says he doesn't pay much attention these days to anything outside his work. However, on his desk there's a copy of an Aldous Huxley book. And once in a while, he manages to go for a little golf and fishing.

QUESTION, PLEASE

Members of Family in Federal Civil Service

J.B.: Section 9 of the Federal Civil Service Act specifies that "Whenever there are already two or more members of a family in the public service in any of the grades governed by this (Civil Service) Act, no other member of such family shall be eligible to appointment in any of said grades." This means that a person cannot be appointed to a classified civil service position, if two members of his family already occupy civil service jobs. The Federal Civil Service Commission will accept an application, but will not certify to appointment the name of such an eligible. Whether an individual is a "member of a family" or merely a roomer or boarder depends upon the facts of the case and is determined through the discretion of the Commission. During the war emergency, this regulation is often overlooked.

Delay in Promotion Lists

E.E.: The delay in the establishment of a list for a promotion examination is not always the fault of the Civil Service Commission. In a promotion examination, the experience and record rating of the applicant is of great importance. Frequently personnel heads are slow in submitting these ratings and cause delay in the establishment of the list.

In Case of a Mistake By the Commission

S.L.: If your name has been taken off the eligibles' list because of an error on the part of an em-

ployee of the Civil Service Commission, call this to the attention of the Commission, and your name will be restored to the list. In the event that your name would have been certified for appointment by this time, you will be placed at the head of the list and certified for appointment as soon as a vacancy occurs.

Why Someone Lower On List Was Appointed

U.L.: According to New York State and City Civil Service regulations, the Commission must certify for appointment for any vacancy the names of the three highest eligibles, and an appointing officer may consider only the three names so certified. In the event that eligibles 1, 2, and 3 are certified by the Commission, Number 3, although lower than the other two, may be selected by the appointing officer on the basis of his experience, personality, or other reasons which may impress him.

Another occasion in which someone lower may be appointed is the case of a position offering a lower salary than the one specified by the eligible. If you indicate the minimum salary you will accept and there is a vacancy at a lower salary, your name will not be certified by the Commission to that vacancy.

Proving Citizenship

L.T.: Under the present law, no one can fill a position in the Government service unless he proves that he is a citizen of the United States, either through birth or through naturalization. You should not make photostatic copies of naturalization papers, since that is against the law.

NEW YORK CITY HOSPITAL NEWS

we were paid one day late since then but the last pay day was four days late."

In Rebuttal

Dr. Jacobs, at Bellevue, refused to comment at all on the situation. He wouldn't even say if the group quoting him had done so correctly. As for Sea View, Dr. Morris A. Jacobs, superintendent over there, told The LEADER this week that there is no such thing as general pay delays at that institution, that pay days normally come on the 15th and 31st of each month, that the last pay checks came through actually only one day late and only because of depletion in the ranks of payroll clerks.

What's more, pointed out Dr. Jacobs, transportation time from the Central Office in Manhattan and the large number of employees—1,600, he said—are reasons for delay. "But actually the holiday and illness combined to hold up things," he explained.

That Shortage

Sea View's Dr. Jacobs declared that the shortage of helpers at Sea View has reached an alarming stage, that too many are being attracted by the nearby Army hospital which can offer \$1,200 living-out salaries per annum to Sea View's \$780. Moreover, Sea View is a "T. E." institution, and that isn't at all attractive in itself; then there's the long way to travel and more than inconsequential carfare for many New Yorkers.

Possible Solution

The only likely solution, according to Dr. Jacobs, is raising the pay of helpers sufficiently to tie in with the times and conditions. That might fill some of the 240 vacancies there.

Auto Engineers Officers

The Auto Enginemen of Hospital Council 77 installed its officers for 1943 at a dinner and entertainment at Webster Hall last week. Eugene Byrnes, a member of the Civil Service Forum's speakers committee, presided. New officers are: James Conway, president; George Stephens, first vice-president; Joseph Barron, secretary; Vincent Kane, financial secretary; John



V For Vetgossip

By ARTHUR RHODES

Because the pelting in this column has all been in one direction, we invited employees and supervisors of the Veterans' Administration to retaliate and let us have their opinions of the bad boy who conducts this column, Arthur Rhodes. You can imagine! Here are a few gems selected from the batch that came in. We've heard that a number of persons would like to write but feel shy about it. Please don't hesitate on that account. We'll take your letters if you'll send them in. Of course, if you don't want your name used, just say so, and not even Rhodes will know who the author is. Just address the letter to Maxwell Lehman, Executive Editor, Civil Service Leader, 97 Duane Street, New York City.

She Asks Me!

Dear Editor: Maybe it is none of my business and then, maybe, it is. But I think you ought to have something more on your mind than heckling poor supervisors of the Vet. Administration at 346 Broadway, who are paid good Government money to do a good job of supervising and who were doing all right until you came along in your nasty way and unnerved so many of them. It has gotten so bad that a supervisor can't give anybody a calling down these days without realizing that next week the entire conversation is going to be in The LEADER. Only the other day Eileen Milling, second floor, told Miss Myrtle Newton, your so-called "sweater girl" supervisor and your particular pet, I note, there was "no getting along with her." Then Miss Newton challenged Miss Milling to do a better job if she could. And what do you think Miss Milling said? She said "I do," just as curtly as if she were getting married. Now, I ask you, before Mr. Rhodes came on the scene, do you think anybody would have had such audacity? And I ask Mr. Rhodes. Maybe all columnists ought to have measles. —SECOND FL. CHAMPION.

Slated to head State Commission? As stated in a "Don't Repeat This" item on January 5, Charles L. Campbell, LEADER Merit Men and classification chief of the State Civil Service Commission, is being given most serious consideration to head up the Commission when Grace Reavy, current President, leaves next month. Those in the know say that all the other contenders for the post are far behind in the running.

Collins, treasurer. The board of trustees consists of John McGann, George Galvin, Leo Ristan, Sergeant-at-arms, Joseph Dreyfuss, Harry Law, Vincent McCarthy.

At the meeting, Joseph Le Ray, Hospital Department's Chief of Transportation, spoke of manpower difficulties.

Maintenance Men Get Pay Raise

The maintenance men in Hospitals finally got the OK for their pay raise last week, when the Budget Director issued a certificate saying they'd get \$1,380 without maintenance, \$1,080 with maintenance.

often, but smile he does. . . . He has a real affection for the patrolman, though he doesn't often show it. . . . He's a moody fellow, and can change from joviality to anger in a twinkling. . . . He's extremely concerned about the suicide problem. . . . His reputation as a disciplinarian may well arise from the laxity of former commissioners in handling the men. . . . As a police technician and theoretician, he'd probably be a damn sight better with less interference from downtown. . . . Real boss is still Butch. . . .

You Can Help

We get lots of ideas about what to write in this column from letters we get from the men. Let's have your thoughts. We'll be glad to take up any problem that we feel we have sense enough to discuss, and to dig up any information that's available to a semi-lazy guy like us. So what's eatin' ya, fella? Let's hear! Just send your stuff to Police Calls, Civil Service LEADER. It'll reach me awright.

You'll Pay Heavy Tax On That \$400 Back Pay

The next move is up to the city, according to James H. Tully, attorney for a large number of the 900 patrolmen who last week in a Court of Appeals ruling were enabled to recover a \$400 difference resulting from reduction from \$2,000 to a basis of \$1,200 for their six months probationary period. The ultimate triumph in the effort to recover the difference justified the decisions of the Appellate Division and Supreme Court which held that the city is without power to slash the pay of patrolmen. Mr. Tully said this week that, as far as he knows, virtually all of the complainants entitled to back pay have filed for it. The LEADER learned from the office of the Commissioner of Internal Revenue and the Corpora-

in your column—a column which has caused a lot of comment that could create bad feeling. My job at the Vets, is one of the things for which I am thankful. Maybe there are some supervisors who are considered "meanies." I can't say for sure about that, for I've worked in just one section and have found my supervisor to be a grand and understanding person. However, there are some of us employees—not to mention a certain columnist—who might also be considered as "meanies" of a sort. So things are about evened up, I say. I'm glad I have a job, working for the Government, and not at an industrial plant or store where employees are really watched and clocked. —FROM MISSOURI.

Rhodes the Snob

Dear Editor: I am one of the employees at dear old Vets, one of the "old-liners" from good old D. C. Although I must say I like New York better than Washington. Your column is very interesting and no doubt has helped your circulation very much but your circulation could be much better if you would also give Premium Accounts and Collections a little publicity, too. Rhodes always seems to favor Policy Issue. Who pays him to do their publicity and what is it about them that he likes so much—or doesn't like? Is he too old or is he just content to sneak under the desks down there? Wake up to the fact that this is a big building. If anybody tries to eject him, he can always hide in a telephone booth. I understand the rumor is that he is a size 24 but I don't believe it. Mind if I consider him a bag of bones? FAITHFUL JOE.

All-at-Sea-man Rhodes

Dear Editor: The rumor is out that your Mr. Rhodes is all at sea. If he would stop putting poor little Betty Peshkin behind all those poles every time he sits down to write a column, if he would stop dreaming of a white Christmas without Myrtle Newton, if he would desist when such individuals as Joe Harley, Fannie Neron and Lee Rotenberry are around, if he would stop heckling Margaret Walsh a minute or so, he might have more time to consider the wonderful things around here—such as Millie Haynes' angelic smile. We really have a grand organization, even if the girls are wearing slacks more and more (a disgusting practice), and I don't care if Rhodes isn't aware of it—the saboteur. —INTERESTED.

Rhode-s to Ruin

Dear Editor: I understand that Mr. Rhodes is our greatest menace and so I am giving him a few minutes of my time to expose him as he ought to be exposed—once and forever. For some time now he has been prowling around here without giving folks a chance to identify him. I hear he prides himself in fooling some of the boys and girls here. I understand he delights in barging into rest rooms and listening to the boys read his column aloud, then slyly comes along—pretending he is just one of the boys—and points to something in his column, emphasizing a point to such a degree he has the fellows ready for mutiny. Really, that's a destructive influence. I think he ought to be allowed in the building but not in the rest rooms. He's too dangerous. Now as for his appearance. We folks in the Vets, I understand, can identify him by his straw hat (I'm told he is so particular he wears one all year round), his Navy blue eyes, his home-made, multi-colored stockings; thick, unruly eyebrows and moustache, his thick, triple-rimmed spectacles with burglar alarm attachment; his silver fox sports jacket, his Boy Scout leggings, his Stalingrad snowshoes. He must be a sight even for fellows with seeing-eye dogs. —IRATE 3D FLOORER.

Really, He's Not!

Dear Editor: I don't believe in writing long letters. I'm a supervisor and, I believe, a damn good one, too. I've had just about so much of Mr. Rhodes' remarks I'm ready to take the first train back to mother. I want to tell him one thing I've been waiting to tell him for so long I'm just all unnerved by the mere thought of it. The fact is I can't wait any longer. So here goes: "Swine!" —SUPERVISOR.

Is It Necessary?

Employees at Sea View Hospital in Castleton Corners, Staten Island, and at Bellevue here in Manhattan, have been complaining that they aren't paid on time.

What They Say

A group complaining to Commissioner Edward M. Bernecker about the situation at Bellevue: the hospital helpers and attendants at Bellevue Hospital did not receive their pay checks on time for the last pay day, Thursday, December 31, 1942. Instead, they were required to wait for payment of their wages until Saturday, January 2. The reason for the delay, as stated by Dr. William F. Jacobs, superintendent, was the shortage in payroll staff which prevented the preparation of the necessary payrolls in sufficient time. Subsequently, because of this tieup, Central Office was also unable to prepare the checks in time for Thursday distribution. "The delay meant that, on New Year's Eve, many of these poor paid workers were left penniless. For many it meant rushing around to scrape up loans or credit so that their families might not suffer until Saturday. For many others it meant actual deprivation."

Furthermore

"It was a bleak New Year's Eve holiday for hundreds of Bellevue employees. This shocking occurrence was absolutely unnecessary and could have been avoided. Proper planning and foresight, as well as a real concern for the employees' economic problems, could have avoided the undue delay."

Another View

Writes in a hospital helper at Sea View: "Why are we workers at Sea View never paid on time? We earn so little yet we must wait three and four days after the regular pay day to receive our pay checks. Your column aided us about six weeks ago and

POLICE CALLS

Captain List

Now it's the captain list . . . Latest data is this: It's in the final stages of marking, with a few odds and ends to be cleaned up, like checking on seniority . . . You can expect the list within two weeks, maybe within even a week. . . . But if not, don't blame us . . . You remember what happened on the sergeant list. . . .

Hey, Pat, Where Are You?

Wish Pat Harnedy could be reached more often, either at the PBA offices or at work, CA. 6-2000, Ext. 355 . . . Or that there were someone in addition to him authorized to talk about PBA policy . . . When Pat isn't around, nobody will talk about anything, however trivial . . . Worse than covering the War Department in Washington. . . .

Lieutenant Exam

Our scouts scouted around during the week, asking the boys who took it: "Well, howja like the lieutenant test?" Most of the boys had the same answer: Tough but fair, a good test for the job. That speaks well for the Civil Service Commission examiners, who usually have a thankless task and get far more brickbats than bouquets . . . We're happy to report all welcomed The LEADER's answers.

Jerry Morris Retiring

Jerry Morris, Superintendent of Telegraph, retires January 31. The new man who takes over won't be his present second in command. It'll be a former assistant superintendent from the 20th Precinct.

Injustice

Our sermon last week about the moral timidity of cops who will go out and give battle to the death, if necessary, to criminals brought forth a big volume of response. Most of the boys said, in effect: "Yes, you're right, but it's those regulations. We're tied by those regulations, and it's very easy to break a cop who speaks up, hound him with all kinds of complaints."

One chap told us this: "Talk about the right of a criminal to be protected against double jeopardy. Why, every cop who gets a complaint is subjected to triple jeopardy. He gets fined, maybe ten days pay, maybe five days pay, or three days. He gets points deducted from his credit on future exams, thus reducing his chances of promotion. Third, he is frequently given the most disagreeable assignments, and may even be put on the unwritten blacklist in his precinct. This doesn't happen in any other department, and it's definitely unfair."

"What," we asked him, "would you consider a fair system?" He answered immediately: "Either a fine, or a loss of points, or the disagreeable assignments. But not all three."

Seems pretty fair to us. We'd like to hear from others of you men about this.

About the Commissioner

We've been trying to get a line on Commissioner Valentine. Is he really the "sourpuss" he's cracked up to be? Is he a topflight man, or a second-rater in the job? Proper questions for a newspaperman to stick his nose into, don't you agree? We've learned these facts: Commissioner Valentine smiles. Not

Examination Requirements

UNITED STATES CIVIL SERVICE

EMPLOYMENT OPPORTUNITIES

CONSULT ANNOUNCEMENT FOR COMPLETE INFORMATION. For announcements and application forms, apply to the Board of U. S. Civil Service Examiners at first- or second-class post offices, to the United States Civil Service Commission, Washington, D. C., or at 641 Washington Street in New York City. SALARIES given below (annual unless otherwise specified) are subject to a retirement deduction of 5 percent. AGE requirements are given in the announcement. There is no maximum age limit unless given below. APPLICATIONS MAY BE FILED WITH THE CIVIL SERVICE COMMISSION, WASHINGTON, D. C., UNTIL FURTHER NOTICE UNLESS A SPECIFIC DATE IS MENTIONED BELOW. Qualified persons are urged to apply at once.

War Positions That Must Be Filled Immediately

Positions listed are newly announced by the United States Civil Service Commission or urgently needed to be filled.

Information and application blanks may be obtained from the Commission's Local Secretaries at first- or second-class post offices, from Regional Offices, or from the United States Civil Service

Commission, Washington, D. C. In New York City, apply at 641 Washington Street. Applications must be filed with the Commission's Washington office.

No written tests, no maximum age limits unless otherwise stated. Salaries are annual and basic and do not include added compensation for overtime. The present standard 48-hour Federal work week includes 8 hours of overtime, and present rate of compensation for overtime increases the basic salary by about 21 per cent of the part not in excess of \$2,900, provided that the increase does not make the aggregate compensation more than \$5,000 a year. Applications are not desired from persons engaged in war work unless they may use higher skills in positions sought. War Manpower Commission restrictions on Federal appointments are posted in first- or second-class post offices.

Urgently Needed:
Chemists, junior, \$2,000.—College women making Chemistry their major study.
Technical assistants, \$1,440 to \$1,800.—College students, especially women, with appropriate study in mathematics, physics, engineering, or metallurgy.

Technical and scientific aids, \$1,440 to \$2,000.—Women with 1 to 4 years of appropriate technical or scientific experience or education. Specialized fields: Radio, explosives, chemistry, physics, metallurgy, fuels.

Physicists, \$2,660 to \$5,600.
Junior physicists, \$2,000.
Tabulating equipment operators, \$1,260 to \$2,030.—Operators of IBM and Remington Rand equipment.

Multilith cameramen-plate-makers, \$1,620.
Multilith press operator, \$1,440.
Blueprint operator, \$1,260 and \$1,440.
Photostat operator, \$1,260 and \$1,440.

Freight- and passenger-rate clerks, \$2,300 and \$2,600.
Expediter, \$2,600 to \$3,800.—United States Maritime Commission.

Orthopedic mechanic, \$2,000.—Specialized fields: Bracemaking, shoemaking, leathermaking, limbmaking, general.

Lithographer (artistic or mechanical), \$1,440 to \$1,620.
Graphotype operators, \$1,260.
Addressograph operators, \$1,260 and \$1,440.

Calculating machine operators, \$1,440.—(Written test.)
Materials inspectors, \$2,600.—United States Maritime Commission. Specialized fields: Paints, textiles, general.

Graduate nurses, \$1,620 to \$1,800.—Specialized fields: General staff duty, anaesthesia, psychiatry.
Repairmen, office appliance, \$1,260.

Coal mine inspector, \$1,440 to \$4,600.—Maximum age, 55 years.
Teletype operator, \$1,440 and \$1,620.

Assistant lay inspector, \$1,620.—Men and women to inspect meat and meat food products.
Engineers, \$2,600 to \$8,000.—Persons with education and/or experience in almost all branches of engineering.

Junior engineers, \$2,000.—College women especially. Those without engineering courses may qualify by taking the tuition-free, Government-sponsored, 10-week E. S. M. W. T. courses in many colleges.

Engineering draftsmen, \$1,440 to \$2,600.—Men, women with drafting experience, or training gained with a high school, technical school, college, or war training course.

Radio inspectors, \$2,000 and \$2,600.—Federal Communications Commission.

Aeronautical

See also Announcements 122 and 173 under "Engineering."
AIR SAFETY INVESTIGATOR, \$3,800.
Civil Aeronautics Board

Civil Aeronautics Administration: Closing date—December 31, 1942.
Announcement 208 (1942) and amendment.*

INSPECTOR, Engineering Materials (Aeronautical), \$1,620 to \$2,600 (Various options).
Navy Department (for field duty).
Announcement 54 Revised, 1941, and amendment.*

INVESTIGATOR, \$3,200 to \$4,600.
Material Division, Air Corps, War Department (For field duty).
Announcement 171 of 1941 and amendment.*

The following positions are in the Civil Aeronautics Administration:
AIR CARRIER INSPECTOR (Operators), \$3,500 and \$3,800.
Announcement 140 of 1941 and amendment.*

AIRCRAFT INSPECTOR (Factory), Associate, \$2,900.
AIR CARRIER MAINTENANCE INSPECTOR, Associate, \$2,900. (Written test required).
Announcement 75 of 1940 and amendments.*

FLIGHT SUPERVISOR, \$3,500 and \$3,800.
Announcement 151 of 1941 and amendments.*

GROUND SCHOOL SUPERVISOR, \$3,200 and \$3,500.
Announcement 152 of 1941 and amendment.*

LINK TRAINER OPERATOR INSTRUCTOR, \$3,200.
LINK TRAINER OPERATOR, \$2,900.
Announcement 125 of 1941 and amendment.

MAINTENANCE SUPERVISOR, \$3,200 and \$3,500.
Announcement 156 of 1941 and amendments.*

TRAINEE AERONAUTICAL INSPECTOR, Junior, \$2,600.
Maximum age—30 years.
Announcement 202 (1942) and amendment.*

Automotive

AUTOMOTIVE SPARE PARTS EXPERT, \$3,200.
Quartermaster Corps, War Department.
Announcement 76 of 1941 and amendments.

INSTRUCTOR, \$2,000 to \$4,600.
Armored Force School, Fort Knox, Ky.
Options: Radial engines, Internal-combustion engines, Motorcycles. Automotive (chassis less engine). Radio operating, Radio electrical.
Announcement 147 of 1941 and amendment.

INSTRUCTOR, Motor Transport, \$2,600 to \$4,600.
Quartermaster Corps, War Department.
Options: Diesel engines; Internal-combustion engines; Motorcycles; Blacksmith and welding; Tire re-capping and sectional repair; Fender, body and radiator; Automotive parts; Automotive electrical and carburetion; Body finishing and upholstery; Automotive machinist; General.
Announcement 212 (1942) and amendment.

Clerical and Office Machine

BOOKKEEPING MACHINE OPERATOR, Senior, \$1,620. (Written test required).
Announcement 264 (1942).

CALCULATING MACHINE OPERATOR, Junior, \$1,440. (Written test required).
Announcement 241 (1942).*

MULTIGRAPH OPERATOR, Junior, \$1,440.
Announcement 231 (1942).

STENOGRAPHER, Junior, \$1,440.
TYPIST, Junior, \$1,260. (Written test required).

Ask Commission's local secretary for announcement number. Residents of Washington, D. C., and immediate vicinity should file with the Washington office. Others should apply to their U. S. Civil Service Regional Office. Applicants who will accept appointment in Washington, D. C., are particularly wanted.

TABULATING EQUIPMENT OPERATOR, \$1,620 to \$2,000.
Announcement 244 (1942) and amendment.*

The following are for appointment in Washington, D. C., only:
ADDRESSOGRAPH OPERATOR, \$1,260 and \$1,440.
Announcement 215 (1942) and amendment.

ALPHABETIC CARD-PUNCH OPERATOR, \$1,260.
Announcement 86 of 1941 and amendments.*

BLUEPRINT OPERATOR, \$1,260 and \$1,440.
PHOTOSTAT OPERATOR, \$1,260 and \$1,440.
Announcement 108 of 1941 and amendments.*

FREIGHT RATE CLERK, Land Grant, \$2,600.
PASSENGER RATE CLERK, Land Grant, \$2,600.

FREIGHT RATE CLERK, \$2,300.
Announcement 252 (1942) and amendment.*

GRAPHOTYPE OPERATOR, under, \$1,260.
Announcement 201 (1942) and amendment.*

HORIZONTAL SORTING MACHINE OPERATOR, \$1,260.
Announcement 128 of 1941 and amendment.*

MIMEOGRAPH OPERATOR, under, \$1,260.
Announcement 227 (1942).*

PLATEMAKER, \$1,620.
MULTILITH PRESS OPERATOR, \$1,440.
Announcement 94 of 1941 and amendment.*
REPAIRMAN, Office Appliance, \$1,860.
Typewriter repairmen particularly needed.—
Announcement 273 (1942).
TABULATING MACHINE OPERATOR, \$1,260 and \$1,440.
Announcement 228 (1942).*

TELETYPE OPERATOR, \$1,440 and \$1,620.
Announcement 272 (1942).

Engineering

See also "Aeronautical" and "Scientific."
CHEMICAL ENGINEER, \$2,600 to \$5,600.
Announcement 163 of 1941 and amendment.*

ENGINEER, \$2,600 to \$6,500.
All branches of engineering except chemical and marine, and naval architecture.
Closing date—December 31, 1942.
Announcement 173 of 1941 and amendments.*

ENGINEER, Junior, \$2,000.
All branches of engineering except aeronautical, and naval architecture and marine engineering.
Announcement 172 of 1941 and amendments.*

ENGINEER, Junior, \$2,000.
Options: Aeronautical, and naval architecture and marine engineering.
Announcement 122 of 1941 and amendments.*

ENGINEERING AID, \$1,440 to \$2,600.
Options: Photogrammetric, Topographic.
Announcement 206 (1942) and amendment.*

INSPECTOR, Signal Equipment, \$2,000 to \$3,200.
Signal Corps, War Department (For field duty).
Announcement 108 of 1940 and amendment.*

PRODUCTION CONTROL SPECIALISTS, \$2,000 to \$6,500.
Options: Metal fabrication and machinery production; Electrical and communications equipment; Transportation equipment (aircraft, floating equipment, and railroad rolling stock).

MATERIALS CONTROL SPECIALIST, \$2,000 to \$6,500.
Options: Engineering materials (nonferrous metals, alloy steel, carbon steel, plastics, rubber, construction materials, etc.), War Production Board.
Announcement 279 (1942).*

TECHNICAL ASSISTANT, \$1,440 to \$1,800.
Options: Engineering, Metallurgy, Physics.
Announcement 256 (1942).*

Architectural and Drafting

ARCHITECT, \$2,000 to \$3,200.
Options: Design, Specifications, Estimating.
Announcement 222 (1942) and amendment.

ARCHITECT, Naval, \$2,600 to \$5,600.
Navy Department; U. S. Maritime Commission.
Announcement 246 (1942) and amendment.*

ENGINEERING DRAFTSMAN, \$1,440 to \$2,600.
Closing date—December 31, 1942.
Announcement 174 of 1941 and amendments.*

Marine

See also Announcements 159 and 169 under "Trades," and 122 above.
EXPEDITER, \$2,600 to \$3,800.
United States Maritime Commission.

Announcement 257 (1942).*

INSPECTOR, Engineering Materials, \$1,620 to \$2,600.
Navy Department (For field duty).
Options: Steel hulls, Mechanical, Electrical, Radio.
Announcement 81 of 1941 and amendment.*

INSPECTOR OF HULLS, Assistant, \$3,200.
INSPECTOR OF BOILERS, Assistant, \$3,200.
Bureau of Marine Inspection and Navigation, Department of Commerce.

Announcement 213 (1942) and amendment.*

INSPECTOR, Ship Construction, \$2,000 to \$2,600.
Navy Department (For field duty).
Options: Electrical, Mechanical, Steel or wood hulls.
Announcement 82 of 1941 and amendment.*

MARINE ENGINEER, \$2,600 to \$5,600.
Navy Department; U. S. Maritime Commission.
Announcement 247 (1942) and amendment.*

SHIPYARD INSPECTOR: Hull, \$2,300 to \$3,800; Hull Outfitting, \$3,200; Machinery, \$2,300 to \$3,800.

Electrical, \$2,600 to \$3,500; United States Maritime Commission.
Announcement 67 of 1941 and amendment.*

INSPECTOR, Naval Ordnance Materials, \$1,620 to \$2,600. (Various options).
Bureau of Ordnance, Navy Department (For field duty).
Announcement 95 Revised, 1941, and amendment.*

INSPECTOR, Ordnance Materials, \$1,620 to \$2,600.
Ordnance Department, War Department.
Announcement 124 of 1939 and amendments.*

Medical

DENTAL HYGIENIST, \$1,620.
Public Health Service; Veterans Administration; War Department.
Announcement 111 of 1941 and amendment.*

MEDICAL GUARD-ATTENDANT, \$1,620.
MEDICAL TECHNICAL ASSISTANT, \$2,000.
Mental Hygiene Div., Public Health Service.
Options: (Technical Assistant) Clinical laboratory, Pharmacy, X-Ray laboratory.
Announcement 114 of 1941 and amendments.*

MEDICAL OFFICER, \$3,200 to \$4,600 (15 options).
Public Health Service; Food and Drug Administration; Veterans Administration; Civil Aeronautics Administration; Indian Service.
Announcement 130 of 1941 and amendment.*
(Rotating Internship).
\$2,000.
(Psychiatric Resident), Junior, \$2,000.

St. Elizabeths Hospital (Federal).
(Continued on Page Eleven)

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This Is a Listing of Uncle Sam's Job Openings

(Continued from Page Ten)

LABORATORY HELPER, Junior, \$1,440.
Options: General, Roentgenology.
Announcement 248 (1942).*

ORTHOPEDIC MECHANIC, \$2,000.
Options: General, Bracemaker, Shoemaker and leatheworker, Limbmaker.
Announcement 204 (1942) and amendment.*

PHARMACISTS, Junior, \$2,000.
(Written test required).
Announcement 275 (1942).

PHYSICIAN, The Panama Canal, \$4,000.
Maximum age—50 years.
Announcement 211 (1942) and amendment.

PHYSIOTHERAPY AIDE, \$1,620 and \$1,800.
Options: (\$1,620 positions only). General, Neuropsychiatric hospitals.
Announcement 260 (1942).*

PHYSIOTHERAPY AIDE, Apprentice, \$1,440.
Institution for Treatment of Mental Disorders, Washington, D. C.
Announcement 233 (1942) and amendment.*

MEDICAL TECHNICIAN, Senior, \$2,000.
Options: General, Roentgenology.

MEDICAL TECHNICIAN, \$1,620 and \$1,800.
Options: General, Roentgenology, Surgery.

STUDENT PHYSIOTHERAPY AIDE, \$420 (Less a deduction of \$300 a year for subsistence and quarters).
War Department.
(Open only to women).
Announcement 259 (1942).*

VETERINARIAN, \$2,000 and \$2,600.
Bureau of Animal Industry, Dept. of Agriculture; Public Health Service; War Dept.
Announcement 143 of 1941 and amendment.*

Nursing

GRADUATE NURSE, entrance salary—The Panama Canal, \$168.75 a month, in the United States, \$1,850.
Options: General staff duty, Anesthesia, Psychiatry.
Maximum age—None, except for the Panama Canal, 40 years.
Announcement 269 (1942).

GRADUATE NURSE, Junior, \$1,620.

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Public Health Service; Veterans Administration; Indian Service.
Announcement 258 (1942) and amendment.*

NURSING EDUCATION CONSULTANT, \$2,600 to \$4,600.
Public Health Service, Federal Security Agency.
Announcement 250 (1942) and amendment.*

PUBLIC HEALTH NURSE, \$2,000.
Indian Service, including Alaska; Public Health Service.

GRADUATE NURSE, General Staff Duty, \$1,800.
Indian Service, including Alaska.
Announcement 242 (1942).*

PUBLIC HEALTH NURSE, Junior, \$1,800.
Public Health Service; Indian Service.
Announcement 240 (1942).*

PUBLIC HEALTH NURSING CONSULTANT, \$2,600 to \$5,900.
Public Health Service; Children's Bureau, Department of Labor.
Announcement 225 (1942) and amendment.*

Miscellaneous

BINDERY OPERATIVE (Hand and Machine), 66 cents an hour.
Government Printing Office.
Announcement 230 (1942) and amendment.*

COAL MINE INSPECTOR, \$3,200 to \$4,600.
Bureau of Mines, Department of the Interior.
Maximum age—55 years.
Announcement 108 of 1941 and amendments.*

DEPARTMENT GUARD, \$1,500.
(Written test required).
Announcement 194 (1942) and amendment.*

DIETITIAN, Staff, \$1,800.
Announcement 44 of 1941 and amendment.*

DIETITIAN, Student, \$420.
Army Medical Center, War Department.
(Written test required).
Closing Date—January 9, 1943.
Announcement 278 (1942).*

ENGINEER, Steam, Electric, \$1,680 to \$2,040.
Announcement 255 (1942).

INSPECTOR, Assistant Lay, \$1,620.
(Inspection of meat and meat food products. Open to men and women).
Announcement 276 (1942).

INSPECTOR, Defense Production Protective Service, \$2,600 to \$5,600.
War Department.
Announcement 180 of 1941 and amendment.*

INSPECTOR: Hats, \$2,000; Miscellaneous Supplies (Hosiery and Knit Underwear), \$2,000; Textiles, \$1,620 and \$2,000; Clothing, \$1,620 and \$2,000.
Quartermaster Corps, War Department.
Announcement 142 of 1940 and amendment.*

INSPECTOR, Junior, \$2,300.
Wage and Hour Division, Department of Labor.
(Applicants are not desired from residents of Connecticut, New Jersey, New York, or North Carolina since adequate registers are still in existence for those regions).
Closing date—January 5, 1943.
Announcement 277 (1942).

LIBRARY ASSISTANT, \$1,260 to \$1,620.
(Written test required).
Announcement 268 (1942).

LITHOGRAPHER (Artistic or Mechanical), \$1,440 to \$2,000.
Announcement 205 (1942) and amendment.*

MATERIALS INSPECTOR, Assistant, \$2,600.
United States Maritime Commission.
Opinion: Paints, Textiles, General.
Announcement 270 (1942).

MOTION PICTURE TECHNICIAN, \$1,440 to \$3,800.
Needed: Motion picture cameramen, film technicians, sound technicians, and projectionists.
Announcement 267 (1942).

PHOTOGRAPHER, \$1,440 to \$3,800.
Needed: Wet plate, process, and Microfilm Photographers particularly; women applicants especially wanted.
Announcement 266 (1942).

Stenographer, Grade 2: Rating of the practical test papers has begun.

Stenographer, Grade 3: The practical test was held on October 17 and 24, 1942.

Stock Assistant: All parts of this examination have been completed.

Telephone Maintainer, N.Y.C.T.S., All Divisions: The written test was held on October 10, 1942.

Train Dispatcher, N.Y.C.T.S., IRT & BMT Divisions: Rating of the written test is in progress.

TRAINING SPECIALIST, \$2,600 to \$5,600.
Options: General (Diversified technique), General (Motion picture technique), Trade and industrial.
Announcement 199 (1942) and amendment.*

WAREHOUSE MANAGER, Agricultural, \$2,600 to \$5,600.
Announcement 271 (1942).

Announcement 203 (1942) and amendment.

RADIOSONDE TECHNICIAN, Senior, \$2,000.
Announcement 128 of 1941 and amendment.

Scientific

See also Announcements 163, 256 and 279 under "Engineering."

ASTRONOMER, Junior, \$2,000.
Naval Observatory, Washington, D. C.
Announcement 179 of 1941 and amendment.*

CHEMIST (Explosives), \$2,600 to \$5,600.
Announcement 162 of 1941 and amendment.*

JUNIOR CHEMIST, \$2,000.
CHEMICAL AIDE, \$1,800.
(Open to both men and women).
Announcement 274 (1942).

CHEMIST, \$2,600 to \$5,600.
Announcement 253 (1942) and amendment.

GEOLOGIST, Junior, \$2,000.
Announcement 249 (1942) and amendment.

INSPECTOR Power & Explosives, \$1,620 to \$2,600.
Ordnance Department, War Dept.
Announcement 104 of 1940 and amendments.

METALLURGIST, \$2,600 to \$5,600.
Announcement 238 (1942) and amendment.*

METALLURGIST, Junior, \$2,000.
Announcement 254 (1942) and amendment.*

METEOROLOGIST, \$2,600 to \$5,600.
Announcement 237 (1942) and amendment.*

METEOROLOGIST, Junior, \$2,000.
Announcement 127 of 1941 and amendments.*

PHARMACOLOGIST, \$2,600 to \$4,600

TOXICOLOGIST, \$2,600 to \$4,600.
Announcement 186 (1942) and amendment.*

PHYSICIST, \$2,600 to \$5,600.
Announcement 236 (1942) and amendment.*

PHYSICIST, Junior, \$2,000.
Announcement 253 (1942) and amendment.*

TECHNICAL and SCIENTIFIC AIDE, \$1,440 to \$2,000.
(Open only to women).
Options: (All Grades) Radio, Explosives; (Grades below \$2,000) also Chemistry, Physics, Metallurgy, Fuels.
Announcement 133 of 1941 and amendments.*

TECHNOLOGIST, \$2,000 to \$5,600.
Any specialized branch.
Announcement 188 (1942) and amendment.

Trades

Positions exist at Ordnance, naval, and Air Corps establishments. The salaries shown below vary according to the place of employment.

INSTRUMENT MAKER, \$7.44 a day to \$1.24 an hour.
Announcement 162 of 1940 and amendment.*

LENS GRINDER, \$5.92 to \$8 a day.
Announcement 158 of 1940 and amendments.*

LOFTSMAN, \$1.04 to \$1.12 an hour.
Announcement 159 of 1940 and amendment.*

MACHINIST, \$1,800 a year to \$1.06 an hour.
Announcement 161 Revised, 1941 and amendments.*

SHIPFITTER, \$6.81 to \$8.93 a day.
Announcement 160 of 1940 and amendment.*

TOOLMAKER, \$7.20 a day to \$1.08 an hour.
Announcement 133 Revised, 1941 and amendments.*

* Urgently needed for war work.
** Newly announced.

Open to Both Men and Women

Aircraft Instrument Mechanic \$2,200 a Year

Jr. Aircraft Instrument Mechanic \$1,850 a Year

Closing Date—Applications will be received until the needs of the Service have been met.

Place of Employment.—U. S. Army Air Forces, Air Service Command, War Department, Rome Air Depot, Rome, N. Y.

Duties

Aircraft Instrument Mechanic.—Under general supervision, to perform aircraft instrument mechanical tasks of average difficulty involved in the construction, alterations, overhaul, repair, and/or testing of gyroscopic, and other aircraft instruments, such as altimeters, barographs, bombsights, compasses, airspeed indicators, bank and turn indicators, flight indicators, tachometers, etc.; and to perform related work as assigned.

Junior Aircraft Instrument Mechanic.—Under immediate supervision, with limited latitude for independent planning or laying-out of working details, to perform aircraft instrument mechanical tasks of less than average difficulty involved in the construction, alteration, overhaul, repair, calibration, and/or testing of gyroscopic, and other aircraft instruments, such as altimeters, barographs, bombsights, compasses, airspeed indicators, bank and turn indicators, flight indicators, tachometers, etc.; and to perform related work as assigned.

Qualifications Required

A. Experience.—Applicants must have had:
For Aircraft Instrument Mechanic, not less than 4 years, and
For Junior Aircraft Instrument Mechanic, not less than 2 years, of progressive experience, which may include apprenticeship, in the construction and/or assembly or in the maintenance and/or overhaul and repair of instruments used or installed in aircraft or similar delicate and sensitive electrically or mechanically operated instruments.

Substitution.—In lieu of each of the above experience, there may be substituted:
(a) One year of an apprenticeship

Radio

See also Announcement 173 under "Engineering."

COMMUNICATIONS OPERATOR, Junior, \$1,620.
High-Speed Radio Equipment).
Signal Service at Large, War Department.
Announcement 20 of 1941 and amendments.*

RADIO MECHANIC-TECHNICIAN, \$1,440 to \$2,600.
Announcement 134 of 1941 and amendments.*

RADIO MONITORING OFFICER, \$2,600 and \$3,200.
Federal Communications Commission.
Announcement 166 of 1941 and amendment.*

RADIO OPERATOR, \$1,620 and \$1,800.

as machinist, toolmaker, or die maker;

(b) Six months of experience in the construction, overhaul, alteration or repair, calibration adjustment, or installation of aircraft bombsights;

(c) Three months of experience in the construction, machining, and/or assembly or in repair, maintenance, and overhaul of aircraft gyroscopic instruments; or

(d) Three months of training or experience on aircraft instruments (including gyroscopic instruments) at a resident instrument school or at a repair station approved by the Civil Aeronautics Authority for instruction on or repair of aircraft instruments.

NOTE: In the event of any substitution for Aircraft Instrument Mechanic, one year of the aircraft instrument experience as outlined in the basic requirements must be shown.

Watchmaking experience alone will be accepted as fully qualifying under the above requirements for the position of **Junior Aircraft Instrument Mechanic.**

NOTE.—Assignment of Grade: Applicants for the higher grade who are found not qualified therefor will be considered for the lower grade if otherwise qualified for the lower grade. Persons who are found eligible for the higher grade will also be rated for the lower grade if they have expressed a willingness to accept the lower salary and are otherwise eligible for the lower grade.

Students.—Applications will be accepted from persons if they are otherwise qualified, who are enrolled in school courses which upon completion will qualify them for a defense position, provided that they show in their applications that (if successful) they will complete the course in which they are enrolled within 2 months of the date of filing applications.

Persons who are assigned conditional eligibility in accordance with the foregoing paragraph may be given provisional appointments.

B. No written test is required. Applicants' qualifications will be judged from a review of their experience.

O. Age and Citizenship.—On the date of filing applications, applicants:

1. For the position of **Aircraft Instrument Mechanic** must have reached their 20th birthday, and for the position of **Junior Aircraft Instrument Mechanic** must have reached their 18th birthday.
2. There are no maximum age limits for these positions.
3. Must be citizens of or owe allegiance to the United States.

E. Physical Requirements.—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow-employees.

Persons with physical handicaps which they believe will not prevent their satisfactory performance of the duties stated above are invited to apply. The determination as to whether an appointee meets the physical requirements for the particular position to be filled will be the responsibility of the appointing officer.

How to Apply

A. File the following forms with the Secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y.:

1. Application Form 6 or 60.
2. Supplemental Form AX-490.0591.
3. Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of service in the armed forces to be considered.

Note: Only one set of these forms should be filed by a person wishing to apply for both of these positions. (See paragraph headed "Assignment of Grade" under V.—A.)

B. Necessary forms may be secured:

1. From the Secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y.
2. By mail, from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York, by persons residing in the State of New York.
3. At any first or second-class post office in which this notice is posted.

Automotive Mechanic

(For filling the position of:)

Machinist (outside)

\$9.12, \$9.60, \$10.08 Per Diem

For all work in excess of forty hours per week employees will be paid the overtime rate of time-and-a-half.

Two years experience may qualify. See important note under qualifications.

Closing Date.—Applications will be received until the needs of the service have been met.

Place of Employment.—New York Navy Yard, Brooklyn.

Duties

Applicants will be required to perform one or more of the following. To operate machines and tools of all types in a large first-class machine shop fitted for handling all sizes of work; to do all classes and

AMERICAN SCHOOL OF DESIGN

Courses in advertising art, costume design, fashion illustration, interior decoration, drawing, painting, illustration and photography.

TRAIN NOW

133 East 52d St. N.Y.C. VOL. 5-1926

Special Course in Camouflage.

Washington School of Drafting
247 Park Ave. (46th) PLaza 8-0380
Licensed by N. Y. State

PRECISION LENS GRINDING

Prepare for Army Ordnance Specialist ratings or employment in War Production & Aviation Instrument plants. Lens Lens & Prism Grinding for Optical Instruments (perforator range-finders, rangefinders, telescopes). Day or Eve. MEN and WOMEN. Request Catalog 46

War effort has increased demand for Opticians (MEN and WOMEN). Graduates qualify for immediate employment. Draftees may prepare to qualify for "Army Optical Unit" Short Courses. Day or Eve.

BECOME AN OPTICIAN

Request Catalogue 44

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Classes Day or Evening

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MEN AND WOMEN NEEDED IN WAR INDUSTRY

We Will Train You to Qualify for

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Short, Intensive Courses

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MEN & WOMEN

SPECIALLY DESIGNED COURSES PREPARE YOU FOR

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Licensed by N. Y. State

U. S. Tests

(Continued from Page Eleven)

ed and recorded on a list of sub-eligibles, in order that they may be given consideration for appointment as the needs of the Service require.

Nonqualifying Experience.—Experience confined to duty as garage attendant or filling station attendant, or limited to such simpler operations as tuning motors, adjusting brakes, etc., is not considered qualifying experience in the examination.

NOTE: Applicants must show ability to read and speak the English language sufficiently well to understand spoken and written directions. This requirement does not apply to former permanent employees of the Yard seeking re-employment.

B. No written test is required. Applicants' qualifications will be judged from a review of their experience.

C. Sex.—The department or office requesting list of eligibles has the legal right to specify the sex desired. For these vacancies MEN are desired.

D. Age and Citizenship.—On the date of filing application, applicants:

1. Must have reached their 20th birthday.

There is no maximum age limit for this examination.

2. Must be citizens of or owe allegiance to the United States.

E. Physical Requirements.—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow-employees.

How to Apply

A. File the following forms with the Recorder, Labor Board, U. S. Navy Yard, Brooklyn, New York:

1. Application Form 6.

2. Supplemental Form AN-490.093 (Revised).

3. Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of service in the armed forces to be considered.

B. Necessary forms may be secured:

1. From the Recorder, Labor Board, U. S. Navy Yard, Brooklyn, New York.

2. From the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York, New York.

3. At any first or second-class post office in which this notice is posted.

Traffic and Transportation Specialists

\$2,600 to \$6,500 a Year Plus Overtime

Specialized Branches — (1) Railroad, including street railway; (2) Highway, including local bus; (3) Water, inland and ocean; (4) Air.

Many appointments to be made for Civilian War Service.

I. Duties.—To plan, direct, and supervise traffic and transportation programs designed (a) to alleviate and prevent traffic congestions; (b) to expedite and regulate the movement of local, intra- and interstate, and ocean freight and passenger traffic; and (c) to conserve existing transportation equipment and facilities and determine the necessity for additional equipment and facilities, including terminals and ports; to plan, direct, conduct, and report upon research, inspections, surveys, and studies leading to the establishment of such programs and to the revision thereof as necessary; and to perform related duties as required. The duties and responsibilities of appointees will vary with the grades and salaries of the positions to which they are assigned and with the nature of the assignments.

II. Minimum Qualifications.—Applicants for all grades must show that they have had responsible experience in the field of traffic or transportation of sufficient length and quality to demonstrate their ability to handle difficult technical assignments requiring thorough familiarity with and practical working knowledge of traffic or transportation problems in the transportation industry. The amount and character of experience required will

Call Issued for Truck Mechanics

Truck mechanics are needed for New York City work with reputedly the largest milk distributing company in the United States. Jobs offer a lifetime opportunity, seniority, vacations with pay and a flat \$54 salary for a six-day, 48-hour work week.

Applicants (men with tools are preferred), are to work on light trucks and heavy duty trailers; also, to engage in general "trouble-shooting," such as motor tuneup, carburetor adjustment, clutch and brake repairs, neon light timing of motors.

Candidates must be union members or join a union upon accepting work. They are to apply at the USES office at 87 Madison Avenue, Manhattan.

vary with the grade and salary of the position for which the applicant may be given consideration. In general, for the \$2,600 grade, applicants must have had at least 3 years of qualifying experience. Additional experience of greater responsibility will be required for each successive grade above \$2,600.

Particularly needed are persons with qualifying traffic or transportation experience in such activities: traffic and operating management; rate construction or analysis; traffic or transportation cost studies; maintenance of equipment or maintenance of way including construction; purchasing; appraisal of valuation; terminal or port management; inspectional and investigational work; warehousing; ship stowage; packaging and crating; stevedoring; freight forwarding; exporting and importing; executive or administrative work; or in such positions as: analyst or statistician, division superintendent, train master, yard master, or dispatcher.

Nonqualifying Experience.—Experience of a routine character requiring little judgment or initiative and involving only an elementary knowledge of traffic and transportation will not be accepted as qualifying.

III. Location of Positions.—Throughout the United States.

IV. Salaries.—Most of the positions will pay \$2,600, \$2,900, \$3,200, \$3,500, and \$3,800 a year plus overtime; only a few will be filled at \$4,600 a year plus overtime, \$5,600, and \$6,500 a year.

Caution: Be sure to indicate the lowest salary you are willing to accept.

1. Applications will be accepted until the needs of the service have been met.

2. Applicants must be citizens of or owe allegiance to the United States. Foreign-born applicants must furnish proof of citizenship.

3. There are no age limits for this examination.

5. No written test is required. Applicants' qualifications will be judged from a review of sworn statements as to their experience, and on corroborative evidence secured by the Commission.

How to Apply

1. Applicants must file the following forms with the United States Civil Service Commission at Washington, D. C.

(a) Application Form 57; or Application Form 8, excluding the Officer's Certificate of Residence.

(b) Form 14 with the evidence it calls for, if applicants desire to claim preference because of military or naval service.

2. The necessary forms may be obtained from the Secretary, Board of United States Civil Service Examiners, at any first or second-class post office, except in regional headquarters' cities, where the forms must be obtained from the United States Civil Service Regional Office. The forms may also be obtained from the United States Civil Service Commission, Washington, D. C. In New York City, apply at 611 Washington street.

Courses for Women At College Level

The wide variety of college war training courses open for women through the auspices of the Engineering, Science and Management War Training office of the United States Office of Education still exists, with registration at Pratt Institute set for the last Friday of this month as the latest in the series of heavy registration dates for these curricula.

With Columbia University and City College loaded with registrations, and Cooper Union tied up for the drafting course, applicants should send a post card to Miss Pauline M. Cronin at the Engineering, Science and War Training Office of the U. S. Office of Education at 342 Madison Avenue, Manhattan, for precise information regarding war courses at the other colleges in the program: Brooklyn College, Brooklyn Polytechnic Institute, Hofstra, Hunter, Long Island University, Manhattan College, New York University, Vassar College and the Defense Training Institute. The courses are tuition-free.

Available Courses

Courses that may be available for any of these colleges are: advanced mechanical and tool drawing, applied descriptive geometry for aircraft drafting, descriptive geometry for draftsmen in naval architecture, elementary structural analysis and design, elements of diesel engine theory and practice, engineering mechanics and basic design methods, geodetic computation, map preparation and use, optical instruments, physical metallurgy and inspection of metals, plastics, rubbers and allied high polymer engineering materials, practical detailing of defense structures, production testing of explosives, shop processes, gaging and inspection, statistical methods in inspection and quality control, technical elements of welding, theory of projection and drafting room practice in mechanical drawing, time and motion study, topographic map drafting, tracing, metal products inspection—elements of blueprint reading, metal products inspection—methods of physical testing, metal products inspection — physical

metallurgy, metal products inspection — specifications, gaging and inspection, elementary chemical engineering calculations, elements of synthetic rubber manufacture.

John Hughes' Postcard Campaign

"If all organizations would take similar action, the Mayor would have to move."

This was the comment of John Hughes, as he revealed that his organization, the Civil Service League, had distributed 8,000 postcard petitions in a campaign to obtain a 15 percent pay raise on City jobs paying up to \$2,400.

THE KAUPERT SECRETARIAL JUNIOR COLLEGE

Under the Auspices of

The Most Reverend Thomas E. Molloy, S.T.D. Bishop of Brooklyn

Conducted by the Sisters of St. Dominic

Secretarial Training for High School Graduates

Accelerated Course

(EQUIVALENT TO A ONE-YEAR COURSE)

\$150

SUBJECTS: Apologetics, shorthand, typewriting, business English, secretarial practice, secretarial accounting, speech and personality, and all up-to-date business machines.

An ACCELERATED PROGRAM has been arranged for students entering in February to provide an opportunity for completing the course by August 20 or thereabouts.

Register at 89-16 162nd Street, Jamaica, N. Y. New Building Nearing Completion Tel. REpublic 9-2060

Manhattan College

NEW YORK CITY

A Distinguished Catholic College for Men

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ANNOUNCES

January Registration for Freshmen

In Courses Leading to Bachelor's Degree in ARTS, SCIENCES, BUSINESS ADMINISTRATION, CIVIL ENGINEERING and ELECTRICAL ENGINEERING

Special Pre-Induction Program in Preparation for Military Service Courses Begin on January 27, 1943

For Further Information Address the Office of the Registrar

IONA COLLEGE

NEW ROCHELLE, N. Y.

Freshman Classes Opening on Accelerated Program Feb. 1

Special Courses in

Mathematics - Science - Engineering

Scholarships Offered on Scholastic Record

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Registration Now Open for February Freshman Class

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A Distinctive Country Day College for Young Women

Chartered by the Regents of the University of the State of New York—Accredited by Middle States Association—Ideally and conveniently located—15 minutes from N. Y. and N. J. Ferries and Bridges

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Accredited School of

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Separate building; all new equipment; large recreation room; course 3 years. "College affiliation."

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St. Agnes High School

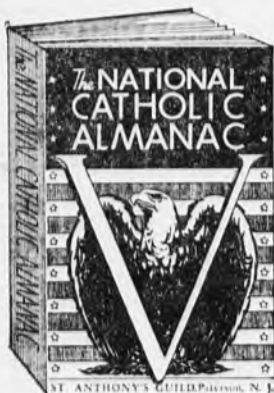
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Why hide your eyes behind heavy unsightly glasses, when you can have invisible Plastic Contact Lenses, that make your eyes lovely to look at and improve your vision? Practical Plastic Contact Lenses have no frame, nose bridge, or ear piece to be seen or to annoy. Witness actual fittings without obligation Wed., Jan. 20, 11 a.m. to 6 p.m. . . . Sat., Jan. 23, 1 p.m. to 5 p.m. Budget Plan. Booklet on request. Medical Eye Specialist in attendance.

KEEN SIGHT Optical Specialists
276 Livingston St., Brooklyn
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Have You Taken One Of These State Tests?

OPEN-COMPETITIVE
Photographer, Mental Hygiene: 313 candidates, held July 19, 1941. The rating of the written test is completed. Rating of training and experience is in progress.
Junior Personnel Technician: 1,523 candidates, held December 20, 1941. Part Two of the written test is completed. Experience rating in progress on those for which Part Two has been rated. Jr. Personnel Technician, Public Administration, list has been established. Junior

Personnel Technician, Police, has been sent to Administration Building for printing.
Motor Vehicle License Examiner: 8,260 candidates, held February 14, 1942. Rating of written examination is in progress.
Field Investigator of Narcotic Control: 80 candidates, held March 28, 1942. The rating of the written examination is completed. Interviews are to be held this month for the purpose of rating training and experience.
Damages Evaluator: 398 candi-

dates, held May 23, 1942. The rating of the written examination is completed. Experience is being rated.
Senior Damages Evaluator: 328 candidates, held May 23, 1942. The rating of the written is completed. Experience to be rated.
Tax Collector: 2,326 candidates, held May 23, 1942. Rating scale is prepared. Machine scoring is in progress.
Telephone Operator, State Departments and Institutions: 936 candidates, held May 23, 1942. (Includes Telephone Operator, Westchester County). Machine scoring completed. Experience of passed candidates is being rated.
Telephone Operator, Westchester County: held May 25, 1942. Machine scoring completed. Experience of passed candidates rated. Clerical work to be done.
Assistant Office Appliance Operator (Military, Mimeograph) Gra-

photype, Addressograph): 383 candidates, held July 18, 1942. Rating of the written examination is in progress.
Motor Equipment Maintenance Supervisor, Dept. of Public Works: 43 candidates, held November 21, 1942. The rating scale is being prepared.
Public Health Nurse, County Service: 74 candidates, held November 21, 1942. The rating of the written examination is in progress.

PROMOTION

Assistant Comp. Claims Examiner, State Insurance Fund: 55 candidates, held May 23, 1942. The rating of the written examination is in progress.
Assistant Dictating Machine Transcriber, Department of Taxation and Finance: 377 candidates (includes Asst. Clerk and Asst. Typist), held September 19, 1942. Written rating in progress.
Assistant Typist, Department of Taxation and Finance: 377 candidates (includes Asst. Clerk and Asst. Dictating Machine Transcriber), held September 19, 1942. Written rating and rating of typing in progress.
Assistant Clerk, Department of Taxation and Finance: 377 candidates (includes Assistant Typist and Assistant Dictating Machine Transcriber), held September 19, 1942. Written rating in progress.
Head Clerk, Department of Correction: 59 candidates, held October 31, 1942. The rating of the written examination is in progress. Experience to be rated.
Senior File Clerk, Dept. of Taxation and Finance: 166 candidates, held November 21, 1942. The rating of the written examination is in progress.

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COMBINATION BUSINESS SCHOOL
For Civil Service Training
139 West 125th St.
UNIVERSITY 4-3170
Write or Phone for Free Catalog

Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known

Open Competitive Tests
Assistant Civil Engineer: Rating of the written test has been completed.
Assistant Pharmacist: The written test was held November 18.
Bus Maintainer, Group A: Rating of the written test has been completed.
Clerk, Grade 1: The final key answers have been adopted by the Commission.
Deputy Sheriff, Grade 1: The rating of qualifying experience has been completed.
Exterminator: All parts of the test have been administered.
Head Dietitian (Administrative): Applications for this examination closed on September 29, 1942.
Head Dietitian (Teaching): Applications for this examination closed on September 29, 1942.
Inspector of Plumbing, Grade 3: The written test will be held as soon as practicable.
Laboratory Assistant (Specialties: Bacteriology, etc.): The written test for specialties in Histology, clinical Technology, Physiology and Biology, was held last week.
Law Assistant, Grade 2 (Torts): The written test was held October 17, 1942.
Medical Social Worker, Grade 1: This list has been published.
Playground Director: Objections to the tentative key answers are being considered.
Psychologist: The written test was held October 21.
Stationary Engineer (Electric): Rating of the written test is completed.
Stationary Engineer: The rating of the written test has been completed.
Telephone Maintainer, N.Y.C.T.S., All Divisions: The written test was held on October 10, 1942.
Telephone Operator, Grade 1 (Women): The rating of final experience is in progress.
X-Ray Technician: The written test was held November 30.
X-Ray Technician (Out of New York City): The written test was held November 30.

is being held this month.
Power Maintainer, Group A, N.Y.C.T.S., IRT & BMT Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible.
Power Maintainer, Group B, N.Y.C.T.S., All Divisions: Rating of the written test has been completed. The practical test will be held as soon as possible.
Power Maintainer, Group C, N.Y.C.T.S., IRT & BMT Divisions: The written test was held on November 30. The practical test is being held this week.
Stenographer, Grade 3: The rating of the practical test is in progress. (Cold and Dry Storage).

Help Wanted

HAMILTON SERVICE
Fifty Church Street
STENOGRAPHERS
\$18 to \$40
TYPISTS
Various Openings
\$18 to \$30
MACHINE Operators
All Office Machines
\$20 to \$40
CLERKS
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\$18 to \$30
HIGH SCHOOL GIRLS
High School Graduates
Continuation School Girls
Messengers
Pages
Part Time Girls
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Help Wanted

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POSTAL NEWS

By DONALD McDOUGAL

Hear Ye!

There's a nation-wide campaign on at the moment—being conducted by Local 1, Post Office

and Railway Mail Service Laborers Benevolent Association, for enactment into law of HR 7014, calling for a change of title from laborer to mail handler.

This is the bill pending since April and which now is having the support of all locals in the association.

Harold McAvoy, national president of the group, has repeatedly stressed the value of getting behind this thing in a national way, to see to it that Congress familiarizes itself sufficiently with the bill so that it won't turn the thing down because, for one thing, it doesn't know what it is all about—a not startling possibility.

About Exams

Harry Schlenoff, delegate to the national association of the New York Post Office and Railway Mail Service group (Local 1), charges that postal organizations have too often "seen fit to oppose non-competitive examinations." To which he adds: "This is not in keeping with the American standards, since all industry and federal agencies outside all their employees the opportunity of advancement whenever employees show they are entitled to promotion."

"Can any postal organization give one concrete reason why post office laborers who have the necessary qualifications required by the Post Office Department should be barred from seeking advancement to clerk or carrier, providing after passing an exam he is placed on the bottom of the substitute list? Hence the immediate abolition of the Howes ruling as the only feasible, practicable working solution. And don't forget about HR 7014."

Says Postal Percy

Well, fellahs, you jolly well heard Mr. Schlenoff. Why not pick up those blarsted pens right now and write your Congressman demanding action on HR 7014? Awfer all, you deucedly cawn't leave this Harold McAvoy person out on the—what is it you call it?—clothesline? You industrious Americans, you.

From Washington

Here's a memorandum from the Postmaster General's office pointing out that, in all cases where the facts disclosed justify a recommendation for removal from service, reduction in grade, suspension without pay or other disciplinary action, charges are to be preferred in writing. And the letter of charges must be complete, in full justification of the recommendation.

But, before preferring charges in writing, the postmaster or other postal official is to ascertain whether or not the efficiency rating system is being administered correctly, whether or not suitable action was taken in accordance with the charges being investigated, and whether or not the employee in question was disciplined or advised at the time of the infraction or infractions.

If the employee has received satisfactory ratings and there were infractions which should have resulted in unsatisfactory ratings, the facts, of course, should be set forth in the report to the Department.

An employee, it noted, shouldn't be disciplined twice for the same offense. And care must be taken not to include in the letter of charges to the employee, charges that have been considered upon a past occasion and at which time definite action was taken. They may, though, be commented upon in the report of the postmaster or other postal official.

Letters of charges are to be prepared on the basis of conditions, facts and circumstances applicable only to the case and with the knowledge that the employee in question is, in effect, on trial

General Bradley's Column

(Continued from Page Seven)

To any of these positions, the prospect should bring plenty of physical training.

The Army doesn't expect you to take all the training in advance for one of the aviation jobs. But everything helps. Also, remember this: the mere fact that you've taken this training doesn't assure that you'll be given a job with the air forces. But whether or not you land with Army Aviation, the subjects mentioned above will be valuable to the Army, and you'll be a better soldier for having studied them.

Memo for Law Students

If you've registered for Selective Service, or you have volunteered or been inducted into service in the armed forces, you may be admitted to the examinations of State Board of Examiners in February. You must give proof that you're a resident of New York State or will become one upon completion of your course of study, or when discharged from the armed forces. You must have a certificate from an authorized officer of the school that you have completed all the courses at the close of the first term, senior year. Before you can begin practice, however, you must prove you have received the law school degree.

New Things

New Service booklet—HOW TO SERVE YOUR COUNTRY IN THE WAVES AND SPARS—It's good—get your copy by writing to Office of Naval Procurement, 33 Pine Street, New York City. . . . The first school for Negro soldiers in the Army Air Forces Technical Training Command has been established at Jefferson Barracks, Mo. Course covers eleven weeks. A Cooks and Bakers School for Negroes will be established on the same date. . . . The Adjutant General Officer Candidate School has added a course in military censorship. Desirable qualifications for the course: knowledge of foreign language, photography, cryptography, radio and electrical means of communication, knowledge of radio procedure and program arrangement, experience in journalism, experience as administrator or executive. Before being accepted for training in this new school, the applicant's photo, statement of ability, proficiency, and the statement of the examining board are all weighed by the Military Censorship Service in Washington.

Pay Raise Answers For Postal Men

WASHINGTON — The following are questions and answers concerning the new Government pay adjustment bill as it affects postal workers.

The questions are a digest of those submitted by the Post Office Department to the Comptroller General. The answers are a digest of those of the Comptroller.

QUESTION—Should overtime be paid to regular classified employees in the Postal Service for services in excess of eight hours in any one day in cases where the total hours of service during the week are only 40 hours or less, and if so, should such payments be made at the regular rate, or at the rate of time and one half?

ANSWER—Overtime should not be paid.

QUESTION—Should post office supervisors be paid for services in excess of 40 hours per week, or must they be classed as employees whose compensation is based on postal receipts and, as such, be paid the 10 per cent bonus in lieu of overtime?

ANSWER—Supervisors should be paid overtime, not the bonus.

QUESTION—Should compensatory time be granted to regular

employees for services on Sundays or holidays?

ANSWER—It is up to the Postmaster General. He has the option of granting compensatory time off, or of paying overtime—providing the extra work makes the work week total more than 40 hours. If compensatory time off is granted, it must be regarded as part of the regular tour of duty of 40 hours per week—"and overtime compensation is payable for work actually performed in excess of the regular tour of duty of 40 hours per week, including such time off from duty."

QUESTION—Should the earned basic compensation of substitute employees on which the 10 per cent bonus is calculated include payments for night differential? Should night differential be included in salary payments to regular employees for the purpose of calculating overtime pay?

ANSWER—No, to both questions.

QUESTION—Are clerks at third class post offices who are paid from clerk hire allowances to postmasters, covered by the pay act?

ANSWER—Yes.

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Women Find Place in Traffic Management

There has never been a good reason why women could not do traffic management work and for many years women, although in small numbers, have been engaged in important functions in traffic. The drain on manpower personnel has of course created the opportunity for women and special courses for them are given at the Academy of Advanced Traffic, 299 Broadway. The traffic manager administers the whole organization. His executive assistant oversees a staff of rate clerks, claim clerks, expeditors, tracers, tonnage clerks, demurrage clerks. All these jobs are part and parcel of the fascinating business of arranging for the transportation of goods. A traffic woman or man might be employed by a large manufacturing company, or by a railroad, or by a motor truck organization, or by any other multitude of carriers that engage in transportation work. At the U. S. Army Base in Brooklyn, a great number of women clerks are employed as assistants to the Army officials who direct transportation, one of the vital parts of this war. Trained traffic personnel are also employed at the Jersey City Quartermaster Depot, the Brooklyn Navy Yard and the Philadelphia Marine Depot.

Religious, Business And General Courses

Courses in religion, business general subjects are being given at the Dominican Evening High School for Catholic young ladies. The session opens February 8, three times a week (Monday, Wednesday and Friday). The school is conducted by Sisters of St. Dominic and is approved by the State Board of Regents.

Girls' Club

A new wrinkle in social and recreational activities is featured by the New York League of Girls' Clubs, 55 West 44th Street, New York City. This 28-year-old non-sectarian organization, is open to any girl over 10.

Every Saturday night and some Sunday afternoons, dances and parties are given for men in the armed forces. These are gay times with social mixers, orchestra music and refreshments.

Classes are offered in Ballroom Dancing, Rhythmic Gymnastics, Square Dancing, League Chorus (Voice Work), Home Nursing, Recreation Leaders Course, Swimming, Tennis, Basketball and Badminton. Surgical Dressings are made each week for New York Cancer Committee. The girls offer their time and services for this worthwhile work. There are also lectures monthly parties, theater parties, Sunday teas with programs, sight-seeing tours, charitable work for hospitals and orphanages.

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If you take up welding as a hobby or want to practice up at home where the time doesn't cost quite \$1 an hour, you'll like the Magic Electric Welder outfit. Originally designed for home, farm and shop repairs, it seems almost as simple as a soldering iron. The gadget plugs in on AC or DC current. It is not a toy, and if you're taking a course in welding for a Navy Yard job, you'll find it really can give you much of the practice you would have to squeeze into your 100 hours. The price is \$19.95 and enough instruction is given free to get you by for most of the simple home jobs.

Eye-power

Saving of manpower through better utilization of eye-power would produce thousands of man hours for the war effort, according to M. A. Chaikin, optometrist at 16-12 Northern Boulevard, Flushing. Dr. Chaikin finds that efficiency losses of as much as 50 percent result from uncorrected eyesight. This loss occurs, he says, not only from errors in work, difficulty in following written instructions, and specific losses on a particular job, but also from loss of energy due to strain on the eyes. "Eye fatigue can make you tired faster than a brisk walk, if your eyes are not fitted for the work you are doing," he claims.

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War Courses At Monroe

A special panel of War Courses to meet the needs of our wartime program is being offered at the Monroe Secretarial School in the Bronx. This progressive school is featuring a course in design typewriting which is designed to train students in the international Morse code and typewriting. The code is transcribed directly to the machine. This is an interesting innovation, for here typewriting is learned through a sound and touch method rather than through a sight and touch method. The school is again featuring a course in army office training for young men who will be entering the Army and young women who will be entering the WAAC. This course includes Army forms and records, Army correspondence, typewriting, and all Army clerical procedures. Five per cent of the Army personnel devote their services to clerical and administrative duties and the Army reports a demand for men and women who are qualified in this field. Each student receives a Certificate of Completion that can be presented to the Classification Officer upon induction.

Hair Snapshots

A photographic view of hair growing on bald heads is offered by Adele Wybrant, who has made a career of solving the falling hair problem. With an offer to prove the effectiveness of her treatments by actual photographs of bald areas before and after treatment, or not accept payment for her services, Miss Wybrant has accumulated stacks of evidence since she came to the big city from Denver, Colorado. In a cozy studio at 1674 Broadway she applies the fruit of many years of research on the causes of falling hair to practical situations, and, according to reports, with amazing results.

Side-lights in Beauty

If you're finding difficulty with a corset problem, you'll find some interesting solutions at Mrs. Hammond's, 270 West 115th Street. She makes corsets, foundations, and medical belts, specializing in stout... Mr. Leo, the "permanent specialist," has opened his own shop at 1049 St. Nicholas Avenue (between 162d and 163d Streets). He is doing some interesting work with hair coloring... if you're anxious to develop the body beautiful, you'll be interested in the Englewood Cliffs Milk Farm, five minutes from New York, on the other side of the river. Equipped with beauty culture apparatus, treatment rooms and expert dietitians to put your weight in the right brackets, the Farm gives you every advantage on the road to healthier and lovelier life... some minor miracles in hair removal are being performed by Salvatore Manuzza, who earned his reputation as a "quick change" artist for problem personalities of the stage... He uses the famous Kree Method... A revolutionary type of face-lifting that is achieved without the use of surgery, peeling or massage, is offered by Calou, Inc., at 14 East 55th Street. Based on muscular exercises which strengthen and tone muscle and correct sagging, the method has succeeded in removing face and neck wrinkles. They offer a free demonstration.

Japanese in Easy Lessons

Wild tales about the difficulty of the Japanese spoken language have been disproved at the New York Institute of Finance, which is giving a course of 24 lessons for men about to enter the services. Using a competitive card game to speed mastery of vocabulary, the first small class has proved that the bugaboo was without substance. At the third lesson of the course, the students revealed a complete mastery of the simpler sentence

U. S. Promotions To Get Close Watch

WASHINGTON—Drastic steps to prevent future unmerited promotions in the Federal service soon will be announced by the Civil Service Commission, it has been learned here.

Sometime in the next 10 days, the Commission is expected to issue an order requiring prior approval from the Commission for all major promotions involving new employees or those who have served on their present jobs only a short time.

When Approval Is Needed

Commission officials say such approval will be required:

- 1 For promotions of \$300 or

more for employees who have been on their present jobs less than six months.

2. For promotions of \$600 or more for employees who have been on their present jobs less than a year.

Officials say the new order is not intended to block such promotions altogether. They admit that in some cases, the promotions might be justified. However, they believe the promotion privilege has been abused, and they intend to correct the situation if possible.

Until fairly recently, all promotions had to be approved by the Commission.

Air Forces Require Cost Analysts

The immediate services of from 15 to 20 cost analysts are required by the U. S. Army Air Force, it was announced last week by the U. S. Civil Service Commission, 641 Washington Street, New York City.

Applicants must have at least three years experience in factory methods and costs, working with the slips, material requisitions, purchase orders and production orders. Experience in the metal industries is preferred.

Senior cost analysts, to be paid \$4,600, should have had executive and engineering experience with some accounting, junior men will be paid \$3,200 and should have cost experience on a factory staff.

Applicants not now doing war work of equal skill should report for interview at room 960, 641 Washington St.

Served City 18 Years Faithfully, He's Fired

Frank Clark was employed 18 years in the Design and Construction of Highways Division of the Borough President's Office in Queens. Last November 30 he and 11 others with long and faithful records were dismissed. Today Clark is planning to go to court.

Clark was an inspector on the regulating, grading and paving list; when work slackened, they laid off the men on this list though inspectors of street openings, he claims, are now doing similar work. Moreover, Clark contends, the men still holding their jobs haven't nearly the same amount of service in the department.

The men without seniority, according to John Curran, payroll bureau director of the Municipal Civil Service Commission, were fortunate enough to have had their title changed. When the department had to cut down, civil service law permitted the elimina-

tion of one complete title. Clark was in the unfortunate group.

What Can Be Done?

Curran gave The LEADER the impression this week there is nothing that can be done about this pitiful situation unless "the law is changed"; he even indicated it might be an advisable change though he didn't actually say so outright.

Clark's contention is that all of the men in both categories should have been considered at one time when cuts were made.

Forty-three years of age and a family man living at 97-20 Liverpool Street, Jamaica, Clark is still unemployed and wondering what happens to people in his predicament.

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Municipal Credit Union 26th ANNUAL MEETING

An Invitation to be with us

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The Place: Hunter College Auditorium Park Avenue and 68th Street Manhattan

The Date: Wednesday, January 20, 1943

The Attraction: Entertainment and Special Features —

1 Technicolor Movie "American Portraits" Promptly at 7:30 P. M.

2 Fire Department Glee Club Community Singing

3 Movie Shorts: Latest Releases

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Hon. Joseph D. McGoldrick
Comptroller, City of New York

Mr. Tom Doig, Madison, Wis.
National Representative

Mr. E. H. Leete
State Banking Department

26th Annual Meeting — Reports and Elections

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President
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Chairman

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Commission Clerk List For Promotion

The Civil Service Commission this week certified Seymour Abkowitz, top man on its clerk grade two list, as well as Miss Rebecca Sharkey and Harry K. Smith for a promotion to clerk, grade two, at a \$1,200 salary in a permanent spot.

The Commission several weeks ago accepted Miss Jeanne S. Mulkerin from Welfare to man a Commission switchboard for \$1,440 a year—her Welfare salary—and switched Miss Catherine Cooney, number nine on the clerk list, at \$1,320 a year from switchboard to clerk, grade two. Those preceding her had been asked to waive their rights to the first promotion.

LEGAL NOTICE

GULF STREAM SALES COMPANY. — Certificate pursuant to Partnership Law, section 91.

I. The name of the partnership is Gulf Stream Sales Company.

II. The character of the business is to engage in the purchase and sale of women's hosiery.

III. The location of the principal place of business is 385 Fifth Avenue, City, County and State of New York.

IV. The name and residence of the general partner is:

Joseph C. J. Strahan, 929 Park Avenue, New York, New York.

Special partners are:

Joseph C. J. Strahan, 929 Park Avenue, New York, New York.

Grace Strahan, 929 Park Avenue, New York, New York.

Anna M. Reiner, 400 West End Avenue, New York, New York.

Anna Rothblum, 694 Morris Avenue, Rockville Centre, L. I.

Dora Mandel, 265 Park Avenue, New York, New York.

Lucille K. Hirschfield, Stamford, Conn.

John Hall, Green Cove Springs, Florida.

Richard Tilley, Green Cove Springs, Florida.

Joseph Guinane, Green Cove, Springs, Florida.

V. The partnership is to exist until January 31, 1953, except that it may be terminated by the death, physical or mental incapacity of the general partner prior to January 31, 1953.

VI. The contribution of each of the partners is as follows:

J. C. J. Strahan, as special partner \$ 1.00

J. C. J. Strahan, as general partner 19,990.00

Grace Strahan, as special partner 15,000.00

Anna M. Reiner, as special partner 5,000.00

Anna Rothblum, as special partner 2,000.00

Dora Mandel, as special partner 2,500.00

Lucille K. Hirschfield, as special partner 2,000.00

John Hall, as special partner 1,000.00

Richard Tilley, as special partner 1,000.00

Joseph Guinane, as special partner 1,000.00

VII. No provision.

VIII. January 31, 1953, or earlier, upon the death, physical or mental incapacity of the general partner.

IX. Grace Strahan, as special partner, shall be entitled to 40% of the profits of the partnership; J. C. J. Strahan, as special partner, shall be entitled to 20%;

Anna M. Reiner, as special partner, shall be entitled to 5%;

Anna Rothblum, as special partner, shall be entitled to 2 1/2%;

Dora Mandel, as special partner, shall be entitled to 2 1/2%;

Lucille K. Hirschfield, as special partner, shall be entitled to 2%;

John Hall, as special partner, shall be entitled to 1%;

Richard Tilley, as special partner, shall be entitled to 1%;

Joseph Guinane, as special partner, shall be entitled to 1%.

X. No provision.

XI. No provision.

XII. No provision other than as set forth in paragraph IX of this certificate.

XIII. The partnership terminates upon the death or physical incapacity of the general partner. The partnership agreement contains no provision for retirement of the general partner. In the event of the death of the general partner attorneys-in-fact are named to liquidate the partnership.

XIV. No provision.

J. C. J. STRAHAN
GRACE D. STRAHAN
ANNA M. REINER
ANNA ROTHBLUM
DORA MANDEL
LUCILLE K. HIRSHFIELD
JOHN HALL
RICHARD L. TILLEY
JOSEPH GUINANE

The above certificate has been sworn and acknowledged by all parties, and said certificate of limited partnership was filed in the county clerk's office, New York County, on November 25, 1942.

Attention High School Graduates

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Buy The LEADER every Tuesday.

Night and Day Training For War Industries

They're hoping to raise the enrollment for women at the National Youth Administration from 485 to 1,500, The LEADER was told this week. The training's free.

Girls and women from 16 to 25 are being trained in machine shop, welding, aviation sheet metal, assembly work in radio, drafting, Power sewing machine duties and clerical work in the NYA's three work centers at 317 West 125th Street, Manhattan; 980 Atlantic Avenue and 1045 Atlantic Avenue, both in Brooklyn, and in radio and clerical work at 145 East Thirty-second Street, Manhattan.

The training runs from one to

three months, night or day, and the only other requirements other than the age limits are citizenship and a minimum of part time schooling (they prefer applicants to be out of school entirely). Married women may apply as well as others at your nearest United States Employment Service Office (call Wisconsin 7-0301) to find the nearest one to you.

A comparatively new program of free training for women in Connecticut, and that runs one month (160 hours), calls for no experience or particular educational background.

Applicants are to do machine shop, sheet metal, welding, core making, sewing, clerical and radio work consisting of assembly, inspection and testing. Age range is between 17 and 24

LEGAL NOTICE

CITATION - THE PEOPLE OF THE State of New York, by the Grace of God, Free and Independent. - To: Tiu Bi-ju, Leona van der Linden, Amy Morrison of the Reformed Church in America, Morrison, Christie, Wallace D. Christie and Marian U. Arnston, being the persons interested as creditors, distributees, or otherwise, in the estate of Margaret C. Morrison, deceased, who at the time of her death was a resident of the County of New York. Send Greeting: Upon the petition of William A. Morrison, residing at 2305 Sedgwick Avenue, in the Borough of the Bronx, City of New York.

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records in the County of New York, on the 5th day of February, 1943, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of said William A. Morrison, as executor of the Last Will and Testament of said deceased should not be judicially settled, why the executor should not be directed to pay the \$1,000 legacy to Tiu Bi-ju into the Surrogate's Court by deposit of the same with the City Treasurer for her benefit pursuant to Section 289 of the Surrogate's Court Act and why said executor should not be instructed to pay the legacy of \$500 to the Amoy Mission of the Board of Foreign Missions of the Reformed Church in America for account of said Amoy Mission.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto fixed.

[Seal] Witness, Honorable James A. Foley, a Surrogate of our said county, at the County of New York, the 21st day of December, in the year of our Lord one thousand nine hundred and forty-two

GEORGE LOESCH,
Clerk of the Surrogate's Court.

ROWLAND LASSEN & CO. Notice is hereby given that on the 11th day of December, 1942, a certificate of formation of limited partnership was duly filed in the office of the Clerk of the County of New York, of which the substance is as follows: The name of the partnership is ROWLAND LASSEN & CO. and the character of its business is accounting. Its principal place of business is at 40 Wall Street, Borough of Manhattan, City of New York. The general partner and his residence are: Rowland W. Lassen, 511 West 22nd Street, New York City; the limited partner and his residence are: Herbert Schachian, 1185 Park Avenue, New York City. The term of the partnership is from October 1, 1942, to December 31, 1943. The contribution of the limited partner is \$10,000 in cash. The limited partner shall be entitled to receive as compensation \$2,000 of the net profits payable after the general partner shall have received \$4,000 of the net profits and the limited partner shall share equally with the general partner in net profits in excess of \$6,000. The limited partner may not substitute an assignee as a contributor in his place. Additional limited partners may be admitted upon an agreement executed by all general and limited partners. Upon the death of Rowland W. Lassen or Herbert Schachian the partnership shall terminate. The certificate has been signed and acknowledged by the general and the limited partner. Dated, New York, December 11, 1942.

CITATION - THE PEOPLE OF THE State of New York, by the Grace of God, Free and Independent. - To: The Attorney General of the State of New York, and to "Mary" Fuks or Fuke, the name "Mary" being fictitious, the widow of DAVID FUKS, etc., deceased, if living, or if dead, to the executors, administrators and next of kin of said "Mary" Fuks or Fuke, deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein and the next of kin of DAVID FUKS also known as DAVID FUKS, deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein being the persons interested as creditors, next of kin or otherwise in the estate of DAVID FUKS, also known as DAVID FUKS, deceased, who at the time of his death was a resident of No. 223 Livingston Street, New York City. Send Greeting:

Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased:

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 19th day of February, 1943, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto fixed.

[Seal] Witness, Honorable James A. Foley, a Surrogate of our said county, at the County of New York, the 30th day of December, in the year of our Lord one thousand nine hundred and forty-two.

GEORGE LOESCH,
Clerk of the Surrogate's Court.

SORORITY FROCKS COMPANY—Certificate of formation of Limited Partnership of Sorority Frocks Company, pursuant to Section Ninety-one of the Partnership Law.

We, the undersigned, forming a limited partnership do hereby certify:

1. The name of the partnership is Sorority Frocks Company.
2. The character of the business is the manufacture and sale of women's and misses' dresses.
3. The location of the principal place of business is No. 275 Seventh Avenue, Borough of Manhattan, City of New York.
4. The general partners are: Alick Benjamin, residing at No. 10-11 Neilson Avenue, Far Rockaway, Borough of Queens, City of New York. Max Z. Benjamin, residing at No. 350 Central Park West Borough of Manhattan, City of New York. Ezra Rosenfeld, residing at No. 23 West 73d Street Borough of Manhattan, City of New York.
5. The term of the partnership is December 1, 1942, to December 31, 1943.
6. The cash contributed by the limited partners is \$20,000, of which \$10,000 is contributed by Gertrude Benjamin and \$10,000 is contributed by Minna Rosenfeld.
7. The limited partners shall make no additional contributions.
8. The contributions of the limited partners shall be returned upon the death of either limited partner, or on the termination of the partnership, whichever occurs first.
9. The limited partners shall each receive sixteen and two-thirds per cent. (16 2/3%) of the net income, after salaries to general partners have been paid.
10. The limited partners may not substitute an assignee without the consent of the general partners.
11. The general partners shall have the right to admit additional limited partners.
12. There shall be no priority among limited partners except for salaries to those employed.
13. The limited partners shall have no right to receive property other than cash in return for contributions.

In witness whereof, the undersigned have hereunto set their hands and seals this 30th day of November, 1942.

ALICK BENJAMIN [L. S.]
MAX Z. BENJAMIN [L. S.]
EZRA ROSENFELD [L. S.]
GERTRUDE BENJAMIN [L. S.]
MINNA ROSENFELD [L. S.]

Signed and acknowledged by all parties hereto and filed in N. Y. County Clerk's office.

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Transit Legion Post Plans Ball

Arrangements have been made for the 7th annual military ball of the New York City Transportation Post, 1172, American Legion, to be held at the Concourse Plaza Hotel, 161st Street, Grand Concourse, Bronx, February 6. Proceeds of this affair are to be used for welfare work of the sick and needy war veterans and their families. Howard H. Finlay is the general chairman for the ball. Among those assisting as chairmen of the various committees are Past Commanders Edward J. McGuire, Olof G. Olson, John J. Galvin, James P. Burke, Alton B. Lozier, Fred H. Fitzpatrick, George Randolph, Kenneth Dyckman, Charles H. Beever, Anthony Guerrieo, John Wilde, Morris Bergsman, Carl P. Doll, Frank Goodey, James Schrang, Mike Moskowitz and others. William L. Howe is commander of the post. Men in service are welcome.

Map Drafting Course Postponed Two Weeks

Because of the large number of registrations, the 27 City College, United States Office of Education-free training courses for women in topographic map drafting, mechanical drafting and tracing, etc., will not start until the latter part of this month instead of January 11, as originally announced.

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Borough Officer Calls for Rise in Pay

(Continued from Page Three)
ploys of the Board of Education." He omits Education employees because they are paid increases on a different basis.

Use the Savings
"This proposed salary increase involves a serious question of municipal finance," said Mr. Nathan, adding "I do not, of course, at this time know what the budget of the City of New York for 1943-44 will be. I therefore cannot gauge the total expenditures required. There are, however, some 9,000 city employees now in the armed forces whose salaries are presently accruing to the city at a rate of at least \$1,000,000 every month, more than \$800,000 of which has not previously been deducted in the current budget. There is every reason to believe that as the war continues this figure will increase month by month.

"It seems to me altogether fitting that these savings, which are a direct result of the war emergency, should be used to help offset the increased cost of living which has been imposed on lower bracket city employees. In addition, because of the elimination of heavy construction work it is anticipated that there will be a reduction in the debt service costs of the city of about \$2,000,000.

"The recent report of the sub-committee on State-City fiscal relations of the Mayor's Committee on city finances has indicated the hope that additional funds will be made available by a readjustment of the financial relationship of the City and the State. There are surpluses now resulting from the emergency taxes which will likewise now go into the general fund. These and other possible sources can provide the necessary funds for this proposed bonus.

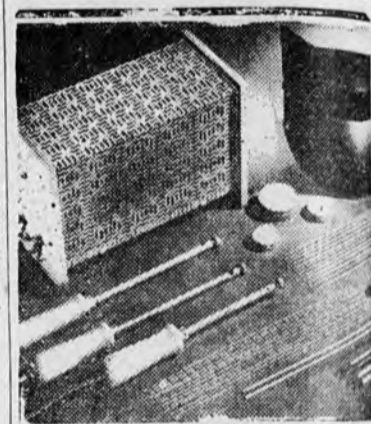
Now the Climax
Mr. Nathan's determined stand on the pay rise question brings to a temporary climax the efforts of city organizations and employees to compel Mayor LaGuardia and the Board of Estimate to recognize that a general pay increase can no longer be denied as it has been in the past.

Despite the Mayor's budget message to the City Council a few weeks ago in which he stressed that he would not regard any increases at all with favor and that, moreover, he would not even submit an unbalanced budget, Majority Leader Joseph T. Sharkey as well as Mr. Nathan promptly indicated that funds exist for general pay increases. So did other Councilmen. This is the first real "break" where it may count, however, since it is in the Board of

Estimate that pay raises will have to be "okayed."
The Mayor is so worried about this that he is watching every calendar move at the Board with great scrutiny and having things referred promptly to him which wouldn't have called for his attention on almost any other subject. The pay raise crusade is definitely on, and Mr. Nathan's the boy who has done it.

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Engineering Aide---How You Can Quality

An engineering aides' tuition-free, full time course is open for women candidates at Columbia University where the United States Office of Education's Engineering, Science and Management War Training office is furthering spurring the war effort.

The course is to be given from 8:30 to 5:30 p. m., Monday through Friday, for nine weeks, starting February 1. It's intended to train women as engineering aides or for mechanical drafting and related technical operations in aircraft and other war industries.

The course includes the use of instruments and scale, lettering, orthographic projection, sectioning, dimensioning, descriptive geometry and applications, etc. Requirements are graduation from college with training in mathematics and science preferred; business, industrial or art experience is also desirable and will be accepted in place of college training.

A personal interview may be had January 20, 21, 22 from 2 to 5 p. m. and 7 to 9 p. m., on the 23d from 2 to 5 p. m., on the 25th from 2 to 5 p. m. and 7 to 9 p. m., on the 26th from 2 to 5 p. m., in Room 613, Engineering Building (between 117th and 118th Streets at Broadway, North of Earl Hall, Columbia University, Manhattan). Registration is limited.

Gals: Here's Chance to Drive A Tractor

If you're a female between 20 and 40, you may qualify for a job as a tractor driver in Brooklyn and Staten Island army depots, the United States Employment Service announced this week.

Applicants will be taught to operate light, four-wheel industrial tractors in hauling of supplies and equipment. The jobs are civil service, pay at the rate of \$1,200 a year during the first two weeks, which are devoted to training, and at the rate of \$1,440 a year plus time and a half for overtime over 40 hours (48 hours weekly comprising the current schedule).

Eligibles must have an operator's license or a driving permit. They're to work on a three-shift basis, taking each shift in rotation. They should register either at 205 Schermerhorn Street, Brooklyn, or 25 Hyatt Street, St. George, Staten Island.

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If You Cook with Gas, Use One-Fourth Less

- 1 Don't use the gas range to heat the kitchen.
- 2 Cook with a blue flame (not yellow), and use less water in the pot.
- 3 Use oven as little as possible. When you do, plan to cook whole meals in it. Don't open door often.
- 4 Plan more "one-dish" meals. Cook more than one thing in a pot, if possible.

If You Heat Water with Gas, Use Half as Much

- 1 Have leaky hot water faucets repaired.
- 2 Don't let hot water run while washing hands, shaving, or washing dishes.

3 Use as little as possible for a bath. Take showers if you can.

If You Heat Your Home with Gas, KEEP IT BELOW 65°

- 1 Put weather stripping around doors and windows. Install storm windows.
- 2 Close off rooms you don't need. Keep bedroom doors closed at night and when rooms are being aired.
- 3 Use fireplace if you have one. Close fireplace damper when the fire is out, to keep heat from going up the chimney.

If You Have a Gas Refrigerator

- 1 Cool cooked foods before placing in refrigerator.
- 2 Never leave refrigerator door open.

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Amusement Parade

By Joseph Burstin

"Tennessee Johnson"— M.G.M. Picture— At the Astor Theatre

Outside of its departure from the strictly historical, the Astor's "Tennessee Johnson" offers an interesting aspect of the reconstruction period following the Civil War. Starting with the turning point of Johnson's life, the film briefly sketches his rise from an illiterate poor white "mudsill" to his vice-presidency under Abraham Lincoln. The assassination of Lincoln finds Andrew Johnson in the precarious position of attempting to continue the reconstruction program of his benevolent predecessor. His subsequent tribulations and impeachment offer fine dramatic scenes for the highly impressive acting of Van Heflin, who does a truly fine characterization of the headstrong Andy.

Lionel Barrymore's is an efficient portrayal of Johnson's arch foe, Thaddeus Stevens. The presence of many old timers in the cast embellishes the presentation. In his brief appearance as Jefferson Davis making his extremely moving farewell address to the Senate, Morris Ankrum also gives a praiseworthy performance.

Although spotty at times, "Tennessee Johnson" does offer pleasant entertainment if biographical facts are overlooked. William Dieterle directed.

Stage Notes

"Ask My Friend Sandy," the new comedy starring Roland Young, originally scheduled for a New York opening at the Biltmore Theatre on January 21, will arrive instead on Wednesday evening, January 27. Meanwhile "Janie" will continue for another week at this theatre. Sydney Stavra, actor, and Osip Dymow, Russian playwright and novelist, have collaborated on a new play, "Two By Four," which they plan to produce themselves this season.

Trickster to Perform

Sgt. Norris F. Roach, internationally famous magician, is scheduled to provide some baffling sleight-of-hand entertainment on January 31, at the auditorium of the Harlem Children's Center, 28 West 134th Street. Mr. Roach is also identified with the Combination Business School engaged in preparing students for civil service. He has arranged for the Harlem Community Concert and Military Band, with Alphonse Bastian conducting, to present patriotic numbers of the day.

Men: How'd You Like to Work Around a Plane?

Ground service men under 50 years of age, in 3-A or 4-F, are being sought for washing, greasing, oiling and fueling of airplanes by an airline at LaGuardia Field, the United States Employment Service reported this week. The job pays 55 cents an hour and time and a half over 40 hours; it's a six-day work week.

Auto Mechanics

Auto mechanics, male, are also being sought for work at LaGuardia Field. Men must be in 3-A or 4-F in the draft. They're to work under the supervision of licensed mechanics and to be trained for aircraft engine work. Duties call for doing motor repairs and effecting adjustments on airplane engines. Jobs pay 70 cents to \$1.05 an hour, depending on experience. Also, time and a half for over 40 hours. Candidates will be paid while training. There are virtually no other requirements. Apply for either job at the USES office at 29-27 41st Avenue, Long Island City.



LYN BARI

featured with Gene Tierney and George Montgomery in 20th Century Fox's "China Girl" opening at the Roxy Theatre tomorrow.



John Garfield, Dennis Morgan and Sydney Greenstreet have been chosen to star in Warner Bros.' "Brooklyn, U. S. A." Asa Bordages and John Bright, who wrote the original play which was produced on the Broadway stage, have completed the screen version. "The Sky's the Limit" is the title of the Fred Astaire musical to be made by RKO Radio (previously known as "Look Out Below"). Joan Leslie will appear opposite Astaire. Marilyn Maxwell will have the lead in MGM's "Right About Face," the Kay Kayser music-epic, with William Gargan and Lena Horne in featured roles. Screen rights to "Government Girl," timely romance set in Washington, written by Adela Rogers St. Johns, have been bought by RKO Radio.

Around the Nite Spots

The entertainment program continues at a merry pace at JIMMY KELLY'S, one of the major bright spots in Greenwich Village. The revue features Marguerite Gray, the lovely Ryan Twins, Helen Holmes, Faith Arlen, Glenda Hope, Carter and Schaub and the Montmartre Boys with Joe Capello and his orchestra for the show and dancing. The Korn Kobblers, those merry musical madcaps, whose activities in the Pan American Room of ROGERS CORNER are the talk of the town, have been selected by Song Hits Magazine as "The Novelty Band of 1942." Sam Grassis, who recently celebrated his 8th anniversary as owner of the CHATEAU MODERNE, announces that Maron Dale has been signed for another six months at his club. Carole Chapelle, singer, and Tiger Haynes and Her Hep Aristocrats are new additions to the show at Louise's MONTE CARLO. The PIONEER CLUB, in the heart of Chinatown, ushers in a new Kevue this Wednesday evening, January 20, headed by Billy Safford and an all star cast.

"Keeper of the Flame" Booked for Music Hall

MGM's film, "Keeper of the Flame," starring Katharine Hepburn and Spencer Tracy, has been booked for Radio City Music Hall, G. S. Eysell, managing director, announces. The film, which was directed by George Cukor, will open following engagement of "They Got Me Covered" with Bob Hope and Dorothy Lamour.

Deskmen for War

Training for clerical careers in the Army and Government service is offered by Washington Business Institute in a series of classes beginning next month. Under Max Feld, director, the Harlem school is turning out graduates to meet the myriad demands of the war effort. Training is on the college level, and covers not only typewriting and stenography, but many types of business machines.



Harry Langdon (left), Chief fiscal officer of the Dept. of Sanitation, and Chairman of the 26th Annual Meeting of the Municipal Credit Union shown with William Reid, City Collector, president of the Organization, making plans for the affair which will be held Wednesday evening, January 20, at the Hunter College Auditorium on Park Avenue.

Merit Men

(Continued from Page Eight)

Vital Statistics: Education in public schools, Worcester, Mass., Holy Cross College, Fordham Law School. . . First Lieutenant Aviation Section, Signal Corps, World War I. . . After war, studied law at night, worked as auditor in U. S. Shipping Board. . . Went into private law work. . . Served as deputy relief commissioner, New York State Veterans Relief Bureau. . . Served five terms in legislature. . . Elected sheriff of New York County. . . Appointed Collector of Internal Revenue 1935 by Franklin D. Roosevelt. . . Member American Legion, New York Athletic Club, Elks, Friendly Sons of St. Patrick. . . Earns \$7,500 a year, pays out \$3,000 in taxes.

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The Raritan Arsenal has an immediate need for checkers at \$1,620 a year, storekeepers at \$1,800 a year and laborers at \$5.60 and \$5.92 a day, the latter rate being for heavier work, it is announced by the U. S. Civil Service Commission, 641 Washington Street, New York City. The Commission will interview applicants in Room 915 on Wednesday, Thursday and Friday.

Math and Physics For War

Mathematics and Physics Instruction is being expanded by Mandi Coaching Courses to cover all branches of military service, designed to qualify men and women for higher ratings and promotions. The school has secured the services of Col. Frederick Ernest Shnyder, retired Army Colonel, former instructor of Mathematics at West Point, assisted by a professor of Physics, who has written several books on this subject. The courses have been arranged on a flexible basis to suit everyone's convenience. The complete intensive course will consist of 80 hours of instruction in six weeks, four nights a week for 3 weeks, and 5 nights a week for 3 weeks, 7 to 10 p.m.

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- 15 BLACK CROSS PERSIAN LAMB . . .
- 10 DYED SKUNK GREATCOATS . . .
- 10 SILVER-DYED RED FOX . . .
- 12 GRAY PERSIAN PAW COATS . . .
- 12 NATURAL MUSKRAT COATS . . .
- 12 GRAY CARACUL-DYED KID . . .
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- 7 GRAY PERSIAN LAMB COATS . . .
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