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U. S. WANTS

ACCOUNTANTS, POSTAL AND OFFICE WORKERS

MEN, WOMEN, ALL AGES

EXPERIENCED OR NOT--FOR WORK IN N. Y. AREA

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U. S. Sets Up Rules for Firing Employees at War's End

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Your Retirement

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New NYC Civil Service Rules
Affect All Employees

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**HERE'S TEXT OF THE NEW
FEDERAL TIME-OFF POLICY**

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New Federal Agency To Help War Vets Get Jobs

WASHINGTON.—War veterans please note: Civil Service Commission has set up a special new unit to see that you get every chance for Government employment.

The Commission is looking forward to the time when thousands of soldiers, sailors and marines will be returning from the present conflict, some of them disabled. The new unit also is intended to do everything possible to find Federal jobs for veterans.

In charge of the new unit is Charles R. Anderson, a former district manager for the Commission. He says he expects to keep in close touch with all veterans organizations, and also with various Federal and private groups dealing in veterans' problems.

You Can Write Him

Veterans who want more information about job opportunities in Government (and also the special rights and privileges they enjoy as veterans) should write direct to Mr. Anderson—or apply at the Commission's Interview unit, Room 144 Tariff Commission Building, 7th and F-streets, n. w., Washington, D. C.

Learning the Ropes in ODB; 600 New Employees Needed

The Office of Dependency Benefits in Newark is recruiting 600 new workers, expects the great majority of them to be girls, and that this will be the first job for a large number of them. Practically all of the people taken on will start at about \$34 a week.

To train the new employees in the intricacies of their positions, in an establishment which is similar to a combination insurance company and mail order house operating on a world-wide scale, the ODB starts each employee off with a three-day course in the basic elements of his job.

Types of Jobs

Over 85 different types of work are performed by the 10,000-odd civil service employees at this mammoth office. Jobs range from typing, filing, indexing, and routine clerical work to examining and adjudicating evidence (to establish dependency and relationship with the service men), and the many complicated jobs involved in setting up and maintaining accounts, and in paying the monthly checks to soldiers' dependents.

Accountants, key-punch operators, business machine operators, as well as people with legal and technical training work for the ODB, administering the millions of family allowances and salary allotments handled by that agency.

Basic Training

The preliminary 3-day basic training course is required of all new employees. Classes are run on a round-table plan, with the Army officer-instructor answering all questions that come up in the course of his lectures.

One purpose of the course is to give the new worker a knowledge of the entire workings of the office. He learns the laws under which dependency-benefits operates, and what must be done to administer each of the benefits. He is taught not only his own job, but the relationship of that job to the whole process. Then, when he is assigned to his place on the assembly line, he knows why his operation is necessary and where it fits into the plan, and also what Mary Jones, who performs the operation ahead of him, is doing, and why. And he is aware of the operation which John Smith, who comes after him on the line, is performing.

40 Forms

The first day in school, the new ODB worker receives a training kit containing the 40 forms with which he must become familiar. And during the course, this jig-saw puzzle of printed cards and regulations combines to give him a clear picture of ODB at work.

Other Courses

In addition to the course for

new workers, other training is given as employees move up the ladder towards supervisory positions.

One of the more popular courses at the ODB school is that in "Precedents." Legal opinions which have been established by the agency in the past when questions of human relationship and legal procedure came up. Problems like these are covered:

What is the status of a Japanese internee who is the parent of an American soldier.

Is a marriage performed in Florida by a Notary Public legal?

Where are common-law marriages legal?

Seven classes have already been conducted for over 200 supervisory employees, who have learned the cases which serve as a guide to their handling of the diversity of relationship appearing on the application forms.

Military correspondence has its own language, which is like Greek even to girls with long civilian office experience, so there is a course in this field.

Supervisors' Course

What is important to employees in another course given to supervisors. It is an Efficiency Rating course to enable the higher employees to rate their subordinates on the performance of duties.

For Officers

Special courses are given to Army officers. Many civilians have been commissioned directly from their former jobs into the ODB and had to familiarize themselves with both civil service procedure and the administrative setup of the ODB.

A number of the machines used in the ODB haven't yet appeared in commercial offices, and personnel has to be trained in their use.

Officials at the ODB, where over four million family allowance and allotment of pay checks go out to soldiers' families each month, feel that their training program is largely responsible for helping to get an important home front job done.

In addition to the clerical workers, there are a few openings for I.B.M. operators, and key-punch machine operators who receive higher salaries, depending on their skill.

The employment office, which hires workers on a war-service civil service basis, is right off the street entrance to the building at 213 Washington Street, and is open from 8 to 5 daily. If you prefer, you may apply at the office of the Federal Civil Service Commission, 641 Washington Street, New York City.

Coming Soon.—What the new setup in ODB's Personnel Counsel Office means to you.

Government Sets Up Precise Rules For Firing Employees at War's End

By CHARLES SULLIVAN

WASHINGTON—Temporary employees will be the first to go when Uncle Sam begins pruning his Government worker staff at the end of the war.

War Service employees who haven't completed their trial periods, and indefinite employees who don't have Civil Service status will be in the second group.

War Service employees who have completed their trial periods, and indefinite employees who do have Civil Service status will be in the third group.

And permanent employees who have acquired Civil Service will be the last to go.

The procedure that will determine your chances of keeping your job after the war was set down by Civil Service Commission last week in a new set of Reduction in Force regulations. The LEADER told you a month ago that the emphasis would be on seniority rather than efficiency ratings. That is exactly the way it has worked out.

Within the four major groups listed above, the Commission set

for Fair. The employee with the least points will have to go first. Specifically, here is the order of release:

1—Employees without military preference who have Fair efficiency ratings, in the order of their Reduction Points.

2—Employees with military preference who have Fair efficiency ratings, in the order of their Reduction Points.

3—Employees without military preference who have Good, or better efficiency ratings, in the order of their Reduction Points.

4—Employees with military preference who have Good, or better efficiency ratings, in the order of their Reduction Points.

The new rules provide that employees must get 30 days' notice before they are released when reduction in force becomes necessary. Also, they provide that employees released in violation of the procedure may appeal to the Commission.

The rules go into effect at once. However, they won't really become significant until after the war.

The following questions and answers are designed to help employees understand how the firings will work.

Q. Why are uniform reduction-in-force regulations being issued at this particular time?

A. Employment conditions change constantly; from time to time changing conditions necessitate a reduction in force. These new regulations are being issued so that in future reductions in force the best possible procedure will be available.

Q. Should Federal employees

seek other employment now in order to avoid being caught in a reduction in force?

A. Emphatically, No! The public interest requires that every Government employee stick to his job. In the few cases where reductions in force are necessary, due notice will be given, and where it is not possible to place such employees in other Federal jobs, every effort will be made, through the U. S. Employment Service, to place them in private industry.

Q. Is the fact that regulations are being issued for reductions in force an indication that the war will soon be over?

A. No! Reductions in force are constantly necessary; there is no connection whatever between the issuance of these regulations and the end of the war.

Q. What are the main differences between the new procedures and those now in effect?

A. There are four main differences: (1) The new regulations apply to all employees under civil service rules, whereas prior regulations had a more limited application; (2) Emphasis is now placed on both length of service, and efficiency ratings; (3) Thirty days' notice is now required instead of fifteen days' notice, and (4) Employees' rights are more specifically defined in the new regulations.

Q. Are, for example, employees in the Treasury Department in competition with employees in the War Department in the event of a reduction in force in either department?

A. No. The competitive area is restricted to operating organizational units in local commuting areas.

Q. Where employees can be readily shifted between two sections of a bureau, and a reduction in force is necessary in one

(Continued on Page Seven)

Because of the important news - development concerning establishment of regulations for employee releases after the war, the article announced last week and scheduled for this space — "What Happened to Civil Servants After World War I"—is being held for next week's issue.—Editor.

up a number of sub-groups. These will apply when it becomes necessary to choose between employees within any one major group. Here is how it will work:

Reduction Points

To every employee, his agency will assign Reduction Points. He will get one point for each year of service. He will get additional points for his efficiency rating, as follows: 96 points for Excellent; 86 points for Very Good; 80 points for Good; zero points

OEM

Trouble Brews

The recent resignation of half of the staff of the Office for Emergency Management's Contract and Lease Division in New York City hasn't solved the employment difficulties there.

The LEADER has learned that a group of employees, dissatisfied with personnel methods used at this office, have sent a telegram to Washington headquarters demanding an investigation of the local branch.

The employees who have been serving under William W. Bingham, Jr., regional service operations officer, addressed a telegram to Dallas Dort, national director of the agency, charging that the complacency of local officials made it impossible for them to receive a hearing or obtain any redress.

In the meanwhile, however, Mr. Dort has resigned his post as head of the organization and has been replaced by William Brown.

Will Testify

And several of the employees who resigned at the end of July in protest after one of their number had been suspended, have indicated their willingness to appear at any hearing and testify about the practices which they allege led to their leaving the OEM.

The telegram was unsigned, as the workers state they fear reprisals if it becomes known which of them have initiated the protest. The original resignations in the department came after one employee was suspended on the grounds that he had incited another employee to get in touch with the Washington officials and complain about working conditions at the New York office.

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Deferred U. S. Employees Face Reclassification

If you are now an employee of Uncle Sam's; and If you are deferred from the draft for occupational reasons; and

If that deferment was obtained other than through the regular Federal channels now set up for Federal employee deferment (that is, if your draft board gave you the deferment on your own request or because the draft board itself decided your work was essential); then-- You are due for reclassification.

National Selective Service Headquarters has sent a message to all State directors on this subject.

Under present law, no Government employee is entitled to occupational deferment unless he is listed on a replacement schedule approved by his State Director of Selective Service or his deferment is requested by the employing agency in conformance with Public Law 23, 78th Congress, approved April 8, 1943, and Executive Order 9309, of March 6, 1943.

This Executive Order provided that a committee be created in each Federal agency with power to request occupational deferments of employees in key positions. The request is subject to approval by the Review Committee on Deferment of Federal Employees.

The order also provides that no Federal Government employee may initiate a request for his own deferment on occupational grounds or advocate the making of such a request in his own behalf.

Law Provisions

Public Law 23 wrote into the law the provisions of the Executive Order as it applied to the executive branch of the Government and made provision for similar committees on deferment of Government employees in the judicial and legislative branches. It also provided that the Director of Selective Service must make monthly reports to Congress showing the names and positions of persons deferred by reason of their Federal employment.

Many Not Listed

Reports from local boards indicate that a substantial percentage of the registrants deferred because of employment by the Federal Government are not listed on replacement schedules and their deferment has not been requested in accordance with the law. On the basis of this information Selective Service Headquarters took its action.

Forces is going ahead with plans to cut its force—civilian and military—by approximately 105,000 by September 1. About 3,000 to 5,000 employees in Washington will be discharged. Elsewhere, the impact probably won't be quite so heavy. Nevertheless, the cut represents a slash of five to ten per cent, straight across the boards.

Looking for quick advancement? Learn fast with one of the private tutors listed under Reader's Service Guide, page 13.

GUARDS D. C. vs. N. Y.

Federal guards—the men in the uniforms like police—who protect Government buildings in New York City are up in arms against what they feel is discrimination against them because they work in the New York area.

In Washington, the guards get the same salary as they do here, \$1,500 a year, but they get free uniforms. The local men have to buy their outfits.

Another point of dispute is this: In Washington the guards work under their own officers and have uniform duties. Here what the guard does depends entirely on the administrator of the building to which he happens to be assigned. In some buildings they just stand around like movie ushers. In others their duties include checking the goings and comings of employees and serving as timekeepers. In still other buildings they are expected to tour the rest-rooms and—see that employees don't loiter and smoke there.

Undermanned

The local staff is undermanned, and the men, who work out of headquarters in the Foley Square Courthouse, complain that they often have to put in as many as 17 days before they can get a day off, and that a number of them have 60 and 70 days in annual leave which they can't take.

Local guards, who work under the Federal Works Agency, say that a majority of them have joined the American Federation of Government Employees in an effort to obtain at least the same benefits as their Washington colleagues.

And they point with envy to the Navy guards who perform similar duties, receive \$1,860 a year and free uniforms.

Because of the fact that they are constantly shifting around from one building to another, they rarely work in one place long enough to get a chance for a well-considered efficiency rating, and at present their civil service efficiency ratings are long overdue.

NAVY YARD GAZETTE

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

Tough Words From Navy Yard Workers

Navy Yard Gazette has received an interesting letter. As a Navy Yard employee, you should read it, and then let us know what you think of the views expressed.

"Dear Editor: One of the jokes which circulate in the Navy Yard these days concerns the painter who on his first day there asked his supervisor what his duties were. 'Here, take this, replied the supervisor, handing him a paint brush, and just keep walking around the yard.' Somewhat surprised at these orders the painter nevertheless did as he was told. After several hours of walking he noticed that he was being followed by a short, dark, suspicious looking character who closely watched every move he made. This kept up the entire day and the next morning the painter again reported ready for work. 'Just keep walking around the yard, the supervisor ordered, and don't lose that brush!' Off he went again, and again he noticed that he was being followed by the same man. 'This kept up for several hours until the painter, finally exasperated, turned to his follower and exclaimed in an angry tone, 'Listen you, you've been following me long enough, now tell me once and for all, what do you want?'"

"Me," replied the shadow timidly, 'I don't want anything. I'm your helper!'

Many Such Stories

"In recent months many such stories have been heard by the public—and since the problem of efficiency in the Navy Yards of our country is extremely vital to the final outcome of this war, I, as a Navy Yard employee, am extremely disturbed by the general

morale of employees at the New York Navy Yard and its relationship to the production output.

"Too many workers in the Yard are far from giving forth their efforts, and consider their jobs easy in comparison with work in private industry. The contractors in the Yard engaged in repair, construction, paving, etc., make the Government worker look 'sick' by comparison and look upon the Navy Yard badge as something similar to what the WPA insignia represented not so far back.

"If you could see the so-called defense workers sprawled out on the decks of our warships, fast asleep for hours at a stretch. If you could only go to the bottom of a drydock where, resting beneath a giant man-o'-war, between rows of keel blocks, more employees were engaged in peaceful slumber at rates from \$6.16 to \$10.08 per day (not including overtime) than in work.

"If you could watch the steady stream of workers (?) on their way to and from the lunch booths at all hours of the day!

"And there are the times when, because of Governmental red-tape, it takes an entire day to requisition a small tool or minor part which should be obtainable in a matter of minutes.

What War Means

"One reason for these conditions is that the war and all its horrible realities have not been brought home to the employees. How to explode a worker out of his complacency and the false sense of security, without actually dropping bombs upon him, is a problem we might all well stop to consider. The Navy Yard worker is not a slacker at heart. He is ready and anxious to do his part if the intricate and over-gearred governmental hodge-podge processes can be simplified and streamlined to meet war-time conditions.

Red-Tape Necessary

"I'm not placing the blame for these conditions on the employees any more than the employers, nor do I overlook the fact that red-tape is a necessary part of any organization that boasts of a personnel so huge as that of the Yard. What I do maintain is that production can and should be increased. The large number of persons employed there is capable of producing to a far greater extent than they have in the past, under a management that demands greater efficiency. I maintain that the tremendous amounts of red-tape surrounding every move the worker makes, can, and should be reduced to a minimum.

Ahead of Schedule

"The words, 'ahead of schedule' are only relative because the original schedule could have been shortened in the first place.

"Of course, there are many employees who put in a good day's work to the best of their ability and deserve nothing but praise for their efforts—but there are not enough of them. Some come into the Yard full of ambition and expecting to find a constant productive activity which the war effort warrants. Dissillusionment comes swiftly to many of these persons—as it came to me—and it doesn't take long to fall in line with the general attitude that when you work for the Government you've got to 'take it easy.' It's about time that this tradition is broken, and a good place to break it is at the Navy Yard."

DISSILLUSIONED

NAVY YARD EMPLOYEE.

Well, there it is! Those are tough, hard words. We'd like to know what you other Navy Yard workers think.—Editor.

NYC EMPLOYEES: FIGURE JUST HOW MUCH YOU PAY AND HOW MUCH PENSION YOU GET

Rates of Contribution, Expressed as Percentages of Salaries Required of Entrants Into the New York City Employees' Retirement System

Table with 11 columns for Laborers and Clerks (Men and Women) showing Retirement Age 58 and Age 55 Service Fractions (1/132, 1/120, 1/136, 1/140) and corresponding contribution percentages from age 15 to 59 and over.

Note.—To obtain the maximum of city assistance toward his benefits and since the privilege does not remain open, it would be well for a member at the beginning of his membership to consent to the larger alternative contribution rate shown above for his entrance age, instead of the lesser rate which he may otherwise elect, since the city will then provide, and not otherwise, a pension of 1/120 of "final compensation" for each year of service upon service retirement.

If you're a City employee you've probably wondered just how they decide how much you contribute to the pension fund. This chart is used in computing the deduction from your paycheck.

Find your age, the retirement plan you have selected, and then you have the answer. If it still isn't clear, the Pension Office in the Old Courthouse on Chambers Street will explain it to you.

Proposed New Civil Service Rules Would Affect Every City Worker

A general revision of civil service rules, which would affect every City employee, is being undertaken by the Municipal Civil Service Commission, which has sent a copy of its proposed changes to all department heads with a request for their comment on the new proposals.

"A great deal of time and effort has been put into this tentative draft by the Commission and its staff," the letter reads in part. "We realize that it will be impossible to please all who are concerned with the operation of the law, but we are anxious at the same time to avail ourselves of constructive criticism from any source."

Words Are Important

One of the first problems taken up in the new ruling is a technical point which has been the groundwork for court cases and much confusion in the past. The difference between "publication," and "promulgation" of a list has finally been settled. Now the rule book says: "promulgation"—The establishment of a completed eligible list as in force and effect. "Publication"—The release or announcement of a completed eligible list by the Commission without promulgation.

On Promotions

Another question which has been the cause of controversy in civil service circles is this: "How long should a person serve in a position before being eligible to take a promotional examination?"

Here's what the Commission proposes as the answer:

"Except in the case of the Police and Fire services, in order to be eligible to enter a promotion examination, a person must have been employed . . . for a period of not less than six months in the department, and not less than one year in a position . . . which would naturally and properly tend to qualify him to perform the duties for which the promotion examination is to be held.

"The requirement of service

for a period of not less than six months immediately preceding the examination in the department is suspended for the duration of the war emergency."

Seniority and Record

Also, seniority and record will have a value of 50 percent of any promotion examination. The former regulation provided that not less than 50 percent credit could be given for these factors.

The Director of Examinations of the Commission will have more latitude in setting passing grades for City examinations. Former requirements set minimum grades at 50 percent, and a general average of 70. Now the Director of Examinations can fix grades according to the needs of the service and the requirements of the position.

"Manifest Error"

The period of time in which appeals by candidates on City examinations may be filed on grounds of "manifest error" on the part of the Commission has been lowered from sixty days to one month. This will enable the Commission to get its examinations cleared up in less time, and get the lists out that much sooner.

Veterans

Disabled veterans get a break in the new setup. The rules now read, "Where the names of disabled veterans are certified, they shall have absolute preference for appointment." Speaking of them, the old section merely provided that disabled veterans were to get pref-

erence "unless objection shall be made and sustained by the Commission."

Formerly, a person offered a City job could refuse it on the grounds that the work was objectionable only if the work were in a hospital or morgue. Now the Commission will consider other reasons for refusing a position as "objectionable" without causing the loss of one's place on the list.

Work for Out-of-Towners

The Commission will also receive broader scope in hiring professional services or employees who work outside the City. The restriction of \$750 as the maximum which could be paid to such persons in a year has been dropped from the rules, as is the necessity for approval by the Mayor and the State Civil Service Commission to extend their services beyond one year.

Rating Appeals

The efficiency rating setup within the Commission provides for a personnel board which may include among its members representatives of the employees. But appeals from this board would be decided by an impartial board which would not number any employee of the City in its membership. This board's decisions would be final.

Seniority credit for time in the armed services would be allowed to members of the Police and Fire services in the "first successful promotion examination taken by the candidate."

The Commission expects to hold conferences with Commissioners of the City departments during August, and make further changes in its proposed new set of rules.



Here's the newly constituted State Civil Service Commission, already hard at work. In the usual order: Louise C. Gerry, of Buffalo; J. Edward Conway, of Kingston, President; and Howard G. E. Smith, of Buffalo. Mr. Smith is a hold-over from the old commission.

when it was suggested that the different organizations produce their membership rolls and split credit accordingly.

Now, it has been learned that the whole controversy has been settled logically. The contribution was sent in from "the staff of the Welfare Department."

Harlem Wins

Mrs. Edith Alexander, staff relations director of the Welfare Department, headed a group of the agency's Negro employees who went up into Harlem last week at the Mayor's request to help calm the people there after the disturbances.

"The whole event, though evil in itself, shows what can be done in the utilization of the resources within the community," said Mrs. Alexander proudly, in discussing the role of Harlem's citizenry in quelling the disturbance.

Contest

The 17th and 19th floors in Welfare headquarters, are in the throes of a photographic contest. Photos of members of the staff taken when they were under seven years old are pasted on the bulletin board.

The one who is chosen as the "Used to be the prettiest baby" gets a valuable prize. And there is a guessing contest in connection with the photos. The person who identifies the greatest number of his co-workers from their juvenile portraits is also rewarded.

The modest entry fees go to swell the coffers of the United War Relief Fund.

HEALTH

50c for Docs

The City Budget Office has announced that physicians who work for the Health Department on a fee basis will receive \$5.50 a session, instead of the former \$5 payment.

Hospitals Department, to whom this item is news, intends to ask the Budget Bureau to take similar action to increase the payments to its doctors who work on the same basis.

Zimand's \$6,500

The Department of Health has requested the Budget Bureau to approve an increase in the salary of Savel Zimand from \$5,000 to \$6,500.

Listed in the little City Green Book as "administrative assistant," and on the board at the Health Offices as "Acting Director, Bureau of Health Education," Mr. Zimand's appointment had caused considerable criticism.

It has been charged that his appointment had been made without due regards for civil service procedure, and that the position was one which should have been filled by a registered physician. His predecessor was Dr. Charles Bolduan, a physician.

THE BOROUGHS

Solving Problems

The Army has recently revealed that a former City civil engineer handled the unusual job of building a post office on Guadalcanal.

A platoon of troops and a few natives made up the construction crew. Coconut logs, saplings and bamboo, bound together with vines, and roofed with palm leaves, were the building materials.

Lieutenant John T. Carroll, of 81-45 169th Street, Jamaica, who worked for the Borough President of Manhattan for 12 years before enlisting in the Army, handled this tough job of creating a jungle post office.

PUBLIC WORKS

Of Mary Jones, Cleaning Woman

Mary Jones is a typical cleaning woman. Her job is keeping the New York City municipal buildings—there are 60 of them—clean. She is an employee of the Bureau of Building Service, Department of Public Works.

Mary Jones begins her work before dawn, doesn't finish until 9 a.m., when the regular civil servants come trooping in. Her work is considered "part-time" for the City—but 5 hours a day, 6 days a week, adds up to 30 hours. That's a lot of part-time.

For her duties, the cleaning woman receives \$940 a year. Until last month, she received \$860 a year, but she got an \$80 raise, which means about \$1.54 a week more than she used to earn. Her total weekly pay is slightly under \$20.

The minimum for other City employees is \$1,200 a year. "But," explain officials, "since Mary Jones works part-time, she isn't entitled to privileges which are due other employees."

Here are some of the privileges she isn't entitled to: There is absolutely no chance of advancement.

She is not in line for any pay increments, no matter how many years on the job.

Transportation

Coming to work during the early morning hours, many of the women are met with a transportation problem that actually means their work-week is much longer than 30 hours. Since the subways and bus schedules are much slower in these hours, not a few of the women must travel 2 hours before reaching their posts.

Male cleaners in the Department of Public Works fare better, with a \$1,200 minimum, \$1,440 after two years, and \$1,560 after 10 years.

The American Federation of State, County and Municipal Employees (AFLE) is undertaking an organizing drive among the women. The Mary Joneses of the City government are being approached on the basis that they should be earning more pay, enjoying better working conditions.

In the City Departments

LAW DEPT.

Big Raises

Some people in the Law Department of the City will be paying a lot more income tax this year than they did in '42.

By a process known as "modifying budget lines," it is possible to get raises for employees, and the boosts in the Law Department listed below have been made retroactive to July 1.

John E. Egan, Assistant Counsel for the Board of Water Supply has been raised to \$6,000, an increase of \$750.

Vincent G. Connelley, in a similar position, has been increased to \$4,500, a \$500 jump over his earnings last year.

William S. Lebowhl, Associate Assistant Corporation Counsel has been raised to \$6,000, representing an additional \$1,000 a year in salary.

Bringing up the bottom of the department's list of raises are Alfred May at \$3,500, whose job as managing clerk is worth \$200 a year more than it was; and Charles G. Kirchoff, Jr., Law Assistant, whose \$120 increase brings him to \$3,720.

The department explains these

raises as intended to bring the salaries into line with those received by other employees, and "to reward the men for the long hours which their job necessitates."

WELFARE

Trend Away

Latest trend in Welfare Department is away from the main office at 902 Broadway.

After long negotiations with the State Department of Social Welfare, the central files on the twelfth floor are being split up, and cases divided among the Welfare Centers.

Formerly, Aid to Dependent Children, Blind and Old Age Assistance cases had to follow a tortuous course back and forth from the branches to the main office, and then back again.

Now each case is handled completely from the Welfare Centers. About 40 people, mainly clerks, are being shifted out to the district offices with the files, and some of the W.C.'s will have to add a few to their staffs to carry the new work.

And this change will make the lives of the investigators and case supervisors quite a bit easier. There won't be so many frantic phone calls asking Central Office to dig cards out of the files, and cases will be handled more quickly.

From the Staff

Several weeks ago the administration and union representatives got together to hold a quiet little meeting in Welfare to decide how to divide up credit for \$15,000 which was raised in the department for the United War Relief.

As THE LEADER reported at the time, the meeting dissolved

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General Bradley's Column



By
Brigadier General
John J. Bradley (Ret.)

Typical American Soldier

What is the typical American soldier like? The answer to this question is interesting in itself; but the Army, in forming a picture of the composite soldier, did so for a very practical reason. By building up a portrait of the "average" man in uniform, the Army is learning what the soldier wants, what he gripes about, his preferences in information and entertainment.

As compiled by the Special Service Division's Research Branch, here are some interesting facts about the boys in the Army:

Half of them are under 25 years of age; less than one in five has reached 30.

Two out of every three are single. They constitute the best-educated Army in the world. Two out of every three have been to high school; more than one of every 8 has been to college. Compare this to the 1917-18 Army, in which four-fifths of the men had never gone beyond grammar school.

Nevertheless, despite the high degree of education, most of the men are poorly informed about current events.

In a typical four-week period, one out of every two men will attend church at least once.

Most of the soldiers don't drink, and of those who do, the majority sticks to beer.

Movies is the favorite type of organized entertainment.

Writing letters home is one of the most frequent off-duty activities.

Most officers believe that a good, healthy soldier should have plenty of gripes.

The men do not think of themselves as professional soldiers. They want to get the war over with as soon as possible, and go back home and to a job.

The Research Branch studied these gripes, separating those which seemed to have a solid basis in fact from others which were being spread mainly by "gold-brickers" and "soreheads." It was found that some of the most cherished gripes concerned themselves with food. Yet, when the men were asked directly what they thought of their food, four-fifths of them had to admit it was good, served to them hot and fresh, and that they usually got all they wanted to eat. The main gripe was that the food could be prepared more skillfully; and the men would prefer that "rabbit food," such as beans and potatoes, might be replaced with more steaks and beef.

The men generally rate their medical and dental care as good.

As for clothing, two out of five complained that their pants didn't fit; one out of eight griped about the fit of his shoes. Since these facts became known, it has been made possible for an enlisted man to have his pants altered without charge.

Important For High School Seniors

Boys reaching the age of 18 after they begin their senior year this September, and who passed the A-12 Army test last April, will be permitted to finish their high school course. Another A-12 test is scheduled for November.

A boy who reaches the age of 18, say in October, about a month after he matriculates for his senior year, would do well to enlist just prior to his 18th birthday in the Enlisted Reserve Corps, indicating his preference in branch of service. He will be called to duty within 6 months of enlistment. But should he take the November A-12 test and pass it, he will be permitted to complete his high school senior year.

The A-12 tests are those which enable the successful contestants to enter college under Army tutelage.

EXAMS

When to Take 'Em

Here is the schedule of examinations to be held in the near future by the Municipal Civil Service Commission. Candidates who have filed for these examinations will be notified by the Commission when and where to appear for the test. Those applicants who do not meet the requirements for admission to the examination room will receive a refund of their filing fee.

- August 11—Lift Span Operator—Practical Test.
- September 11—Correction Officer (Women)—Written.
- September 15—Promotion to Assistant Chemist, Hospitals—Written.
- September 18—Promotion to Assistant Motorman Instructor, BMT, IRT—Practical; also Promotion to Bridge Operator, Public Works—Written.
- November 6—Promotion to Clerk, Grade 4—all Departments—Written.
- November 13—Promotion to Clerk, Grade 3—all Departments—Written.

PARKS

For More Pay

Two new bills have been introduced in the City Council to bring the wages of Parks Department employees in line with those of other City workers.

The new bills, if passed by the Council and Board of Estimate, and approved by the Mayor, will place laborers and gardeners and assistant gardeners in a position to receive increments. They will then come under the provisions of the McCarthy Increment Law and receive four annual increases of \$120 each.

The Parks Unit of the State, County and Municipal Workers of America, CIO, sponsored the measures, which were introduced by Council members Doris I. Byrne, of the Bronx, and William A. Carroll, of Manhattan.

The bills are now in the hands of the Council's Committee on Civil Employees—a place where many pieces of legislation have languished until they died a slow death.

HOSPITALS

See the Mayor!

The Hospital Department is still having trouble with its employees who want their releases to transfer to better-paying jobs.

All requests for releases are now being answered by a form letter which suggests writing to the Mayor, or taking a 30-day vacation before changing jobs.

Here is the text of the form letter, signed by Edward M. Bernecker, Commissioner:

"I regret that inasmuch as it is against our policy to release any permanently-appointed employees of the Department of Hospitals, your request for a Certificate of Availability must be denied. Under Wage and Job-Control Regulations, issued recently by the Chairman of the War Manpower Commission, hospital employees are considered frozen to their positions. We are now operating with more than 3,000 vacant positions, and unless some restrictive measures are taken to hold our employees in the face of wartime employment conditions, we simply will not be able to stop the exodus of employees from the service.

"You will agree that it is most essential, especially in wartime, that we continue to protect the health of civilians on the home front. We feel, therefore, that we are not unreasonable in asking our employees to sacrifice the opportunity for greater compensation, in order that we may have the benefit of their continued participation in the operation of New York City's municipal hospitals.

"Under the War Manpower Commission's rules, an employee may obtain another position without having to show a Certificate of Availability, if he has allowed a thirty-day period to elapse between the time of his resignation and the time he undertakes other employment. At the same time, the War Manpower Commissioner has delegated to the Mayor of the City of New York the power to consider appeals from rulings of City departments. If, therefore, you desire to appeal from my ruling in the matter, you may submit such an appeal in writing to Mayor F. H. LaGuardia, City Hall, New York City."

SANITATION

It's Pleasant

With new office employees coming into the Department of Sanitation, Harry R. Langdon, administrator of the Bureau of Finance and Supply, has engaged in what he calls a program "to make their work as pleasant as possible."

In order to familiarize new workers with all functions of the department, they will be shifted around from unit to unit so that they will have a broader view of departmental activities.

And to give them an oppor-

tunity to study up on the varied fields which the agency covers, in-training lectures which were given in the past have been printed and are available to the employees.

Employee discipline, street cleaning operations, sanitary education, land-fills, accounting procedure and one pamphlet called "diversified activities" have been prepared.

Job Switch

A switch in jobs between Leo B. Farley, who was receiving \$4,500, and John J. Donnelly, at \$4,000, both district superintendents in the Department of Sanitation, resulted in an upgrading of many employees in that organization.

Below is the list of changes which resulted:

- District Superintendent, \$4,500—to be filled by transfer of John J. Donnelly.
- District Superintendent, \$4,000—to be filled by transfer of Leo H. Farley.
- District Superintendent, \$4,500—to be filled by transfer of William J. Nally.
- District Superintendent, \$4,000—to be filled by transfer of Albert A. Cook.
- District Superintendent, \$4,000—to be filled by transfer of Frank J. Martarella.
- District Superintendent, \$3,500—to be filled by transfer.
- Foreman, \$2,500—to be filled by transfer of Abraham Gorowitz.
- Assistant Foreman, \$2,460—to be filled by promotion from civil service list. Effective July 1, 1943.

Something For the Boys

The Department of Sanitation is about to enter the publishing business with a monthly news letter which will be sent to all its men in service.

The new publication will bring the men in service news about each other, and what's happening around 125 Worth Street and in the branch offices.

THE COURTS

Skiping Names

On July 7, the Municipal Civil Service Commission certified six names from the promotion list for junior accountant to the Domestic Relations Court, when there were three vacancies. The appointing officer, Adolphus Regan, selected the first person on the list (No. 2), skipped the following three names and selected the last two. The selection was made with the authorization of the Director of the Budget. The Civil Service Commission, however, has refused to pass the payroll, since three names were passed over. One of the men whose name was skipped over has revealed that he and the other two have been asked to sign a waiver.

- Names as they were submitted for certification follow:
- *2. Schmuckler, Meyer 87.050
 - 3. Goldstein, Morris 85.675
 - 4. Deutsch, Leo 85.125
 - 5. Friedman, Emil 84.750
 - *6. Tatar, Henry 83.975
 - *7. Wolf, Henry 82.500
- *—Were appointed.

Asked whether he could explain this situation, Mr. Regan described the affair thus:

"It's all clear as mud." "It's got something to do with military leaves, or something," he added. "And there's no one around here who can tell you any more about this than I can." "Besides," he finally said, "Nothing has happened yet. I don't know anything about any waivers."

Civil Service Version

But the Civil Service Commission which refused to pass the payroll has a different version.

On the grounds that the Court had violated the one-out-of-three law in making the appointments, the Certification Bureau of the Commission refused

X-RAY & MED. LAB.

DENTAL Men & Women Urgently Needed in These War and Peace-Time Careers — ASST'G Army, Navy, Civilian. GET BOOK D. ENROLL NOW in NEW Classes Forming MANHATTAN ASSISTANT'S SCHOOL LICENSED BY THE STATE OF NEW YORK 60 E. 42 St. (Opp. Gr. Central) MU. 2-6234

to OK the payroll when it was submitted for their approval.

And when one of the men on the list, who had been passed over, came to the Commission and said that he had been asked by the Court officials to sign a waiver of his rights to the promotion, Commission officials advised him against signing.

Unless the promotions are made in full accordance with civil service procedure, they won't be approved, says the Commission.

FIRE

New Chiefs

Chances are there will be seven new Battalion Chiefs in the Fire Department after Aug. 23. There are seven men still on the list for promotion to this job. The list came out Aug. 23, 1939, and if the appointments aren't made by the 23rd of the month, then the list will have expired.

Since last May, the department has been asking the Budget Office to appoint these men to the battalion rank, and from all indications approval will be forthcoming before the deadline.

At present there are 14 vacancies in the position.

The Municipal Civil Service Commission is in the process of preparing another examination for Fire Captains who are seeking promotion to the higher post, but has not yet announced any date for the test.

UNIONS

And Politics

The recent formation of a non-partisan organization of civil service employees for concerted political action doesn't mean that all City employees can join up and become active ward-healers.

The State Department of Social Welfare has advised the City Welfare Department that State funds can't be used to pay the salary of any employee who engages in political activity.

Likewise, employees of the different authorities around town, some of whose pay comes from Federal funds, can't join because of the Federal Hatch Act.

And a provision of the City Charter restricts political activity of uniformed police and firemen.

CLERK PROM.

GRADES 3 and 4

Tuesday, Friday, 6:15, 8:30 p.m.

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- FINGERPRINTING
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MEN

PART TIME CLEANING POSITIONS

AT

LA GUARDIA FIELD

Are you now in non-essential work and able to accept part time employment in an essential industry without interfering with your present job?

STARTING SALARY 50 cents PER HOUR

Men over 18 who are in non-essential work and care to augment their incomes by part time employment of this nature are asked to apply at

AMERICAN AIR LINES, Inc.

Personnel Department 100 EAST 42d STREET New York City (16th Floor)

Part Time—Full Time SALESMEN WITH CARS

To sell low-priced, near-by Long Island acreage for Victory Gardens. No previous real estate or selling experience necessary.

LONG ISLAND ACRES Fri., Sat., 11 A.M. to 8 P.M. Rm. 806, 500 5th Ave., N.Y.C.

Male Help Wanted

SALESMEN PART-TIME

Experience not essential Part-time positions for mature men who are available Evenings and Saturday Afternoons.

MEN! Part or Full Time—to solicit car owners WHO WANT TO SELL Commission, \$10 on each car Can earn \$50 to \$100 each week

MEN and WOMEN With Cars PART TIME OR FULL TIME

To Service Our Canteen Products In Local War Plants Day Hours Only Good Salary—Permanent

WANTED TO WORK FOR A BANK Men or Women Now Working For Part Time Work

PORTERS

Men not engaged in defense

NIGHT or DAY WORK

5 Day — 40 Hour Week

Apply 3d Floor Employment Office—9:30 A.M.

The NAMM STORE

452 FULTON STREET BROOKLYN

Restaurant Offers PART TIME WORK for responsible men as FLOOR ASSISTANTS

TO MANAGERS IN RESTAURANT CHAIN No Experience Necessary Hours 11:30 a.m. to 2:30 p.m. Good Pay — Plus Lunch

Apply at Exchange Buffet Restaurant 44 Cortlandt Street Hudson Terminal Building

Male Help Wanted

STOCK MEN

RECEIVING ROOM GRATE OPENERS and CHECKERS

5-DAY — 40-HOUR WEEK

Apply 3d Floor Employment Office—9:30 A.M.

The NAMM STORE

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WAITERS PART TIME ONLY

YOUNG MEN, OVER 18 YEARS Good appearance; no experience necessary HOURS 9 P.M. TO 12:30 A.M., 6 NIGHTS OPPORTUNITY FOR STUDENTS TO EARN EXTRA MONEY

APPLY AFTER 1 P.M. SCHRAFFT'S 56 WEST 23D ST. BETWEEN 5TH AND 6TH AVES.

Help Wanted—Female

STENOGRAPHERS

Legal Experience Desirable But Not Essential.

Hight School Graduates

5-DAY WEEK

Apply 9:30 A.M. 3d Floor—Employment Office

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ATTENTION WOMEN

WESTERN ELECTRIC COMPANY

"The Arsenal of Communications Equipment"

Has opportunities for women not engaged in war work in the following positions:

- CLERKS TYPISTS STENOGRAPHERS TABULATING MACHINE OPERATORS COMPTOMETER OPERATORS ENGINEERS' ASSISTANTS INSPECTORS ASSEMBLERS TESTERS STOREROOM WORKERS

Those now engaged in essential industries not considered without statement of availability.

APPLY

MONDAY THROUGH SATURDAY 8:30 A.M. TO 3 P.M.

100 CENTRAL AVENUE KEARNY, N. Y.

Contingent Sales—Women

To Work THURSDAYS Only

Opportunity for full time, if desirable, in the Fall season

Apply 3d Floor

Employment Office—9:30 to 11

The NAMM STORE

452 FULTON STREET BROOKLYN

Navy Yard Safety Campaign To Begin

A direct representative of the Secretary of the Navy is due here any day now to conduct an intensified safety campaign at the yard. Considering the fact that accident rates are increasing every month, there certainly is a need for such action.

Looking for quick advancement? Learn fast with one of the private tutors listed under Reader's Service Guide, page 13.

LEGAL NOTICE

CERTIFICATE OF FORMATION OF LIMITED PARTNERSHIP OF NEDA PRODUCTS COMPANY

WE, THE UNDERSIGNED, do hereby sign and swear to this Certificate of Limited Partnership. CERTIFYING as follows:

I. The name of the partnership is: NEDA PRODUCTS COMPANY II. The character of the business is: The manufacture and sale of costume jewelry.

III. The location of the principal place of business is: 220 Fifth Avenue, in the City, County and State of New York.

IV. The name and place of residence of each member; general and limited partners being respectively designated, is: Name and Residence NATHAN COHEN, General Partner, 309 West 86th Street, New York, N. Y.

V. The term for which the partnership is to exist is: Until dissolved by the death of Nathan Cohen or until terminated by unanimous consent or until terminated on March 31st or September 30th in any year by two months' notice given by one partner to the other partners.

VI. The amount of cash and a description of and the agreed value of the other property contributed by each Limited Partner is: Neither Limited Partner has contributed any cash to the Limited Partnership.

VII. The additional contributions, if any, agreed to be made by each Limited Partner, and the time at which or the events on the happening of which they shall be made, are: The Limited Partners are under no obligation to make any additional contributions at any time.

VIII. The time, if agreed upon, when the contribution of each Limited Partner is to be returned, is: Upon the dissolution or termination of the partnership.

IX. The share of the profits, or the other compensation by way of income which each Limited Partner shall receive by reason of her contribution, is: Jeanne E. Cohen is to receive 30% and Marietta L. Vanden Broeck 50% of the profits remaining after deducting from such profits a payment to Nathan Cohen of \$3,000 per year, or 3% of the receipts, whichever is larger.

How's About Becoming a Cop?

More City employees—female, are wanted to join up with the Police Aides of the CDVO. Lucille Kraft, secretary to the Department of Water Supply, Gas and Electricity, is a captain in the corps, and she's at the precinct house at 300 Mulberry Street, Monday and Thursday evenings.

Sanitation Changes

Personnel changes in the Department of Sanitation: Mr. Louis Bauman, chief of the payroll division, replacing Peter Whalen, who has retired; Hazel Brady, clerk, 4th grade, new chief of division of supplies, replacing retired Miss Geraldine Murphy.

Buy The LEADER Every Tuesday.

PARTNERSHIP NOTICE

CERTIFICATE OF FORMATION OF LIMITED PARTNERSHIP (Partnership Law — Section 91) BOBRICH MFG. CO.

We, the undersigned, desiring to form a limited partnership, under and pursuant to the laws of the State of New York, being duly sworn, do hereby certify, depose and say:

- 1. The name of the said partnership is BOBRICH MFG. CO. 2. The character of the business of said partnership is the manufacture of garments. 3. The location of the principal place of business of said partnership is at 330 Fifth Avenue, Borough of Manhattan, City, County and State of New York.

(a) The following members of said partnership are general partners: (1) Samuel Treibich, 1059 10th Street, Borough of Brooklyn, City, County and State of New York.

(b) The following members of said partnership are limited partners: (1) Louis L. Smith, 37 Riverside Drive, Borough of Manhattan, City, County and State of New York.

5. The term for which said partnership is to exist is from the 15th day of May, 1943, to the 15th day of May, 1945.

6. The amount of cash, and a description of and the agreed value of the other property contributed by each of said limited partners, are as follows: (a) Louis L. Smith, Seventy-five Hundred (\$7,500) Dollars in cash.

7. The additional contributions agreed to be made by each of said limited partners and the times at which or events on the happening of which they shall be made are as follows: NONE.

8. The time when the contribution of each limited partner is to be returned is upon dissolution of the partnership.

9. The share of the profits or the other compensation by way of income which each limited partner shall receive by reason of his contribution, is as follows: (a) Louis L. Smith—15% of the net profits.

10. There shall be no right in any of said limited partners to substitute an assignee as contributor in his place.

11. The partners shall have the right to admit additional limited partners if all partners, general and limited, shall agree.

WHAT'S MY PLACE IN THE WAR EFFORT?

FOR THE ANSWERS, FOLLOW THE—

Civil Service LEADER

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Civil Service LEADER 97 DUANE STREET, NEW YORK CITY Enclosed is \$2.00 (check, stamps or money order) to cover cost of annual subscription to The LEADER. Send me training and experience blanks immediately.

NAME ADDRESS Borough or City

Check here if this is a renewal of your subscription.

The NAMM STORE 452 FULTON STREET BROOKLYN

STATE OF NEW YORK COUNTY OF NEW YORK ss: SAMUEL TREIBICH, ALBERT A. GOTTLIEB, LOUIS L. SMITH, ROBERT SMITH and LEO HANAN, being severally duly sworn, depose and say, that they are the persons described in, and who signed, the foregoing Certificate, and that the statements contained in the said Certificate are true.

You Can Help Manufacture Telephone Equipment

A large, well-known war plant, part of an organization which in peacetime makes telephone equipment for the Bell System, but which is now engaged in manufacturing vital communications equipment for the Armed Forces, can place a large number of women who have the ability to learn to assemble small parts. There are also many jobs open for draft-deferred men in good physical condition.

No previous experience is necessary for most of the openings at this plant as tests are given to discover your aptitudes and training classes are conducted for all jobs. Age is not necessarily a factor although good health is important as applicants must pass a rigid medical test.

It's In Jersey

The name of this plant is the Western Electric Kearny Works. It is situated in South Kearny, New Jersey, and may be reached by residents of Manhattan, the Bronx and Brooklyn by means of the Hudson and Manhattan Tubes to Journal Square, Jersey

City, from where buses and trolleys run direct to the plant. An alternate, and faster, route is the Central Railroad of New Jersey from the foot of Liberty Street, New York. The Kearny station of the C. R.R. of N. J. is only a short distance from the gates of the plant.

Applications cannot be accepted from men or women now engaged in war work but those who are not now in essential industries are needed badly. The employment office at 100 Central Avenue, Kearny, New Jersey is open from 8:30 to 5, Mondays through Saturdays.

THE JOB MARKET

By MRS. MATILDA B. MILLER

The Job Market is designed to help readers and jobs get together. The positions listed are gathered from advertisements of all the newspapers, periodicals and communication with personnel managers. These jobs are analyzed and arranged in categories which will be most helpful as a basis for selection. However, it is wise to read the entire column rather than limit yourself to any one item.

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

No Experience

Namm Store has openings for porters, day or night work. No salary quoted. Five-day, forty-hour. Apply 452 Fulton St., Bklyn.

Men and women are needed for all types of hotel work. No experience necessary—good salaries promised. Openings for men as kitchen help, cooks, waiters, housemen, handymen, elevator operators, bar boys, engineers and porters. Women wanted as kitchen help, chambermaids, clerks, waitresses, and telephone operators. Apply Knott Hotels, 234 7th Ave., N.Y.C.

Men and women needed for full and part time work in restaurant. No night or Sundays. Free meals. Good wages promised. Apply Exchange Buffet, 44 Cortlandt St., or 56 Duane Street, N.Y.C.

Girls wanted for light factory work. Five-day week, \$20 start. Apply New Prosperity Cleaners, 4802-25th Avenue, Astoria, L. I.

Men, 21-45, draft deferred, needed for work in drug departments. Some high school education. Day and night work. Apply E. R. Squibb & Sons, 33 Vine St., Brooklyn.

Aetna Printing Co., at 64 Reade St., N.Y.C. will pay girls 45 cents an hour to assist in bindery.

Opportunity for men to earn starting salary of \$41.08-\$43.68 in U. S. Aluminum Co. Plants at Bridgeport and Fairfield, Conn. Must be draft deferred. Apply USES, 87 Madison Avenue, N.Y.C.

Jobs That Sound Good

Full and part time openings for men to solicit car owners to sell cars. \$10 for each car. Opportunity to earn \$50 to \$100 weekly. Apply Scharlin Bros., 299 Madison Ave., N. Y. C.

Opportunity for men to become attached to insurance and health office. Qualifications are pleasant personality and some selling experience. Full and part time openings. Liberal commissions and bonus. Apply Filas, 26 Court Street, Brooklyn. Tr. 5-1710.

Openings for women as engineers' assistants, inspectors, and assemblers at **Western Electric Co.**, 100 Central Ave., Kearny, N. J. Apply Monday through Saturday, 8:30 A.M.-3 P.M.

Clerical

Female comptometer operators, clerks, typists and stenographers wanted at **Frederick Loeser Dept. Store**, 252 Livingston St., Bklyn. Apply 1 a. m.-4 p. m.

Western Electric Co. has openings for women as clerks, typists, stenographers, tabulating machine operators and comptometer operators. Apply 3:30 A.M.-3 P.M. at 100 Central Avenue, Kearny, N. J.

Namm Dept. Store has openings for stenographers, female, high school grads. Legal experience desirable, but not essential. Apply 452 Fulton St., Bklyn.

Over 38

Men over 38 or draft deferred needed as uniformed guards at **R. H. Macy**. Uniforms furnished. Starting salary \$25 for forty-hour, five-day week—rotating shift. Apply beginning Wednesday at 186 W. 35th St., N. Y. C.

Federal Radio and Telephone Co. needs men for light work. No experience necessary. Ages 38-55. Good pay promised. Apply 39 Central Avenue, East Newark, N. J.

Here's Lowdown On U. S. Firings

(Continued from page 2)

section, would employees in the other section be brought into competition with employees in the first section for reduction-in-force purposes?

A. Yes. In this case the two sections are not sufficiently distinct to constitute separate organizational units for reduction-in-force purposes.

Q. Is military preference a factor in reduction in force?

A. Yes. The law requires that in the event of reductions in force, honorably discharged soldiers and sailors with efficiency ratings of "Good" or better shall be retained in preference to other employees. Regulations also provide that honorably discharged soldiers and sailors whose efficiency ratings are not "Good" shall be preferred over non-veterans with equal or lower efficiency ratings. Military preference—and, therefore, preference in reduction in force—is also accorded widows of veterans and wives of disabled veterans who cannot qualify for Federal employment.

Q. What effect will a reduction in force have on the rights of persons in the military service to restoration to their former positions upon the termination of their military service?

A. Nothing in the new regulations can be construed to impair the rights of any former employee now in the military service to restoration to his former position upon the termination of such military service.

Q. What protection is given to permanent employees in reductions in force?

A. Permanent employees with a classified (competitive) civil service status are preferred over employees with all other types of appointments for retention during a reduction in force, subject to veterans' preference.

Q. Is any protection given to a civil service employee with a classified (competitive) status who was recently reinstated under a war-service trial period appointment?

A. Yes. A former employee with a classified (competitive) civil service status who is reinstated in a war-service appointment is in the same class as permanent employees for reduction-in-force purposes. However, this does not affect the right of the employing agency to terminate his services during the trial period if his work is not fully satisfactory.

Q. Is seniority a factor in a reduction in force?

A. Yes. Length of Government service is one of the primary factors to be considered in making reductions in force.

Q. If one employee has had longer Federal Government service, but another has had longer service in his present assignment, which would have the right of seniority?

A. Seniority is based upon total Federal service; the employee with the greater total service in the Federal Government would have seniority in this case.

Q. What weight is given to efficiency ratings in reductions in force?

A. Subject to military preference rules, employees with higher efficiency ratings must be retained over those with lower efficiency ratings, provided their periods of service are equal. A "Very Good" employee and an "Excellent" employee have an advantage over a "Good" employee equal to 16 years of seniority.

2-6 P.M. daily. Salary 55c hour. Apply starting Wednesday, 166 W. 35th St., N. Y. C.

Do you want to find the right JOB for YOU?

Take advantage of our Job Guidance Service and come in for a personal interview with Mrs. Matilda B. Miller, at 97 Duane Street, Manhattan,

Study Aids for

Clerk Grade 3, 4 Exam

Here are the answers to the arithmetic problems which appeared in last week's issue of The LEADER:

1. (C) 2. (C) 3. (B) 4. (D)
5. (C) 6. (B) 7. (C) 8. (B)
9. (D) 10. (A)

The vocabulary test is another favorite with civil service examiners. There are certain pet words which show up in examinations time and again. The list below contains some of these. By careful reading of the newspapers and magazines, looking up the meaning of every strange word you notice until the examination date; you should have little difficulty with this part of the test. Answers next week.

Each word in this list is followed by five others, check the one which is closest in meaning to the first.

1. Ascribe; hinder, quarrel, impute, carve, adulterate.
2. Prerogative; right, left, mobile, askew deny.
3. Paroxysm; fit, attack, assault, vociferousness.
4. Aberration; introversion, partial insanity, imbecile, accolade, augury.
5. Sporadic; animated, inherent, separate, salubrious, audacious.
6. Disburse; expend, minimize, subjugate, disperse, deteriorate.
7. Overt; austere, sedentary, malformed, outwardly manifest, ubiquitous.
8. Infraction; hate, violation, hierarchy, imputation, penology.
9. Contraband; morale, neurasthenia, proclivity, validity, prohibited material.
10. Deterrent; martinet, imbalance, preventing, neophyte, accessory.
11. Perpetrate; emanate, commit, immolate, gainsay, fluctuate.
12. Furtive; iniquitous, depre-

Q. What can be done to correct an erroneous efficiency ratings?

A. An efficiency rating found to be in error can be corrected by the administrative officers responsible for such rating, but such action should not be taken unless the rating was erroneous at the time it was made, and due notice is given the employee of the change and the reasons for the change. Efficiency ratings made under the uniform efficiency rating system are subject to appeal by employees.

datory, effusive, trenchant, stealthy.

13. Expiate; atone, expand, simulate, prognosticate, dissemble.

14. Lenity; levity, clemency, derogation, sinecure, turpitude.

15. Virus; licentious, penalty, relationship, poison, unity.

16. Expunge; analyze, correct, use, erase, dip.

17. Abnegate; abdicate, deny, abridge, crucify, dispell.

18. Reconcile; compute, recruit, adjust, derive, recover.

19. Noxious; prolific, relic, evasive, offensive, nocturnal.

20. Droll; drossy, sorrowful, ludicrous, despairing, vague.

21. Transitory; magnificent, temporary, obvious, cumulative, definitive.

22. Augment; improvise, account, predict, defend, increase.

23. Immaterial; unpredictable, ethereal, unimportant, vapid, unknown.

24. Extenuating; stimulating, pardonable, varied, simulated, extended.

25. Dynamic; explosive, energetic, dutiful, vain, electrical.

26. Postulated; endangered, assumed, avoided, cowering, liquid.

27. Exacting; severe, precise, boring, timid, withdrawing.

28. Machination; machine, mechanism, plot, meanness, frenzy.

29. Pretension; affectation, aptitude, superiority, affection, hypertension.

30. Enervating; tiring, invigorating, denying, novelty, despairing.

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Tuesday, August 10, 1943

Brilliance Is Needed, But Dullness Reigns

FOLLOWING upon the threat to bring back the 12-hour working day for firemen, the City's patrolmen have now gone on to what is known as the "9-squad" chart. This means they put in a longer working-week — about 57 hours. The establishment of the new schedule is the result of emergency—the Harlem riots. But there is no word to the effect that the 9-squad chart is to be removed now that the emergency has passed.

What the new schedule does is to provide more manpower-hours for the Police Department, now so badly undermanned. It is still another event indicating how serious is the manpower problem in City departments—and how poorly it has been attacked by the administration. The City just can't find cops! It can't find employees in plenty of other categories either. But the Federal Government has been able to find personnel. Private industry has been able to find personnel.

WHAT HAS BEEN DONE?

Has the City examined and exhausted all possible sources of manpower?

Has the City considered the possibility of re-training and up-grading its own employees to perform more necessary jobs?

Has the City fully utilized the services of women in positions formerly not open to them? Has it delved into the many job-titles to see which of them now being performed by men could be performed by women?

Has the City invented better ways of performing the current tasks in the various departments, streamlined governmental operations to the utmost, pooled resources and personnel, eliminated "detail" positions without regard to political factors?

Has the City considered the possibilities of part-time work?

Has the fullest educational job been done to show the residents of NYC the value of a career in City government service? Has a full-fledged "public relations" campaign been undertaken to make men and women eager to accept City work, even if just for the duration? Have the available opportunities been fully publicized?

Has any thought been given to new incentives for employees—faster promotion, payment for fruitful ideas, honor for distinguished service on the home front, improved vacation and leave policies?

Has the City sought to improve working conditions so that entrance into the service appears more desirable than work in private industry?

Has the City been prepared to offer increased salaries, higher increments, overtime, to make work less of a personal hardship on the employee?

THE ANSWER IS NO!

The answer to each of these questions is No! The only thing that has been outstanding in the City's handling of its own labor situation—is lack of imagination!

The City itself suffers, because its work doesn't get done. The present employee suffers because the whole burden of the City's muddled manpower policy finally falls on his neck—low pay, more work, increased hours.

It will be recorded in New York's history, that in time of war when brilliance, ingenuity, and courage should have guided the personnel scene, only dullness and timidity sat behind the desks.

Definitely Scheduled for Next Week

"What Happened To Civil Servants After World War I"

Don't Repeat This!



Scoop Stuff

Here's a tip for potential draftees: The Navy needs literally "thousands" of new officers. If the Naval Officer Procurement station in your area says it isn't in the market, you might wisely look elsewhere. Required are general service officers, men with administrative experience for supply officer jobs. . . . Internal Revenue Collector Joseph Higgins reputedly Tammany leader Mike Kennedy's candidate for the lieutenant governor's spot (if there's an election), actually has his eye on City Court Chief Judge John Byrnes' job if Byrnes is elevated to the Supreme Court . . . Wendell Wilkie's friends buzz-buzz that he hints he'll be more jubilant than the Democrats if there's an election for lieutenant governor. A Democratic lieutenant governor will be his card for the New York delegation's support in 1944 . . . One man who can't be discounted for the Demo nomination for the second State spot if he wants it is Senate minority leader John Dunnigan. . . . Commissioner Valentine would be rudely shocked if he knew the name of one man who was caught—and quietly released—in that big Long Beach gambling raid. . . . That raid, in a mansion, didn't stop a hundred smaller houses from operating. They're mainly private spots, with the proprietor taking a large cut for use of the place. . . .

Comings and Goings

A well-known police official may soon be organizing for one of the unions in town. . . . A forthcoming article in one of the nation's leading mags raps the Federal civil service commissioners unmercifully. . . . Many limited service men now being examined are on tenterhooks: don't know whether they're in or out of the Army. . . . Chester Bowles, new OPA general manager, arrives to work at 7:45 every morning. . . . Paul Lockwood, Dewey's secretary, finally on lengthy vacation. . . . Kenneth Dayton, former NYC Budgetboss, chafing under do-nothing setup forced on Lehman relief agency in Washington . . . New Federal office comes to NYC when General Accounting Office opens its doors this week on Vesey Street. . . . Irving Barst, former Dewey and War Department prober, starts this week to investigate for the State Parole Commission. . . .

Merit Men



He's Deep In Vaults

SEWERS, Highway Permits, Sidewalk Violations, Excavations and Vaults, may not sound very exciting, but genial James J. Maloney, in charge of this office at the Borough President of Manhattan's Office seems to get a big kick out of his job.

He's had a long career with the City, started back around 1908, and a common pun around the office is that he's deep in his work, which is vaults.

He probably knows more about the underground of New York City than any other man. And the fact that building owners have decided that the empty space underneath the sidewalks can be useful has produced some funny complications.

Underground Building

When people begin building under sidewalks, the City takes an interest in the matter, and collects a fee based on the amount of space which is used.

The fee isn't very much per cubic foot, and it only has to be paid once for the life of the building, but that's where the complications set in.

A lot of buildings in New York City aren't new, and they're always being bought and sold. Quite often, a man gets all set to buy a piece of property and then finds out that no one has ever paid the City its fee for building the underground vault. Then the excitement between the buyer and seller begins over who should pay the costs, and Mr. Maloney often sits there with his pen in one hand and a receipt blank in the other waiting for them to decide.

Records of the office go all the way back to 1798, and many of the old buildings in lower Manhattan had the vaults dug way back then and their purchasers needn't worry. But a WPA survey a few years ago discovered about \$700,000 worth of vault fees which had never been paid and the City sent out bills. Over half the money was

paid in, and this WPA project certainly earned its keep.

Evictions

Another duty of the office which has caused complications in this: Under sidewalk obstructions come such things as evicted furniture and store contents which end up on the street.

A B.P.M. truck picks up this material and brings it over to a City Yard on Madison Street. The owner can reclaim it within thirty days by paying a one dollar fee. But often people come in full of indignation claiming that they were waiting for their moving van to come along, when the City truck won the race and picked up the stuff. Mr. Maloney doesn't advise anyone to leave his furniture around and wait for the City to pick up and store it for him. It seems that the yard hasn't all the conveniences of the better class storage plants, and things kept there don't usually improve.

Sidewalks and curbs are another source of trouble. Property owners often neglect notices to repair the walk in front of their buildings, then the City has to do it and add the charge on to the tax bill. Some property owners shop around and finally decide that the City won't be any more costly than a private contractor, so they wait till the crew gets around to tackling the job. And with the present difficulty in getting labor and materials, the sidewalk situation is far from good.

Mr. Maloney is a civil engineer and a surveyor, which comes in mighty handy on his job, and he has one hobby that takes a lot of his time. It is photography, and he's probably one of the best camera men in the City. In fact, one portrait study of the Mayor has a place of honor in the Mayoral Office. At home he has a large photographic lab, and he has done photo work for the City. But he hates to have his own picture taken. His wife has been after him for a long time to get a picture to adorn the family mantelpiece.

letters

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

U. S. Fire-fighters To NYC Firemen

Sirs: Reading the editorial, "They Sure Messed It Up," we were interested to learn that the New York City firemen might have to work a 12-hour day. We as Federal fire-fighters hope they will be able to continue their 8-hour day.

It might be interesting to know that a group of Federal fire-fighters assigned to a large Army Post in the New York vicinity works 24 hours on and 24 hours off, which totals 72 hours the first week, and the following week we work 96 hours.

Junior fire-fighters receive \$1,980 per year. Fire-fighters receive \$2,160. Of this, \$300 per year extra is for "overtime." Out of our salaries come all de-

ductions for income tax, pension and bonds.

In other Army posts Federal fire-fighters only work an 8-hour day with the provision of time-and-a-half for overtime. We cannot figure out why one Post works an 8-hour day and another Post requires a 24-hour day.

24-hour-a-day

FEDERAL FIRE-FIGHTERS.

Veteran Objects

To Discharge Records

Sirs: As a civil service employee and veteran of World War II, I am more than casually interested in correcting an alleged obnoxious practice said to be prevalent in our armed forces, namely the Army practice, claiming that service men about to be discharged are suf-

fering with ailments existing prior to enlistment.

In connection with this alleged practice, many men have been discharged as neuro-psychiatric cases, supposedly existing prior to enlistment. In many of these cases no trace of the condition ever existed in the family or in the servicemen (References: Disabled American Veterans Semi-Monthly, April 29 and June 25, 1943; Congressional Record, June 21, July 3, July 7 and July 19—Extension of Remarks by Hon. Homer D. Angell.

When these men come back to civilian life and attempt to acclimate themselves to becoming civilians again, they look for a job and find it difficult to secure employment.

JERRY NAZER.

POLICE CALLS

What the 9-Squad Chart Means

Well, the 9-squad chart is now in effect.

That chart hits only the patrol precincts. It's a 27-day chart. The men work 8 hours, have 16 hours off. Every 9th day they swing over to another tour. This means: Suppose you get off today at 4 p.m.; instead of coming on tomorrow morning at 8 a.m. you'd go on tonight at midnight. It means you'll lose plenty sleep every 9th day.

It adds up, as we figure it, to a 57-hour week, a lot higher than anybody works today in private industry.

Under the little word "emergency," the 9-squad chart can be established at any time. Nobody will say how long the increased working schedule will last.

But emergency or no, this is another monument—there have been several—to the poor handling of the manpower situation by the administration. Certainly the attempt to fill the ranks of the police force has been a dismal flop.

Notes on the Harlem Raid

The handling of the Harlem situation by the policemen was praised by everyone who knew how well their work was done. This praise was deserved by every policeman out on the Harlem streets during the raid. It was hardly deserved by the gold braid that literally hung around the 123rd Street Station-House looking at each other with frightened expressions wondering what they ought to be doing. What they did do was keep bowing to the Mayor, who also spent part of the night at the Precinct. When the Commissioner said to the Mayor, "You'll never stop it this way," LaGuardia just looked at the Commissioner and walked away from him.

It is not quite proper to say that the plundering "was stopped." Nobody really stopped it. It just spent itself. It was fortunate that the plundering began so late at night and that the day was Sunday instead of Saturday. If it had begun several hours earlier when the streets were more crowded and when it would have had additional time to gain momentum, the damage and casualties might have been much

greater. If it had begun on Saturday it might have continued all day Sunday. As it was, Monday found most of Harlem back at work.

For a couple of months there have been innumerable conferences among the brains of the Police Department to plan for this expected outburst. When it finally came, the result of all these conferences seems to have been nothing more than a plan to mobilize the police force at the scene of the outbreak. It was evidently believed that the sheer number of policemen would be sufficient to cope with any problem. Nobody thought of planning what the cops were to do once they got there.

Even the mobilization of the force did not occur without numerous hitches. Orders, revisions, and counter-orders followed one upon the other as though the Police Department lacked a central direction and as though the normal tug-of-war between influences in the Department was still going on despite the critical situation.

6,000 policemen were poured into Harlem to meet the situation. Outside of a handful—assigned to the Emergency Service Squads—very few had ever received any training or instruction in the handling of disorderly crowds or mobs. The men on the force nevertheless turned in an admirable performance.

Looters who were picked up on the streets by officers with loot in their possession were booked for burglary, even though the ownership of the property was not ascertained. This procedure kept the officer immobilized in the station-house for hours while his prisoner was being booked. Multiply such incidents by hundreds and you have a small force tied up by the red tape of normal procedure during an abnormal time.

A story going the rounds is that of one of the mucky-mucks sending out a Sergeant with a detail of six patrolmen during the height of the disorders. He assigned the detail to an area of six blocks on a busy thoroughfare and added as an unnecessary afterthought — "Spread them out thin." The Sergeant with more brains and guts than this much-braided gentleman, disobeyed the orders and used his detail as a raiding squad.

Twelve names were certified and the last number reached was 18.

Stenographer

One hundred and eleven was the last number certified from the list for law stenographer, grade 2, to the Department of Law. Forty names were submitted. The positions have permanent tenure and carry a salary of \$1,500.

Alienist

Seven names were sent to the Department of Health to fill a permanent vacancy for alienist, grade 4, at \$4,000 per annum. Number 11 was the last certified.

House Painter

The last number reached on this list was 72. The openings are on a temporary per diem basis in the Department of Parks. The salary is \$9.50 a day. Eighteen names were certified.

Junior Accountant

Numbers 12, 13, 14, and 15 were submitted to the Office of the Comptroller for promotion to junior accountant at \$1,801. There are four vacancies for permanent appointment.

Baker

The Municipal Civil Service Commission has certified fourteen names to the Department of Correction for permanent appointment. The last number

U.S. Jobs In N.Y. For Accountants And Auditors

For accountants and auditing assistants, a new opportunity is now open to work for the Government of the United States in the New York City area. If you've had as little as two years of experience or two years of study, you may be able to qualify. A large number of positions are open in a variety of agencies. The positions pay \$2,000 per year, plus overtime, which amounts to an additional 21 percent. For full details turn to Page 10.

submitted was 67. The position pay \$1,500 per annum.

Telephone Operator

Three hundred and eighty-nine is the number last certified to the Police Department from the list for telephone operator, grade 1 (male). The appointments are on a temporary basis and pay \$1,500 a year. Fifty-two names were submitted.

City Medical Officer

Numbers 8, 11, and 14 were certified for appointment as police surgeon to the Police Department. There is one permanent opening at \$5,000 per annum.

Have You Taken One of These?

If you've taken an examination for a City job, or for promotion, and you're wondering how near you are to getting that job, or finding out where you stand on the promotion list—

—Here is the Municipal Civil Service Commission's latest report on what's happening:

Open-Competitive

Actuarial Assistant: Qualifying experience has been rated. Those who failed have been notified. That means the list is due very soon.

Correction Officer: Written test was held May 8, those who failed were notified on July 13. The physical examinations were held between July 22, and August 9.

Furniture Maintainer: Those who failed the practical test have been notified. The list will appear shortly.

Head Dietitian: Those who failed have been notified.

Head Dietitian (Teaching): Rating of the written test is in progress.

Radio Dramatic Assistant: Examination will be re-advertised in the near future.

Tunnel Captain: Applicants who are not qualified have been notified. List won't be out for a while yet.

Promotion

Assistant Motorman Instructor: The written examination will be held on September 18.

Cashier, Grade 2—Board of Transportation: Written test has been postponed.

Lieutenant, P.D.: Rating of the written test is in progress. No word when the list will appear.

Senior Pharmacist: The written test has been postponed.

Towerman (NYCTS): Rating of the written test is in progress.

Junior Chemical Engineer: All parts of this test have been completed. List expected shortly.

Lists Come Faster Than They Used to

ALBANY.—It took more than two months to process and complete competitive examinations held last year and finished this year, according to figures compiled by the Civil Service Department. But the time was cut to 26.6 days for exams conducted and completed during the first three months of this year as against an average of 46 days

for all exams held and processed last year.

During the first three months of this year, 17 exams held last year were finished this year; 13 were initiated and completed in the first quarter (1943); 22 have been held and not completed; and requests for 48 examinations were still hanging fire when the report was issued a few days ago.

From date held, the average elapsed time until the exam was completed and posted was 32.8 days for the last quarter of last year; 63.5 days for exams held last year, completed this year; and 26.6 days for exams held and completed from January 1 to March 31, 1943.

Here is a summary of all examinations of every character held by the State Commission last year: number held, 599; number of candidates, 34,154; State and county competitive, 212 exams with 28,830 candidates; State and county promotion, 225 with 4,103 candidates; municipal, 127 competitive with 1,041 candidates and 35 promotion with 180 candidates.

MENTAL HYGIENE Titles and Pay

ALBANY.—Work is progressing in the State Budget Division on the classification of titles and grades of positions affecting 15,000 to 21,000 employees in institutions under management of the Mental Hygiene Department.

Under a special legislature act, the job is supposed to be completed and in effect by October 1 of this year. The employees have received two \$100 increments in the last couple of years as temporary stop-gaps pending the up-grading of titles and salary schedules. Even these raises, which have brought the average wage to \$1,200 a year (less deductions for maintenance), have failed to stop the departure of thousands of attendants and others who have gone into military or war industry services.

Want \$1,320 to \$1,700

The drive in behalf of the employees is to put the bulk of positions into grades paying from \$1,300 to \$1,700 a year, but officers of the State Association of Civil Service Employees are wary lest maintenance values be established at a figure that would be burdensome, despite potential salary increases.

"We are hopeful that our long campaign, over the last several years, to extend Hamilton benefits to Mental Hygiene employees will be an actuality by October 1," said Harold J. Fisher, president of the Association. "It is not fair that a large segment of the state's employees be deprived of these benefits."

BILLS

3 New Ones

Three bills affecting City employees were introduced into the Council at its meeting last week.

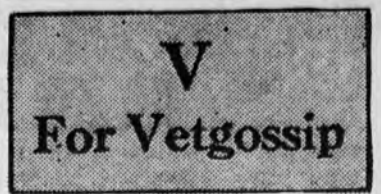
The bills provide as follows. 1. An employee of the City who suffers any physical disability while on military duty, will not be disqualified from obtaining his former job-rights with the City. At the same salary to which he is entitled, he would receive a job which is within the limit of his physical abilities.

2. Would require the City to pay contributions of City employees who are on military leave to the pension fund.

3. Would provide on January 1, 1944, for a 15 percent wage increase to all City employees who are earning less than \$5,000 a year, either on a per annum, or a per diem basis. This would also include prevailing wage workers.

These bills were referred to the Council's Committee on Civil Employees.

The bills, sponsored by the State, County and Municipal Workers of America, were introduced by Council members, William Carroll and Doris I. Byrne.



By ARTHUR LIEBERS

HEARD AROUND 346 . . . The present turn-over rate in Vets is about 2 percent a month. This means that by the end of the year, one-fourth of your friends won't be working here any more . . . if the same trend continues. It's our hunch it won't.

A few weeks ago, two girls walked over to one of the guards in the hall and said that a man had been following them from the subway and right into the building. . . . It finally turned out that he was only a harmless crackpot, BUT the fact is he was able to walk right into the place, and could have gone up in the elevator and wandered around. This is just another reason why the guards should be armed, and there should be some identification for Vet employees. . . . You have your card, if you bother to carry it. But if they were to make each employee show his card to one of the two guards, you'd get up to work in two minutes, you'd get to lunch.

The Coding softball team is crowing loudly. They just won a 2-1 victory over a team composed of Supply, Policy Issue and elevator men. As man about town, Stanley Drapkin says proudly, "We got the healthiest 4-F'ers in this building."

"Bugs on the second floor," is the latest complaint to reach this corner. . . . Some of the gals claim that little things are crawling around their desks; and show bites to prove that it's more than imagination. . . .

And we hear that a lot of girls in supervisor "G.I.'s" section are having hysterics as a result of his school room tactics. . . . C.J.R. is always walking around the building. "Wonder if he ever popped in there when one of the gals was having a session of weeps?"

An Idea

One of the young men at Vets had considerable experience in office management before taking the government job, and he's come through with what sounds like a good idea to improve the efficiency of the office.

What he would like to see is a combination coding-filing section instead of the present two separate divisions. The steps in the process follow in order and it would speed things up by moving the papers right along, instead of having them come to a dead stop while the folders pass on to the next department.

But, this would mean the elimination of a lot of section chiefs and that's one reason why the plan might not find favor in high quarters. He has figured out that one-third of the supervisory staff could be eliminated if this streamlining were put in effect. . . .

Attention City Officials: Freight elevators are supposed to carry freight. Has the Veterans Administration been given special permission to carry people up and down on the freight cars during rush hours?

State Seeks Sanitation Experts

War emergency duration appointments as Sanitary Engineers are now offered by the State Civil Service Commission. No written test is required, but candidates will be rated on their experience and education. Appointment will be made at \$2,280 and \$3,000. Complete requirements and application may be obtained at the 80 Centre Street office of the Commission. Applications will be accepted until the needs of the State have been met.

LISTS

Moving

Assistant Pharmacist

Ten names were submitted to the Department of Hospitals for temporary appointment at \$1,500 per annum. The last number reached was 21.

Clerk

Nineteen names were submitted for permanent appointment to the Department of Housing from the clerk, grade 1 list, and thirty names for temporary positions in the Department of Health. The salary is \$1,200 a year. The last number certified for permanent appointment was 2,914; for temporary, 3,366.

The last number reached on the list for clerk, grade 2, (BHE) female was 610. Ten names were submitted for appointment to Hunter College on a permanent basis at \$1,320 per annum.

Dockbuilder

Numbers 26, 29, and 33 were certified for appointment to the Department of Marine and Aviation for permanent positions at \$14.80 per diem.

Inspector

Printing and Stationery

There are two vacancies in the Office of the Comptroller on a temporary basis at \$1,920.

NEW YORK STATE

Tax Collector List

Table listing names and addresses of tax collectors in New York State, organized in columns.

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UNITED STATES CIVIL SERVICE EMPLOYMENT OPPORTUNITIES Open-Competitive Examination for the position of ACCOUNTING and AUDITING ASSISTANT Salary, \$2,000 per Annum (Vacancies in other positions that require somewhat similar qualifications and pay \$1,800 per annum may be filled from this examination.) The standard Federal work-week of 48 hours includes 8 hours of overtime. The increase in compensation for overtime amounts on an annual basis to approximately 21 percent of the basic salary. Duties: To audit expense, time, payroll, cost, and other accounts, records, and vouchers; to distribute expenditures; to compile statistical data, schedules, and reports from accounting and other clerical records; to keep cost, fund, time, and other records and accounts; to prepare payrolls, accounting schedules, and accounting statements; to compute and verify extensions; to perform clerical accounting duties; to perform related duties as required. Minimum Qualifications: Applicant must meet the requirements specified in any one of the following: 1. Successful completion in a residence school of at least 2 full years of study in an accounting course, or in a commercial or other business course that included the study of accountancy in each year. (Caution.—Each applicant who wishes to qualify under the provisions of this paragraph should be specific as to the kind of course taken, the nature and amount of study successfully completed, and the dates between which he was in actual class attendance.) 2. An aggregate of at least 2 full years of paid experience in the performance of bookkeeping, accounting, or auditing duties of a responsible nature; or 2 full school years of paid experience as a teacher of bookkeeping or accounting in a residence school. (Caution.—Each applicant who wishes to qualify under the provisions of this paragraph must give a comprehensive, detailed statement of all duties regularly performed and responsibilities regularly assumed by him in each position in which he claims to have acquired qualifying experience. He must indicate for each position the approximate percentage of time devoted to bookkeeping, accounting, and auditing duties of a responsible nature.) 3. A time-equivalent combination of 1. and 2. immediately above. (Note.—Applicants who wish to qualify under this provision should carefully observe the caution statements included in 1. and 2.) Statements concerning qualifications will be verified by the Commission; exaggeration or misstatement will be cause of disqualification. Places of Employment: Various Federal Government agencies in New York City and vicinity. General Information: Applications will be received until the needs of the service have been met. No written test is required. Applicants' qualifications will be judged from a review of sworn statements as to their experience, education, and training, and on corroborative evidence secured by the Commission. These Gov't. Opportunities Now Open Here's a chance you've been waiting for—a chance to go to work for the United States government. The listing of positions below is an indication of the vast number and variety of talents still required by Uncle Sam in running the war. Applications for these positions are being accepted at Room 119, Federal Building, 641 Washington Street, Manhattan. The salaries in all cases will come to about 21 percent higher than those listed, because of overtime. Recruiting Order No. Title of Pos. Salary 8804—Lithographer (Washington, D. C.) \$1,440-\$2,000. V2-107—Hospital Attendant, \$1,320 less \$366 (S. & Q.). V2-108—Mess Attendant, \$1,320 less \$366 (S. & Q.). V2-142—Temporary Sub. Garageman Driver (Driver Mech.) \$ 5.55-8.65 p. hr. V2-273—Hospital Attendant (Lyons, N. J.) \$1,320 less \$372. V2-300—Mechanic (Oil Burner), \$1,620. V2-476—Window Cleaner, \$1,320. V2-520—Deckhand, \$1,800. V2-554—Jr. Laborer (Coal Passer), \$1,200.

V2-564—Dredgehand Carpenter, \$2,400. V2-586—Packer, \$1,500. V2-587—Janitor, \$1,320. V2-619—Mess Attendant, \$1,200. V2-636—Janitor, \$1,320. V2-683—Jr. Laborer, \$1,200. V2-699—Machinist, \$8.40 per diem. V2-701—Drag tender, \$1,800 less \$372. V2-705—Window Washer, \$1,320. V2-706—Office Machine Expert, \$1,620. V2-712—Laborer, \$1,500. V2-730—Deckhand, \$1,320. V2-732—Spreader Operator, \$72 per wk. (Continued on Page Thirteen)

Dr. D. G. POLLOCK Surgeon Dentist Brooklyn Paramount Theatre Bldg. One Flight Up Brooklyn, N. Y. Triangle 5-9670 Hours: Daily 9-9; Sunday, 10-11 BMT DeKalb Ave. Subway Station IRT Nevins St. Subway Station

DENTISTS Drs. Smith and Dolan BROOKLYN—446 FULTON ST. 160-13 JAMAICA AVE. Jamaica, N. Y. Jamaica Office Open Evenings



Letter to a P.O.W.

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

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

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

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

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

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

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

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

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

FIGURE IT OUT YOURSELF



YOU'VE DONE YOUR BIT --- NOW DO YOUR BEST!

BOOST YOUR BOND BUYING THROUGH THE PAYROLL SAVINGS PLAN

This advertisement is a contribution to America's all-out war effort by

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LET YOUR CAR GO TO WAR IF YOU CAN'T DEFENSE WORKERS NEED TRANSPORTATION

Don't Leave Your Car in Storage When It Could Be Working in the War Effort
SELL IT! . . . AND INVEST IN WAR BONDS

CIVIL SERVICE EMPLOYEES

Be Wise — Don't Give Your Car Away

HOMEYER BROS.

Honest Dealing for 21 Years at Same Address

WILL PAY MORE MONEY

FOR 1936 to 1942 CARS

GET OUR OFFER FIRST

Before You Sell — Simply Call

Virginia 9-9173

We Will Send Our Representative Direct to Your Home

HOMEYER BROS.

Hillside Ave., Corner
Metropolitan Avenue

Daily & Sundays
8 A.M. to 8 P.M.

HIGHEST CASH FOR YOUR CAR

1937 to '42 MODELS

Need 500 Cars

For LARGE WAR AREA ORDER
PHONE NOW

Glenmore 5-7174-5

FOR IMMEDIATE ATTENTION

LEVICK BROS., Inc.

CHRYSLER CORP. DEALER
1385 Bushwick Ave., B'klyn

New Jersey

YOU SHOULD GET

THE MOST

FOR YOUR CAR OR STATION WAGON

BE SURE YOU GET IT

Phone SAc 2-4700

TELL US THE CONDITION OF YOUR CAR
OUR CASH WILL FOLLOW — TRY US

DEXTER Motors—1st Ave., 97th St.



CALL CIRCLE 7-6100

WE PAY THE LIMIT

FOR LATE MODELS

EXTRA CASH FOR CLEAN CARS

FREE APPRAISALS ANYWHERE

PHONE, WRITE, OR DRIVE IN

L. B. AUTO SALES, Inc.

DE SOTO—PLYMOUTH

126 W. 50th OPEN SUNDAY

5000 CARS WANTED TOP PRICES

BROOKLYN'S LARGEST USED CAR BUYER

Must Fill Largest Order for Defense Area

WILL PAY EXCEPTIONALLY

"HIGH PRICES"

Will Buy Your Car from Description Over Phone

BROOKLYN AUTO SALES

354 FLATBUSH AVENUE

Open Evenings
and Sunday

MAin 2-2440

Open Evenings
and Sunday

New Jersey

New Jersey

IN

NEW JERSEY

GENERAL

USED CAR DIVISION

STILL PAYS

HIGHEST PRICES

FOR GOOD

USED CARS

3014 BOULEVARD

JERSEY CITY

JOURNAL SQUARE 2-9251

NEAR NEWARK AVENUE

New Jersey's Oldest Used Car Dealer

WILL PAY MORE

FOR CLEAN CARS, STATION WAGONS and TRUCKS

Call ES. 3-2860 or ES. 2-9227

OR WRITE, GIVING YEAR, MODEL, MILEAGE,
GENERAL CONDITION, AND PRICE DESIRED

Representative Will Call

PRICE MOTORS, INC.—EST. 1911

1320 SPRINGFIELD AVE. IRVINGTON, N. J.

1 BLOCK ABOVE SANFORD OPEN EVE. and SUN.

CARS WANTED For DEFENSE AREA

SEE
JOHN

FIRST!

JOHN D'EMIC

Corner 32nd St. and 4th Avenue
Brooklyn South 8-7884

Auto Wrecking TOM ASCETTA

former president of Queens Used Auto
Parts, Inc., announces that he is sole
owner of ARROW AUTO WRECKING
CO., 62-10 Northern Blvd., Woodside.
Phone HA. 9-9737-0607.

Highest Prices Paid for Your Old Car

HAVE YOUR CAR CHECKED FOR SUMMER DRIVING EXPERT MECHANICS

PALMA MOTORS

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Gib. 2-6100

CARS WANTED High Top Cash Prices

For Defense Areas—1937 to 1942

Buyer Will Call Anywhere

ETNA WAREHOUSE

493 Monroe St. (Summer), B'klyn

Jefferson 3-8474

I WILL BUY YOUR CAR!

'38-'39-'40-'41 or '42
I NEED USED CARS QUICKLY
for defense and farming areas
Phone me at

CIRCLE 6-2989

ROBERT J. KRUGH
1819 Broadway (Columbus Circle)
Manufacturers Trust Co. Building

C. CHASE MOTORS

INCORPORATED

AUTHORIZED

General Motors Pontiac Dealer

ESTABLISHED IN 1934

PAYS HIGH PRICES FOR

'36-'37-'38-'39-'41-'42

CARS — ALL MAKES

PREMIUM FOR

LOW MILEAGE CARS

Write, Drive In or Phone

943 60th ST., BROOKLYN

WINDSOR 8-2266

TOP PRICES

'38 to '42 MODELS

For Western Shipyard Workers

COLUMBIA MOTORS

622 2nd Ave., cor. 34th St.

Phone, Write or Drive In

Open Daily & Sunday 'Till 7 P.M.

Murray Hill 3-0578

A MESSAGE TO CAR OWNERS AND THOSE WHO WANT TO BUY A CAR

Due to wartime restrictions you may no longer be able to use your car. Your car can be put to work in the war effort. You should at least find out how much you can get for it. Or if you may need a car to get you to your defense job. If you want to buy or sell, just telephone some of the dealers whose advertisements are on this page. Or if you prefer, fill out and mail the attached coupon. We may know the buyer or seller who needs just the kind of car you have.

LEADER Used Car Shopper—Civil Service Leader, 97 Duane St., N.Y.

I want to BUY I want to SELL

Make Style Year

Your Phone

Condition of Tires

Price Desired

Name

Address

CARS WANTED

We Pay the Limit for
'37-'38-'39-'40-'41
Fords - Chevrolets -
Buicks - Pontiacs - Olds-
mobiles

Call Bigelow 2-9691

LINCOLN AUTO
231 Clinton Ave., Newark
Open Sunday & Evenings

LEGAL NOTICE

AT A SPECIAL TERM PART II OF THE City Court of the City of New York, County of New York, held at the Court House, Chambers Street, Borough of Manhattan, City and State of New York, on the 20th day of July, 1943.

Present, Hon. John A. Byrnes, Chief Justice. In the Matter of the Petition of JACK COHEN for an order changing his name to JACK GREENBERG.

UPON reading and filing the annexed petition of JACK COHEN duly verified the 17th day of April, 1943, and the affidavit of IRMA GREENBERG duly verified the 2nd day of July, 1943, praying for leave to assume the name of JACK GREENBERG in place and stead of his present name and it appearing that the said petitioner, pursuant to the provisions of the Selective Training and Service Act of 1940, has submitted to registration as therein provided, and the Court being satisfied thereby that the averments contained in said petition are true and that there is no reasonable objection to the change of name proposed, and it appearing from the petition that the petitioner assumed the name of JACK GREENBERG without the permission of the Court, which was his legal right to do under the Laws of this State and that he desires a record thereof and a formal permission of a Court of record.

NOW, on motion of MICHAEL WIEDER, attorney for the petitioner, it is ORDERED that JACK COHEN be and he hereby is authorized to assume the name JACK GREENBERG in the place and stead of JACK COHEN, on and after the 30th day of August, 1943, and that this order be entered and the papers upon which it is granted be filed in the Office of the Clerk of this Court within ten (10) days after the entry thereof and that a copy of this order be published in the Civil Service Leader within ten (10) days after the entry thereof and that an affidavit of such publication be filed within forty (40) days after the making of this order. That a copy of this order and the papers upon which it is based shall be served upon the Chairman of the Local Board of the United States Selective Service at which the petitioner submitted to registration as above set forth, within twenty (20) days after its entry, and that proof of such service shall be entered and filed with the Clerk of the City Court in the County of New York within ten (10) days after such service.

Enter, J.A.B., J.C.C.

Real Estate and Apartments

Advertisement

Advertisement

INVEST in ACREAGE!

AT NORTH BAYSHORE, LONG ISLAND



VICTORY FARM ACREAGE PLOTS

\$195 30% Cash Down
3 Years to
Pay Balance

Wise families are preparing for the future! They are putting a part of today's increased earnings into Real Estate at North Bayshore, Long Island. I watched the growth of Long Island for more than 40 years and can tell you truthfully that your purchase of enough land to build a home and have enough ground for a vegetable garden and raising chickens is the wisest thing you can do. Here at Victory Farms you can buy a usable plot of land. After the war you will have the privacy you desire and all the advantages that suburban life offers your family. Secure your family's future happiness. Buy acreage at North Bayshore.

Do it today. Come out by train or car. If you telephone we will meet you at the depot or we will send you free Railroad tickets.

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258 Broadway, New York City
(OPPOSITE CITY HALL)
Tel. BArelay 7-1330

BABYLON OFFICE:
Merrick Rd. & Cooper
St. Tel. Babylon 1238
BAYSHORE OFFICE
On Sunrise Highway
Tel. Bayshore 4270

H. O. L. C. HOMES

OZONE PARK, HOWARD BEACH and VICINITY

\$3000. to \$6000.

Home Ownership is the Only Reliable Hedge Against Inflation

EASY H. O. L. C. TERMS

1—As Little as 10% Cash. 2—Balance Monthly, Like Rent.
3—4½% Interest. 15-Year Mortgage.

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IT IS EASY TO OWN YOUR OWN HOME
PROTECT YOUR FUTURE AND ENJOY COMFORT AND SECURITY

JEROME RUFUS

PERSONALLY
He will give you the benefit of his experience backed up with a motto of Honesty, Reliability, and Dependability, coupled with buys to suit your purse.
HOME OFFICE—JAMAICA—169-18 110th Ave. JAMAICA 6-9050
BRANCH OFFICE—CORONA — 32-36 103rd Ave. MA. 4-9050
OPEN DAILY. SUNDAYS AND EVENINGS

IF YOU HAVE \$50

and would be interested in securing a beautifully wooded plot 50 x 200 (not scrub oak) with boating and bathing privileges situated in the village — write for free map. Gleason & Dolan, 152 W. 42d St., N.Y. or Phone WI. 7-0634.

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For sale or lease. In or out of city. Income property. \$45 per month and up.

BAILEY'S REAL ESTATE
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H.O.L.C. HOMES

10% Down Payment—4½% Interest
Balance Like Rent—15 Yrs. Mortgage

Insurance of All Types
HOLLIS—BELLAIRE—ST. ALBANS
QUEENS VILLAGE — BELLROSE

C. LIMPERT

(APPROVED BROKER)
211-41 JAMAICA AVENUE
Queens Village (9), N. Y.
Tel. HO. 5-1515—2059

QUEENS BEST BUYS

One of many outstanding values in Queens & Nassau Counties! A fine home on spacious plot. 6 rooms. Improvements. Transit. shopping. schools, etc.

\$3750

\$37.50 monthly pays all.
10% Cash. 4½% int.

Other Bargains Up to \$10,000
Attractive Terms Arranged

QUEENS HOME SALES, INC.

168-45 Hillside Av., Jamaica, N. Y.
169th St. Station Exit.
8th Ave. Subway

REpublic 9-1500

FREE AUTO SERVICE FROM OFFICE

Open Daily & Sunday to 9 P. M.

Apartments—Bronx

125 WEBSTER AVE. — 3-4 room apts. Frigidaire, combination sink. Boxboard, Schools, Churches. 3rd Ave. L. Concourse, 8th Ave. Subway. \$26 to \$32.

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

Real Estate Shopping Service

I want to

Buy <input type="checkbox"/>	Rent <input type="checkbox"/>	Sell <input type="checkbox"/>
For Living <input type="checkbox"/>		Home <input type="checkbox"/>
For Investment <input type="checkbox"/>	Farm <input type="checkbox"/>	Land <input type="checkbox"/>
Location		
No. of Rooms		
Name	Approximate Price	
Address		

POSTAL

Spot Tests

Life in the Post Office these days is full of chaos and confusion. Deliveries will be curtailed from four a day in business areas to three, and from three to two in residential sections, despite opposition to the plan from the letter-carriers.

Spot tests are being made in stations scattered all over the city, and results are confusing. Carriers are working as clerks, while the mail piles up in the local offices, and then clerks pitch in as carriers to get the stuff out of the building and into the mail boxes.

To Hold or Not ...?

The National Association of Letter Carriers has a nation-wide convention scheduled for September 6 to 11, at Denver, Colorado. But—

The Office of Defense Transportation has indicated that it isn't too much in favor of groups of people traveling around the country, so the organization is taking a poll of its members to determine whether to hold the convention or postpone it.

Brooklyn members recently came out about 98 percent in favor of the Denver meeting, and Manhattan is expected to show about the same result.

Homes for Sale

BAYSIDE NEW BRICK Bungalows
\$6,190-\$6,790

Show House 198-02 26th Avenue.
Also H.O.L.C. Bank Properties
Egbert at Whitestone FL. 3-7707

\$350 CASH
Buys attractive homes in Queens Village, Hollis, St. Albans, Ozone Park.
4½%—15 Years Mortgage
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QUEENS VILLAGE HO. 5-4586

FOR SALE—H.O.L.C. HOMES
2-family brownstone & brick, small cash payments, balance monthly, like rent. 540 Jefferson Avenue and Many Other houses. See your own broker or **ALBERT R. MENCONE** H.O.L.C. Contract Management Broker 1176 Bushwick Avenue, Brooklyn GLenmore 5-6424

Real Estate—New Jersey

Davies Bargains

BERGEN SECTION

Between Bergen Ave. and Boulevard
1-family, detached, 7 rooms and bath; hot water heat; fine cellar; garden.

Price, \$3,000
Terms Arranged

ST. PAUL'S PARISH

Modern 2-family, 4-5 rooms, baths; combination sinks, table top ranges; separate steam boilers; brass plumbing; 2-car garage.

Price, \$4,500
Terms Arranged

Nr. Sacred Heart Church

2-family, brick, detached, 5-6 rooms; steam heat; tiled kitchen and bathrooms; cellar finished as a recreation room; beautiful large garden.

Price, \$5,500
Terms Arranged

WALTER DAVIES

Authorized Agent for H.O.L.C. Properties
153 JACKSON AVE.
JERSEY CITY, N. J.
DE. 3-7348

SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOLS

- Academic and Commercial—College Preparatory*
BORO HALL ACADEMY—DeKalb and Flatbush Ext. Brooklyn. — Regents accredited. MAin 4-8558
Assembly—Inspection—Machine Shop
DELEHANTY INSTITUTE—11 E. 16th St.—Day and Eve. Classes—ST. 9-6900.
Auto Driving
A. L. B. DRIVING SCHOOL—Expert instructors, 620 Lenox Ave., New York City. AUdubon 3-1433.
Business and Foreign Service
LATIN AMERICAN INSTITUTE—11 W. 42d St.—All secretarial and business subjects in English, Spanish, Portuguese. Special courses in international administration and foreign service. LA. 4-2835.
Business Preparation
COMBINATION BUSINESS SCHOOL—Civil Service Preparation—139 W. 125th Street, UNiversity 4-3170.
Civil Service
DELEHANTY INSTITUTE—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes. STuyvesant 9-6900.
Comptometry—Switchboard Operation
DELEHANTY INSTITUTE, 11 East 16th St. Day and Evening Classes. ST. 9-6900.
Drafting
DELEHANTY INSTITUTE—11 E. 16th St. Day and Eve. Classes—ST. 9-6900.
Fingerprinting
DELEHANTY INSTITUTE—11 E. 16th St. Course—Day or Eve.—Class now forming.
NATIONAL FINGERPRINT & IDENTIFICATION SCHOOL, 9 East 46th St. Individual instruction. PLAZA 5-6868.
THE FAUROT FINGER PRINT SCHOOL—240 Madison Avenue. — Evening Classes. ASHland 4-5346.
Inspection—Machinist—Instrument—Tool and Die Making
METROPOLITAN TECHNICAL SCHOOL—260 West 41st Street. Day and Evening Classes. 3 to 12-week courses. LONgacre 3-2180.
Languages
SPANISH INSTITUTE OF THE AMERICAS—295 Madison Ave.—Spanish only. Incorporated by State Board of Regents. Summer Classes now forming. LE. 2-3913.
Languages and Business
IMERTI MODERN LANGUAGE INSTITUTE—116 E. 59th St.—Spanish, French, Italian, English in 6 months. 12 Lessons. \$12. WI. 2-8670.
POZA INSTITUTE—1133 Broadway—English, Spanish, Portuguese, Commercial Courses. CHelsea 2-5470
Marine Academy
ATLANTIC MERCHANT MARINE ACADEMY—44 Whitehall St., 5 State St., N.Y.C.—Preparatory Courses. Inspection Service for All Licenses. U.S. Steamboat. BOWling Green 9-7086.
Mechanical Dentistry
NEW YORK SCHOOL OF MECHANICAL DENTISTRY—125 W. 31st St. — Day and Evening Classes — Employment Service — Free Booklet C — CHickering 4-3994.
Navigation
UNIVERSAL SCHOOL, 24 Whitehall St., N. Y. C. Courses for any Grade Marine License. Capt. Larabee.
Radio
MELVILLE AERO RADIO SCHOOL — Prepare for jobs with air lines, radio plants, armed services. 45 West 45th Street. BRyant 9-5080.
Radio Television
RADIO TELEVISION INSTITUTE—480 Lexington Ave.—Laboratory Training—Day and Evening Classes. PLaza 3-4585—Dept. L.
Russian Language
UNIVERSAL SCHOOL — 147 W. 42d St. — (Est. 30 years)—Day and night classes. LONgacre 5-7543.
Secretarial
DELEHANTY INSTITUTE — Day and Evening Classes. 120 West 42nd Street, STuyvesant 9-6900.

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

PAY On the Way Up

An increase in their rate of pay for night work and extra pay for holiday work are in store for Federal employees—if the adjustments which are under consideration by the Civil Service Commission's labor-management committee get approval. Clerical workers are the ones who don't seem to be getting the best deal as things stand now. Skilled workers, like printers, get an extra 15 percent for night work. The white-collar employees who work right alongside them do not get any extra pay for the late shift.

HOTEL RIVIERA

**CLINTON AVENUE
Corner High Street
BL. 3-6000**

Newark's Finest Residential Hotel

Daily from \$ 2.50
Weekly from 15.00
Monthly from 60.00

More For Night Work
One proposal under consideration, calls for payment of the 15 percent differential for night work to all employees of the Federal Government.
On the holiday pay question, Government employees feel that they have every reason to expect some consideration. In private employment, holiday work calls for extra pay. The Federal Government recognizes no holidays except Christmas. The other five legal holidays which are universally observed—except in Government service are ordinary working days. New Year's Day, Washington's Birthday, Memorial Day, Fourth of July and Thanksgiving Day would again become holidays—with a reward for those who work them, if the adjustment goes through.

The LONGACRE
317 WEST 45th ST.
FOR WOMEN ONLY
Homelike Rooms—other features incl. Library, Clubrooms, Special Laundry—Kitchenette Service, Restaurant.
Rates—\$7 to \$9 Per Week

302 WEST 22d ST.
Annex — 350 WEST 23d ST.
The ALLERTON HOUSE
FOR MEN and WOMEN
Homelike Rooms—other features incl. Library, Clubrooms, Special Laundry—Kitchenette Service, Restaurant.
Rates—\$7 to \$9 Per Week

A Few Choice Suites Available
Reasonably Priced

Ask for C. L. SEABURY
Manager

Leader Movie Merit Rating Scale

100%—Must be seen. 99-90%—Excellent. 89-80%—Good. 79-70%—Fair. Below 70%—Poor.

Rating

ASTOR—"Best Foot Forward"... 95% B'way & 45th St.—CL 6-4642. CAPITOL—"Stage Door Canteen"... 75% B'way & 51st St.—CO. 5-1250. CRITERION—"Hers to Hold"... 95% B'way & 46th St.—BR. 9-7800. GLOBE—"Victory Through Air Power"... 80% B'way & 46th St.—CL 6-0800. HOLLYWOOD—"This Is the Army"... 100% B'way & 51st St.—CL 7-5545. PARAMOUNT—"Dixie"... 80% Beg. Wed. "Let's Face It"... B'way and 43d St.—BR. 9-8738. RADIO CITY MUSIC HALL—"Mr. Lucky"... 95% 6th Ave. & 50th St.—CL 6-4600. RIALTO—"Bomber's Moon"... 70% B'way and 42d St.—WL 7-0206. RIVOLI—"For Whom the Bell Tolls"... 78% B'way and 49th St.—CI 7-1633. ROXY—"Stormy Weather"... 90% 7th Ave. and 50th St.—CL 7-6000. STANLEY—"Black Sea Fighter"... 90% STRAND—"The Constant Nymph"... 80% B'way and 47th St.—CL 7-5900. *Not reviewed at press time. As films change from day to day it is advisable to call the theatre.

Amusement Parade

By JOSEPH BURSTIN



Joe Marsala and his orchestra, featuring Adele Girard, world's greatest harpist, will appear at Palisades Amusement Park, N.J.



LENA HORNE who is co-starred with Bill Robinson, Cab Calloway and Band at the Roxy Theatre.

ring Gary Cooper and Ingrid Bergman, has been seen by more than 103,000 persons in this its 4th week, at the Rivoli Theatre. . . . After 10 days of location shooting on the campus of the University of Nevada, M.G.M.'s "Andy Hardy's Blonde Trouble" unit has returned to the Culver City studios for the first romantic scenes between Mickey

Roonÿ and Bonita Granville. Elmira Sessions, New York actress who was Charles Coburn's nemesis in "My Kingdom For A Cook," has been given an important character role in "Tropicann" the Gregory Ratoff musical which co-stars Victor Moore, William Gaxton and Mae West.

Movies

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Movies

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Irving Berlin's "This Is The Army," starring the men of the armed forces, enters its second capacity week at the Hollywood Theatre . . . Bob Hope and Betty Hutton in "Let's Face It," and Benny Goodman and his orchestra on the stage were only 300 persons behind the record on the opening day at the New York Paramount . . . Columbia's forthcoming Screen Snapshots will have a galaxy of your and my old-time favorites—William S. Hart, the Gish sisters, Constance Talmadge, Lila Lee, Hobart Bosworth, Geraldine Farrar, King Baggott, Eugene O'Brien, Betty Compson and others . . . Carmen Cavallaro, the pianist maestro and his orchestra continue for a third week at the Strand Theatre being held over with the poignant love story, "The Constant Nymph." . . . Paramount's Technicolor production, "For Whom the Bell Tolls" star-

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

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U. S. Civil Service Goes All Out for Vet Preference

The United States is going all out for veteran's preference.

In a straightforward speech last Saturday, Arthur S. Flemming, United States Civil Service Commissioner, put the Government on record squarely.

"A realistic nation knows that it can not do otherwise," said Flemming.

"Over 10,000,000 men and women cannot be uprooted from their normal pursuits in order that their nation may be preserved and then, when this objective has been reached, be expected to pick up their normal pursuits again without any help. And so we recognize the principle of preference for veterans. This is not an issue. The issue is whether we are going to pay lip service to the principle or whether we are really going to do something about it."

Flemming made it very clear that something will be done about it.

First, he said, the Federal force is going to be reduced.

Second, veterans who had Federal jobs before they entered the armed service (unless their jobs were temporary) will get their old positions back—or other positions carrying equal status, pay, and seniority.

Third, the Government will try to open up new positions for the returning veterans. If this means that war service appointees must be fired to make room for the vets, they will be fired. Flemming says it in these words: "... we will be faced with the necessity of making still further reductions



ARTHUR S. FLEMMING

in force of thousands of war service appointees who are now on the Federal payroll in order to provide veterans with the opportunity of competing for jobs for which they could not compete by reason of their service in the armed forces."

Fourth, when replacements are made, veterans will be given preference.

Flemming revealed that for over a year, the Commission has been engaged in a placement program "designed to utilize in a judicious manner the services of the physically handicapped."

Civil Service NEWS BRIEFS

The end of the month payroll was late again in Parks Department. Employees who phoned the office and asked, "Why?" report that they got a wide range of replies. "Turnover," "Taxes," and "Don't worry, you'll be paid in a few days" were among the reasons.

Sixty-nine uniformed firemen completed their probationary six-month period last week, and were appointed as Firemen, fourth grade, at \$2,000 a year, effective August 1.

A delegation of officers from The P.B.A. left for the State Police Conference at Saratoga Springs. The drive for the \$450 bonus will be one of the subjects to come up at the meeting. The conference has endorsed the bonus idea.

To date only 63 men have been tempted by the \$2,000 a year and the chance to ride around on fire trucks; that's the number of men who have accepted jobs as duration firemen.

NYC Civil Service Commission's exam for Butcher only drew 28 candidates. Most of them aren't expected to meet the requirements, and the City will have trouble filling the eight vacancies. The \$1,020 to \$1,800 salary apparently wasn't very tempting.

Board of Transportation has just ruled that its employees who are delegates to State and national conventions of veterans' groups get time off with pay. But they must show proof that they attended the convention. Only authorized delegates get this break.

Anthony Grego, President of the Brooklyn AFL sanitation men's local, mourns the death of his mother, recently passed away.

A large number of skilled men are needed to sign six-month contracts to work with the Army engineers at bases in the South Atlantic. Base pay is \$1.50 per hour, plus overtime for work in excess of 40 hours. Wanted: general truck mechanics, machinists, drillers and millers, blacksmiths, boilermakers. Apply at U.S.E.S., 87 Madison Avenue, Manhattan.

Union activities still in the summer slump, but Public Works Local 633, AFSCME, AFL, is meeting on Wednesday, Aug. 11, at 8 p.m., at 76 Court Street, Brooklyn. All employees of DPW are invited to attend.

Trustees of the Police Pension Fund, at the meeting last Monday, had to consider a total of 1,261 P. D. retirements which are on file.

Transit System Train Dispatchers are getting together Tuesday evening, August 10, at 56 Court Street, to talk over their problems.

296 candidates for the Correction Officer—Woman jobs with the City are still waiting to hear when the examination will be given. Filing ended on July 21, and Civil Service Commission hasn't said that it will reopen filings, but it also hasn't announced the exam date.

Foreman, Department of Sanitation list, became official on Tuesday, August 10. The Municipal Civil Service Commission set that as the promulgation date.

John Lutz, executive examiner in the office of Queens Borough President James A. Burke, has had new duties wished on him. He's "Superintendent of Injuries and Accidents in the Public Works Emergency Division." Anyone in that section who gets hurts or mixed up in an accident has to notify Mr. Lutz as soon as possible.

Here's Text of the New U.S. Liberalized Time-Off Policy

All Departments Must Follow It

To the many employees who have written in to inquire about the text of the time-off order issued by the President's office to the Federal departments:

Here it is: To the Heads of Executive Department and Agencies:

"There has been recent discussion of ways and means whereby Federal employees in both the departmental and field services can be afforded sufficient opportunity for short periods of absence from work to permit them to attend to necessary personal matters such as shopping for necessities, meeting doctors' and dentists' appointments, and performing various household chores. The lengthening of the workday and the workweek, the elimination of Saturday half-holidays, the difficulties of transportation, manpower shortages in retail trade, and the natural desire of employees to be free from the criticism of absenteeism, have combined with other wartime conditions to make this a real problem requiring attention.

"It is the policy of the Government that all administrators and supervisors should recognize this problem and should solve it by a liberal attitude toward the granting of short periods of annual leave for the conduct of personal business.

"During wartime, the right of employees to be absent for lengthy periods to the full extent of their current and accumulated annual leave, has been and should be curtailed. After permissible vacation leave (usually not more than two weeks, or twelve working days) is taken or reserved for vacations, em-

ployees should be permitted to use, if they so desire, any additional leave to which they are entitled for short periods of absence for personal business at a rate, for example, of a few hours off every two or three weeks.

"All supervisors should be directed to exercise a liberal attitude toward granting employees short periods of leave for the conduct of personal business. Such periods of leave are, of course, to be taken at such times as will not jeopardize the work on which employees are engaged. In addition, in order to maintain the continuity of government business on Saturday afternoons, departments and agencies should, in adopting a policy in conformity with this memorandum, restrict its application usually to days other than Saturday."

(Signed) WILLIAM H. McREYNOLDS, Administrative Assistant to the President.

Agencies Ignore It

A number of agencies just haven't told their employees about the new liberal-leave policy. And the White House last week decided that the hush-hush of some agencies just won't be tolerated. The new leave-policy was put into effect because it was needed, and the Government doesn't intend that any agency shall quietly do nothing about it.

In the New York area, plenty of agencies hadn't told their employees about the new policy as The LEADER went to press. Among those who are maintaining an unbecoming silence:

- Brooklyn Navy Yard
- Quartermaster Department, New York Port of Embarkation
- Veterans Administration
- Signal Corps Inspection Zone, Newark
- U. S. Engineer Office

You Can Help 'Em Grind Up for Test If They're Vets

You can't help a friend of yours "grind up" for a Federal examination if you're a Federal employee yourself—unless he's a member of the armed forces or a veteran.

The rule forbidding Government employees to coach others applying for U. S. jobs is an old one. Last week, President Roosevelt signed an executive order giving to war vets the right to call on employees for their knowledge and experience.

Agencies May Hire Non-Citizens

WASHINGTON.—By an act of Congress, the following government agencies are allowed to employ aliens. The agency is expected to fill all possible vacancies with citizens, but may employ aliens when it cannot

find a citizen for the particular job.

The list follows: War Manpower Commission, War Production Board, War Relocation Authority, Board of Economic Warfare, Office of Censorship, Coordinator of Inter-American Affairs, Office of Defense Health and Welfare Services and Office of Price Administration.

Pride Goeth . . .

WASHINGTON.—Several months ago, all junior officers in a certain Navy Department office here applied for sea duty. Weeks went by. Nothing happened. Finally, however, one of the men actually was ordered to a ship in the Pacific.

Next morning, each of his former colleagues unfurled a service flag on his desk—a small flag with one blue star.

The commanding officer was curious. When he asked the reason, he was told: "Oh, that's for Lt. Smith. Sir. He has gone off to war and we are very proud of him."

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(Continued from Page Thirteen)

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- V3-DC-44—Scientific Aids, Jr. Mathematicians, Jr. Physicists, \$2,000.
- V3-898—Senior Engineering Aide, \$3,200.
- V3-1036—Asst. Industrial Planning Supv., \$2,600.
- V3-1076—Principal Artist Illustrator, Chief Artist Illustrator, \$2,300, \$2,600.
- Asst. Animation Technician, Jr. Artist Illustrator, \$2,900, \$1,320.
- V3-1246—Senior Engineering Draftsman, \$2,000.
- V3-1253—Associate Inspector Engineering Materials (Elec.), \$2,000.
- Associate Inspector Engineering Materials (Mech.), \$2,000.
- V3-1225—Assistant Architect, \$2,600.
- V3-1216—Junior Airways Engineer, \$2,000.
- V3-1295—Associate Civil Engineer, Asst. Civil Engineer, \$3,200, \$2,600.
- V3-971—Senior Engineering Draftsman (Mech.), \$3,000.

- V3-1357—Miscellaneous Inspector, \$3,500.
- V3-1341—Administrative Assistant (Machine Records), \$2,900.
- V3-1342—Senior Supv. Machine Tab. Unit, \$3,300.
- V3-1362—Junior Radio Engineer, \$2,000.
- V3-1373—Draftsman, Civil, \$1,800.
- V3-216—Assistant Engineering Aides, \$1,620.
- V3-216—Principal Engineering Aide (Civil), \$2,300.
- V3-265—Assistant Technologist, \$2,600.
- V3-DC-65—Business Specialist, \$2,200.
- V3-1164—Assistant Metallurgist, \$3,200.
- V3-1470—Prin. Proc. Insp. (Aerc. Misc. Mtls.), \$2,300.
- V3-1474—Assistant Engineer, \$2,600.
- V3-1475—Junior Engineer, \$2,000.
- V3-1477—Associate Engineer, \$3,200.
- V3-1483—Engineer (Sanitary), \$3,300.
- V3-1501—Assistant Marine Engineer, Assistant Naval Architect, \$2,600, \$2,600.
- V3-1505—Jr. Marine Engineer, Jr. Naval Architect, \$2,000.
- Jr. Elect. Engineer, \$2,000.
- V3-1506—Assoc. Marine Engineer, Associate Naval Architect, \$3,200, Associate Elec. Engineer Arch., \$3,200.
- V3-1507—Principal Engr. Draftsman, \$3,200.
- V3-1508—Chief Engr. Draftsman (Mech.), \$2,600.
- Chief Engr. Draftsman (Elec.), \$2,600.
- Chief Engr. Draftsman (Hull), \$2,600.
- V3-1511—Metallurgist, \$3,200-\$3,800.
- Chemical Engr., \$2,600-\$3,200.
- Mechanical Draftsman, \$1,800-\$2,600.
- V3-1526—Jr. or Assistant Geologist, \$2,000-\$3,600.
- V3-1532—Senior Accounting Clerk, \$2,000.
- V3-DC-74—Senior Eng. Draftsman (Mech.), \$2,900.
- V3-1358—Diesel Engine Inspector, \$3,500.
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- 800—Asst. Clerk-Stenographer, \$1,620.
- 1759—French Typist, \$1,440.
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- 2985—Graphotype Operator, \$1,440.
- 2996—Sr. Telephone Operator, \$1,440.
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- 3144—Asst. Clerk Teletype Operator, \$1,620.—Temp. 10 or 15 da.
- 3184—Sr. Operator, \$1,620.
- 3188—Sr. Tabulating Machine Operator, \$1,620.
- 3189—Jr. Tabulating Machine Operator, \$1,440.
- 3202—Sr. Tabulating Machine Operator, \$1,620.
- 6012—Jr. Clerk Typist, \$1,440.
- 8007—Jr. Card Punch Operator, \$1,440.
- 8008—Jr. Addressing Machine & Graphotype Operator, \$1,440.
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* Washington, D. C.
** Overseas base.