BECOME A
TECHNICIAN

Get Into
Big-Pay War Job

Federal Employees:
How You Can Get a Merit Promotion
See Page 2

What Makes a Good Fire Dept. Officer
See Page 4

General Bradley: Draft Status of Employees
See Page 7

N.Y.C. REOPENS TEST FOR COPS, FIREMEN
See Page 3
New Pay Bill Before Much Less Generous Than One Senate Group OK'd

By CHARLES SULLIVAN
WASHINGTON—Two Federal pay bills now are before Congress as proposed replacements for the adjustments in pay made in April.

The first was thrown into the hopper last week when the House Civil Service Committee voted to reject a measure which retains most of the features of the present pay act.

Specifically, here is what the House Committee recommended:

1. Overtime pay, at the present statutory rate, not the often-touted “merit” rate (some figure it as time-and-a-third).

2. Retention of the present ceiling on which workers can be paid overtime (thereby making more than 1,000 and further providing for raise in overtime and base pay cannot exceed that amount).

3. A 13 per cent bonus (instead of the present 10 per cent) for Legislative and Judicial employees.

4. 5 per cent bonus (instead of the present 8 per cent) for Legislative and Judicial employees.

5. Overtime pay (instead of a minimum four-hour) for employees of the Library of Congress and Botanic Gardens.

Much Less Generous

The House version is considerably less generous than that approved two weeks ago by Senate Civil Service and Legislative Committee.

The Senate bill would eliminate the ceiling on weekly pay and provide workers with $3,000 more. It would give a flat $500 raise to employees whose overtime pay would not exceed that amount.

It would give a flat $500 raise to employees over time and to employees of the Library of Congress and Botanic Gardens. Also, it would give a flat 15 per cent raise per hour rise to part-time workers.

Ceiling to Remain

One way or another it seems fairly certain that the President's $5,000 ceiling will stand. There is almost no possibility that the House will knock it out when it has its bill before it. And if it comes to a showdown between the House and Senate versions, it is doubtful if the Senate would use any real threat to force the ceiling.

How You Can Get A Merit Promotion

WASHINGTON—Civil Service Commission, in a new departmental circular, has spelled out in fairly good detail just exactly how you can get one of those within-grade “merit” promotion

positions, including the formal requirements and rewards usually outstanding.

For example:

—It should be of an unusual or distinctive character.

—Must be clear.

—Must be issued as an incentive to employees.

—Getting further down to specifics, the Commission suggested that it should be based on a “merit” promotion in any one of the following ways:

3. By setting a “previously unattainable” performance standard.

4. By developing new training methods that result in substantial gains in knowledge, skill, and expense.

4. By improving morale of those in sufficient results in substantial saving in manpower, time, and expense.

4. By better by developing new training methods that result in substantial gains in knowledge, skill, and expense.

4. By better knowledge of personnel.

There is, in fact, no guarantee that if you do these things your employee will be meritoriously promoted. However, the Commission has outlined its standards as a guide to the agencies, and in general, they probably will be followed.

Your Duty is to Keep Fit!

Your good health is a great asset to your country. It is patriotic to keep physically fit.

The following YMCA's of the City of New York are splendidly equipped to help you in your health-building program. They offer—

GYMNASIUMS • SWIMMING POOLS • APPARATUS

Massage and Ultra-Violet Ray Baths

Write to Membership Department of the "Y" Branch nearest you TODAY:

BRONX UNION GRAND CENTRAL HAREL
410 E. 16th St. 215 W. 42nd St. HARLEM
228 E. 47th St. 319 W. 125th St.
M £. 2-1280 WEST SIDE
2 W. 45th St.
SU. 7-4940

A Visit from You will be Welcomed

How To Get It

Civil Service Status” What It Means, Who Gets It, How It Works

Many Federal employees are mystified by “civil service status.” To unravel these mysteries—or at least—The LEAD-ER asks the United States Civil Service Commission for the answers. Here are some answers.

in service.

motions with which the Government, has spelled out that sum.

A Merit Promotion

report a measure which retains most of the features of the present pay act.

reappointed appointments, for which

The federal pay bill now is before Congress as proposed replacements for the adjustments in pay made in April.

Young Group Hit

There is, of course, no guarantee that if you do these things your employee will be meritoriously promoted. However, the Commission has outlined its standards as a guide to the agencies, and in general, they probably will be followed.

The place of previous service, reinstallation of the present ceiling, and reinstatement to positions in the Postal Service (Field) and the position of park policeman in the Department of the Interior—have been for a period not exceeding 6 months after the war, unless otherwise limited.

What is civil service status? Who has it? How is it attained?

1. By setting a "previously"

3. By developing new training

4. By heroism.

5. By "merit" promotions usually are of one step only. In some cases, however, two may be permitted.

Here, in general, is what civil service status may be defined as:

Getting further down to specifics, the Commission suggested that it should be based on a “merit” promotion in any one of the following ways:

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Applications Again Being Received for Civil Service Positions

PERMEN IN 38-50 AGE GROUP

It is still possible to apply for a position as a patrolman or fireman in New York City's service. The City Civil Service Commission, as part of its call for men to fill military vacancies in the Police Department, has decided to give the public another chance at the police examinations for the position of police officer. 

The positions, which are for the duration of the war, will be filled on a competitive basis. All applications are being accepted and will probably get preference in appointments.

How the Budget Affects You

What about deficit for those 38 to 45 years old? Should men in this category be cited in the same breath as those over 45? Do they get the additional $120 a year? How about the others? 

Among the lower paid employees (AFL-CIO unions) the most economic would be the $120, followed by the $100, and $75 for everyone else. 

The increase represents only $70,000 increase in personal services over last year's budget. We intend to fight for and we intend to win the full wage program of our organization.
The following analysis of the qualities necessary for an officer in the Fire Department was written by Frederick J. Bowlin, Battalion Chief, San Francisco Fire Department. It should be read not only by prospective fire officers, but by every prospective (fire officer) and by those who hold the positions of leaders in any other department.

The story is printed through the courtesy of the National Board of Fire Underwriters.

The story is printed through the courtesy of the National Board of Fire Underwriters.
Employees Get Time Off To Attend Baseball Game

A number of departments and offices are granting time off to employees to attend the game to be played at the Polo Grounds on April 16. Civil service employees in the Police, Fire, and Treasury departments, for example, are being granted leave to attend the game. Additionally, the Department of Water Supply and the Department of Public Works have granted leave to employees who wish to attend the game. The Brooklyn Daily Eagle, a newspaper, has granted time off to its employees to attend the game.

Dewey Has Bill Providing System of Grievance Appeals

The Governor's approval is all that remains to permit the establishment of Advisory Appeal Boards for employees in New York City, under the bill introduced by Senator Seymour Halpern and passed by the Legislature. The Municipal Civil Service Commission may appoint one or more of these advisory boards, which will each consist of three qualified persons.

Queens St. George Group Elects Manley DeBoevoie

Charles Stanley DeBoevoie, head of the Civil Service department at Queensboro Hall, New Garden, was elected president of the Queens George Association of Municipal Employees, succeeding Andrew L. Johnson, assistant engineer in charge of the Engineers' Engineering Construction Department of Queens. Others elected were:

First vice-president, Wilbur Lincoln, connected with the Department of Water Supply and Electricity; second vice-president, R. T. Breedlove, of the Tax Department; third vice-president, L. W. Chandler; secretary, Fred C. Rivers; treasurer, R. F. Johnson; Leon Schonmauer, assistant treasurer; John C. Drexel; and Augustus H. Artins.

PATROLMAN—FIREMAN

SAALAR$—$2000 a Year

Mental Classes Monday and Wednesday at 11:30, 11:15 and 11:45 p.m.

Physical Classes Monday, Wednesday and Friday at Convenient Hours

APPLICATIONS NOW OPEN FOR PATROLMAN—FIREMAN

File By April 14

Correction Officer
Mental Class Meets Thursday at 3:30 p.m.

Physical Classes Monday, Wednesday and Friday

Policewoman

Salary—$400 Per Year With Statutory Increase Until $5000

In Reached at the End of 5 Years

Mental Classes Tuesday at 6:15 and 8:30 p.m.

Physical Classes Tuesday and Thursday at Convenient Hours

FREE Medical Examinations for a any of the above examinations before enlisting. Physicians in attendance day and evening.

ATTENDANT GRADE (MALE AND FEMALE)

Tuesday and Friday at 11 a.m. and 1 p.m.

Jr. Insurance Examiner

Finger Print Technician—Comptometer Operator—Card Punch Operator—Secretarial Courses

Short Vacation, Intensive Courses for Men and Women for War Production Jobs as Draftsmen, Assemblers, Inspectors, Machine Tool Operators and Welders

OFFICE HOURS

DAILY 9 A.M. TO 1 P.M. SATURDAY 9 A.M. TO 6 P.M.

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A BODY NEEDS SUPPORT

The Delehanty Institute

115 East 16th Street, N.Y.C. • ST. 9-6900
CIVIL SERVICE LEADER
April 6, 1942

Bill Before Dewey May Clear Path for State Overtime Pay

ALBANY—One of the most vital proposals affecting the state civil service, Governor Dewey for his action is the Settlement
by the Legislature, authorizing
and direct depot in the
Civil Service Department.

Surprisingly, the Governor did not mention the activity of the State and County
in the City of Buffalo, his
or his conferences with representatives
in allowing overtime work for state
and the very day
-the last day of the session of the

The Governor also signed the A
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shortage, and the authori
time was 15 days in the month
states, and the very day

Nearly 100 more, guards, att
and others were ordered by the
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over a period of 15 years of

Act Could Be Passed
The Court of Claims had tried
the claim, but it was dis
had been filed, but it was dis

It was learned from the Civil
in the Department of Public

All Conveniently Located

Here’s How the Layoff Situation Looks Now

(Exclusive)

The LEADER this week com
ments with a view to determining
were taking place, and the
found following our discovery of lay

No layoffs scheduled in the

No layoffs in the Department of

The discontinuance of milk pub

in the Department of Agri

No layoffs in the State Liquefied

The case of Governor Maltese, one of who was a

No layoffs in the parcel Board.

The New York Herald, on the other hand, is try

No layoffs in the parcel Board.

The New York Times of the

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A proposal to allow the

In a week.

HEARING FOR SALE

Full, rich, glorious hearing with

For the best in hearing

DUNSHAW COMPANY
110 FIFTH AVENUE
5TH AVENUE AND NEW YORK CITY

SPECIAL COURTESY TO

-100,000 federal and state employees, unless they

There was no layoff in the

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Another Big Suit

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ALBANY—Four of the five

The sale action brought
CIVIL SERVICE LEADER

General
Bradley’s Column

By Brigadier General
John J. Bradley (Ret.)

**War Service Diplomas for High School Seniors**

High school seniors who leave school within the last two months of their final semester will now receive War Service Regents diplomas. These diplomas will be honored by colleges and universities as evidence of graduation from high school. Pupils leaving high school for work on approved farms will also receive these diplomas. On April 29 and 30 special examinations will be given for high school diplomas.

**How Soldiers’ Families Can Use Army Emergency Relief**

Founded to aid relatives and dependents of soldiers, Army Emergency Relief is the organization to help those who have left behind, in the event of trouble. Here are some of the instances in which A.E.R. is ready to help:

1. A source of information, advice and aid as to financial problems of soldiers’ families.
2. Lends money to soldiers and their families to meet legitimate emergencies. No interest is charged, and the debt may be paid in installments.
3. Makes cash gifts if the emergency is serious.
4. Helps the soldier and his family when funds are delayed because of sudden transfer, foreign service, or other reasons.
5. Cooperates with the Red Cross or other agencies to provide modern care, hospitalization, food, fuel, clothes, etc.

**How U.S. Employees Get Deferment**

War Manpower Commission’s Deferment Review Committee, set up at the President’s order to handle Government draft deferrals, has further clarified its rules. The new regulations relate only to 2-B ("necessity man") de- ferments. Here are the things you will want to know:

1. All agency requests for 2-B deferments must first be reviewed by an agency deferment committee.
2. When sent to local draft boards, the requests must be officially stamped “Authorized Government Request.”
3. In determining whether or not you are entitled to a 2-B deferment the agency committee must decide whether you work in an ‘essential’ unit of that agency. Specifically, it must decide whether your unit is “necessary to the war effort by providing food, clothing, shelter, health, safety, and other requirements of our daily life, or engaged in war production by processing or producing ships, planes, tanks, guns and other military items or materials directly used in the prosecution of the war.”
4. If it has determined that you work in an “essential” unit, the committee must then decide (1) whether you are irreplaceable or whether a replacement is available (2) whether your removal would cause serious loss, “the phrase really means serious loss.”
5. Furthermore, you must have had an “extended” period of training or experience in your particular job.
6. The agency must face “serious difficulty, not more inconvenience” in replacing you.
7. The committee has listed four types of work that ordinarily can be considered for 2-B deferrals. These are: (1) Top administrative jobs (2) Jobs in war production and supporting activities (3) Essential clerical work—meaning “work that usually requires male employees because of social pressures and traditional habits, including the occupations of women, investigative agents, forest rangers, border patrolmen, prison guards, and other comparable occupations.”
8. The committee can act only when it has fairly classified its rules. General Bradley cannot undertake to answer individual questions. Those of general interest, however, will be answered in this column.
These Pay Raises Aren't Good Enough

The reaction of New York City employees to the Mayor's executive budget released last week could be described in these words:

"We are interested. But we are not overwhelmed."

The pay increase, at 21 cents an hour for city employees and 47 cents an hour for those in private industry, is about $2.30 a week. This doesn't approach the 15 percent "little steel" formula which has prevailed for employees in private industry.

There are some categories, mainly in the hospitals, who weren't brought up to the minimum. It isn't clear, either, from the Mayor's message, whether or not all museum and library workers are to receive at least $1,200. The cost would not be too great if that minimum were set for all in the budget. The Board of Estimate's work is entitled to at least that amount.

Moreover, there seems little reason why the $1,200 minimum could not be established for all employees. The Mayor wisely brought all 1,600 clerks and typists to that figure. There are still some categories, mainly in the hospitals, who weren't brought up to the minimum. It isn't clear, either, from the Mayor's message, whether or not all museum and library workers are to receive at least $1,200. The cost would not be too great if that minimum were set for all in the budget. The Board of Estimate's work is entitled to at least that amount.

The mayor had wanted to do something for the pensioners in the $5,000 to $9,000 category in the State, and the $9,000 to $18,000 in the Federal government. He's been unable to do that since the Mayor has been unable to get agreement between the Budget Bureau and the Legislature on the terms of the budget. spokesman for the Mayor said that the pensioners also got a 15 percent increase, and that they are happy with that.

There is a problem in the pension and retirement benefits of the employees. Because of Color

Tuesday, April 6, 1943

Letters

Complains of Bias

Because of Color

Since the 1920's, when August, 1942, I have been attempting to get a position, preferably as a chemist, since I have had 15 years experience in this field.

My husband is now serving with the armed forces and have no one to fend for myself and my brother as well. My family has been poor and I have never been educated and has served with credit to numerous organizations.

Mrs. C.L.J.

The LEADER has long in the past, have fought against race bias in public service. We are seeking all the truth we can find in this area.

EDITOR
CIVIL SERVICE LEADER

POLICE CALLS

Hugger-Mugger On the Loose

The conclusion, grooming and clipping that usually mark the start of a Department meeting was out of the question yesterday at 5:30 p.m. when a ballyhooed 'Hugger-Mugger' was thrown on the floor of the Department meeting. The meeting was compelled to adjourn for the evening at 6:30 p.m. as a result of the madcap antics of the 55th Precinct. The meeting was originally scheduled to start at 5 p.m. and adjourn at 8 p.m. The booking feature of the meeting was to include a discussion of the 40-Hour Week and the new work load planned for the precinct. During the meeting the precinct was not in session and the officers were not on duty. The meeting was interrupted when the majority of the officers were found inside the 55th Precinct nonchalantly engaged in horseplay activities. The meeting was then adjourned until January 25th at 6:30 p.m. and was to be held in the Precinct.

Butch's Budget

What did Butch Harbert say to the press about the proposed police budget? He said, "If you're going to put a new copy machine in the precinct it's going to cost a lot, but it's worth it for the paperwork." He also mentioned that the budget would need to be increased by $100,000 to cover the cost of new equipment.

For Vendos

It's Best Behavior Season

Now's the time to behave! The Police Department has reminded everyone to be on their best behavior during the holiday season. Officers have been instructed to increase their visibility and be especially courteous to the public. The department has also warned against taking gifts or money from individuals.

That Important Subject Of Pans On the Agenda

Correction, please. Last week, we said on good authority, that our city was about to get a new police warden. It's not true! According to our sources, the position of police warden is currently vacant.

WELFARE NEWS

Dear Diary

-Welfare Investigator 428

Monday

Tonight I stood on a brick sidewalk near the corner of Fifth Avenue and 34th Street, waiting for a taxicab. I was at the end of a long line of people, all waiting for the same thing. I was feeling a bit discouraged, but I thought to myself, "Just one more taxi, and I'll be home!"

Tuesday

Today was a long day. I went to the office at 8 a.m. and didn't leave until 5 p.m. I had an important meeting with the City Administrator at 10 a.m. and a conference with the City Council at 4 p.m. I'm really feeling the pressure of my job.

Wednesday

I had a particularly rough day today. I had to deal with a lot of difficult clients. I was feeling really frustrated and discouraged.

Thursday

I'm feeling better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

Friday

I'm feeling more confident now. I had a successful meeting with the City Council and they seem to be impressed with my work.

March 1, 1943

It's a busy day at the welfare department. We're helping people with everything from food stamps to medical bills. It's a challenging job, but I feel like I'm making a difference.

March 2, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 3, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 4, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 5, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 6, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 7, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 8, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 9, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 10, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 11, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 12, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 13, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 14, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 15, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 16, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 17, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 18, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 19, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 20, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 21, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 22, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 23, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 24, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 25, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 26, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 27, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 28, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.

March 29, 1943

I had a busy day today. I saw a lot of people who were in need and I was able to help them. It's rewarding to know that I'm making a difference in people's lives.

March 30, 1943

I had a tough day today. I saw a lot of people who were in need and I was unable to help them. It's frustrating to know that I can't help everyone.

March 31, 1943

I'm feeling much better today. I had a productive meeting with the City Administrator and things are looking up. I'm hopeful that I can improve my situation.
NEW YORK CITY CIVIL SERVICE
EMPLOYMENT OPPORTUNITIES

For the following examinations, applications may be obtained at
the Civil Service Building, 50 West 45th Street. Applications may be obtained and filed by mail. If filed by mail, all money orders and checks must be made payable
at the order of the Civil Service Commission.

Government Printing Office.

CIVIL SERVICE LEADER

For the Positions of
Patrolman, Temporary
(Police Dept.)
Fireman, Temporary

The same mental and physical tests will be given for
both positions. The mental tests may differ in slight degree. The
names of eligibles who qualify for both positions will appear upon
both lists, but the name of an eligible as appearing upon both
lists will be struck from one register only, and will be eligible to
appointment from either register. No second list will be
made to regular members of the Police Department and Fire
Department. All rights and privileges de­
ferred to the protection of per­
sons receiving war service appoint­
ments. This is in view of the fact
that in the performance of duty,
danger to their fellow employees.

Civic Service Leader.

The examination will consist of
a written test, covering general poli­

tics, public regulation of business;
see also announcements 103, 256 and
Announcement 203 of 1942 and
Announcement 162 of 1940 and
Announcement 227 of 1942.

ARMORER, $1,620 to $2,000.

CRANK CASE MANUFACTURER, $1,620.

To: The United States Civil Service Commission, Washington, D. C., or
the United States Civil Service Commission, Boston, Mass., or
the United States Civil Service Commission, St. Louis, Mo.

Applications by mail will be ac­
cepted until May 15, 1942.

The examination will be given in
the language of English. The
examination will consist of a written test, covering

Subjects and Qualifications: Qualifying
requirements and application forms, apply to the
Board of Examiners, Twenty-ninth Street, New York
City, for appointment in accordance with the
conditions set forth in the Announcement.

Applications must be filed not later than May 15, 1942.

Applications will be accepted by mail until May 15, 1942.

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Applications will be accepted by mail until May 15, 1942.
The 2nd War Loan Starts April 12

THEY GIVE THEIR LIVES...YOU LEND YOUR MONEY!

THERE GOVERNMENT of the United States is asking us to lend it 13 billion dollars in the next few weeks. We can do it. And we must do it. Every American must realize the truth:

In this, our toughest war, we’ve made a good start. We’ve trained a lot of men—made a lot of weapons—but a lot of ships.

But it’s only a start. No man or woman among us would contend for a single instant that we’re doing enough now to win this war!

We’ve Got to Build More!

We broke all records building 8 million tons of shipping last year. But grim-faced Army and Navy men will tell you that the 18 MILLION tons we’re building this year still won’t be enough!

We’ve Got to Fight More!

From now till this war is won, America must be on the offensive. In ever-increasing numbers, your sons, brothers, husbands must go into actual battle, and those who have already begun to mount their weapons must continue—or they will not grow less.

And We’ve Got to Buy More War Bonds!

Sure we’re all buying War Bonds now. But we’ve got to help pay for our increased fighting and building... We’ve got to match, as best we can, the sacrifice of those Americans who are toiling and sweating on a dozen battlefronts—with the bloodiest yet to come. The blunt fact is this: to keep our war machine going, we’ve got to dig up 13 billion extra dollars this month. 13 billion dollars over and above our regular War Bond buying!

In the next few weeks you may be visited by one of the thousands of volunteers who are contributing their time and effort to this Drive. But don’t wait for him. Make up your mind now that before this drive is over, you’re going to march right down to your nearest bank, Post Office, or place where they sell War Bonds, and do your duty. And don’t ever forget this: in doing your duty, you’re doing yourself one of the biggest favors of your life!

For United States War Bonds are the greatest investment in the world—bar none. They’re investments tailored to fit your particular situation. And they give you the chance of a lifetime to order and get the kind of world you want to live in after this war. Every cent you put in War Bonds now will help to guarantee plenty of peace-time jobs making peace-living for every one of us.

For your Country’s sake—for your own sake—invest all you can!

There Are 7 Different Types of U. S. Government Securities — Choose The Ones Best Suited For You:

United States War Savings Bonds—Series E: The perfect investment for individual and family savings. Gives you back $4 for every $3 when the Bond matures. Designed especially for the smaller investor. Dated 1st day of month in which payment is received. Interest: 2 1/2% a year if held to maturity. Denominations: $25, $50, $100, $500, $1000. Redemption: any time 60 days after issue date. Price: 75% of maturity value. 2 1/2% Treasury Bonds of 1964-1966: Readily marketable, acceptable as bank collateral, these Bonds are ideal investments for trust funds, estates and individuals. A special feature provides that they may be redeemed at par and accrued interest for the purpose of satisfying Federal estate taxes. Dated April 15, 1945; due June 15, 1969. Denominations: $500, $1000, $5000, $10,000, $100,000—also $1,000,000 if registered. Redemption: Not callable till June 15, 1964; thereafter at par and accrued interest on any interest date at 4 months’ notice. Subject to Federal taxes only. Price: par and accrued interest.

Other Securities: Series "C" Tax Notes: 3 1/2% Certification of Indebtedness; 2% Treasury Bonds of 1950-1951; United States Savings Bonds Series "F"; United States Savings Bonds Series "G".

13 billion dollars must be raised!

This Advertisement Is a Contribution to America’s All-Out War Effort
These Are The Qualities For a Good Fire Officer

(Continued From Page Four)
Be calm in emergency, undisturbed, even calm in the face of danger. If you are a real leader your man will take their mental attitude that your superior appears to be. In danger they will watch your movements, even your facial expressions, for your determination. It is then that you should drop some casual remark, do any seeming nothing naturally, showing that you are at ease and preparing for your normal circumstance, and thus help your men to regain their waving confidence. In time of unusual stress, you must avoid showing annoyance or impatience.

The officer who loses his temper and harry chases his men not only forfeits a percentage of his self-control, but incurs resentment. If you rob a man of his self-control, not only does he cease to respect you, but he becomes a low to himself and to his department. The use of cussing and the practice of reprimanding a man in the presence of others is the most common and cruel of offenses against a man's self-respect.

Punishment is often necessary, however, administrated intelligently as a corrective measure. But the idea that a man has paid the just penalty, and will not re-offend, is a terrible misconception. The punishment has been endured and is not a confirmed offender.

If you must reproach a man, take the opportunity to reprimand intelligently as a corrective measure. But the idea that a man has paid the just penalty, and will not re-offend, is a terrible misconception. The punishment has been endured and is not a confirmed offender.

To command men one must first know them. They are human and can be slow. The best men are honest in their mistakes. If you are a real leader you will be able to recognize your mistakes. A man who is master of himself. "Passion Play" Recital
On Monday, April 11 at 8 p.m. a presentation of the "Pas­

sion Play" will be given at St., Roch's Auditorium, 313 East 100th Street, New York City. The admission will be 50 cents for adults, 25 cents for children and free for students. The proceeds will be given to the "Red Cross". For further information, write to 500 West 5th Street, New York City, or phone MURRAY HILL 2-1385.
CIVIL SERVICE LEADER

Tuesday, April 14, 1942

Many Agencies Lose Employees

(Continued from Page Two)

Several Federal departments and agencies have already had a considerable number of their employees taken by the armed services, and many more are expected to be inducted as the call to service continues.

Dr. J. Lewis Fenner, editorial writer for the Leader, in a recent article, pointed out that many of the employees who have taken up military service have left openings in their departments that are difficult to fill.

The situation is particularly critical in the public service, where the number of employees who have left the armed services is rapidly increasing.

Dr. Fenner stated that the situation is not unusual, as many employees have been called to service in the past and have returned to their former positions.

The President's Commission on Civil Service has already taken steps to ease the situation by issuing a statement encouraging employees to remain in their positions and continue their work.

ployees under the War Service Regulations does not affect the original status of such employees.

They retain, in their new assignments, the status they formerly held.

If Reinstated to Private Jobs

The status of employees released for war jobs in private industry under Section 4 of War Service Regulations IX is similarly governed.

Employees so released must be entered in appropriate classes, and, in the termination of such employment because of reduction of forces or retirements, the original status enjoyed by such employees is not disturbed.

Transfers

Employees transferring within the Government and employees transferring to private industry generally retain the status under which they entered Federal service (except for those who were separated because of evidence of unsuitability, such appointment may not be made).

Furthermore, the employee's re-employment rights are protected in the same manner as those of an employee who was transferred to private industry.

If You Enter Military Service

Under the Commission's procedures, an employee who enters the armed services must have his present civil service employment rights preserved.

In many cases, the employee's appointment under Section 5 of Civil Service Rule IX is similarly governed.

If Released to Private Jobs

The employee's re-employment rights by reason of termination of such employment will be preserved, subject to certain conditions.

To sum up: Classified civil service status can best be explained in terms of the advantages which derive from it.

The entrance of persons into temporary employments in national interests is a fact of War.

Let me show you how, by scientific clean-up and disposal of trash, they will also call for lugs, clean, and de-moth and store them, and return them when you're ready.

A demonstration will prove the value of your Home and shampoo your floor, and de-moth and store them, and return them when you're ready.

A demonstration of X-Ray machine at work being given at the Manhattan Assisting School, 604 East 53rd Street, which tour for demonstration purposes, offers an opportunity to view the work of the professional X-Ray operator.

The demonstration is being held in the X-Ray School at 414 Fulton Street, New York City, every Tuesday from 6 to 7 p.m., for the benefit of the public.

The display will include demonstrations of various types of equipment used in the field of X-Ray therapy.
Pel Grive Ender

One of the best paid clerical workers for one of the largest insurance companies in the city, who last year earned more than $20,000, was the driver of a motorized garbage truck that sometimes refused to start. The driver was charged with being drunk at the wheel of the vehicle, which was carrying 300 pounds of garbage, and was released on $500 bail. The matter will be referred to the jury for determination.

Back to an Old System?

Expiration of the "Make-believe" time-and-a-half for over-time provisions will place all postal employees under the old rules. Mr. Hoan, the House postal chairman, has said that if something is not done the post office will have to replace its overtime with substitute workers.

Idea of the Week

Use kindful of postal workers to replace them, thus solving manpower and dependency problems with one stroke, is the suggestion of Mrs. Mary Sparks of Patching.

Rumblings

Postal unions are preparing to appear at a meeting of all the unions of the country to promote the possibility of substitution for employees under the "time and a half for over-time" provision of the new regulations. The meeting is to be held this Saturday.

Legal Notice

The legal notice of the April 12th performance of "The Moon Is Down" by G. B. Shaw, at the Abbey Theatre, was published on April 9th.

Dinner for Two

On April 9th, the Abbey Theatre will be the setting for a dinner for two. The guests will be guests of honor at the dinner, which will be held at the Abbey Theatre.

The Circus

The Ringling Bros. Circus will be in town for the next three weekends. The circus will be at the Madison Square Garden on April 9th, and at the Madison Square Garden on April 16th.

Theatre Collection

A collection of items from the Ringling Bros. Circus is being sold at the Madison Square Garden on April 9th. The collection includes books, postcards, photos, and other memorabilia from the circus.

Rating Scale

100% — Must be seen.
95% — See it.
90% — Very good.
85% — Good.
80% — Fair.
75% — Poor.
70% — Bad.
65% — Horrible.
60% — Must not be seen.
55% — Terrible.
50% — Total disaster.
45% — Only for die-hard fans.
40% — Worst film ever.
35% — Must be avoided.
30% — Total failure.
25% — Absolutely terrible.
20% — Do not watch.
15% — Complete disaster.
10% — Avoid at all costs.
0% — Never watch.
Key Men Ask War Service
As 'Slacker' Charge Answer

WASHINGTON.—As a result of the draft, the charge that 47-year-old Federal
employees, which have been levied at Fed­
eral employees have indicated their intention to
be funded charges. The Committee is rapidly assuming
State are offering free one­
teer farm work is being geared.
There are many agencies in
months, new machinery for the
is at 261 BROADWAY. Tel: W orth 2­0809
WASHINGTON. — As a result
"FIREMAN — PATROLMAN"
PARTIAL LIST OF CONTENTS: Judgment
by the AFSCME, stated this week
the AFL group takes into mem­
bership technical and specialized
unions rather than a great many
by the war. Why have they
to the relief available in
complicated code. A reduction of the large
City employees in six depart­
ments have received charters from the American Federation of
employees (AFL). Ellis Ranen, for­
ceeds 10 percent increase on May 1, un­
for offices. They are available at 60 East
This is page 16 of 16.

CIVIL SERVICE LEADER

Tuesday April 4, 1943

WASHING­

(CP)

should bring their certificates of
training with them. Airline and
accept those who are in the
ertainment unless they are
must have

Patrolman — Fireman Candidates!
You Need the Newest ARCO Civil Service Test Guide!

"FIREMAN — PATROLMAN"

New York City Police Department — Fire Department

Tells you all you need to know about how to
test your pass your test. Contains hundred­
dreds of test type questions and answers; simplified, direct in­
terriment Manual; Vocabulary; Word
Training; Nomenclature.

New York Officers of
AMERICAN FEDERATION OF STATE,
COUNTY & MUNICIPAL EMPLOYEES
are at 261 BROADWAY. Tel: Worth 2­0809
Inquiries Are Invited
ELLIS RANEN IS THE REPRESENTATIVE

Patrolman — Fireman Candidates!

NEW YORK OFFICERS TO HAVING TEST FOR CIVIL SERVICE, JUNE 17TH

City employees in six depart­
ments have received charters from the American Federation of
employees (AFL). Ellis Ranen, for­
oward and 70 cents for the third
and fourth work week. When a trainee is qualified, pay is raised
$10.00­$1.30. The work week is
required to work 54 hours. Applen­
tions must be prepared to work
the night shift. Those who have completed the
in aircraft sheet metal work or
machine shop occupations. Those who have completed courses
in aircraft sheet metal work or
machine shop occupations. Those who have completed courses
will get a 10 percent increase; $2,000
will receive $1,960 an
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