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**NAVY YARD**

**HELPERS**

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**MANY WILL GO OUT AS  
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DO N. Y. CITY EMPLOYEES WORK?**

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# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## Mead Confident Of Salary Raise For U. S. Workers

WASHINGTON. — The Senate Civil Service Committee, under the leadership of Senator Jim Mead, has reported favorably the Administration's uniform overtime pay plan and Mead has informed The LEADER that he's certain the Senate will approve the bill in short order.

The committee rejected the postal employees' demand for a flat 10 per cent wage boost. The postal workers who can't work overtime will be paid a flat 10 per cent bonus but all others would work a minimum 44-hour week and collect time a half for the additional four hours like all other Federal workers. But postal workers throughout the nation are continuing their fight.

Employees who can't work overtime would get a 10 per cent increase. The law would become effective October 1, which means that 40 per cent of the Federal employees who aren't now paid overtime would get a fat paycheck for the overtime already piled up.

Overtime would be paid on the first full \$2,900, and employees earning over that amount would be paid overtime only on \$2,900. But don't start spending your increase now; the bill faces a stiff fight in the House even if it gets by the Senate.

For civil service information, phone the Civil Service LEADER's branch office at WALKER 5-7449. Or come in person. The address is 142 Christopher Street, half a block from the Federal

# Government Has Built Up Vast Federal Training Program

WASHINGTON. — Training is the order of the day in Uncle Sam's places of business.

The Civil Service Commission has had to more than double its staff of training specialists, since just about every Federal agency has set up some sort of training courses within recent weeks.

Here's a tip for you: investigate the training courses being given free by the Government. You'll get paid for learning, in most cases, and you'll get a good job besides.

Here's a round-up of available training:

**Trainee, junior engineering draftsman,** pays you \$1,320 a year while learning. This course is being given for the most part by the Coast and Geodetic Survey in Washington. Women are preferred for the jobs and they'll replace draftsmen who'll be called into the armed forces.

Women only are trained to be apprentice physiotherapy aides. War Department does the training in its hospitals.

Civil Aeronautics Administration offers one of the best training opportunities for young men who have the necessary qualifications and who are interested in aviation. CAA is training people to be junior aeronautical inspectors; the pay is \$2,600 a year during training at Houston, Texas. The course takes about a year and the suc-

cessful students will be given jobs paying from \$3,200 to \$5,600.

Deaf and hard-of-learning persons are being trained to become **card punch operators** in Washington by the Office of Education in cooperation with the Civil Service Commission.

Procurement Division of the Treasury is training women to be **typewriter repair mechanics**.

Federal Public Housing Authority in Washington is training people to **manage war housing projects**.

The Social Security Board is now teaching a class of employees in Washington to **prepare payrolls** and supervise lesser employees.

**Effective public speaking** and **telephone training** is taught to newcomers at the War Production Board in Washington.

**Letter writing, mosaic mapping,** and investigating are offered at the Agriculture Department.

The Navy teaches its new officers via correspondence courses and the Bureau of Internal Revenue uses the same method to explain the new tax bill to its employees.

**Comptometer, card punch operators** and **claim examiners** are taught at the General Accounting Office.

New **Federal attorneys** are required to go to school at National Labor Relations Board and **classification analysts** are schooled at the War Department.

Women are trained by Civil Aeronautics to be **airway control-**

lers and by the Weather Bureau to be **meteorologists**.

Just about every Federal agency in Washington of any size is now training **typists** and **stenos** in some manner, and orientation courses are also being given new employees in most of the large agencies.

### Exams Now Open

Here's a list of civil service exams for which persons may qualify wholly or partially through the completion of training courses (but the Government doesn't always give the courses at the same time):

**Engineering draftsman:** \$1,440 to \$2,600, all branches. Elementary jobs can be had by students who complete courses given by the Office of Education. Write the OE for information.

**Engineering aid:** \$1,440 to \$2,600. War training courses for these jobs are also given by the Office of Education.

**Junior engineer:** \$2,000. Office of Education also has courses to cover this category.

**Radio mechanic-technician:** \$1,440 to \$2,600 and **junior inspector of clothing.** The Office of Education has approved war training courses on these subjects.

Other training courses: **lens grinders, junior communications operator, powder and explosives inspectors, inspector of engineering materials, inspector of naval ordnance materials, multilith press operator, technical and scientific aid, junior metallurgist, and tabulating machine operators.**

## Defense Skills Of Postal Subs Are Surveyed

An index to the state of the morale of post office workers is provided by the current Survey of Defense Skills among New York City Postal Subs. So far, over 50 percent of the subs have answered "Yes" to the question, "Would you accept a job in a war industry on furlough at same or better pay?" The survey will back up their demand for regular appointments or official leave to enter war industry.

According to the subs committees of the New York Federation of Post Office Clerks and Branch 36 of the Letter Carriers' Association, most of the men show sufficient shop experience, technical training and general education to qualify them for such jobs.

On October 23, representatives of the two committees met with James E. Rossell, manager of the Second U. S. Civil Service Region, and member of the War Manpower Commission. The suggestion for the meeting had been made by Mrs. Anna Rosenberg, regional director of the W.M.C.

Mr. Rossell, say the subs, gave them reason to believe that their demand is sound. They were told that under Executive Orders 9129 and 9243 they may be transferred to another Government department on official leave, provided they can make a more effective contribution to the war effort thereby. They can get a furlough to a private job in an essential occupation, if they're requested by the private employer.

### Decisive Question

The granting of furloughs is up to the Civil Service Commission, Mr. Rossell explained. The decisive question seems to be: Are you qualified for that war job?

In this connection the outlook is apparently good for the subs. They were given to understand that a large number of war jobs requiring little or no industrial experience will soon be open.

### Must Determine Importance

The question as to just how subs can be transferred to such jobs will be answered when the Civil Service Commission determines "the relative importance to the war effort of the Government activities in which the employee has been engaged as indicated by, among other considerations, priority classifications as set up by the Director of the Bureau of Budget under Executive Order 9243."

Fortunately for the subs, the Post Office ranks lower in the priorities scale than an essential war industry. Consequently, they expect to make headway in the national campaign for "appointments to regular post office jobs or furloughs to war industry." In Washington the War Manpower Commission already has indicated its agreement with their view that the sub system represents a waste of war manpower.

The survey of the subs' defense skills is soon to extend to the Greater New York area. Similar surveys are being conducted throughout the nation.

## It's O. K. for Vet Administration Gals To Wear Slacks; The Boss Says So

By ARTHUR RHODES

Slacks for the girls in the Veterans' Administration, only a dream some few days ago, this week became a startling reality. The girls may wear all the slacks they want, and more, just as long as they come decently clothed. You have the approval of the big boss himself—efficient, effervescent C. J. Reichert.

The LEADER several days ago started to poll the girls of the Veterans' Administration on the question of whether or not they would prefer working in slacks since we had found considerable sentiment for such dress among the employees. In view of the alarming disappearance of nylon and rayon hose and especially because the use of anklet stock-

ings would call for slacks as a means of keeping the young ladies' knees warm during winter, many of the girls say slacks might be the only answer.

Out of 80 girls polled on the second floor, 77 promptly came out for slacks; in fact, the few negative votes were mainly from those girls whose figure (and they admitted it!) wouldn't warrant slacks. Of course, a number of boys didn't care even a minimum for the idea but, then, they weren't being polled.

The seventh floor wasn't rabid for the idea, but the fifth floor was—very much so. So it went—slacks for all the girls—for economy and for comfort and for warmth and, too, for war bonds. For the money saved on hosiery could buy 'em war bonds.

Because of a rumor that a young lady one day marched into

the Veterans' Administration with slacks and was promptly fired (your correspondent has found this rumor to be strictly unfounded), the girls were at first reluctant to circulate petitions calling upon the authorities to permit slacks to be worn.

However, The LEADER has learned that the fifth floor girls finally decided to start a petition. The thing wound up this way: a supervisor on the floor informed them "it wouldn't be lady-like." Maybe not lady-like but certainly sensible.

During the past few days the girls on the second floor have been drawing up a petition, too, without knowing the fifth floor had already done the same thing.

### Same Opinions

Here are a few opinions from the second floor:

The dashing young lady with the flamboyant eyes and the auburn curls made grotesque gestures and announced quite proudly: "Oh, definitely!" She meant she wanted slacks. In fact, it was and is almost an obsession with her.

And she added: "The psycholo-

gical effect on women would be very good; women are now expected to do a man sized job, aren't they?" Of course, here she was just being cute. (P. S. She is; she is gorgeous, too.

The tall, slim, collegiate young lady thought the idea was "swell." And she continued: "I want to wear slacks because they keep me warm on long, windy walks."

A rather husky miss confided: "Slacks would keep my knees from getting a windburn. Anything wrong in that?"

A petite, decoratively dressed young lady held that "slacks would not only be a great comfort with reduced heating; they'd be very patriotic, enabling us to save on stockings. Oh for the life of slacks!"

J. J. Allen, personnel director of the Administration, thought the idea strictly all right—but still some way from happening.

Mr. Reichert thought much faster: "Tell the girls they can wear anything they please, provided they're clothed decently."

All right, girls, now for those corduroy pants!

And won't Supervisor Joe Harley be embarrassed! He has been trying to dissuade office "gals" who want to wear slacks. They're really just the thing, Joe!

## Will Byrnes Freeze Federal Salaries?

WASHINGTON. — Salaries of navy yard and army arsenal employees fixed by wage boards were brought under the jurisdiction of the War Labor Board under the terms of the order issued in Washington last week by Economic Czar James F. Byrnes.

The Byrnes order also brings the salaries of state and municipal employees under the purview of the WLB.

However, white-collar employ-

ees are still subject to reclassification to higher grades and at higher salaries. Moreover, the Byrnes order won't stop the Ramspeck-Mead automatic promotion from operating. This act, however, may be suspended by Congress itself for employees paid more than \$5,000.

Just how much power Byrnes will exert over public employees—City, county, State and Federal workers—remains to be seen. Byrnes himself commented that

he couldn't put a City or State in jail but he hinted that he could and would exert pressure to bring their employee salaries into line with the administration's overall economic plan.

Byrnes is reported to have given his o.k. to the administration's plan for a uniform overtime pay bill. This bill has been reported out favorably by the Senate Civil Service Committee, but the Senate won't take up the bill until after the members return from the elections.

Postal employees are still demanding a flat 10 per cent wage increase plus overtime.

**CIVIL SERVICE LEADER**  
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# CIVIL SERVICE IN NEW YORK CITY

## Higher Welfare Pay Coming On November 15

The much awaited social service increments in the Department of Welfare are to be included in the November 15 checks, it was learned this week.

Payment, in fact, was to have become effective October 31, but was held up at the last minute. The payment tops a ten-year struggle to raise social service salaries to a respectable level.

Budget Director Kenneth Dayton last February agreed with proposals for a \$2,100 ceiling. In June, the reclassification was signed by the State Civil Service Commission. It acted after discrepancies were revealed between investigators' salaries in various divisions of the department.

The new classification provides for a \$2,100 ceiling for grade 1 investigators, a \$2,100 minimum for assistant supervisors and medical workers with increments guaranteed to \$2,400, and corresponding raises of \$300 for higher grades.

The new grading scheme went along in hand and hand fashion with efforts to win adjustment of wage levels.

The November 15 check will contain a lump-sum payment going back to July 1. After that, the new salary schedule will be reflected in the regular checks.

## Work-Week of NYC Departments Shows Mayor's 6-Day Order Pretty Well Upheld

The LEADER is making a survey of the work-week in the various city departments. Even though the departments are still operating under the six-day work-week promulgated by the Mayor, there are variations resulting from the nature of the work performed and from the defense activities of employees. In most departments, too, various categories of employees operate under different schedules. The first installment of this survey, appearing below, is the general picture. In succeeding issues, a more specific picture will be given.

City departments are pretty generally living up to Mayor La Guardia's request that employees be given compensatory time off for performing war work on their own time—which amounts to a five and one-half day week.

This policy holds good except in isolated instances, such as in the Department of Sanitation where drivers and sweepers who worked in the big scrap drive are being forced by some superintendents to take their time in "drips and drabs" so that it becomes useless to them.

Sanitation awards every other

Saturday off at noon to most of its operational staff, which normally works from 8:30 a. m. to 4:30 p. m. (maintenance crews have different hours).

So, while it comes down to a five and one-half day week for many, there are such cases as these: junior sanitation men work 48 and more hours a week and aren't given any relief; except if time was taken from their Sundays or vacation periods, in which case they receive full days off, employees are given compensatory time off for work in the big scrap drive only in "drips and drabs." Those who perform valuable defense work on their own time are given only time off for traveling. Nothing more.

### Public Works

Sewage disposal workers in the Department of Public Works are not being compensated for the time they take from their off-hours to attend defense courses. Otherwise workers are being permitted Saturday afternoon off, leaving a rotating, skeleton staff, to reward them for defense efforts on their own time. That turns the six-day week generally into a five and one-half day stint. Regular hours are 9:15 to 5:15, and to 12:15 on Saturday.

### Hospitals

The Hospital Department has a 9 to 5 weekday schedule for its clerical staff and keeps the same

time table on Saturdays. But it employs only a skeleton crew on Saturday and rotates the employees so that they manage to get Saturday afternoons off most of the time. Alternation is the word they apply to it.

### Welfare

The Welfare Department has a 9:30 to 5:30 weekday schedule and a 9 to 12 Saturday time table. A skeleton staff keeps the office running after 12. But they don't call it time off for defense work here; they merely hope the arrangement is satisfactory, believing virtually everybody does some sort of war work on his own time.

### Docks

Docks has a 9 to 5 weekday schedule, as far as its Bureau of Ferries is concerned, and permits compensatory time off on Saturdays to those doing defense work.

### Parks

Parks uses a 9 to 5 time-table during weekdays and keeps the same schedule for Saturdays except where defense work is involved; then workers are given the precise compensatory time coming to them.

### Housing Authority

The Housing Authority uses a skeleton staff on Saturdays after employees have spent from 9 to noon there, and has a 9 to 5:30 weekday schedule. Workers haven't made wholesale requests

for time off for defense work. The LEADER was told. Some parts of the administrative staff get all of Saturday for themselves.

### Water Supply, Gas, Electricity

All branches of the Department of Water Supply, Gas and Electricity specifically identified with emergency work operate on a six-day shift, including Sundays. The clerical and office force work on Saturdays in rotating shifts, allowing every employee half a day every fourth Saturday afternoon.

### Housing and Buildings

Housing and Buildings has an 8:45 to 4:45 day during the week, and a full Saturday schedule except where defense work is involved. In that case, workers are given as much time off—up to four hours—as defense work accounted for to the department.

### Licenses

Licenses asks its employees to work every fourth Saturday from 8:45 to 5 p. m.; otherwise, it's 8:45 to 12:30, based on the reasoning that employees are doing defense work. During the week, it's 8:45 to 5.

### Markets

Markets has a five and one-half day week for the present, having a 9 to 5 time table during the week and a 9 to 1 schedule on Saturdays, using a rotating, skeleton force after 1. However, if defense work can be shown, entire Saturdays off are granted.

## It Finally Comes Out

# Employee Grievance Bill Opposed by LaGuardia

The LEADER confirmed last week the story told in whispers heretofore that Mayor LaGuardia is the power behind the subtle opposition to the employee negotiation bill. City Hall sources indicated that the Mayor at a private conference said bluntly he was opposed to the measure because:

1. It isn't needed. Hizzoner contends the rights it would confer already exist.
2. He wasn't going to tell any commissioner how to run his department.
3. He wasn't going to let anybody else run a department.
4. He wasn't going to help the employees organize.
5. There is a different relationship between employee organizations in government service and in private industry.

### Department Heads Won't Talk

The LEADER learned that the Mayor's arguments were demolished by the presentation of

cases of department heads who refused to talk to employees, denied them the right to get together, denied them many other elementary rights. It was pointed out that the employee negotiation bill provides only that department heads and employees "talk things over," and that nobody was intending to take away control of the departments from commissioners, or to tell a commissioner how to run his department.

However, to meet on employee grievances is an old American custom, and shouldn't be denied simply because they work for a government agency. Other points made: the bill is important for employee morale; State employees are permitted to meet with their department heads through an order of the Governor; equality of opportunity should be available for all organizations to present grievances, a condition which doesn't exist today.

### Maintains Opposition

Reports of the conference indicate that on the basis of simple

argument the Mayor came off second best. However, he maintained his opposition, conceding only that he would see to it personally that no instances of discrimination would be committed.

Meanwhile, Louis P. Goldberg, one of the sponsors of the bill, held that the measure had been held up by Councilman Joseph T. Sharkey pending the outcome of the elections.

## Clerk Promotions Made in DWSGE

Promotions in the Department of Water Supply, Gas and Electricity have boosted Seth M. Rubin from clerk, grade 3, to grade 4; Solomon Fishman from clerk, grade 3, to grade 4; Isidore Steinberg from clerk, grade 2, to grade 3; Jesse Liscomb from clerk, grade 2, to grade 3; Wilfred Ganek from clerk, grade 3, to grade 4; James Middlemas from clerk, grade 1, to grade 2, and Eugene Sarno from clerk, grade 1, to grade 2.

William O. Hencke and Frank Wannan have been advanced from senior stationary engineer to senior stationary engineer (electric).

# Clerical Assistants Protest Wage Cut

The Junior Clerical Assistants Association this week directed a protest to the Board of Education regarding its recent ruling reducing the salary of teacher clerk and senior clerk substitute to \$5.50 per diem.

"We are at a loss to understand this action at a time when the cost of living is rising steadily and people on fixed salary schedules are feeling acutely the dwindling purchasing power of their earnings," a letter from the Association to the Board declared.

It added that the Board's "apparent policy of retrenchment towards clerks has been felt keenly by them all" for some time now, that the low salary schedule of junior school clerks, lack of promotional opportunities for teacher clerks and junior school clerks, and the recent denial of sabbatical leaves to clerks have had "a serious effect on their morale and on their desire to remain in the school system."

Then it added: "Furthermore,

at a time when the incentives offered by Federal civil service as well as private industry have already drawn many regularly appointed clerks as well as substitutes out of the school system, the reduction in salary can only serve to aggravate this difficult situation."

The letter, calling for restoration of salary levels, and correction of the "critical clerical situation," is signed by Helen Berman, president of the association.

## 126 DWSGE Men In Armed Service

The Department of Water Supply, Gas and Electricity has contributed 126 men to the armed forces. They range all the way from laborer to deputy commissioner. The department boasts one major.

## Sanitation Men Win Valor Awards

Ceremonies for "Sanitation Department Awards" were held Thursday, Oct. 29, at City Hall, Mayor LaGuardia addressed department employees, their families and friends, and presented medals of valor and certificates of commendation to those employees who performed heroic and meritorious deeds in line of duty during the year ending August 15, last.

In charge of arrangements were John Garbarini, City Superintendent; Elisha C. Chapin, Director of Safety, and Harry E. Bass, Personnel Representative.

Among the medal and certificate winners were:

### Medal Winners

Frank J. DeMarin, Paul Ferry, John H. Mace, Joseph Conklin, John Celebre, Michael Carbone, Robert Pressner, Vincenzo Arcuri, George J. McGivney, Joseph Bilelo.

### Certificates of Commendation

Henry Adler, Rubin, Azar, Angelo R. Belotti, Saul Bloom, John Borelli, Joseph Casale, Thomas A. Clifford, James Convey, Carmine D'Angelo, Shepard Delfin, John DiSena, August W. Eck, Giuseppe A. Evangelisti, Donato J. Feorino, Joseph L. Gallucci, John A. Gaudello, Giovanni Guadagno, John J. Haburay, Joseph Harkins.

# Proposal: Higher Pay, Longer Vacations, Shorter Work-Week

A wage adjustment program calling for a \$180 salary boost for all city employees earning less than \$1,200 a year, a 15 per cent increase for all those earning between \$1,200 and \$2,100 a year and a 10 per cent increase for those earning over \$2,100, was adopted last week at the first general membership of City Local 111 of the State, County and Municipal Workers of America.

The wage adjustment proposals were presented in a report given by Jack Bigel, organizer for the City Local, in which he outlined a 13-point "win-the-war program for city employees." Bigel said that the wage program was based on the decisions of the War Labor

Board and that they were consistent with President Roosevelt's order stabilizing wages.

### Sub-Standard Group

The proposal for a flat \$180 boost for all city workers earning less than \$1,200 was decided upon because these employees fall into a sub-standard group. A 15 per cent increase would not be sufficient to enable them to meet the higher cost of living and the burden of heavy taxation. For all of these groups, Bigel said, the wage increase would be in addition to mandatory increments.

Bigel emphasized the importance of waging a simultaneous campaign for a centralized national war economy providing for democratic rationing, effective price and rent control and equitable taxation. "Without such a

war economy," he said, "every dollar we win in wage increases will end up in the pocket of the war profiteer."

### Ask Longer Vacation

Restoration of the four-week vacation period for city employees was also included in the union's program with the proviso that city employees would spend the extra two weeks working on a farm or in an industrial plant where labor shortages exist. In this way, Bigel said, city employees could contribute more directly to the country's war production program.

### 5-Day Week

The program also calls for the restoration of the 5-day week and the payment of time and one-half for overtime in excess of 40 hours

a week. At the present time, city employees are required to work 5 1-2 and 6 days a week without extra compensation. For per diem workers, the union is asking for a six-day week.

### War Leave

In addition to these wage and hour proposals, the union program provides for a liberalization of the city's war leave policy. Although Executive Order 14 issued by the Mayor authorizes department heads to grant leaves to city employees offered jobs in war industries, very few leaves have been granted outside the Welfare Department.

Other plans in the union program are: the speedy use of all promotional lists, upward reclassification of the city's technical services, establishment of the merit system in the Law Department by elimination of exempt job-holders, and "the establishment of joint employee-management committees in all city departments, to heighten efficiency and to improve the city's role in the war effort."

# Preview for the November 7 Clerk Exam

Below is a former test for the clerk, grade 2 title. It was given several years ago by the Municipal Civil Service Commission. Persons who are going to take the clerk, grade 1, test on November 7, and those applying for the Board of Education Junior Clerk test should study this material carefully. It is, of course, impossible to say how closely the forthcoming examination will be modelled on the one presented here. Nevertheless, the material below should be considered in the sense of a study guide. Try this preview test. See how well you do on it. It may reveal certain weakness that you still have time to do something about.

Note: Four possible answers are suggested to complete each sentence. Write in the correspondingly numbered space on the answer sheet the letter preceding the best answer. Record your answers on the special sheet following the questions. Compare your answers with those at the back of the book.

(1) In New York City there is an overtime charge on local tele-

phone calls the length of which is materially in excess of (a) two minutes, (b) three minutes, (c) four minutes, (d) five minutes.

(2) Second class mail includes (a) circulars, (b) magazines, (c) books, (d) merchandise.

(3) A station-to-station telephone call is one in which the person calling (a) wishes to obtain information about an out-of-town number, (b) wishes to obtain information about party lines, (c) makes an out-of-town call and is willing to talk with anyone who answers, (d) wishes to make certain that the call is completed satisfactorily.

(4) An excise is a kind of (a) embargo, (b) inventory, (c) deficit, (d) tax.

(5) An assignee is (a) a series of payments made periodically, (b) a legal seizure of valuables, (c) a state of insolvency, (d) one to whom property is turned over.

(6) The apostrophe is used to denote (a) ownership, (b) lists of items, (c) unfinished sentences, (d) compound titles.

(7) The past participle of "to be" is (a) been, (b) am, (c) war, (d) being.

(8) The best of the following rules of capitalization is (a) capitalize the first word of a quotation if it is introduced indirectly, (b) capitalize proper nouns, (c) capitalize a quotation resumed within a sentence, (d) capitalize all words in the complimentary closing of a letter.

(9) In speaking through the telephone, the person calling should keep his mouth (a) close to the mouthpiece, (b) about 1 1/2 inches away from the mouthpiece, (c) about 4 inches from the mouthpiece, (d) about 6 inches from the mouthpiece.

(10) In general the best way to answer a telephone is to (a) say "Hello," (b) say, "How do you do? May I be of service?" (c) ask the name of the person calling, (d) give your name and the name of the organization or department in which you are employed.

In the correspondingly numbered spaces on your answer sheet write the word or words or numbers which best complete each of the following items.

(11) The abbreviation for Vermont is?

(12) "Anon." is the abbreviation for the word?

(13) "Ebl." is the abbreviation for the word?

(14) "ff" is the abbreviation for the word?

(15) "cf" is the abbreviation for the word?

(16) The maximum value for which a package may be insured against loss in mailing is?

(17) The rate per ounce for domestic air mail usually is?

(18) The initials of the Federal agency in Tennessee which is mainly concerned with electric power are?

(19) According to the new charter the director of the Bureau of the Budget is appointed by the?

(20) According to the new charter, the officer who has power to issue and sell obligations of the city as provided by the law is the?

(21) According to the new charter, the Mayor may be removed from office by the?

**IMPORTANT**  
Next week's issue of The LEADER will contain unofficial answers of the November 7 New York City Grade 1 Clerk exam. Be sure to reserve your copy at newsstands now.

(22) According to the new charter, the purchase of equipment for any public betterment or improvement when first erected or acquired is termed a?

(23) According to the new charter, the minimum number of councilmen elected from each borough shall be?

(24) According to the new charter, the department which may increase or diminish the assessed valuation of real estate is the?

In some of the sentences below one word has been misspelled. If, in any sentence, you find a word spelled incorrectly, write the correct spelling of the word in the correspondingly numbered space. If all words in a sentence are correctly spelled, write the word "correct" in the correspondingly numbered space. You will be penalized if you rewrite the spelling of a word which has been correctly spelled.

(25) His decision to assess adjacent property was widely condemned.

(26) The majority of the appropriation acts and resolutions were special in nature.

(27) Is it expedient to amend the constitution by the adoption of the subjoined?

(28) It was the general opinion that this system had not functioned satisfactorily and that it needed to be simplified.

(29) If the city had such community centers, special emphasis could be placed on adult recreation.

(30) The revolutionary change has been brought about by the advent of new conditions.

(31) In the early days, protection against fire was provided by voluntary fire departments.

(32) The syllabus in that case lays down a significant proposition.

(33) If you would have opposed home rule for Illinois cities, draft a provision embodying your ideas as to the constitutional relationship which should exist between a state and a municipality.

(34) An attempt has been made to give the pertinent facts in sufficient detail so that the student may determine whether the decision actually made was sound.

(35) It also makes possible the covering of a vast amount of ground in a minimum of time.

(36) Should they also have been given authority to review local bond issues under a plan similar to that adopted in Indiana?

(37) Numbers referring to footnotes are preferably made in another color than that used for typing the remainder of the report.

(38) A corporal ranks below a sergeant or lieutenant.

(39) A career system is eminently desirable for the proper administration of civil service.

(40) This, nevertheless, is the franchise to which I now refer for the fourth time.

(41) I believe that I have never seen a typographical error in a calendar.

(42) A lapse of memory is not inexcusable.

(43) A questionnaire often contains the silliest questions a man can conceive.

(44) I advise you to be staunch and not to yield, for he is wrong.

(45) If I understand your position correctly, you hold that all solids assume a liquified form.

(46) Seeing is believing is an ancient but false adage.

(47) Buying and selling make commerce.

(48) A counterfeit is a kind of imitation.

(49) A censor may sometimes interfere with personal liberties.

(50) I find none of these activities advantageous to us.

(51) Separating the good from the bad demands good judgment.

(52) A conclusion sometimes functions as a beginning.

(53) Circumlocution is a roundabout way of putting something that should be briefly expressed.

(54) The ligament between paragraphs is often some word of the preceding paragraph.

(55) Some people get into a circular routine and go round and round.

(56) The circular graph is used primarily to show the relationship of the items of a total to the whole.

(57) In constructing a graph, one should first determine the number of lines available after writing in the heading.

(58) Among the mechanical features of the report, we must consider the table of contents, headings and subheadings, and the index. It may be serviceable to examine the different types of reports that are made in connection with clerical work.

(60) In the preparation of reports and outlines, the clerk has an exceptional opportunity for displaying some of the qualities for which an employer is willing to pay a good salary.

(61) I am happy to say that many occasions present themselves in my work for the display of initiative.

(62) To use anecdotes properly requires a little effort in collecting good ones and learning them, but it is an accomplishment well worth the pains taken to acquire it.

(63) It is assumed that every clerk knows how to consult the card catalogue in the library, so that he can find books which are concerned with the subject in which he is interested.

(64) Their approval was marked by all the ceremony reserved for the nation's most distinguished guests.

Each group of five words contains two words which are the same or almost the same in meaning. Write on the answer sheet the letters of the two words in each group which most nearly have the same meaning. In writing answers, place the letters in alphabetical order.

(65) (a) flinty, (b) flimsy, (c) flippant, (d) frail, (e) healthy.

(66) (a) punitive, (b) meek, (c) pungent, (d) acrid, (e) triable.

(67) (a) inoculate, (b) confirm, (c) pulsate, (d) throb, (e) touch.

(68) (a) jut, (b) pretrude, (c) enter, (d) leave, (e) hide.

(69) (a) heinous, (b) deceased, (c) presumptive, (d) hectic, (e) odious.

(70) (a) immune, (b) immotile, (c) imminent, (d) immanent, (e) inherent.

(71) (a) deter, (b) infer, (c) involve, (d) implicate, (e) invert.

(72) (a) placate, (b) put, (c) appease, (d) gyrate, (e) flee.

(73) (a) department, (b) bureau, (c) missive, (d) meaning, (e) sense.

(74) (a) able, (b) expiable, (c) florid, (d) ruddy, (e) explicit.

(75) (a) digress, (b) eliminate, (c) deviate, (d) endorse, (e) forge.

(76) (a) resolution, (b) residue, (c) remainder, (d) respect, (e) resilience.

(77) (a) balance, (b) umbrage, (c) sextant, (d) locale, (e) offense.

(78) (a) mollify, (b) deify, (c) ratify, (d) edify, (e) pacify.

(79) (a) limpid, (b) clear, (c) close, (d) far, (e) flaccid.

(80) (a) fallacious, (b) grotesque, (c) delusive, (d) intangible, (e) susceptible.

(81) (a) inquiring, (b) dictatorial, (c) intermittent, (d) periodic, (e) interpretive.

(82) (a) predilection, (b) precipitance, (c) predatory, (d) bias, (e) brevity.

(83) (a) rocky, (b) lecherous, (c) clear, (d) hirsute, (e) shaggy.

(84) (a) deny, (b) impute, (c)

execute, (d) ascribe, (e) entrust. Write the answers to the following problems in the correspondingly numbered spaces on the answer sheet.

(85) When the numerator and denominator of a fraction are identical, the value of the fraction is?

(86) To find the per cent of (Continued on Page Sixteen)

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# City Trackman List To Appear This Week

A total of 1,870 candidates will appear on the eligible list for trackman this week, it was learned at the Municipal Civil Service Commission.

The list, which will be promul-

gated by the Commission Wednesday (November 4), was designed to fill 44 vacancies in the BMT division and seven in the IND division in the Board of Transportation.

Four thousand two hundred and twenty-five took the written test and 3,399 were called for the physical.

High man on the list is Joseph G. Matzinski, of 9106 97th Avenue, Ozone Park, who scored 99.20 (100 in the physical and 98 in the written).

Runner-up is Vincent Grumbs, of 89-21 234th Street, Bellerose, Queens, with 98.998 (he achieved 100 in the written and 78.33 in the physical).

Third is Herbert F. Shaver, of 1252 Decatur Street, Brooklyn, with 93.80 (100 in the physical and 97 in the written).

The salary amounts to 63 to 83 cents an hour. Duties: to maintain, inspect or repair tangent and curved track, special track and roadway, in subway surface and elevated service, including replacing rails, frogs, switches, ties and plates; adjusting and tamping tracks; repairing insulated joints; welding and grinding track; greasing rails; locating and tightening loose joints, and performing other assignments.

The exam called for a high degree of strength and a considerable amount of agility.

Appointments will probably be made immediately from the new list.

## TWU Demands Wage Adjustments In Subway System

The Mayor last week was asked to intervene in the dispute between the Board of Transportation and the Transport Workers Union.

Douglas L. MacMahon, president of the TWU New York Local, informed the Mayor that his intervention is necessary because "safe and efficient operation of our transit lines constitutes a vital contribution to the nation's war effort" and "vitally concerns the seven million people of our city."

Insisting that the Board has revealed "little understanding and less sympathy for the plight of its employees," Mr. MacMahon held that the real income of transit workers has declined to a point where it cannot be considered as providing a living wage.

### Says Board Failed

"The Board of Transportation," said Mr. MacMahon, "has not only failed its employees; it has failed the nation, too. Immediately after the attack on Pearl Harbor, the Transport Workers Union submitted to the Board a comprehensive plan for joint labor-management conservation of critical materials, increased employee efficiency, an full utilization of the facilities of the Board for the war effort. In the months that have since elapsed, the Board has done absolutely nothing with the plan and "business as usual" continues to prevail.

He added that wage adjustments effected by the Board in September, 1941, were "capriciously and arbitrarily distributed" and pointed out that its current refusal to grant a general wage increase appears against a background of an "unprecedented" rise in passenger revenue on city transit lines.

## Increments, When?

Progress is rapidly being made in the Budget Director's office to effect adjustments—up to \$2,400—in the cases of those city employees entitled to increments under the Petrocelli decision and stopped at the \$2,280 point, The LEADER learned this week.

Payroll corrections are expected to be completed by the second week of this month, it was revealed.

The Comptroller's office has been studying the problems of back pay involved in these cases.

## Police Dept. Changes Policy— Won't Take 3-As

The court decision upholding Fire Commissioner Patrick Walsh's refusal to accept 3-A eligibles for service this week was followed up by a right-about-face by the Police Department in its attitude toward 3-A men.

The Police Department has suddenly decided that only 3-A men, who married prior to September 15, 1940, and who have children or not, may be accepted for work in the department. This follows precisely the policy inaugurated by the Fire Department.

Of course, if the draft board will guarantee not to reclassify a man who hasn't this stability, and who is in 3-A, he, too, may be taken. But such cases are doubtful. The same goes for 2-A and 2-E men.

The department, which hopes to appoint 200 patrolmen in a week or two, announced that 75 have qualified, to date; no appointments had yet been made as The LEADER went to press.

## Sabbath Observers Willing to Pay Additional Fee

Sabbath Observers in Civil Service, at their last meeting approved the step taken by the New York City Civil Service Commission in establishing the procedure where by a double fee would be paid for the opportunity of taking City examinations after sundown on Saturdays.

# Old Typist List Killed, Starts Row Over Use

Cries of discontent from a number of dismissed eligibles greeted the certification last week of typists, grade 1, to four city departments.

Insisting that the list which terminated last October 21 should no have been abandoned—especially in view of many months of wasted time and money—and charging there is "something funny" about starting a new list at this time—a number of persons on the old list told The LEADER they regard their treatment as "highly unfair."

The Commission, in offering an explanation of the demise of the old list, pointed out that the turnover on that list hasn't merited keeping it in existence, that many eligibles are no longer eligible, by choice or otherwise; that, moreover, the list has run its normal course, and that it isn't easy to get typists to fill city jobs at \$960. There are 3,554 on the new list.

Persons on the old list, however, say the Commission's explanation doesn't tell the whole story.

They argue that there are still several hundred available on the list, from indications. They say the old type-copyist list lasted two years and nine months, which proves the one that just expired, promulgated May 7, 1941, hasn't even been around as long as its predecessor. As to the difficulty of getting typists at \$960, the sal-

ary now being offered still won't buy any more than \$960 in groceries; in fact, much less.

Twelve typists were certified to these departments: Board of Transportation, Domestic Relations Court, Manhattan; Civil Service Commission, and Department of Finance. There are seven vacancies.

## St. George Assn, Transit System

The St. George Association of the New York City Transit System, composed of men and women of the Protestant faith, will hold their monthly meeting on Saturday evening, November 7, at 8:30 p. m., in the banquet room in the basement of Masonic Hall, 71 West 23rd street, New York City.

Arthur Chestnut, General Chairman of our entertainment committee, has made final arrangements for the entertainment and dance to be held on Saturday evening, November 14, at the Lost Battalion Hall, 95-29 Queens Blvd., Elmhurst, N. Y. A splendid program of stage and radio stars has been secured for this occasion. The committee is looking forward to a large attendance, as they anticipate a very enjoyable evening.

The association is headed by Joseph Schein, president, and Rev. A. Hamilton Nesbitt, spiritual director.

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# PATROLMAN

While the eligible list for this position has only been promulgated recently, it may be necessary to hold another examination in the near future, due to the fact that so many men on the present list are in the armed service, under age or of such draft status as to prevent their appointment.

Men who are in a draft-deferred status and within the age limits of 21 and 28 (see note below) if interested in this position should begin physical training at once as this phase of the examination is very difficult and only those who spend months in preparation can hope to attain a high mark.

**Free Medical Examination.** Anyone interested is invited to call and, without obligation, be examined by our physician. If, after being examined, he is found fit, or has some slight medical defect which can be remedied, he may enroll and start physical training immediately.

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**NOTE:** Owing to war conditions, the age limits may be increased in the coming examination. Therefore, men who are 34 years or under may enroll, with the understanding that, if they are not eligible to compete when the examination is announced, one-half of the fee they have paid will be returned.

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# CIVIL SERVICE IN NEW YORK STATE

## Non-Competitive Class Gets Many Additional Titles

ALBANY — New titles in the non-competitive class of civil service authorized by the State Civil Service Commission by recent resolution include:

Special attendant, blind dictating machine transcriber, Gowanda State Hospital; forest nursery foreman, State College of Forestry; one senior typewriter re-

pairman and six typewriter repairmen, State Division of Standards and Purchase; boys' supervisor, school for Blind, Batavia.

Also these positions in the Division of State Harness Racing Commission; secretary to the commission, steward, and supervisor, School for Blind, Batavia.

Others: commissary officer, State Merchant Marine Academy; decorating mechanic, Department of Public Works; senior farm budget, analyst and one supervisor of budget printing, Division of Budget.

Each job was put in the non-competitive class by virtue of a resolution which held that "a competitive examination is not practicable for filling said position."

# Many Will Go Out as New Governor Comes In

(Special Correspondence)

ALBANY—Hundreds of State employees, most of them now filling lucrative exempt positions, are preparing to return to private life after January 1 if Thomas E. Dewey, the Republican candidate for Governor, is elected. Some, anticipating that eventuality, already have scoured the country for other jobs.

But even if Dewey shouldn't be elected and John J. Bennett, the Democratic nominee should, there will still be a huge turnover in personnel. No matter who is the new Governor, a big shake-up is certain. The new Chief Executive probably will replace most of the present department heads, according to the best available information from both camps.

### Some Can't Be Touched

There are some who can't be touched, like David C. Aide, Commissioner of Welfare, chosen by the State Board of Social Welfare whose 15 members are appointed by the Governor for overlapping terms of five years. Chairman Milo R. Maltbie of the Public Service Commission, while designated as chairman by the Governor, has until 1951 to serve before termination of his 10-year term. The Commissioner of Education is chosen by the Board of Regents and is beyond reach of the Governor.

### Hundreds of Changes

But aside from such exceptions as these, the new Governor will be empowered to make virtually hundreds of changes. Many of these, in addition to the top-flight

department heads, include heads of bureaus and divisions with salaries ranging from \$5,000 to \$10,000. From one to four or five deputies will be affected in virtually every department as well as attorneys and special technical assistants.

The term of Miss Grace A. Reavy, chairman of the State Civil Service Commission, expires on February 1, 1943, and it is considered doubtful that Mr. Dewey, should he be Governor, would reappoint her. Miss Frieda S. Miller, commissioner of the Department of Labor, is sure to go for her department, like the one of which Miss Reavy is the head, has been under frequent fire from Republicans.

### Lesser Employees

Besides the big officials and their deputies and their bureau and division heads, lesser employees will be affected, too. In every agency are few or many exempt workers and employees in more or less confidential positions. The chances are that wherever the squeeze can be effected, if Dewey is elected, the employee will be out unless carrying a triple-plated armor of civil service security. And even this may not save some, for the Republicans are job-hungry and they'll demand everything in sight.

Indeed, if Dewey wins, some Republicans now holding jobs, and there are lots of them, may have to give way to new jobless Republicans, men and women party workers who have been waiting a long time for the millennium.

Even Bennett's election would mean many, many changes.

There is gloom on Capitol Hill. The voters are putting a new broom in the office of the Chief Executive and hundreds now on the payroll will go over the hill with the old year on December 31.

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## Legislative Manual A Valuable Book

ALBANY—Copies of the state's official 1942 Legislative Manual, which has been published annually for more than a century, were placed in the mails this week for distribution to legislators, state officials and newspapers. The book is gotten out by the Secretary of State and is a complete handbook of state activities and state and federal officeholders. It is available to the public for \$1.25 a copy.

### What's In It

The Manual, familiar to those who are interested in the administration and personnel of state offices, is a compendium of information relating to the national government, state departments, the Legislature, Judiciary, and major county offices. Its political section lists the membership of the offices of major political parties, national, state and county; and its tabulation of the vote cast for statewide offices produces the answer in many a political discussion.

In this year's Manual, there will be found a list of the Federal agencies directing the National War Effort; the New York State War Council, its organization and purposes in the mobilization and utilization of state resources in the war program; the State War Ballot Commission, authorized by the Legislature to provide the means of voting the state's electorate in service; the Post-War Public Works Planning Commission, created to keep pace with progress of design in the planning of post-war projects.

## This Week's New Promotion Tests

Promotion exams for title attorney, Albany office, Department of Law (\$5,200 to \$6,450) and senior personnel administrator, Department of Health (\$3,100 to \$3,850) were announced this week by the State Civil Service Commission.

Minimum qualifications for title attorney:

Candidates must be permanently employed in the Albany Office of the Department of Law, and must be serving and have served on a permanent basis in the competitive class as Title Examiners in Service 7, Grade 4, for one year immediately preceding the date of the examination. Candidates must also have been admitted to the Bar of the State of New York. They must have a knowledge of the laws, leading opinions, and court decisions relating to the acquisition and alienation of title to real property in and by the State of New York. They must be conversant with the practice, procedure and rules of evidence applied in the tribunals before which real property matters involving the State may be tried or argued. They must be able to draft legal documents, to prepare memoranda and briefs, and to prepare and try real property cases.

Minimum qualifications for senior personnel administrator:

Candidates must be permanently employed in the Department of Health, and must be serving and have served on a permanent basis in the competitive class for two years in Service 3, Grade 3, as Principal Personnel Clerk, and in addition thereto must meet the requirements of one of the following groups: Either (a) five years of satisfactory experience in public administration, personnel administration, financial management or other related fields, of which three years must have been in a

## Says Hospital Attendant Rates Prison Guard Pay

"There is no reason why hospital attendants should be treated any worse than prison guards." William Kondrat, of the Brooklyn State Hospital, last week made this position clear before a meeting of the Association of State Civil Service Employees. Kondrat argued that the work of the attendant is more dangerous than the work of the prison guard, "and takes a lot more out of the men and women." He made these comparisons and contrasts between the two groups of employees:

1. The attendant must deal with patients who cannot reason, and frequently become violent.
2. The prison guard is separated from the inmates by iron bars;

the attendant is in direct contact with the patients.

3. The attendant must take care of far more people than the guard—and many of these cannot take care of themselves.

4. The attendant is unarmed; the guard carries arms, and can protect himself in case of emergency.

From these facts, Kondrat drew the conclusion that the salary classification of attendants ought to be at least that of the guards. He admitted that the possibility of obtaining such a classification is remote, "because of the benighted thinking of so many people about hospital workers." Nevertheless, he urged that every effort must be made to bring up salaries, "for the good of the State, the good of the patient, and the good of the attendant."

## Shaw in Big Job

William Shaw, formerly associate personnel technician at the Albany Municipal Service Bureau, has gone to New Orleans to take over his new duties as Personnel Director of that city.

regularly organized personnel office, or in public administration work, involving in either of these two types of employment the handling of personnel matters relating to appointments and promotions and the preparation of budgets and payrolls, including one year in a responsible supervisory or administrative capacity; or (b) a satisfactory equivalent combination of the foregoing training and experience. Candidates must have a knowledge of modern personnel administration methods, budgetary procedures, and the New York State Civil Service Law.

Filing closes for the former November 6, for the latter November 16. Write to 80 Centre Street, Manhattan, or the State Office Building, Albany.

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# WAR JOB NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER



Typical of wartime activity in the Bedford School—only institution of its kind teaching chipping and caulking in New York State—is this closeup of men at work. It's concentration that counts these days, and don't these fellows know it!

## Board of Ed Opens War Training Courses

The Board of Education is planning to throw open two more night centers (it already has 14 in comparison to nine a year ago) within the next few weeks, thus increasing war job training opportunities for several hundred more students.

The exact number of openings, of course, depends on the equipment and space available and also on the amount of instructors on hand.

Stress in the Board of Educa-

tion war courses these days is strictly on machine shop practice on armaments, radio code work for the signal corps, and sheet metal radio repair.

### Picking 'Em Off Bench

So great is the demand for workers in these branches, in fact, that one official at the Board of Education told The LEADER that "employers are practically coming in here and picking students off the benches."

The courses run from 10 to 12

weeks, and there are day courses still flourishing. However, because of public and high school attendance, opportunities are for a limited number.

The United States Employment Service and the WPA refer most of the pre-employment trainees to the Board. Employers refer those who want to advance their ability.

## City College Admits Women For War Training

City College will next term admit women students on the same basis as men to the day session of the college's three professional schools—Technology, Business and Civic Administration, and Education, it was announced this week by Dr. Harry N. Wright, president.

The new measure, which will go into effect in the spring term beginning February, has been adopted largely to make it possible for women to attend the college during the day under the same entrance conditions as those in the evening.

"At present," comments Dr. Wright, "women may matriculate in our three professional schools in the evening on the same basis as men. There is no reason for any distinction in admission requirements between the day and evening sessions. Besides, the present emergency has created a greater demand than ever before in history for trained women able to take jobs vacated by men in industry and in the professions in general."

In addition, he points out, the college will be able to accommodate women students more easily next year because of the increase in facilities made possible by the closing of Townsend Harris High School and a probable decline in the enrollment of men to be caused by the drafting of 18-year-olds.

"However," adds Dr. Wright, "it must be clearly understood that we recognize as our primary obligation at this time the training of engineering and science students, and we shall use our facilities and staff to the fullest extent to equip technically trained men and women for service in the nation's war program."

Women candidates for technology degrees, it has been indicated, will continue to take their work at the Main Center, but the girls matriculating for education or business degrees will take their courses in the college's Downtown Center, 23rd street and Lexington avenue.

## U. S. Course in Radiography

A course in radiography and its application to testing and inspection, tuition free, and sponsored by the U. S. Office of Education, was announced this week at Columbia University. It is part of the Engineering, Science and Management War Training program.

Lectures will be given two nights a week for a period of 12 weeks, starting November 9. Twelve hours of laboratory practice will be given.

Requirements are scientific training of college grade and either training in physical metallurgy or experience in welding or foundry practice. Moreover, an applicant must be directly connected with war industries either as an inspector of war materials, technical assistant or operator of radiographic inspection equipment in a war industry plant, or as one responsible for production of cast or welded materials, or doing research on production problems of such materials.

Interviews may be had November 4 from 7 to 9 p. m. in Room 313, Engineering Building, between 117th and 118th Street, at Broadway, Manhattan.

### POLITICAL ADVERTISEMENT.

## RE-ELECT JUSTICE SCHMUCK

Supreme Court Justice Peter Schmuck, nominated by the Democratic and Republican Parties, who is running for re-election, is completing his 14th year on the Supreme Court bench. He formerly was Justice and Chief Justice of the City Court.

Justice Schmuck has been endorsed by the City Bar Association, the New York County Lawyers' Association, the Bronx County Bar Association, the American Federation of Labor and the Citizen's Union as well as other civic organizations.

## If You Want to Learn Typing Quickly

An accelerated course in typewriting developed at the New York Y.M.C.A. Schools, 5 West 63rd Street, may be adopted by the WAVES, it was reported today by C. C. Bussey, associate director of the "Y's" New York Business Institute.

The course, now in its tenth session, covers but four week-ends and home practice on a typewriter furnished by the school. Beginning students have developed an average typing speed of 25 to 30 words per minute at the end of the four-week period. Intensive instruction is given on Friday evenings and Saturday afternoons.

The "Y's" week-end typing course is under the direction of Frank P. Donnelly of the Gregg Publishing Company. The next new session will begin on Friday evening, November 6.

Tip for young people who want to get into government work: Learn a clerical job.

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# Civil Service LEADER

Independent Weekly of Civil Service and War Job News

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MEMBER AUDIT BUREAU OF CIRCULATIONS



Tuesday, November 3, 1942

## \$1,200 Minimum

**T**HE Association of State Civil Service Employees last week came out for a flat \$1,200 minimum as the basic wage level in the State service. This follows on the heels of similar resolutions by New York City group employee organizations. The attitude of civil service groups on the question of a floor to wages in government employment is just about unanimous. And the \$1,200 figure is the one most frequently cited.

In view of all the facts, it appears that State and city budgetary authorities should start paying some extra-careful attention to the \$1,200 minimum proposal. The manpower problem is getting difficult, and some departments may become depleted unless quick action is taken.

There was also a hint last week that James F. Byrnes, economic czar, might act to bring the salaries paid by municipalities in line with the needs of the times.

It looks as though the chances for a \$1,200 minimum are getting brighter. Employees should start plugging for it with all the vigor they are able to muster.

## Change Needed In Military Law

**A** CURIOUS situation has arisen that may compel a change in the State Military Law. An increasing number of employees who are about to be inducted into the army are asking to withdraw some of their accumulated money in the retirement fund. Now, the only way they can withdraw money from the retirement fund is to resign. But if they resign, they cease to be State employees and lose the advantages of military leave, which allows them to go back to their jobs after it's over. Now, since a number of employees need the cash to sustain their families, they have no alternative but to resign.

There is an obvious injustice here. It appears to us that the Military Law should be amended to allow inductees to remove money from the retirement fund without being forced to resign, or perhaps they might be permitted to borrow the money from the fund, and repay it after their return. It certainly isn't a difficult problem to solve. It's a matter the Legislature should take up as soon as it convenes.

## Postal Men Do a Job

**T**HE LEADER congratulates the New York City local of the Railway Mail Association for its determination to obliterate racial prejudice in the matter of membership, and on the intelligent manner in which the local went about the problem of ending Jim-Crowism in the face of opposition from the parent body. Bill Mitguy, you did a job—you're the kind of president a union needs these days.

## Subs Want to Use Skills In War Production

**A**ND talking about postal men (they're much in the news these days) we recommend to you the story on page 2 about the survey made by the substitutes in two postal organizations of the war skills of their members. They're trying to prove that they should be released from the Post Office "on furlough" so that they can take jobs in war production industries where they will be more useful in furtherance of the war effort.

Apparently their survey is obtaining an attentive ear from officials. It should. Looks to us that the subs have built an excellent case for themselves.

## Don't Repeat This!



### Secrets

*Does Commissioner Albert Pleydell think the working hours of Purchase Department employees constitute a military secret? . . . State officials privately say they are deeply perturbed over the court decision permitting Fire Commissioner Walsh to refrain from hiring 3-A's . . . They think it sets a precedent which might be misused in other parts of the State . . . Vet administration supervisors are offering boxes of candy to groups of workers to spur them to greater efforts . . . But the employees aren't reacting favorably, because the glory for the extra work goes to the supervisor . . . Ted Becker, of the State Civil Service Commission, is working as warehouseman week-ends. Helps the war effort, says Ted . . . Don't let it surprise you if H. Eliot Kaplan turns up on that committee to probe Federal personnel practices.*

### More Problems

N.Y.C. Civil Service Commission employees sore because they can't get duration leaves to take war jobs. Many of them go off on long vacations without having their jobs filled, they say, thus proving they're not vital . . . Commission counters by saying that it can't permit staff to fall much below its present effectiveness . . . Talking about vacations, Harry Langdon, of Sanitation, finally got around to his. Time, too, for Harry has worked plenty hard on plenty projects last 12 months . . . What's this we hear about a final break between Abe Kasoff and his former pals? . . . OPA is about ready to crack down on those Washington lawyers who file protests against price ceilings and then go out to round up clients affected by the price ceilings . . . The new Senate chaplain got lost in the Senate Office Building last week: He's the Rev. Dr. Frederic Brown Harris . . . Several government offices in Washington haven't been heated this fall.

## letters

### Another Angle on the Manpower Problem

Sirs: I am a reader of Charles Sullivan's articles in The LEADER and read the one he wrote on "Wartime Civil Service." I am a World War Veteran with more than three years experience in the Regular Army with one year of Military Police. I made application with the Civil Service for guard duty at the Brooklyn Navy Yard and was called down for an interview, and the only reason why I was rejected was that I was one inch too short. Have also applied at the Veterans' Bureau in New York City as a clerical worker, and have had more than 20 years experience, and was told that at the present moment they were not hiring any more clerical workers. I have witnessed this happening to others as well. The reason I am telling you this is because your article stresses the shortage of manpower. This seems to me like more newspaper publicity as there are sufficient people unemployed in New York City to make up this deficit. This is not meant as sarcasm but are actual facts.

FRANK A. ROCCHIO.

## Merit Men

HELEN CORNWALLIS DRUMMOND has a dry, clipped wit, a clean perception of the meaning of things, and a healthy American skepticism.

The Cornwallis part of the name goes straight back to the English noblemen who fought colonists and didn't get away with it. Another part of the ancestry stems from Lewis Morris, one of the signers of the Declaration of Independence. Helen Drummond's family, on her mother's side, were among the settlers of the Hudson Valley. Helen is a member of the D. A. R., but if this brings to your mind a dowdy, stuffy, dried-up, very rich old lady — then get that idea out of your mind. Says she: "I just can't imagine some of my D. A. R. friends having had revolutionary ancestors."

Now Helen Drummond has never held a civil service job or any government job. But there probably aren't a dozen people in the United States who know more about civil service than she does. She's the "maid-of-all-work" (her phrase) for the Civil Service Reform League. Her actual title is assistant to the executive secretary. She came in way back, when Harry W. Marsh, now President of the Municipal Civil Service Commission, was executive secretary of the League. At that time she was a stenographer, and although she was often on the verge of leaving, "Mr. Marsh made me stay by promoting me." Today, she works with H. Eliot Kaplan, the present executive secretary. Her job is a varied one: she answers inquiries, takes care of "field activities" by mail, ghosts speeches, sees people with complaints about civil service, edits a little publication known as "Good Government."

### It Just Happened

"Civil Service is just one of those things that happened," she explains in answer to a query about how she has amassed "so much knowledge of the field." "It might have been a pipe factory. I was out of work, and an agency found me the job, and I've been here since." In addition to her many other duties, she acts as librarian for the League, and all publications come across her desk. She scans the material, which may be one explanation of the manner in which she acquired her knowledge. She certainly never took courses. In fact, she was

yanked out of Smith College to help support the family. And she never went back to school.

### Opinions

Now Helen Cornwallis Drummond would be loathe to admit it, but she is an unusual woman. Take her opinions about civil service: they're iconoclastic, about as far as could be from the typical stuffed-shirt stuff one hears.

Some examples: "What do I think about civil service? Lots of it is hooey. The view that public administration is an esoteric science is repulsive to me. Have you ever seen some of the people who teach public administration? I wonder what they ever administered?"

Or this: "We Americans have a tendency to confuse intelligence with education. Civil service commissions sometimes run wild in the mad scramble for degrees. You don't need a Ph.D. degree to operate a mimeograph machine. Moreover, if educational standards are set too high, you'll get disappointed people in the job. It's my opinion that commissions often set conventional educational standards because it is easier. They don't have to consider borderline cases."

### What Kind of Complaints

Miss Drummond, out of the wealth of her experience with people bearing complaints, has distilled certain general types of grievances. She tells you:

"What bothers people most is their inability to get appointed, particularly if they are high on a list. It is most difficult to explain why names are passed over. Often there's resentment toward the Commission, when actually it is the department which has refused to grant the appointment."

"People in the service complain of the difficulty of getting their case before a disinterested tribunal when they're in trouble."

It would be far better, Miss Drummond thinks, to have such a tribunal than to permit suspicions to fester. She even has an idea of how it should work. Her model is the American Arbitration Association.

### Criticisms

She's critical of lots that happens in civil service, particularly the poor information facilities of the Federal Civil Service Commission. She doesn't consider the war an excuse, "because it wasn't very good before the war, either. People at 641 Washington Street frequently don't know about pending bills, executive orders,"

(Continued on Page Nineteen)

## QUESTION, PLEASE

### Courses for Candidates

**R. W.:** The Municipal Civil Service Commission does not give courses or provide study material for use of candidates. It does maintain a sample question room, however, where candidates may consult or purchase copies of previous exams. The Municipal Reference Library, as a matter of fact, usually prepares bibliographies of study materials for the more popular examinations. Many private schools give courses in preparation for City and State exams. The Federal Government has a large series of training courses available for those who qualify.

### Residence Requirements

**W.A.C.:** All applicants for N.Y.C. exams must be citizens on the day the application is filed, must be residents of New York State at the time, unless a special note in the official announcement of the exam states it is open to all citizens of the United States, and must be bona fide residents of the City for at least three consecutive years immediately prior to appointment.

### Fee Refunded if You Don't Qualify

**A.L.:** If you apply for a test, and are then found unqualified, the fee will be refunded. The Municipal Civil Service Commission cannot pass on eligibility in advance of filing.

### Character

**J.V.:** In cases where a candidate's character and reputation are of a questionable nature, the Civil Service Commission may use its discretion to mark that person as not qualified for a position. The Commission, however, has wide latitude in these cases and where a candidate has perhaps made one mistake or has been charged with a comparatively trivial offense or minor offenses that would mar an otherwise good record, the Commission may allow that aspirant to qualify for appointment.

### Vet Preference

**R. N.:** War veterans who are receiving disability compensation from the United States Veterans' Bureau, subject to certain limitations, are entitled to be placed at the top of an eligible list if they pass a New York City exam. And they aren't subject to age limitations. No other preference, under New York law, is given to veterans at the time of examination or appointment.

### Salaries Not Frozen

**F.G.R.:** It isn't true that you can't get a raise any more in the Federal service. Raises can be given within the grade, you can jump to a higher grade, and you can go to a job paying more money. But transfers are more rigidly controlled today than they used to be. Idea is to put employees to work where they'll be most useful in helping to win the war.



**NEW YORK CITY HOSPITAL NEWS**

**Hear Ye!**

The laboratory technician says he is one of the forgotten men of the Department of Hospitals.

The last exam for this post required applicants to have a master's degree or its equivalent in experience. However, the position offers less than \$18 a week to start. And the maximum is just under \$28 a week after four years.

The bulk of technicians is in this low-paid class and is presented little chance of advancing into grade 2, at \$1,500 to \$2,000 per annum.

The majority of technicians have college degrees with years of experience, and the department has already lost a number of these to the Federal services and private industry because the latter agencies offer a salary for commensurate work definitely higher than that offered by the City.

Newcomers who can qualify as technicians refuse to enter City service because of the drastically low pay scale and lack of promotional opportunities. Result: the need to employ provisionals, some of whom have no scientific background whatsoever.

Those who have the ability usually leave after a few months for better paying positions. Thus, the burden falls on the permanent

staff that spends time training the new personnel, only, alas, to lose them. It often happens that people who enter the service without a scientific background aren't even worth the time it takes to break them into a job.

Another complaint: those few who have been promoted to grade 2 are doing precisely the same work as technicians in the grade 1 category. In some cases, they remain in the same positions they held before their promotion. And the responsibilities are the same, too.

**Fair Question**

Why, asks a hospital helper, are Sea View Hospital employees paid one and two days later than the regularly scheduled pay day, despite the fact that they earn only \$65 a month?

**Editor's Note**

We can't make this a good column unless you send us items of interest. Here's what we want: Personal stuff about you and your neighbor-employees. Your more serious problems. Meeting dates. Items about meritorious services performed. How you feel about your work. Suggestions for improvement (either your work or this column).

**Draft Deferment In Post Office**

Postmaster General Frank C. Walker this week issued a directive regarding those in the Post Office Department who may obtain occupational deferment from selective service. Also those who may forward their requests.

Here are the details: **Departmental Service**—Requests shall not be made except by the heads of the various bureaus and offices of the Department and will be considered by them only in the case of supervisors who have passed their thirty-sixth birthday.

**Post Office Inspection Service**—Requests shall not be made except by the Chief Inspector and will be considered by him only in the case of (a) post office inspectors; and (b) chief clerks, assistant chief clerks, and clerks in charge of sections, who have passed their thirty-sixth birthday.

**Railway Mail Service**—Requests shall not be made except by division superintendents of the Railway Mail Service. Requests will be considered only in the case of (a) supervisors from the rank of clerk in charge to the rank of division superintendent, inclusive; and (b) experienced mail distributors. In each of these groups consideration will be given only when the individual has passed his thirty-sixth birthday.

**Post Office, Custodial, and Motor Vehicle Services**. Requests shall not be made except by postmasters and will be considered only in the case of occupants of the following classes of positions: (a) supervisors from the rank of foreman to the rank of assistant postmaster, inclusive; and (b) experienced mail distributors. In each of these groups, consideration will be given only when the individual has passed his thirty-sixth birthday.

The term "experienced mail distributor" is defined, for both the Railway Mail Service and the Post Office Service, as a person who has pursued the study of schemes and schedules to the point where he has passed a case examination and is actually entrusted with the distribution of mail.

Request for deferment shall not be made in the case of every occupant of a position listed. The officer making the request will be obliged to certify to the local draft board that the employee to be deferred possesses special skills or abilities absolutely essential to the performance of his duties; that these skills or abilities have been acquired as a result of a considerable period of training or experience; and that the person to be deferred is employed in a position included in the Department's list of key positions.

No request for an additional occupational deferment beyond the initial period of 6 months shall be made unless the officer making the request can again certify as required by the paragraph 7 of this Order and in addition can certify that (a) the Department and the Civil Service Commission have agreed that any effort to recruit a replacement would be in conflict with the policies and directives of the Chairman of the War Manpower Commission, or (b) that vigorous efforts have been made, subject to the policies and directives of the Chairman of the War Manpower Commission, by the Department and by the Civil Service Commission to secure a replacement has been secured but a further period of training is required before the trainee will be qualified to assume the responsibilities of the position, or (d) that the Postmaster General and the Chairman of the War Manpower Commission have determined that the officer or employee is engaged in an activity which is directly concerned with the war effort or with essential supporting activities and occupies such an extraordinary and unique relationship to the conduct of that activity that his separation from the activity would seriously impair, over a substantial period of time, the effective functioning of that activity.

In the event that a request, per-

mitted under this order, is denied by a local board, the officer who made the request may file an appeal in the manner prescribed by the Selective Service regulations.

If the Board of Appeals affirms the action of the local board in denying the request for deferment, the postmaster or division superintendent who made the request should notify the proper Assistant Postmaster General, promptly by air mail, informing him of all the facts and circumstances and enclosing copies of any written statements which have been filed with local or appellate boards. Such notification should be sent by air mail at the earliest possible moment for the reason that unless the Department submits the appeal to the Director of Selective Service within 10 days from the action of the appellate board, the employee may be inducted.

If pursuant to the requirements of the War Department or the Navy Department, the occupant of a key position listed in this order presents a request for a release in order to enlist or to secure a commission in any branch of the armed forces other than the Army Postal Service or the Navy Mail Service, the request shall be denied, and that fact with a statement of the reasons for such refusal shall be certified to the appropriate local draft board.

If the occupant of a position herein listed as a key position shall present a request for a release in order to enlist or to secure a commission in the Army Postal Service or the Navy Mail Service the postmaster, division superintendent, or, in the case of departmental personnel, the bureau head, shall forward such request to the Chief Post Office Inspector with a detailed statement of the experience, skills, and abilities of the applicant and the Chief Inspector shall determine whether the request should be granted or denied and shall advise the applicant through official channels of the decision and of any further action to be taken.

**Payroll Examiners Hear Speakers**

A capacity audience turned out for the October dinner meeting at the Cafe Loyale of the Association of New York State Payroll Examiners, Division of Placement and Unemployment Insurance, Department of Labor.

Clement V. Conole, Deputy Industrial Commissioner, spoke on "The Activities of the Department, Past, Present and Future." His special interest and vast experience in tackling labor problems was ably demonstrated during the course of his talk when he began to draw from memory a wealth of facts and figures, applying them to specific happenings in order to visualize the trends of labor conditions.

Gustav Mattersdorf, principal Payroll Examiner, touched on a theme that was demonstrative of democracy in action. When he began to call the roll of men who were on active duty with the armed forces—many now in far distant lands and waters—he evoked a demonstration.

Henry H. Spiner, president of the association, acted as toastmaster. Arrangements were supervised by a committee under the leadership of Leon Ellner, vice-president, and Morris Bloom, treasurer.

**Voters Back Botein For Supreme Court**

Seeking re-election to the Supreme Court in Manhattan and the Bronx on the Democratic and American Labor Party tickets, is Justice Bernard Botein. He is now serving by appointment of Governor Lehman. He has been chief counsel to the State Printing Investigation and head of the State Insurance Fund Investigation.

Justice Botein, a graduate of Brooklyn Law School, has been an Assistant District Attorney of New York County, and has obtained the endorsement of all the Bar Associations in the city. He is a trustee of the Park Avenue Synagogue and past president of its Men's Club. He has also been prominent in the housing movement in this city. He has been widely endorsed for re-election by many groups.

**Maintenance Men Meet**

The meeting of the Maintenance Men, Department of Hospitals, has been set for Friday, November 6, in Room 411, 63 Park Row, Manhattan. The outstanding topic is to be a discussion on the pay schedule of 55 cents an hour, or \$1,320 a year if a man works six days a week, which was established in June, and which has yet to come upon the horizon.

**POLICE CALLS**

**What Goes on With That Sergeant List?**

All right, so we went out on the limb about that Sergeant list. So it didn't come out last week. So it isn't coming out this week. But fellas, all we know is what the Civil Service Commission tells us. And if an official says a list can be expected about thus and so, we just print it.

We admit that last week we got kind of doubtful ourselves, so we ran a little diversion about basic obstetrics, which some of the boys are now using as a standard text, we hear from the grapevine. But you want to know every

particle of information we can squeeze out about the Sergeant list, so here's the latest:

The Director of Examinations of the Commission hasn't decided whether to send out the failure notices first or to send out the failures and passing notices at the same time. You see, it's like this: If the failures go out first, the Commission will get hundreds of phone calls (it always happens) asking: "Why didn't I get my mark. Jim Jones got his." And the Commission isn't equipped to handle the calls.

On the other hand, if failures and passing marks go out at the same time, it makes the job much

harder for the Commission's employees, who have their technical problems to think about.

Anyway, the Director of Examinations and associates are getting together some time this week to find a solution to this problem.

In view of the shortages in the department, we inquired whether the Police Department hadn't requested the Civil Service Commission to put some speed on this matter of getting the Sergeant list out. The answer was this: "The Police Department has been apathetic." One meaning of "apathetic" is uninterested. In any case, the P. D. hasn't asked the Civil Service Commission please to hurry up.

But summing it all up, and using our intuition, we can say this: It's closer than it looks! Maybe late this week, maybe next week.

**POSTAL NEWS**

By DONALD McDOUGAL

**Getting Tough!**

The Joint Conference of Affiliated Postal Employees this week voted to call a national conference of affiliated postal organizations of various cities to meet in Washington, D. C., November 9 and 10 in the AFL Building to protest S 2666, the bill agreed to mittee striking off the 10 percent bonus provision and providing for time and a half on a 260-day basis.

The delegates are contacting congressional leaders, department heads, including Postmaster General Frank C. Walker, and even President Roosevelt to smash home the demand for an adequate pay increase for postal employees who have waited 17 years — people have lost their memories in less time—for any sort of a raise.

As a matter of fact, they are already pointing out—and this is important — that S 2666 has machinery to wipe out all labor gains in the last 50 years. And they'll tell you this isn't even a bit of an exaggeration.

For the bill threatens the eight-hour day and the 40-hour week inasmuch as it provides department heads can establish an entirely new work week.

The post office fellows are definitely eager to cooperate in the war effort and to facilitate the mails. But, gosh, they need more dough in order to get to know what it is to make a comfortable living and to pay taxes—yes, they even want to pay those Victory taxes though, at the moment, it will probably be with the money belonging to some loan company.

Indeed, S 2666 (there goes that measure again!) is believed to be nothing more than the Senate version of Ramspeck Bill HR 7144, which has been blocked in the House since last June and which provided for time and a half for the postal boys on a 360-day (isn't that magnanimous!) basis.

**Changes**

George Frederickson, vice-president of Branch 41, NALC Letter Carriers, is acting president of the Affiliated until the December elections. Martin Shapiro, who has been president, has been appointed supervisor in the Brooklyn Post Office. George Heenan, president of Branch 41, Letter Carriers, also has been made a supervisor, incidentally (though not so incidentally for Mr. Heenan).

**New Group**

The Joint Council of Affiliated

Postal Auxiliaries at 206 West 23d Street, Manhattan, has been organized and is proceeding in temporary form. Mrs. Mary Sparks, Branch 150, NLA, is president; Mrs. Margaret Murphy, Branch 150, NLA, vice-president; Mrs. Nellie Unger, Women's Auxiliary Local 10, secretary, and Mrs. Frances Klun, Local 20 Auxiliary, MVE, treasurer.

**He's a Pappy!**

Ralph De Stasio, substitute carrier at the Williamsbridge (Bronx) station, has become the father of (no less) twins—boys. He now says they just have to unfreeze the list and make him and the rest of the boys regulars. Otherwise the twins may have to share one cup of coffee between them.

**Federal Service Needs Librarians, Inspectors**

Day by day war creates in the Federal service new demands for civilians with specialized knowledge. Most recent example, the U. S. Civil Service announces, is an unprecedented need for civilian librarians in army camps, naval stations, and recruiting centers all over the country. Positions paying from \$1,260 to \$1,620 are available, and persons with from 6 to 18 semester hours of library training in approved library schools, or from 6 to 18 months of paid library experience, or from 3 to 12 months of recognized library apprenticeship are urged to apply and to take the written test.

The Commission announces also an intensified need in the U. S. Maritime Commission for additional kinds of inspectors. Before new ships can leave the ways everything from marine paint to bed linen, from wooden galley pots to binoculars must be inspected. Latest call is for experts

in paints, textiles, and general equipment to make inspections both in factories and at points of delivery. Salaries for these specific inspectors start at \$2,600 a year.

**Qualifications**

Qualifications required of inspectors of paints, and inspectors of textiles are: 5 years of appropriate paid experience in the manufacture or inspection of paints or textiles, or 1 year of appropriate paid experience and 3 to 4 years of appropriate college study or trade school training (college chemistry for paints, college or trade school textile technology for textiles). Inspectors of general equipment should have had 4 years of appropriate experience inspecting the types of articles specified in the announcement, or 4 years of broad mechanical or skilled production experience in these fields, or a combination of the two kinds of experience.

For none of these positions is there a maximum age limit. Applications should be filed with the United States Civil Service Commission, Washington, D. C., and

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

Full information as to requirements and application forms may be obtained from the Secretary of the Board of U. S. Civil Service Examiners at first and second-class post offices, or from the United States Civil Service Commission, Washington, D. C. In New York City, applications are available at the Federal Building, 641 Washington Street.

Applications are not desired from war workers unless higher skills would be utilized in a change of position. War Manpower Restrictions on Federal appointment of persons engaged in certain critical occupations in specified areas are given in Form 3989, posted in first and second class post offices.

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# An Appeal to My Boss

You are unaware of me, although you see me every day.

You do not know me, although you speak to me, and we are very friendly.

You are not conscious of my existence, although, frequently, you look for me.

When you look for me, you know that you will find me. For I am always on the job. You can depend on me.

I like you to depend on me, because I appreciate your trust. I am proud of your faith in me.

I like to see the smile that lights your face, when I am of service to you. I get a kick out of working for you.

There is only one thing, Boss. I am afraid you have forgotten me.

I know that you are busy, that you are thinking of your sons in the service, that you are struggling against the high cost of living, that you are wondering how you can purchase more war bonds and stamps to help your country.

You have your responsibilities. Your families to clothe and feed. Your churches to support. Your children to educate. You can be excused for forgetting me.

But, still, Boss, you have forgotten me.

I, too, have my sons in the service. I, too, am struggling against the high cost of living, wondering how I can purchase more war bonds and stamps to help our country in its hour of peril.

I, too, have my responsibilities. My family to clothe and feed. My church to support. My children to educate. And, I am not able to meet my responsibilities because of my salary.

You see, Boss, I have been working for the same salary for the past seventeen years. You have not given me a raise since 1925.

In 1932, when you were up against it, Boss, I worked a full month for you without pay.

In 1933, when you were still hard-pressed, I took a fifteen percent cut in salary. Again, in that same year, I went on a nine-day furlough without pay.

Today, Boss, I am up against it. I need your help. And, I know that you will help me, if you will but think of me.

You, the American people, are My Boss.

I am your postal employee, your letter-carrier, your Post Office clerk, your Post Office laborer, your railway mail man and motor vehicle employee.

There are several bills in Congress designed to grant me an increase in salary. Won't you send the coupon on this page to your Congressman?

Joint Conference of Affiliated Postal Employees

*I am grateful to the following individuals and business firms who have donated this space to carry my message to you.*

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# Examination Requirements

## State Tests

The following examinations will be held by the New York State Department of Civil Service on November 21. Applications can be obtained by writing to the New York State Department of Civil Service, Albany, N. Y.

Final date for filing applications will be Nov. 6 for written tests, Nov. 20 for unwritten exams.

The requirements for the Nov. 21 tests are printed below.

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Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,760.

**4208. Medical Social Worker**  
Dept. of Health  
Usual salary range \$1,800 to \$2,300 without maintenance, or \$1,500 to \$2,000 with maintenance. Application fee \$1. Appointment may be made from this list to the position of Social Investigator, Department of Health. At present a vacancy exists at the Homer Folks Tuberculosis Hospital at \$1,500 with maintenance. If eligible, candidates may compete also in No. 4213, Senior Medical Social Worker. A separate application and fee must be filed for each.

**4209. Motor Equipment Maintenance Supervisor**  
Division of Highways, Department of Public Works  
Usual salary range \$2,400 to \$3,000. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,400.

**4210. Museum Technical Asst. (Taxidermy)**  
State Education Department  
Usual salary range \$1,650 to \$2,150. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,650. One appointment expected.

**4211. Orthopedic Public Health Nurse**  
Div. of Public Health Nursing, Dept. of Health  
Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. This examination is open to residents and non-residents of New York State.

**4212. Public Health Nurse**  
County Service, wherever vacancies occur  
Salary varies, usually from \$1,500 to \$1,800. Application fee \$1. The eligible list resulting from this examination will be used in counties for which the list resulting from the last examination has been exhausted. At the present time, the list has been exhausted for the following counties in which vacancies exist: Alleghany, Cattaraugus, Greene, Herkimer, Niagara, Rensselaer, Steuben, Ulster, Washington. The new list will be used for the remaining counties when the existing list becomes exhausted for those counties.

**4201. Assistant District Health Officer**  
Department of Health  
Usual salary range \$4,000 to \$5,000. Application fee \$3. Appointment expected at the minimum but may be made at less than \$4,000.

**4202. Assistant Research Psychiatrist**  
New York State Psychiatric Institute and Hospital, Dept. of Mental Hygiene  
Usual salary range \$3,120 to \$3,870.

**4203. Associate Research Neuropathologist**  
Dept. of Mental Hygiene  
Usual salary range \$5,200 to \$6,450. Application fee \$5. Appointment expected at the New York Psychiatric Institute and Hospital at \$3,370 without maintenance.

**4204. Canal Maintenance Foreman**  
Div. of Canals and Waterways, Dept. of Public Works  
Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800.

**4205. Chief**  
Bureau of Research for Women in Industry, Div. of Women in Industry and Minimum Wage, Dept. of Labor  
Usual salary range \$3,500 to \$4,375. Application fee \$3. Appointment expected at the minimum but may be made at less than \$3,500.

**4206. Director of Higher Education**  
State Education Department  
Usual salary range \$5,200 to \$6,450. Application fee \$5. Appointment expected at the minimum but may be made at less than \$5,200. This examination is open to residents and non-residents of New York State.

**4207. Labor Relations Examiner**  
Labor Relations Board, Dept. of Labor  
Usual salary range \$2,760 to \$3,360.

## How to Apply for a Test

**For City Jobs:** Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

**For State Jobs:** Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

**For County Jobs:** Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

**For Federal Jobs:** Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

**4213. Senior Medical Social Worker**  
Dept. of Social Welfare  
Usual salary range \$2,760 to \$3,360. Application fee \$2. Appointment expected at the minimum but may be made at less than \$2,760. If eligible, candidates may compete also in No. 4208 Medical Social Worker. A separate application and fee must be filed for each.

**4214. Supervising Nurse**  
Supervising Nurse (Operating Room)  
Department of Health  
Usual salary range \$2,000 to \$2,500. Application fee \$1. At present, a vacancy exists at the New York State Reconstruction Home at \$1,290 and maintenance.

**4215. Toll Collector**  
Niagara Frontier Bridge Commission  
Usual salary \$5.50 a day for temporary positions and \$1,600 a year for permanent positions. Application fee \$1. Candidates must have been legal residents of 8th Judicial District four months preceding date of exam.

**Unwritten Tests**  
**Foreman**  
Blister Rust Control, Bureau of Forest Pest Control, Conservation Departments  
Usual salary range \$4 to \$6.24 a day. Application fee 50 cents. Several appointments expected.

**Institution Teacher (Child Care)**  
Dept. of Correction  
Usual salary range \$1,800 to \$2,300. Application fee \$1. Appointment expected at the minimum but may be made at less than \$1,800. One appointment expected at Westfield State Farm at \$1,250 and maintenance.

(Continued from Page Thirteen)

## Fingerprint Society To See Practical Work

The Fingerprint Society of America will meet Thursday, November 5, in its headquarters, Room 609, at 63 Park Row, Manhattan. A scientific program has been prepared by a committee headed by Samuel J. Frankl, F.P.E.

A practical demonstration will be given by Joseph D. Schneeweiss, identification analyst, and president of the F.S.A., on the proper technique in classifying fingerprints. Sgt. A. J. Berman, identification consultant, secretary of the F.S.A., will illustrate the correct procedure in searching for fingerprints.

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POLITICAL ADVERTISEMENT.

Twenty-five years of training in the Supreme Court are behind the candidacy of Edward J. McCullen who has the Democratic and American Labor Party backing for Supreme Court Justice. The monthly meeting of the United Irish Counties Association, of New York, was featured by his endorsement.



Mr. McCullen, of Irish ancestry, has been endorsed by the American Federation of Labor and the Citizens' Union of New York. He has been active in civil, religious and charitable affairs and is a member of many fraternal, legal and social groups. He is also a member of the Board of Directors of the New York County Lawyers' Association.

and charitable affairs and is a member of many fraternal, legal and social groups. He is also a member of the Board of Directors of the New York County Lawyers' Association.

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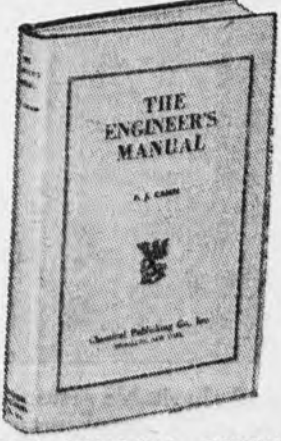
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#### Aeronautical

See also Announcements 122 and 173 under "Engineering"  
**AIR SAFETY INVESTIGATOR**, \$3,800.  
 Civil Aeronautics Board  
 Closing date—December 31, 1942, or before, upon public notice  
 Announcement 208 (1942) and amendment.  
**INSPECTOR, Engineering Materials (Aeronautical)**, \$1,620 to \$2,600 (Various options)  
 Navy Department (For field duty).  
 Announcement 54 Revised, 1941 and amendment.  
 The following positions are in the Civil Aeronautics Administration:  
**AIR CARRIER INSPECTOR (Operations)**, \$3,500 and \$3,800  
 Announcement 140 of 1941 and amendment.  
**AIRCRAFT INSPECTOR (Factory)**, associate, \$2,900  
**AIR CARRIER MAINTENANCE INSPECTOR**, associate, \$2,900

Announcement 140 of 1941 and amendments.  
**FLIGHT SUPERVISOR**, \$3,500 and \$3,800  
 Announcement 151 of 1941 and amendments.  
**GROUND SCHOOL SUPERVISOR**, \$3,200 and \$3,500  
 Announcement 152 of 1941 and amendment.  
**LINK TRAINER OPERATOR INSTRUCTOR**, \$3,200  
**LINK TRAINER OPERATOR**, \$2,900  
 Announcement 126 of 1941 and amendment.  
**MAINTENANCE SUPERVISOR**, \$3,200 and \$3,500  
 Announcement 156 of 1941 and amendments.  
**TRAINEE, AERONAUTICAL INSPECTOR**, junior, \$2,600  
 Maximum age—30 years  
 Announcement 202 (1942) and amendment.

#### Automotive

**AUTOMOTIVE SPARE PARTS EXPERT**, \$3,200  
 Quartermaster Corps, War Department  
 Announcement 76 of 1941 and amendments.  
**INSTRUCTOR**, \$2,000 to \$4,600  
 Armored Force School, Fort Knox, Kentucky  
 Options: Radial engines, Internal-combustion engines, Motorcycles, Automotive (chassis less engine), Radio operating, Radio electrical  
 Announcement 147 of 1941 and amendment.  
**INSTRUCTOR, Motor Transport**, \$2,600 to 4,600  
 Quartermaster Corps, War Department  
 Options: Diesel engines; Internal-combustion engines; Motorcycles; Blacksmith and welding; Tire re-capping and sectional repair; Fender, body, and radiator; Automotive parts; Automotive electrical and carburetion; Body finishing and upholstery; Automotive machinist.  
 Announcement 212 (1942) and amendment.

#### Clerical and Office Machine

**BOOKKEEPING MACHINE OPERATOR**, senior, \$1,620  
 Announcement 264 (1942)  
**CALCULATING MACHINE OPERATOR**, junior, \$1,440  
 Announcement 241 (1942).  
**MULTIGRAPH OPERATOR**, junior, \$1,440  
 Announcement 231 (1942)  
**TABULATING EQUIPMENT OPERATOR**, \$1,620 to \$2,000  
 Announcement 244 (1942).

The following are for appointment in Washington, D. C. only:  
**ADDRESSOGRAPH OPERATOR**, \$1,260 and \$1,440  
 Announcement 215 (1942) and amendment.  
**ALPHABETIC CARD-PUNCH OPERATOR**, \$1,260  
 Announcement 86 of 1941 and amendments.  
**BLUEPRINT OPERATOR**, \$1,260 and \$1,440  
**PHOTOSTAT OPERATOR**, \$1,260 and \$1,440  
 Announcement 108 of 1941 and amendment.  
**FREIGHT RATE CLERK**, Land Grant, \$2,600  
**PASSENGER RATE CLERK**, Land Grant, \$2,600  
**FREIGHT RATE CLERK**, \$2,300  
**PASSENGER RATE CLERK**, \$2,300  
 Announcement 252 (1942)  
**GRAPHOTYPE OPERATOR**, under, \$1,260  
 Announcement 201 (1942) and amendment.  
**HORIZONTAL SORTING MACHINE OPERATOR**, \$1,260  
 Announcement 123 of 1941 and amendment.  
**MIMEOGRAPH OPERATOR**, under, \$1,260  
 Announcement 227 (1942).  
**MULTILITH CAMERAMAN and PLATEMAKER**, \$1,620  
**MULTILITH PRESS OPERATOR**, \$1,440  
 Announcement 94 of 1941 and amendment.  
**STENOGRAPHER**, junior, \$1,440  
**TYPIST**, junior, \$1,260  
 Announcement 224 (1942) and amendment.  
**TABULATING MACHINE OPERATOR**, \$1,260 and \$1,440  
 Announcement 225 (1942).

#### Engineering

See also announcements under "Aeronautical" and announcement 104 under "Scientific"  
**CHEMICAL ENGINEER**, \$2,600 to \$5,600  
 Any specialized branch  
 Announcement 163 of 1941 and amendment.

amendment.  
**ENGINEER**, \$2,600 to \$5,600  
 All branches of engineering except chemical and marine, and naval architecture  
 Closing date—December 31, 1942, or before, upon public notice  
 Announcement 173 of 1941 and amendments.  
**ENGINEER**, junior, \$2,000  
 All branches of engineering except aeronautical, and naval architecture and marine engineering  
 Announcement 172 of 1941 and amendments.  
**ENGINEER**, junior, \$2,000  
 Options: Aeronautical, and naval architecture and marine engineering  
 Announcement 122 of 1941 and amendment.  
**ENGINEERING AID**, \$1,440 to \$2,600  
 Options: Photogrammetric, Topographic  
 Announcement 206 (1942) and amendment.  
**INSPECTOR**, Signal Corps Equipment, \$2,000 to \$3,200  
 Signal Corps, War Department (For field duty)  
 Announcement 108 of 1940 and amendment.  
**TECHNICAL ASSISTANT (Engineering)**, \$1,800  
 Announcement 177 of 1941 and amendment.  
**Architectural and Drafting ARCHITECT**, \$2,000 to \$3,200

Options: Design, Specifications, Estimating  
 Announcement 222 (1942).  
**ARCHITECT**, Naval, \$2,600 to \$5,600  
 Navy Department; Maritime Commission  
 Announcement 246 (1942).  
**ENGINEERING DRAFTSMAN**, \$1,440 to \$2,600  
 All branches of drafting  
 Closing date—December 31, 1942, or before, upon public notice  
 Announcement 174 of 1941 and amendments.  
**Marine**  
 See also Announcements 159 and 160 under "Trades," and 122 above  
**EXPEDITER (Marine Propelling and Outfitting Equipment)**, \$3,200  
 United States Maritime Commission  
 Announcement 62 of 1941 and amendments.  
**INSPECTOR, Engineering Materials**, \$1,620 to \$2,600  
 Navy Department (For field duty)  
 Options: Steel hulls, Mechanical, Electrical, Radio  
 Announcement 81 of 1941 and amendment.  
**INSPECTOR OF HULLS**, assistant, \$3,200  
**INSPECTOR OF BOILERS**, assistant, \$3,200  
 Bureau of Marine Inspection and Navigation, Department of Commerce  
 Announcement 213 (1942) and amendment.  
 (Continued on Page 14)

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## U. S. Tests

(Continued on Page Thirteen)

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

**SHIPYARD INSPECTOR:** Hull, \$2,300 to \$3,900; Hull, Outfitting, \$3,200; Machinery, \$2,300 to \$3,800; Electrical, \$2,600 to \$3,500; Joiner, \$2,600 to \$3,500  
United States Maritime Commission  
Announcement 67 of 1941 and amendment

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

**Ordnance**

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

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

**Miscellaneous**

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

**COAL MINE INSPECTOR,** \$3,200 to \$1,600  
Bureau of Mines, Department of the Interior  
Announcement 106 of 1941 and amendments.

**ENGINEER, steam - electric,** \$1,680 to \$2,040; Announcement 235 (1942).

**DEPARTMENTAL GUARD,** \$1,200  
Announcement 194 (1942) and amendment.

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

**FINGERPRINT CLASSIFIER, assistant,** \$1,620  
Bureau of Navigation, Navy Department  
Announcement 226 (1942)

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

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

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

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

**PRESS ASSISTANT,** 84 cents an hour.  
Government Printing Office.  
Closing date—October 12, 1942.  
Announcement 265 (1942).

**PURCHASING OFFICER,** \$2,000 to \$4,600.  
Announcement 263 (1942).

**REFUGEE AID,** \$1,440.  
Fish and Wildlife Service Dept. of

the Interior.  
Closing date—October 19, 1942.  
Announcement 261 (1942).

**REFUGEE MANAGER,** \$2,000 to \$2,600.  
Fish and Wildlife Service, Dept. of the Interior.  
Closing date—October 19, 1942.  
Announcement 262 (1942).

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

### Radio

See also Announcement 175 under "Engineering."

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

**RADIO MECHANIC-TECHNICIAN,** \$1,140 to \$2,600  
Announcement 134 of 1941 and amendments

**RADIO MONITORING OFFICER,** \$2,600 and \$3,200  
Federal Communications Commission  
Announcement 106 of 1941 and amendment.

**RADIO OPERATOR,** \$1,620 and \$1,900  
Announcement 203 (1942) and amendment.

**RADIOSONDE TECHNICIAN, senior,** \$2,000  
Announcement 128 of 1940 and amendment.

### Scientific

See also Announcement 163 under "Engineering."

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

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

**CHEMIST, junior,** \$2,000 (Open only to women)  
Announcement 219 (1942) and amendment.

**CHEMIST,** \$2,600 to \$5,600  
Announcement 235 (1942).

**GEOLOGIST, junior,** \$2,000.  
Announcement 249 (1942).

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

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

**METALLURGIST, Junior,** \$2,000  
Announcement 251 (1942).

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

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

**PHARMACOLOGIST,** \$2,600 to \$4,600  
Announcement 156 (1942) and amendment.

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

**PHYSICIST, junior,** \$2,000  
Announcement 253 (1942).

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

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

### Trades

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

**INSTRUMENT MAKER,** \$7.44 a day to \$11.24 an hour  
Announcement 162 of 1940 and amendment.

**LENS GRINDER,** \$5.92 to \$8.00 a day  
Announcement 153 of 1940 and amendments.

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

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

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

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

**Junior Stenographer (Male)**  
\$1,440 a Year

**Junior Typist (Male)**  
\$1,200 a Year

(Senior Stenographer positions at \$1,620 a year will also be filled from the Junior Stenographer register as indicated.)

File only one application card for under this announcement and wait for your notice to appear for the written test.

No subsequent application card will be accepted from a person who has previously been rated eligible in these examinations.

A person who has previously been rated ineligible in either of these examinations may apply again for the examination; and one who attains eligibility as a typist but not as a stenographer may compete in

the examination again for the purpose of attaining eligibility as a stenographer.

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

Places of Employment—Various Federal Government agencies in the State of New York.

**Examination Required**

**A. Experience**—There is no experience requirement for Junior Stenographer or Junior Typist but the Junior Stenographer list of eligibles resulting from this examination may be used to fill Senior Stenographer positions at \$1,620 per annum by selecting the names of those eligibles who have had at least two years of paid experience in which the duties performed were principally those of a stenographer or secretary-stenographer.

**B. Written Test**—Competitors will be tested on the subjects listed below, which will have the relative weights indicated. (Descriptions of the examination subjects and sample tests are shown on Form 2-2996 (Revised) attached hereto.)

Subjects	Typist Steno.
Copying from plain copy (typewriting) .....	100 50
Clerical test (short form) .....	50
Stenography .....	50
Totals .....	100 100

In each test, competitors must obtain a rating of at least 70.

The Clerical Test will be for qualifying purposes only and will not affect the final numerical rating of those who attain the required rating in subjects 1 and 3. Those who fail the qualifying test will not be rated on subjects 1 and 3. The examination is designed to test the competitor's ability to perform quickly and intelligently various kinds of clerical work. A practice test will be given before the examination to acquaint competitors with the types of questions and the methods of answering them. (No sample questions are available.)

The Subject of Stenography is required of stenographic competitors only; it will not be rated unless the competitor qualifies as a Junior Typist.

The Dictation will be at the rate of 80 words a minute.

Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, however, because the noise of the machines would interfere with the dictation.

Applicants are responsible for providing themselves with satisfactory typewriters in good working order. Typewriter tables need not be furnished unless advised to the contrary on the notice admitting you to the examination. Any style of typewriter, except electric, may be used. Re-examination will not be granted because of faulty typewriters.

**Time Required:** About two hours will be required for the entire examination.

**Time of Examination:** Applicants who are to be admitted to the examination will receive admission cards stating specifically the time and place of examination.

**D. Age and Citizenship**—On the date of filing application, applicants: (1) Must have reached their 18th birthday, (except that persons who have not reached their 18th birthday may be employed only in accordance with State laws). There is no maximum age limit for these examinations. (2) Must be citizens of or owe allegiance to the United States.

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

**How to Apply**—File the following forms with the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York City: (1) Application Card Form 4000-ABC. (2) Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of service in the armed forces to be considered. **Note:** Only one set of these forms should be filed by a person wishing to apply for both of these positions, and should state the title as follows: "Junior Typist"—Applicants who wish to take only the typing examination, "Junior Stenographer"—Applicants who wish to take the typing examination and the dictation test.

**Necessary Forms May Be Secured**—(1) From the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York City, by persons residing in the State of New York. (2) At any first or second-class post office in which this notice is posted.

**Jr. Procurement Inspector-Trainee**  
\$1,440 a Year

Eastern Procurement District Army Air Forces Materiel Center

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

**Nature of Appointments:** Appointments will be known as War Service Appointments. Such appointments generally will be for the duration of the war and in no case will extend more than six months beyond the end of the war. Persons receiving war service appointments do not thereby acquire a classified (competitive civil service status).

**Place of Employment:** War Department, Eastern Procurement District, Army Air Forces Materiel Center, Headquarters at 90 Church

Street, New York City.) The Eastern Procurement District comprises the States of Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, and Virginia, and the District of Columbia.

**Duties**—As employees of the Army Air Forces, to receive training and instruction in the inspection of aircraft materials to determine their acceptability in accordance with specifications. Employees will not be permitted to hold any other position during this training period.

**Examination Required**

**A. Prerequisite**—Graduation from a standard high school.

**B. Written Test**—Competitors will be tested on the subjects listed below which will have the relative weights indicated:

(1) Subject—General Test (see sample questions on Form 3,221); weights 40.  
**Note:** Those who fail the General Test will not be rated on Subject 2.

(2) Subject—Mechanical Aptitude Test (No sample questions available); weights 60. Total weights, 100.

**Conditions of Employment**

**Draft Status**—Selection will not be made of an eligible whose induction into the military or naval service is imminent. This is in view of the fact that no deferment can be given for trainees, and it would not be feasible to appoint a trainee and be forced to terminate his services within a short time. However, should he be available for appointment during the life of the register, his name will be restored to the eligible list, if he so requests.

**Sex**—The appointing officer requesting list of eligibles has the legal right to specify the sex desired. For these vacancies both men and women are desired.

**Age and Citizenship**—On the date of filing application, applicants: (1) Must have reached their 18th birthday. (There is no maximum age limit for this examination.) (2) Must be citizens of or owe allegiance to the United States.

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

**How to Apply**—(A) File the following form with Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York City: (1) Application Card Form 4000-ABC.

**Note:** Applicants who desire their records of service in the armed forces to be considered, should be prepared to present documentary proof of their claim if and when requested:

(B) Necessary forms may be secured (1) From the Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York City. (2) From the Secretary, Board of U. S. Civil Service Examiners, Eastern Procurement District, Army Air Forces Materiel Center, 90 Church Street, New York City. (3) At any first or second-class post office in which this notice is posted.

**Aircraft Woodworker**  
\$2,200 a Year

**Junior Aircraft Woodworker**  
\$1,860 a Year

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

**Place of Employment**—U. S. Army Air Forces, Air Service Board, War Department, Rome Air Depot, Rome, New York.

**Duties**

**Aircraft Woodworker**—Under supervision, with some latitude for independent planning or laying out of working details, to perform aircraft woodworking tasks in connection with the maintenance, overhaul, and repair of aircraft; and to perform related work as assigned.

**Jr. Aircraft Woodworker**—Under immediate supervision, with limited latitude for independent planning or laying out of working details, to perform aircraft woodworking tasks of less than average difficulty in connection with the maintenance, overhaul, and repair of aircraft;

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and to perform related work as assigned.

### Qualifications Required

**A. Experience**—Applicants must have had not less than

For Aircraft Woodworker—4 years of progressive training and/or experience, which may include apprenticeship, as a cabinet or wood pattern maker or model maker in a first-class shop. For Aircraft Woodworker, not less than one year of this experience must have been in aircraft woodwork or model making. **Substitution**—In lieu of each year of the experience required, there may be substituted—

- (1) 6 months of experience in aircraft woodwork or model making;
- (2) 6 months of training or experience on aircraft mechanical work at a school or repair station approved by the Civil Aeronautics Authority; or
- (3) Completion of 6 months of training in aircraft mechanical work at an Air Corps Technical School.

**Note**—In the event of any substitution, the total experience for the position of Aircraft Woodworker must include one year in aircraft woodwork. All applicants must be able to read Sketches or Blueprints and Order Materials from Drawings.

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

Persons who are assigned conditional eligibility in accordance with

(Continued on Page Fourteen)



**ARMED FORCES NEEDED**  
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# Why Not Learn How to Be an Aviation Instructor?

## U. S. Tests

(Continued from Page Fourteen)

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

**No Written Test is Required**—Applicants' qualifications will be judged from a review of their experience.

**Sex**—The department or office requesting list of eligibles has the legal right to specify the sex desired.

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

1. Must have reached their 20th birthday for the position of Aircraft Woodworker and must have reached their 18th birthday for the position of Junior Aircraft Woodworker. There are no maximum age limits for these examinations.
  2. Must be citizens of or owe allegiance to the United States.
- Physical Requirements**—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow-employees.

### How to Apply

- A. File the following forms with the Secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y.:
  1. Application Form 6.
  2. Supplemental Form AX-490.0581
  3. Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of Service in the armed forces to be considered.
- B. Necessary forms may be secured:
  1. From the Secretary, Board of U. S. Civil Service Examiners, Rome Air Depot, Rome, N. Y.;
  2. By mail, from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York, New York, by persons residing in the area of the place of employment;
  3. At any first or second-class post office in which this notice is posted.

### Student Instructor

Army Air Forces Technical Schools and Navy Aviation Service Schools—\$1,620 Year

### Junior Instructor

Army Air Forces Technical Schools and Navy Aviation Service Schools—\$2,000 Year

Junior Instructors will be assigned to options for which qualified. There will be no options for the Student Instructor positions.

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

**Place of Employment**—Student Instructors appointed by the War Department will be trained at one of the various Army Schools listed below. All instructors appointed by the Navy will be trained at the Navy Teacher Training Center, Chicago, Ill., and transferred upon completion of training to one of the Navy Aviation Service Schools listed below:

- Army Air Forces Technical Schools**
- Chanute Field, Rantoul, Ill., Special School.
  - Scott Field, Belleville, Ill., Radio School.
  - Keesler Field, Biloxi, Miss., Airplane Mechanics School.
  - Gulfport, Miss., Airplane Mechanics School.
  - Lincoln, Neb., Airplane Mechanics School.
  - Goldsboro, N. C., Airplane Mechanics School.
  - Sheppard Field, Wichita, Tex., Airplane Mechanics School.
  - Amarillo, Tex., Airplane Mechanics School.
  - Sioux Falls, S. D., Radio School.
  - Madison, Wis., Radio School.
  - Lowry Field, Denver, Colo., Specialist School.
- Navy Aviation Service Schools**
- Chicago, Ill.; San Diego, Cal.; Alameda, Cal.; Seattle, Wash.; Norfolk, Va.; Jacksonville, Fla.; Pensacola, Fla.; Norman, Okla.

**Duties**—Student Instructor will pursue a course in radio operating or engineering, airplane mechanics, or shop work for a period of from three to six months. Successful completion of such courses will be followed by promotion to the position of Junior Instructor at \$2,000 per annum and assignment and transfer at Government expense to one of the appropriate schools listed above.

Junior Instructors will be used for the purpose of instructing soldiers and seamen in radio, shop work, and airplane mechanics. Junior Instructors appointed by the Navy Department will be trained at Chicago, Ill., prior to assignment to a Navy Aviation Service School. Junior Instructors appointed by War Department will be selected by and report to the individual Army Air Forces Technical Schools.

**Requirements for All Grades**—All applicants for the positions of Student Instructor or Junior Instructor must show that they have been graduated from a standard four-year high school course, or have completed at least 14 units of high school study. (This requirement will be waived only in case of applicants who present exceptional qualifying experience.)

**Requirements for the Student Instructor Grade**—Student Instructors must possess the qualifications listed under either 1, 2, 3, 4, 5, 6, or 7 below:

1. The successful completion of one year of study in a college or university or teachers' training institution of recognized standing.
  2. The completion of one full year of progressive technical experience as one of the following: Aircraft mechanic, aircraft or automobile engine mechanic, sheet metal worker, welder, machinist, photographer, camera repairman, radio operator, radio engineer, or radio maintenance and repairman.
  3. Possession of a Civil Aeronautics Administration airplane mechanic's or airplane engine mechanic's certificate.
  4. Possession of a commercial or amateur radio operator's license.
  5. The successful completion of a 6-months' technical radio course of resident study in a radio school.
  6. Possession of a Civil Aeronautics Administration ground instructors' certificate.
  7. The successful completion of a defense training course in radio work, under a program administered under authority of the U. S. Office of Education.
- Requirements for the Junior Instructor Grade**—All applicants for the position of Junior Instructor must meet the minimum requirements as listed above for the student instructor position. In addition they must possess the qualifications listed under 1, 2, 3, 4, 5, or 6 below:

1. Six months of full-time or one year of night school experience in teaching aircraft, radio, or shop subjects.
  2. Six months of progressive technical experience as one of the following: Aircraft engine mechanic, aircraft mechanic, aircraft sheet metal worker, aircraft welder, machinist, radio operator, or radio engineer.
  3. The possession of a bachelors' degree in electrical, aeronautical, or mechanical engineering from a recognized institution of learning.
  4. The possession of a bachelors' degree from a recognized institution of learning in trade and industrial education, vocational education, or industrial arts (restricted to metal working and woodworking pursuits, general shop practice, engines, aviation, or allied subjects).
  5. Six months progressive technical experience as one of the following: Sheet metal worker or oxy-acetylene welder.
  6. One year of progressive technical experience as automobile engine mechanic.
- Written Test**—No written test is required. Applicants' qualifications will be judged from a review of their experience.
- Sex**—The department or office requesting list of eligibles has the legal right to specify the sex desired.
- Age and Citizenship**—On the date of filing application, applicants:
1. Must have reached their 20th birthday. There is no maximum age limit for the positions.
  2. Must be citizens of or owe allegiance to the United States.
- Physical Requirements**—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow employees.
- Speech**—Applicants must have no speech defects or impediments.
- Hearing**—Applicants must possess normal hearing without the use of hearing aids.
- Color Vision**—For radio positions, it is necessary that appointees be able to distinguish basic and saturated colors.

**How to Apply**

File the following forms with the Secretary, Board of United States Civil Service Examiners, Chanute Field, Rantoul, Ill.

1. Application form 57, Card Form 4007-ABC, and Notice of Rating 4008-AB.
2. Form 14 and proof of honorable discharge should be submitted by applicants who desire their records of service in the armed forces to be considered.

Necessary forms may be secured from Federal Building, 641 Washington Street, New York City.

**Radio Mechanic—\$2,200**

**Junior Radio Mechanic—\$1,860**

Open to Men

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

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

**Place of Employment**: Middletown Air Depot, Olmsted Field, Middletown, Pa.

**Duties**: To perform mechanical and electrical work required in the installation, test, maintenance, adjustment, and repair of aircraft radio equipment such as low-power transmitters, receivers, radio compass and related equipment, and to perform related duties as required.

**Age and Citizenship**

1. On the date of filing application, applicants must have reached their twentieth (20th) birthday.
2. There is no maximum age limit for this examination.
3. On the date of filing application, applicants must be citizens of or owe allegiance to the United States.

**How to Apply**

File the following forms—With the secretary, Board of U. S. Civil Service Examiners, Middletown Air Depot, Olmsted Field, Middletown, Pa.

1. Application Form No. 57.
2. Form 4007-ABC.
3. Supplemental Form 3D-23.
4. Form 14 and proof of honorable discharge should be submitted by applicants who desire their record of service in the Armed Forces to be considered.

**Necessary Forms May Be Secured** from the secretary, Board of U. S. Civil Service Examiners, Middletown, Pa., or from the secretary, Board of U. S. Civil Service Examiners, at any first- or second-class post office in which this notice is posted. Or from the director, Second U. S. Civil Service Region, Federal Building, New York.

**Furnishing Information**

Applications must be fully and completely executed in accordance with instructions thereon. Failure to so execute applications may lead to their cancellation.

**Qualifications Required**

**Experience, Radio Mechanic**—Applicants must have had at least 4 years experience in the maintenance and repair of commercial radio communication equipment, 2 years of which must have been acquired on modern radio equipment within the 5 years immediately preceding the date of receipt of application.

**Junior Radio Mechanic**

Applicants must have had at least 2 years experience in the maintenance and repair of commercial radio communication, one year of which must have been acquired on modern radio equipment within the 5 years immediately preceding the date of receipt of application.

**Substitution**

A completed course as radio electrician will be accepted in substitution for not more than one year of the required experience for each of the positions in this examination.

**Note**: Applicants for either position must show that their experience included the use of circuit diagrams and blueprints, and such instruments as high accuracy, frequency signal generators and cathode ray oscilloscopes.

**Physical Requirements**

Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to himself or danger to his fellow employees.

**Substitution**

A completed course as radio electrician will be accepted in substitution for not more than one year of the required experience for each of the positions in this examination.

**Note**: Applicants for either position must show that their experience included the use of circuit diagrams and blueprints, and such instruments as high accuracy, frequency signal generators and cathode ray oscilloscopes.

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## Big Turnover Worries Govt.

WASHINGTON.—So many hundreds of Federal employees have resigned their jobs in Washington in recent months that talk is being heard in personnel circles of freezing employees in their jobs, particularly certain types of jobs where there is a critical shortage such as stenographers, etc. Officials say freezing is a long ways off and that the President would oppose the move now but they admit that something must be done to keep an adequate supply of people in Washington and that something may be drastic.

## Handicapped Get Chance to Work

WASHINGTON.—Physically handicapped persons are going to get a chance to obtain Federal jobs. A committee has been appointed to go over Federal jobs to select the ones where the blind, the crippled and the deaf may be placed. The committee consists of Dr. Vernon K. Harvey of the Civil Service Commission; R. R. Zimmerman of the Council of Personnel Administration, and Miss Tracy Copp of the Office of Education.

### POLITICAL ADVERTISEMENT.

## Judge Church Should Serve Again

..Having served for nearly seven years as a Justice of the Supreme Court, First Judicial Department, comprising Manhattan and the Bronx, Supreme Court Justice Lloyd Church is seeking re-election on the Democratic and American Labor Party tickets. He is a veteran of World War One.

Justice Church, in 20 years of law practice, has had wide experience in litigation, real estate, reorganization and as a referee, special guardian and trustee. He is a member of the American Bar Association, New York State Bar Association, Bar Association of the City of New York, and a former director of the New York County Lawyers Association. He also belongs to various fraternal and civic groups.

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**Radio Mechanic—\$2,200**

**Junior Radio Mechanic—\$1,860**

Open to Men

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

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

**Place of Employment**: Middletown Air Depot, Olmsted Field, Middletown, Pa.

**Duties**: To perform mechanical and electrical work required in the installation, test, maintenance, adjustment, and repair of aircraft radio equipment such as low-power transmitters, receivers, radio compass and related equipment, and to perform related duties as required.

**Age and Citizenship**

1. On the date of filing application, applicants must have reached their twentieth (20th) birthday.
2. There is no maximum age limit for this examination.
3. On the date of filing application, applicants must be citizens of or owe allegiance to the United States.

**How to Apply**

File the following forms—With the secretary, Board of U. S. Civil Service Examiners, Middletown Air Depot, Olmsted Field, Middletown, Pa.

1. Application Form No. 57.
2. Form 4007-ABC.
3. Supplemental Form 3D-23.
4. Form 14 and proof of honorable discharge should be submitted by applicants who desire their record of service in the Armed Forces to be considered.

**Necessary Forms May Be Secured** from the secretary, Board of U. S. Civil Service Examiners, Middletown, Pa., or from the secretary, Board of U. S. Civil Service Examiners, at any first- or second-class post office in which this notice is posted. Or from the director, Second U. S. Civil Service Region, Federal Building, New York.

**Furnishing Information**

Applications must be fully and completely executed in accordance with instructions thereon. Failure to so execute applications may lead to their cancellation.

**Qualifications Required**

**Experience, Radio Mechanic**—Applicants must have had at least 4 years experience in the maintenance and repair of commercial radio communication equipment, 2 years of which must have been acquired on modern radio equipment within the 5 years immediately preceding the date of receipt of application.

**Junior Radio Mechanic**

Applicants must have had at least 2 years experience in the maintenance and repair of commercial radio communication, one year of which must have been acquired on modern radio equipment within the 5 years immediately preceding the date of receipt of application.

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# Helper Jobs Are Available In Brooklyn Navy Yard

## Helper, Flange Turner

Rate of Pay Per Day: \$5.92, \$6.40, \$6.88. (For all work in excess of 40 hours per week employees will be paid the overtime rate of time and a half).

### Duties

To assist flange turners in miscellaneous operations required in new construction and repair work in the shop and on board ship; to hold on rivets, scale boilers, load and unload trucks, handle the heating of material and care of fires necessary to assist flange turners during the

heating up of work, do various odd jobs in the trade not requiring special skill or experience, and accuracy and experience in swinging heavy sledges or mallets.

### Requirements

Applicants must show that they possess one of the following qualifications (a), (b), (c), or (d), or any time-equivalent combination thereof:

(a) At least six months of experience in the trade which has required the use of tools, machines, or processes common to such trade; or, a like amount of experience (which may include a training period of specialist mechanical school) in the Army, Navy, Marine Corps, or Coast Guard, in a position comparable to that of a mechanical helper in the trade; or

(b) The completion of one scholastic year of a mechanical course in any metal or woodworking trades, in a vocational school of at least secondary grade or in a resident trade school; or

(c) The completion of a course in the trade applied for, of at least one year's duration in day class attendance, or of 18 months' duration in evening class attendance, in a resident trade school, as distinguished from a correspondence school; or

(d) The possession of certification of satisfactory completion of an intensive pre-employment refresher training course under the training program of the Federal Office of Education, in any of the metal-working or woodworking trades or skilled occupations (including the operation of production machines such as lathes, punch presses, drill presses, stamping presses, boring mills, or power woodworking machines).

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

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

For all positions applicants must show ability to read and speak the English language sufficiently well to understand spoken and written direction. This requirement does not apply to former permanent employees of the Yard seeking re-employment.

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

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

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

1. For the positions of Helper Flange Turner must have reached their eighteenth birthday and not have passed their 32nd birthday.

Note: Maximum age limit will be waived for persons who furnish proof of honorable discharge from the armed forces.

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

E. Applicants must be physically capable of performing the duties of

## Study Aids For Clerk Test

(Continued from Page Four) mark-up, subtract cost from selling price, and divide the difference by the?

(87) Thirty-four one-thousandths is written in decimal form as follows:?

(88) A city lot sold for \$1,260, a sum which was an advance of 12 percent on its cost. The cost was?

(89) A house valued at \$8,750 is insured for 3/4 of its value at 1 1/2%. The amount of the premium is?

(90) A town needs \$43,375. The assessed valuation is \$12,500,000. The tax rate per thousand dollars will be?

### Answers to Clerk, Grade 1 Examination

1. D, 2. B, 3. C, 4. D, 5. D, 6. A, 7. A, 8. B, 9. A, 10. D, 11. Vt, 12. anonymous, 13. barrel, 14. following, 15. compare, 16. \$200, 17. 60, 18. T. V. A., 19. Mayor, 20. Comptroller, 21. Governor, 22. Capital project, 23. one, 24. Tax Dept., 25. condemned, 26. appropriation, 27. correct, 28. simplified, 29. correct, 30. correct, 31. voluntary, 32. correct, 33. embodying, 34. sufficient, 35. minimum, 36. authority, 37. correct, 38. corporal, 39. career, 40. fourth, 41. calendar, 42. lapse, 43. questionnaire, 44. yield, 45. liquefied, 46. correct, 47. correct, 48. counterfeit, 49. correct, 50. advantageous, 51. separating, 52. conclusion, 53. briefly, 54. preceding, 55. correct, 56. primarily, 57. available, 58. correct, 59. correct, 61. occasions, 62. correct, 63. catalogue, 64. correct, 65. BD, 66. CD, 67. CD, 68. AE, 69. AE, 70. DE, 71. CD, 72. AC, 73. DE, 74. CD, 75. AC, 76. BC, 77. BE, 78. AE, 79. AB, 80. AC, 81. CD, 82. AD, 83. DE, 84. BD, 85. one, 86. Cost, 87. .034, 88. \$1,125, 89. \$73.83, 90. \$3.71.

## Announces Phone Courses

In-service training courses in instruction for telephone switchboard operators and for emergency telephone switchboard operators under the sponsorship of the Department of Sanitation were announced this week by Harry R. Langdon, chief fiscal officer of the department, chairman of the courses.

Two one and one-half hour sessions, one on Tuesday, November 17, and the other on Tuesday, November 24, have been scheduled for the telephone switchboard operators in the New York Telephone Company's Training Division, 140 West Street, Manhattan.

The emergency telephone switchboard operator course will be given one full working day, from 9 a.m. to 5 p.m., in the same place.

Registration for both closes November 7.

the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow employees.

### How to Apply

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

1. Application Form 5.

2. Supplemental Forms as follows: AX-499.012, for Flange Turner.

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

B. Necessary forms may be secured from the Recorder, Labor Board, U. S. Navy Yard, Brooklyn, N. Y. By mail, from the Manager, Second U. S. Civil Service District, Federal Building, Christopher St., New York City, by persons residing in the States of New Jersey and New York.

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Eron School - 853 B'way (Cor. 14)—Day, Eve., Regents Accredited—ALGonquin 4-4882.

### ACCOUNTING MACHINES

Accounting Machine Institute—221 W. 57th St.—Day and Evening Classes—IBM Accounting Machines, Tabulators Sorters and Key Punches—Circle 5-6425.

### AIR CONDITIONING

V. Y. Tech—108 5th Ave.—Welding, drafting refrigeration, heating, radiating—CHelsea 2-6330.

### AIRCRAFT WELDING

Citizens Prep Center—9 W. 61st St.—State Licensed—Day & Evening School—Course—Easy terms.—Circle 6-4970.

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Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—State Licensed—STuyvesant 4-6906.

### BUSINESS MACHINES

Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping Typing—Day and Evening—ST 3-7869.

Combination Business School, Civil Service Preparation, 139 W. 125th St. University 4-3170.

### CARD PUNCH OPERATOR

Delehanty Institute—11 E. 16th St.—Day and Evening Classes—Card Punct., Comptometry—STuyvesant 9-6900.

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### CIVIL SERVICE

Delehanty Institute—115 E. 15th St.—City, State and Federal Examinations—Day and Evening Classes—STuyvesant 9-6900.

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New York Drafting Institute - 276 W. 43d St. - Day and Evening Classes—Wisconsin 7-0366.

Manhattan Technical Institute - 1823 Broadway (59th) - Day and Evening Classes—Circle 5-7857.

Hondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2008.

### FINGERPRINTING

Delehanty Institute—11 E. 16th St.—Course—Day or Eve.—Class now forming New York School of Fingerprints—22-26 E. 8th St.—Introductory course for fingerprint expert. GRamercy 7-1268.

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Radio Television Institute - 480 Lexington Ave. - Laboratory Training—Day and Evening Classes—PLaza 3-4585—Dept. L.

Metropolitan Tech. School—Radio Division—7 Central Park West—Day-Evening. CI. 7-2515.

### SECRETARIAL SCHOOLS

Delehanty Institute—Day and Evening Classes. 120 W. 42d St.—STuyvesant 9-6900.

Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn—Day and Evening Classes—Individual Instruction—SOUTH 8-4238.

Merchants and Bankers Business School - 55th Year - Day and Evening - 220 East 42d St.—MU 2-0966.

Washington Business Institute, 2105 7th Ave. at 175th St.—Day and Evening Classes, Individual Instruction. MO. 2-6956.

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### CONTENTS

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ANSWERS

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### First Aid for Baldness

We dropped in for a little talk with Adele Wybrant who runs a hair restoration salon at 1674 Broadway. Miss Wybrant is a lovely young lady who hails from Denver. For years she did research in the bio-chemistry of falling hair and finally evolved a process which she claims can make hair grow.

Watching her work was pretty much like gathering evidence for a trial. One of her first steps is to photograph you and mark the picture "before." If at the end of the treatments she can't show you a photograph with substantially more hair visible, you don't have to pay her. The men who came in were from every walk of life. There were enough happy faces to convince us that she was doing a good job.

### Tip for Beauticians-to-be

Hair-styling is becoming quite a popular profession these days because, the higher incomes of large groups of people has made women much more beauty conscious. That,

at least, is the opinion of Mme. Marie C. Dow, founder of the Ritz Beauty School, 1358 Fulton Street, Brooklyn. She has been training students for the last ten years in the art of every branch of beauty culture, hair-styling, scalp treatment, etc.

Several diplomas from leading beauty colleges in the possession of Miss Dow, substantiate the fact that a course at this school offers thorough and complete training, filling each student with the background and confidence so important in the profession.

### Speak for Yourself

Good speech as a career asset is stressed in the courses of M. Suzanne MacKay, director of the Studio School of Creative Speech. Miss MacKay claims that there are many fields where the ceiling on advancement is considerably lowered because the employee does not have the proper ability to express himself forcefully. She points to politics and to government service particularly in this respect, because a Civil Service employee who wishes to rise to an administrative position must be able to face an audience with maximum expressive ability.

Miss MacKay is a brilliant speaker and an unusual teacher of speech. She has been counselor for many organizations, director of a Little Theatre Group, is a graduate of The Curry School, Boston University, Columbia University, and the American Academy of Dramatic Arts.

### POLITICAL ADVERTISEMENT. "CIVIL SERVICE CHAMPION"



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# Civil Service Commission's Sweeping War-Time Powers

The Civil Service Reform League has carefully analyzed the tremendous new wartime powers of the United States Civil Service Commission, and how those powers affect every employee and prospective employee of the government. Here's the story:

In order to "facilitate the filling of the Federal government's requirements for manpower in the civilian service and promote the proper allocation and the effective mobilization and utilization of the nation's manpower in the prosecution of the war," the War Manpower Commission under authority granted by the President in an Executive Order recently issued a directive giving the Civil Service Commission power to transfer Federal civilian employees to other positions within the civil

service or to private industry, if such shifts would aid the war effort.

### Voluntary System

A plan of voluntary transfers from non-war to war jobs inaugurated last February had by September 7, according to the Civil Service Commission, resulted in 31,977 transfers; but not only were many employees reluctant to transfer, but in numerous cases agencies refused to release their employees. Under the War Manpower Board's directive, the consent neither of the employees nor the agencies is necessary in case of a transfer within the civil service. The employee and the agencies may appeal to the Civil Service Commission, which is setting up special appeals committees for this purpose, but the Commission's decision is final. Federal employees may not be assigned to

private industry, however, without their consent.

Safeguards for the transferred employees have been established to insure retention of seniority, promotion, retirement and re-employment rights. Employees may not be transferred to lower-salaried positions, nor to locations beyond reasonable commuting distance from their homes unless the government pays transportation and moving costs for the employees and their immediate families.

### Salaries

The Civil Service Commission is to reclassify salaries of Federal employees in field offices, outside Washington. At present the lack of uniformity in pay as between the various field offices and also as between agencies located in those offices is so great as to have fostered competition for certain kinds of talent and "pirating" of employees by one agency from another.

### Probe

Congressman Robert Ramspeck of Georgia, Chairman of the House Civil Service Committee, has introduced a resolution giving the Civil Service Commission authority to investigate the necessity for filling Federal positions, the number of employees, and departmental personnel practices. Although the Commission is the central recruiting agency for the various Federal departments and agencies, it now has no authority to question their demands for additional workers.

On September 28 the Civil Service Commission reported to the President and to the Congress on the inter-agency transfers made under the Executive Order issued last February governing civilian recruitment. The report was called for by a rider to an appropriation bill asking for an investigation of the transfer system after charges had been made that certain agencies had been "pirating" employees of other agencies. The Commission found that "In a great majority of cases, the cause of the transfer has been the pressing need of the government service as a whole, and of the war agencies in particular, for employees skilled in occupations which have become critical in the war labor market. However, there have undoubtedly been instances where agencies used their discretion to fix salary rates in the field service for the purpose of outbidding one another for the service of personnel. . . ."

"Thousands of Federal employees are working below their highest skills. Thousands of Federal employees are using their highest skills for a very small percentage of the working day. This is a waste of manpower at a time when the country can ill afford to indulge in such practices. Furthermore, such conditions result in a lowering of morale among government employees at a time when morale should be at its highest peak. Employees want to make the maximum contribution to the war effort. They become discouraged when management denies them that opportunity."

"The Manpower Board's grant of authority is expected to im-

prove the situation described," stated the Commission. It will also give the Commission an opportunity to make the best possible use of its Interdepartmental Placement Service, which some time ago obtained records of the experience, training and talents of the great majority of Federal employees in order to locate those working in jobs below their maximum capability.

Another step to insure retention of needed employees in war work has been taken with the provision that persons engaged in war jobs in private industry must get a release from their employers before accepting government appointments.

(To be continued)

## U. S. Exam Schedule

The following Federal exam dates and number of candidates were announced this week:

- November 3—Junior Procurement Inspector Trainee, 100 men, 100 women, 8:30 a. m., Room 1021, Federal Building, 641 Washington Street, Manhattan.
- November 3—Mechanic Learner, 130 men, 6 a. m., Room 1021, Federal Building.
- November 3—Junior Steno Typist, women, 175 stenos at 8:30 a. m., 175 typists at same time; 175 stenos, 175 typists, 1 p. m., Central Commercial High School, 214 East 42d Street, Manhattan.
- November 4—Mechanic Learner, 131 men, 6 a. m., Room 1021, Federal Building.
- November 4—Senior Bookkeeping Machine Operator, 38 candidates, 8:30 a. m., Room 1021, Federal Building.
- November 5—Junior Steno Typ-

ist women, 90 typists at 8:30 a. m., 90 stenos at 1 p. m.  
November 6—Junior Steno Typist, women, 90 typists at 8:30 a. m.; 90 stenos, women, at 1 p. m., Room 1021, Federal Building.  
November 9—Junior Steno Typist, women, 90 typists, 8:30 a. m., 90 stenos, 1 p. m., Room 1021, Federal Building.  
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### WOMEN IN WAR PRODUCTION

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FILM OF THE WEEK

"George Washington Slept Here" is Warner Bros.' new comedy at the New York Strand Theatre. Jack Benny and Ann Sheridan star in the film, with Percy Kilbride, Charles Coburn, Hattie McDaniel, William Tracy and Joyce Reynolds in the supporting cast. William Keighley directed the picture, which is the screen adaptation of the George S. Kaufman and Moss Hart Broadway stage success.

The stage show is headed by Phil Spitalny and his All Girl Orchestra. This marks the eighth year of this musical unit with Evelyn, concert mistress and premiere violinist, Maxine of the haunting voice, Viola at the drums, Catherine and her trumpet and the All Girl Glee Club.

Transit Police Meeting

A meeting of the New York City Transit Police Association will be held on Tuesday, November 10, at 8 p. m. at Weiderman's Restaurant, 160 Third Avenue, Manhattan. Free refreshments will be served. As this is the final meeting to be held before the Association's first annual dance on Thanksgiving Eve, November 25, at Manhattan Center, all members should make an effort to attend.

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Amusement Parade

By Joseph Burstin



ANN SHERIDAN who co-stars with Jack Benny in Warner Bros.' comedy, "George Washington Slept Here," now playing at the N. Y. Strand Theatre

HOLLYWOOD Facts Between Acts

"A Connecticut Yankee in King Arthur's Court" will be Jesse L. Lasky's next production for Warner Bros. Arthur Horman will do the screen treatment of the Mark Twain classic. . . Joan Bennett has signed a new contract with Twentieth Century-Fox under the terms of which she will make two pictures a year. Her first picture under the new agreement will be "Margin For Error." . . . Marsha Hunt will play the leading feminine role with Kay Kyser in "Right About Face," which Irving Starr will produce for M.G.M. Miss Hunt will soon be seen in "Seven Sweethearts" and later in "Pilot No. 5" and "The Human Comedy." . . . Melvyn Douglas has been assigned the starring role in Columbia's "Port Said," a timely story of the American Tank Corps, which will be brought to the screen with an all-male cast. Producer Harry Joe Brown will be in charge. . . Brian Aherne, male star of Columbia's "My Sister Eileen" and "A Night To Remember," has the starring role in B. P. Schulberg's production of "Blitzkrieg." Michael Hogan has written the screen play for "Blitzkrieg" from B. F. Manien's original story.

Merit Men

(Continued from Page Eight) orders, which affect their work intimately.

Another of her peeves is the difficulty of persons with unusual qualifications in placing those qualifications before the government. "We know of cases where persons having such qualifications go to the Commission's offices, and are given an application to fill out—but I don't want to fill out an application," they say, meaning that their experience won't fit the neat little questions asked in the application form. On the other hand, we sometimes get a call for certain specialized people needed in a hurry, we scurry around and get the people, have them fill out applications, and that's the last of that."

Things She Doesn't Like

She doesn't like the ease with which prospective employees are turned down for personal reasons—"blackballed" is the word she uses—though this happens mostly in the departments, not the Civil Service Commission. And she doesn't like the kind of investigations "that make a person out to be a dangerous character because he reads the New Republic." Then she goes on: "Life doesn't run in such narrow molds. The best talent isn't necessarily found in the straight, conventional, lines. But lots of officials in the government service seem afraid to look around them for the great accumulation of excellent human material which may not exactly 'fit,' but can do a real job." Well, that's Helen Drummond. Be careful if you get into conversation with her, for you'll get so absorbed it'll be hard to break away.

To students of human ways and lore, this will be interesting: Miss Drummond has always wanted to do two things: own a dog kennel and run a travel agency. She doesn't think the dog kennel will come to pass, "because I wouldn't have the heart to sell the dogs."

Three DWSGE Employees Begin Their Retirement

Frederick Lichtenstein, after 17 years of service in the Queens office of the Department of Water Supply, Gas and Electricity, and Samuel Judenfreund, after 20 years in the Manhattan division, have retired. So has Charles Rennie, Chief Inspector, Bureau of Water Register. The latter has put in more than 45 years of service.

STAGE NOTES

By JOSEPH BURSTIN

Paul Muni will be seen again in "Counsellor - At - Law," Elmer Rice's comedy-drama which opens at the Royale Theatre on Monday, November 23. . . The Theatre Guild has two openings the week of November 9. Phillip Barry's "Without Love," featuring Katharine Hepburn and Elliott Nugent, will premiere at the St. James Theatre, Tuesday, November 10, and Ketti Frings's comedy, "Mr. Sycamore," will open at the Guild Theatre Friday evening, November 13. Lillian Gish and Stuart Erwin are featured in "Mr. Sycamore." . . . Hugo Haas, famous Czechoslovak actor, has been engaged for one of the featured roles in "R U R," the Karel Capek Play, which L. Daniel Blank and David Silberman will present on Broadway late in November. . . "Life-line," Norman Armstrong's new drama, with an all-male cast, is scheduled to open at the Belasco Theatre on Monday, November 30. Dudley Digges is directing and playing the principal role.

"My Sister Eileen" in 3rd Week at Music Hall

"My Sister Eileen," with Rosalind Russell, Brian Aherne and Janet Blair in the starring roles, will be held over for a third week at the Radio City Music Hall.



KATHARINE HEPBURN featured with Elliot Nugent in Philip Barry's "Without Love," the new Theatre Guild presentation, which opens at the St. James Theatre, Tuesday, Nov. 10

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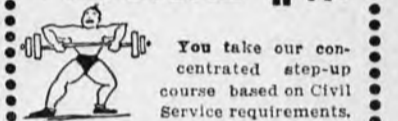
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### Holy Name Society, Sanitation, Plans Tenth Annual Ball

The Holy Name Society of the Department of Sanitation, Boroughs of Brooklyn and Queens,

will hold its tenth annual ball and entertainment on Saturday night, November 7, in the Grand Ballroom of the Hotel St. George, Brooklyn. The proceeds will be utilized for the maintenance of scholarships sponsored by the society and for the continuance of its efforts in behalf of

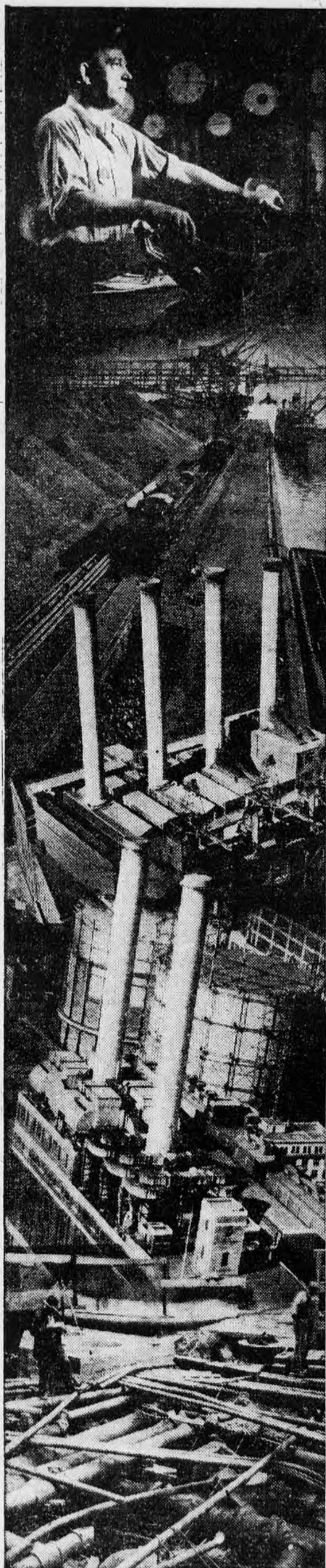
various Catholic Charities.

The entire program of entertainment is under the direction of Percy Oakes and Harry Newman of the Percy Oakes Theatrical Enterprises of New York City. The entertainment will consist of 12 acts and will feature outstanding artists of stage, screen and radio.

Among the many guests who are expected to attend, are Bishop Thomas E. Molloy, S.T.D., of Brooklyn; Mayor Fiorello H. LaGuardia, Sanitation Commissioner William F. Carey and many others prominent in both civic and religious circles.

The executive committee, under whose direction the affair has

been arranged, includes the Right Reverend Monsignor Leo A. Arcese, pastor of the Nativity Church, Woodhaven, L. I., spiritual director of the society; Charles J. Labdon, president of the society; Andrew W. Mulrain, vice-president; James J. Cunningham and Joseph P. Lee, chairman of the arrangements committee.



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As New York City is one of the key points in the nation's battle of production, it is our chief wartime job to keep our facilities always ready—always available.

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### Here are some of the things we are doing to meet possible emergencies

1. In addition to its own network of power lines, supplied from many large central station plants throughout the City, Consolidated Edison has provided for an interchange of electric and gas supply from several sources—when required. Automatic devices help to protect our service against possible interruption.
2. No group of workers has had better training than Consolidated Edison employees in meeting unforeseen emergencies. To this training we have added special instruction, in the case of certain mobile units, for making speedy repairs to mains, pipes, and cable damaged by bombs.
3. In case of an air raid or widespread sabotage, the emergency forces of all utilities serving New York City would be on the alert. Many months ago, New York's public utilities unified their emergency mobilization plans in cooperation with the Citizens' Defense Corps—Mayor LaGuardia, commander—Public Works Emergency Division, Major Irving Huie, division chief. The badge shown at the right will be worn by all utility emergency employees when the occasion requires.
4. Special emergency stations have been set up in strategic locations covering the entire City, at which complete tool equipment, supplies, and repair kits are made quickly available to flying squads of trouble shooters. Our emergency organization, consisting of more than 5,000, has been developed and trained so that competent workers can perform needed tasks quickly without supervision.
5. To prevent possible sabotage, special means have been provided to safeguard all power stations and to detect prowlers around buildings, docks and yards belonging to the Company. With the City's permission, certain streets adjoining Company plants have been fenced off for the duration.
6. Every employee of the System, officials included, has been fingerprinted and his record carefully checked; 97% have been with us longer than five years. All employees must be identified to enter plants of the Company, as well as when moving from one zone to another within the plant . . . Every package and vehicle is thoroughly searched.
7. To help us respond promptly to air raid alerts, not one, but several warning systems and signals have been installed at our central service boards. Even before the first official blackout tests, nightly trial blackouts and dim-outs were practiced in our plants. Special precautions have been taken, and experiments are now under way to provide further protection for those who must stay on the job during a raid.



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