

57<sup>th</sup>

**A N N U A L R E P O R T**

UNITED STATES  
CIVIL SERVICE  
COMMISSION

**FISCAL YEAR ENDED JUNE 30**

1940

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# HISTORICAL REGISTER

## UNITED STATES CIVIL SERVICE COMMISSION

### COMMISSIONERS

HARRY B. MITCHELL, PRESIDENT, *Montana*

LUCILLE FOSTER McMILLIN, *Tennessee*

ARTHUR S. FLEMMING, *District of Columbia*

LAWSON A. MOYER, *Executive Director and Chief Examiner*

### COMMISSIONERS, CHIEF EXAMINERS, AND SECRETARIES SINCE 1883

Name	Whence appointed	Date of oath of office	Date of retirement
<b>COMMISSIONERS</b>			
Dorman B. Eaton	New York	Mar. 9, 1883	Resigned Apr. 17, 1886.
John M. Gregory	Illinois	do	Resigned Nov. 9, 1885.
Leroy D. Thoman	Ohio	do	Do.
William L. Trenholm	South Carolina	Nov. 9, 1885	Resigned Apr. 17, 1886.
Alfred P. Edgerton	Indiana	do	Removed Feb. 9, 1889.
John H. Oberly	Illinois	Apr. 17, 1886	Resigned Oct. 10, 1888.
Charles Lyman	Connecticut	do	Resigned May 24, 1895.
Hugh S. Thompson	South Carolina	May 9, 1889	Resigned June 23, 1892.
Theodore Roosevelt	New York	May 13, 1889	Resigned May 6, 1895.
George D. Johnston	Louisiana	July 14, 1892	Removed Nov. 28, 1893.
John R. Proctor	Kentucky	Dec. 2, 1893	Died Dec. 12, 1903.
William Gorham Rice	New York	May 16, 1895	Resigned Jan. 19, 1898.
John B. Harlow	Missouri	May 25, 1895	Resigned Nov. 14, 1901.
Mark S. Brewer	Michigan	Jan. 19, 1898	Died Mar. 18, 1901.
William A. Rodenberg	Illinois	Mar. 25, 1901	Resigned Mar. 31, 1902.
William Dudley Foulke	Indiana	Nov. 15, 1901	Resigned Apr. 30, 1903.
James Rudolph Garfield	Ohio	Apr. 24, 1902	Resigned Feb. 25, 1903.
Alford W. Cooley	New York	June 18, 1903	Resigned Nov. 6, 1906.
Henry F. Greene	Minnesota	June 20, 1903	Resigned Apr. 30, 1909.
John C. Black	Illinois	Jan. 16, 1904	Resigned June 10, 1913.
John A. McIlhenny	Louisiana	Nov. 30, 1906	Resigned Feb. 28, 1919.
James T. Williams, Jr.	North Carolina	May 5, 1909	Resigned May 25, 1909.
William S. Washburn	New York	May 26, 1909	Resigned June 30, 1913.
Charles M. Galloway	South Carolina	June 20, 1913	Resigned Sept. 7, 1919.
Herman W. Craven	Washington	July 3, 1913	Resigned Mar. 16, 1919.
Martin A. Morrison	Indiana	Mar. 13, 1919	Resigned July 14, 1921.
George R. Wales	Vermont	Mar. 17, 1919	Died Sept. 16, 1933.
Mrs. Helen H. Gardener	District of Columbia	Apr. 13, 1920	Died July 26, 1925.
John H. Bartlett	New Hampshire	July 15, 1921	Resigned Mar. 12, 1922.
William C. Deming	Wyoming	Mar. 31, 1923	Resigned July 6, 1930.
Miss Jessie Dell	Georgia	Sept. 18, 1925	Resigned May 11, 1933.
Thomas E. Campbell	Arizona	July 7, 1930	Do.
Leonard D. White	Illinois	Mar. 26, 1934	Resigned June 15, 1937.
Samuel H. Ordway, Jr.	New York	Sept. 15, 1937	Resigned May 31, 1939.
Harry B. Mitchell	Montana	May 12, 1933	
Lucille Foster McMillin (Mrs. Benton McMillin)	Tennessee	do	
Arthur S. Flemming	District of Columbia	July 8, 1939	
<b>CHIEF EXAMINERS <sup>1</sup></b>			
Charles Lyman <sup>2</sup>	Connecticut	May 11, 1883	Resigned Apr. 17, 1886.
William H. Webster	do	Aug. 28, 1886	Died Mar. 23, 1896.
A. Ralph Serven	New York	June 4, 1896	Resigned June 7, 1903.
Frank M. Kiggins	Tennessee	June 8, 1903	Died Oct. 26, 1908.
George R. Wales <sup>2</sup>	Vermont	Dec. 16, 1908	Resigned Mar. 16, 1919.
Herbert A. Filer	Maryland	May 25, 1920	Died Feb. 10, 1927.
Fay C. Brown	Iowa	Mar. 14, 1927	Resigned Mar. 16, 1927.
Howard A. Edson	District of Columbia	Mar. 21, 1927	Resigned Aug. 27, 1933.
Lawson A. Moyer <sup>3</sup>	South Carolina	Aug. 28, 1933	
<b>SECRETARIES <sup>4</sup></b>			
William S. Roulhac	North Carolina	June 11, 1883	Died Apr. 17, 1884.
Robert D. Graham	do	Apr. 25, 1884	Resigned Sept. 15, 1886.
John T. Doyle	New York	Sept. 15, 1886	Retired June 30, 1932.
E. Claude Babcock	Michigan	July 2, 1932	Resigned July 31, 1933.

<sup>1</sup> Title changed from Chief Examiner to Executive Director and Chief Examiner on June 29, 1938.

<sup>2</sup> Appointed Commissioner.

<sup>3</sup> Mr. Moyer when promoted to chief examiner had served on the Commission's force for 19 years, during the last 14 years of which he held the position of district manager.

<sup>4</sup> On Sept. 12, 1933, the Commission transferred the functions of the secretary to the chief examiner and ruled that the position of secretary would not be filled.



## LETTER OF TRANSMITTAL

WASHINGTON, D. C., *November 15, 1940.*

THE PRESIDENT OF THE UNITED STATES.

SIR: In our last annual report we stressed two points, namely, (1) the absolute necessity of providing the United States Civil Service Commission with additional funds and personnel, and (2) the elimination of any possibility of mixing politics with defense by placing the responsibility for recruiting the civilian personnel needed in connection with the national defense program in the hands of the Commission.

Since the report was written, (1) the Commission has been provided with additional funds and personnel, and (2) both the executive and legislative branches of the Government have decided not to permit the mixing of politics with defense and have turned over the recruiting of civilian personnel for the defense program to the Commission's experienced staff.

As a result, the Commissioners and the members of the staff appreciate that the civil-service system is being subjected to the severest test to which it has ever been subjected in the history of the Federal Government. We know that the responsibility rests on the Commission to demonstrate that a central personnel agency can function during an emergency such as the one which confronts the Nation at the present time. We believe that if this is demonstrated it will not be possible in the future to open the doors to the opponents of the civil-service system on the excuse that the Civil Service Commission cannot recruit personnel fast enough to meet the needs of the Government.

In a still broader sense, we appreciate that ours is the opportunity to demonstrate that this particular segment of democratic machinery can function more effectively and more efficiently than machinery which evolves from totalitarian philosophies of government.

We welcome, therefore, this opportunity of reporting to you and, through you, to the country on the progress we have made.

### *Objectives*

The following are the thoughts and considerations which have controlled all of our planning in connection with the national defense program:

1. We believe that "it is later than you think" and have operated, are operating, and will continue to operate accordingly.

2. We believe that in recruiting civilian personnel every hour and every minute of every hour is precious, and that the Commission and the operating departments that are responsible for the defense program must eliminate everything that resembles "red tape" in order to get the best available personnel when it is needed, and not one day later.

3. We believe that personnel procedures both within the Commission and within the operating agencies of the Government must be subjected to the closest possible scrutiny in order to insure the fact that we shall not try to preserve prerogatives at the expense of the national welfare.

4. We believe that every resource available to the Government must be utilized in an effort to insure the fact that persons of unquestioned loyalty will be recruited for Government positions, and we further believe that any doubts as to an individual's loyalty must be resolved in favor of the Government.

5. We believe that—

(a) Every Federal employee who is participating to any degree whatever in the national defense program should shape his life so that he can give to the Government all of the energy and talents at his disposal;

(b) It is the first duty and responsibility of every supervisor and administrator to work with his employees so as to insure their rendering such a service;

(c) The vast majority of Federal employees are rendering the maximum of service, but that if it becomes clear that employees, supervisors, or administrators in any unit are not doing so, immediate steps should be taken to correct such situations. There can be no "slow downs," intentional or unintentional, either in or out of the Government.

### *The Magnitude of the Job*

In developing plans which will harmonize with the objectives above outlined, the Commission has had to keep constantly in mind the magnitude of the defense program.

During the fiscal year 1941 the Commission will be called upon to recruit persons for at least 240,000 positions. From June 1, 1940, to the first week in November 1940, over 160,000 placements were made in the War and Navy Departments alone. This does not mean that 160,000 positions were filled because in some instances, due to turnover, it was necessary to recruit more than one person per position.

The Commission's plans for handling this tremendous responsibility have not been hastily conceived. The entire staff is under

heavy obligations to the past. When this Nation entered the first World War, the civil-service system did not cover nearly so wide an area as it covers today, but during the World War the civil-service system did not lose any ground.

The staff of the Commission made an enviable reputation during those critical days. Today we have the advice of persons who were in key positions then and who are in key positions now. This advice is invaluable.

Furthermore, many of the plans which are now in operation were carefully worked out in the summer of 1939 and then held in abeyance until the latter part of May 1940.

### THE COMMISSION'S NATIONAL DEFENSE PROGRAM

The Commission's objectives, the magnitude of the defense program, the opportunity to draw on past experience, and the advance planning which took place in the summer of 1939 have all resulted in the following plans being put into operation:

#### *Elimination of unnecessary procedural steps.*

Every employee of the Commission understands that persons charged with the responsibility of making initial decisions must make them properly, and that the Commission will not tolerate delays incident to having these decisions reviewed by a large number of persons.

We believe the Nation should not and will not stand for delays in the defense program caused by those who insist on reviewing the work of others either because of a lack of confidence in their fellow workers or because of a mistaken conception of how to save their own jobs.

In the interest of speed and without detracting in the least from the quality of the work, the Commission's administrators and supervisors have delegated authority to act to those who are working with them, and as a result, delays ranging from a few days to a number of weeks have been eliminated.

It must be kept in mind, however, that the Civil Service Commission is a service agency. Authority to act can be delegated within the central office of the Commission without regard to the administrative practices of the operating departments that are serviced by the Commission.

The Commission, however, cannot, in many instances, delegate authority to act to its field representatives unless the Government agencies which the Commission serves are willing to do likewise.

We are happy to report that the Commission has developed plans with a number of the defense agencies whereby transactions are now



handled in the field in a few hours which formerly were handled in Washington after a lapse of weeks. This is particularly true in connection with the service which the Commission is rendering to the War and Navy field establishments.

More progress, however, can be made along these lines, and the Commission will do everything within its power to see to it that there is continued progress.

The Commission is concerned over the many procedural steps that are often required within the departments and independent agencies in connection with personnel transactions. From one point of view this might be regarded as a matter which should not concern the Commission. Actually, however, whenever there are delays in connection with the procurement of personnel the public and operating officials blame the classified civil-service system as a whole without any attempt to isolate the reasons for the delays. Consequently, any practices which result in a reflection on the adequacy and efficiency of the classified civil-service system are of concern to the Commission.

We desire, therefore, not only in the interest of the civil-service system as such, but in the interest of expediting the defense program, to eliminate every unnecessary step in our own procedures and to cooperate through the Council of Personnel Administration with the defense and other Government agencies in the elimination of unnecessary steps, as far as personnel transactions are concerned, within their own organizations.

*"Beating the bushes" for qualified personnel.*

It is difficult to obtain qualified personnel for many of the national defense positions.

Consequently, it is necessary for the Commission to use all of the modern channels of communication in order to call to the attention of citizens everywhere the needs of the Government for qualified civilian personnel in connection with the defense program.

The Commission has found it necessary to send qualified examiners into communities in various sections of the country for the purpose of interviewing possible applicants and acquainting them with the needs of the Government and with the employment conditions surrounding certain types of work.

In carrying on this phase of its program, the Commission has had the enthusiastic and intelligent cooperation of the Bureau of Employment Security, organized labor, the radio industry, press associations, newspapers, the International Association of Chiefs of Police, the motion-picture industry, educational institutions, and numerous professional and scientific associations. The Commission has also, of course, utilized the services of its 5,000 local secretaries who are located in first- and second-class post offices throughout the country.



### *Coordination of recruiting with training programs.*

In many occupational areas the defense agencies and the Commission know that there will not be enough skilled personnel in the country to take care of the defense needs.

In order to meet this situation, defense agencies have in many instances launched training programs of their own. The Commission, through its Director and Coordinator of Training, has made a thorough survey of these training programs with the end in view of tying its recruiting activities into these programs and also for the purpose of making suggestions as to additional programs that in all probability should get under way in order to take care of present and future personnel needs.

In addition, the Office of Education is engaged in stimulating and helping to finance extensive training programs designed to provide persons with the specialized backgrounds needed in connection with the defense program. The Commission is making sure that its examination requirements are coordinated with these training programs.

Unquestionably, more and more emphasis must be placed on this phase of the defense program.

### *Utilization of liaison officers.*

The Commission must keep in constant touch with national defense agencies so that plans for meeting personnel needs can be promptly formulated and executed.

The Commission has therefore appointed a group of its outstanding staff members as liaison representatives, each one of whom has been assigned to a defense agency or to a portion of a defense agency. These liaison representatives have been given full authority for meeting the various situations which arise. They saturate themselves with the operating needs of the agencies to which they are assigned, and they see to it that the personnel needs of the defense program are met without delay. They must stay with a particular assignment until the needed personnel is at work.

In the field service this same policy is pursued by providing the Commission's district managers with personnel which, in many instances, is domiciled at the Army and Navy field establishments with full authority to make decisions in the name of the Commission.

### *Obtaining accurate information on personnel resources.*

The Federal Government has never had an accurate over-all picture of the qualifications of the hundreds of thousands of persons who are working for it.

As a result, the Commission has held Nation-wide examinations to fill a small number of jobs when undoubtedly persons with the required

qualifications were already working for the Government and were anxious for an opportunity to participate in the kind of work for which there was a need.

Therefore, in the interest of speed and in the interest of utilizing to the fullest degree the personnel already on its rolls, the Government, through the Commission, is now in the process of coding the experience and educational background of approximately 600,000 employees. This information will be transferred to punch cards, and as a result, when requests are made for personnel it can be promptly ascertained whether the personnel needed is already in the Federal service before a recruiting program is started.

The Commission is also cooperating with the National Resources Planning Board in the establishment of a National Roster of Scientific and Specialized Personnel. Natural and social scientists throughout the country are being asked to provide the Government with the information necessary to determine their qualifications for particular types of work and their availability for service in connection with the national defense program. The experience and background of these persons will be evaluated by outstanding consultants in the various fields, will be coded, and will then be transferred to punch cards. The project is being supervised by an advisory committee appointed by the National Resources Planning Board and the Civil Service Commission, of which Dr. Leonard Carmichael, the president of Tufts College, is chairman.

### *Prevention of sabotage.*

The Nation is fully aware of the fact that there are "enemies within." These persons are dangerous in themselves and dangerous because of what they may be able to persuade persons of weak character to do. The last place where "enemies within" should have the opportunity to carry on their acts of disloyalty, and the last place where persons of weak character should be permitted to work, is within the departments and agencies of the United States Government.

In the past the country has paid entirely too little attention to this problem. Theoretically, the responsibility for passing on the character, as well as the abilities of applicants for the Federal service, has rested with the Civil Service Commission. As a practical matter it has never been provided with anywhere near adequate personnel to carry on this all-important work. The Commission sincerely believes that in this respect the country has been pennywise and pound foolish.

In recent months, under the direction of one of its trained and experienced investigators, the Commission has built up a staff of approximately 200 investigators. By January 1941, the number will have been increased to 250. As a result, applicants for many key defense positions are now being investigated where formerly it was

impossible for the Commission to carry on such investigations. In all frankness, however, the Commission must report that there are still many key defense positions to which persons are being certified without such an investigation.

We strongly urge that one of the best investments the Nation can make is to enable the Commission to build up its investigating staff to the point where persons in all defense positions are investigated either before or immediately after they are placed on the job.

In connection with its investigating activities, the Commission has had excellent support and cooperation from the Federal Bureau of Investigation and the investigating units of the War, Navy, Treasury, and other departments of the Federal Government. In no case is the Commission duplicating the activities of these investigating units, but it is utilizing their resources to the fullest possible extent.

### CONCLUSION

It is impossible for this report to reflect the spirit which motivates the Commission's staff. Everyone is proud of the fact that the Government, in connection with the defense program, is utilizing the experience which the Commission has gained in the personnel field. That in itself, however, is relatively unimportant. The consideration that is uppermost in the minds of the staff of the Civil Service Commission is the fact that in one of the most critical periods in our history as a Nation they have the unparalleled opportunity of rendering what is unquestionably a major service. National defense plans will never materialize, unless qualified and loyal personnel can be made available when needed to execute the plans. We consider it a high privilege to be called upon to provide this personnel.

In conclusion, we desire to emphasize the following recommendations:

1. We urge that constant consideration be given by all concerned to the elimination of every unnecessary step in connection with the handling of personnel matters.
2. We urge the continuance of the present financial support which the Commission is receiving so as to insure the fact that there will be no breakdown in the defense program so far as the securing of civilian personnel is concerned.
3. We urge that the Commission be placed in the position where it can certify to the country that no person is occupying a national defense position whose character has not been thoroughly investigated.
4. We urge that, as rapidly as possible, all positions now outside of the civil-service system be brought within that system so that the Federal Government in all phases of its work will be able to utilize the services of a central personnel agency equipped to recruit at the

lowest possible cost the best qualified personnel without regard to considerations other than merit.

Respectfully submitted.

HARRY B. MITCHELL,  
LUCILLE FOSTER McMILLIN,  
ARTHUR S. FLEMMING,

*Commissioners.*

# FIFTY-SEVENTH ANNUAL REPORT UNITED STATES CIVIL SERVICE COMMISSION

## 1940

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### THE DISTRICT SYSTEM AND NATIONAL DEFENSE

THE VALUE of the Commission's district system has never been more clearly or forcefully demonstrated than in the present large scale emergency recruitment of semiskilled, skilled, professional, and technical workers for the agencies engaged in the national defense program.

This recruitment problem has put the Commission to one of the severest tests in its entire history. The test is being met particularly through the Nation-wide facilities of the district system with its 13 civil-service districts having headquarter offices in 13 major cities; its 5,000 local boards of examiners which maintain information and examining centers at post offices and customhouses throughout the country, and approximately 150 rating or establishment boards located at large Government industrial establishments such as navy yards, arsenals, quartermaster depots, and flying fields in continental United States, Hawaii, Puerto Rico, and the Philippines.

The national defense program will require the filling of approximately 240,000 positions in defense agencies. The great majority of these will be employed at field establishments of the War and Navy Departments under the jurisdiction of the district civil-service system. In recognition of the service which the Commission as the central Federal personnel agency is able to render with its experienced staff, the War Department has requested and received assistance in recruiting for positions that are excepted from the requirements of the civil-service laws.

## *Rating Boards and Defense Recruiting*

While the local boards of examiners play a very important part in Nation-wide and district examinations and in publicity for positions in national defense agencies, the local rating or establishment boards are of special value in recruiting for positions in the War and Navy Departments. A majority of these positions are in the mechanical trades and skilled occupations for which examinations are held locally by these rating boards, which have authority, under the supervision of the district manager, to announce such examinations, receive applications, pass on preference claims, investigate the character and experience claims of applicants, rate papers, establish registers, certify eligibles, and audit appointments.

As a further step toward decentralizing and expediting their work and meeting the needs of the national defense program, district managers have stationed rating examiners and rating board inspectors at the rating boards, with full authority to act, as the representative of the district manager, in review of ratings, passing on promotions, handling of appeals, and other matters, many of which previously were referred to the district office or the Commission's central office for action. The membership of the boards has also been augmented by additional employees detailed from the establishments.

### *Reserve Rating Boards*

In addition, the Commission and the departments are cooperatively organizing reserve rating boards at establishments where such boards do not now exist, but where large concentrations of civilian personnel are expected. The members of these reserve boards can thus be appointed and detailed by the establishment for training, in advance of actual needs, in those civil-service functions, procedures, and regulations, which it will be necessary for them to know if the board is subsequently changed from a reserve board to an active board. These boards can be kept continuously informed and trained by the local and rating board inspectors who visit them for this purpose. The number of local and rating board inspectors has been augmented considerably to enable the district managers to keep in constant touch with local and rating boards throughout the country.

The value of the decentralized district system is also apparent in connection with the cooperative relationships which have been developed between the Commission, the Bureau of Employment Security of the Social Security Board, and the Federal-State Employment Services in recruiting qualified workers for the national defense program. This work is carried out by the district managers in cooperation with the State employment service directors and the 1,471 local employment offices, which assist the Commission primarily



in recruiting for those positions where the civil-service registers do not contain sufficient eligibles.

### *District Managers' Conference*

The District Managers' Conference at Washington, D. C., in October 1939 resulted in the development of a number of recommendations which were subsequently approved by the Commission, and which have resulted in the clarification and simplification of procedures. The conference also enabled the Commissioners and other central office officials to reemphasize to district managers the Commission's policy of delegation of authority and of decentralization, not only from the central office to the district offices, but, to the greatest possible degree, within and beyond the district offices to local boards of examiners and special field representatives.

This meeting also gave the managers an opportunity to participate in and become familiar with the Commission's central office management training conferences and, upon their return, to initiate similar conferences in the district offices, so that the objectives of the Commission and its functions and procedures could be clarified and reduced to writing and all employees fully informed of their duties and responsibilities, the relationship of their work to that of coworkers, and to the work of other sections and units of the office. This understanding is fundamental to the principle of delegation and decentralization of authority, responsibility, and operation.

The district managers were again called to the central office in June 1940 for further conference and the development of ways and means of meeting the needs of the newly expanded national defense program. The Commission was prepared for this exigency in large part by previous advance planning, and the district managers were authorized to meet the needs of the national defense program within the general framework of the civil-service rules and existing instructions; and, in emergency, to adopt changes in procedure without requesting further authority from the central office except when absolutely necessary.

### *Streamlined Procedures Adopted*

Following the conference, the Commission adopted a series of measures which streamlined the recruitment program, eliminated unnecessary procedures, liberalized and standardized examination requirements, and implemented the general delegation of authority to the district managers.

The following changes in the examining process were authorized: extension of maximum age limits and revision of experience requirements in examinations for occupations in which there was an existing, prospective, or possible future shortage of workers; liberalization of

physical requirements; further extension of the use of continuously open examinations; use of unassembled instead of assembled examinations when necessary; and standardization of district system examination announcements so that they might be issued by the district office without being first referred to the central office.

National defense agencies have been authorized to promote or transfer probational employees after 30 days of service subject to such noncompetitive tests of qualifications as might be required under the general regulations of the Commission. Apprentices in the navy yard service who have not completed their 4-year course may be promoted to journeyman status; examination requirements have been geared to training programs both within and without the Federal service, not only to facilitate the original recruitment of needed personnel, but to utilize to best advantage the services of persons already employed; district managers and special representatives at navy yards have been authorized to act upon requests for noncompetitive changes in status of navy yard employees. This decentralized procedure, approved by the Commission and the Navy Department, insures immediate action on noncompetitive changes in status of field employees of the Navy Department. Other agencies have joined with the Commission in decentralizing procedures involving the procurement of personnel for field positions.

Among the positive recruiting measures adopted is the inauguration of a Consolidated List to give Nation-wide publicity to district examinations for which local publicity and recruiting fails to secure sufficient eligibles. Weekly reports are made from the district offices on the supply of eligibles. Close liaison has been established with the national defense agencies in order to secure information on personnel needs and to make advance plans to meet such needs. The positive recruiting methods used to meet deadlines set by appointing officials in national defense agencies go beyond the certification of eligibles to the point of getting the actual employees on the job at the time and place designated.

### *Inspector of District Offices*

A full-time inspector of district offices has been appointed to maintain a closer liaison relationship between the central office and the district offices. This is especially desirable at present in order to assist district managers in the further decentralization described above and to maintain proper coordination between the work and procedures of the various district offices and the central office.

In addition, positions of administrative assistant were created in each of the district offices to permit further delegation of authority beyond the district manager and assistant district manager and allow these officials to devote more time to planning, coordination, and contact work rather than routine administrative details.



## *Consolidations Effected in Districts*

In the interest of better administration two consolidations were effected in the district offices on July 1, 1940. One had the effect of placing the entire State of Illinois under the jurisdiction of the Seventh United States Civil Service District; previously, 68 counties in the southern half of Illinois were under the jurisdiction of the Ninth United States Civil Service District.

The second consolidation placed the entire State of New Jersey under the jurisdiction of the Second United States Civil Service District, by the transfer of jurisdiction over 12 counties from the third to the second district.

## *Getting the Men on the Job*

To expedite the making of appointments to defense agencies, these procedures were authorized: extension in certain cases for the duration of the emergency of temporary appointments made pending the holding of an examination (section 2, rule VIII), provided the appointees qualified in the examination; free transfer of eligibility between district offices or between the central office and the district offices; use of selective certification to the fullest extent to reduce the number of examinations; allowing appointments prior to physical examination, subject to later examination; and direct certification from the central office to field appointing officers in national defense agencies.

An immediate circularization was made of registers used by national defense agencies in order to ascertain how many eligibles were available for appointment. In order to expedite the rating of papers, claims for veteran preference were handled only if the claimants could, with preference, obtain eligible ratings; appeals were handled at the local rating boards by rating examiners detailed from the district offices or by local rating board inspectors; eligibles in excess of the requirements of one section were transferred to sections in need of them; and special national defense slips were attached to confidential inquiry vouchers and certificates of eligibles, calling attention to the need for expeditious handling and return of such papers.

Decentralization of investigative work has also been accomplished by stationing a number of field examiners outside the 13 headquarter cities; particularly at Buffalo, New York; Norfolk, Virginia; Jacksonville, Florida; Detroit, Michigan; San Antonio and Dallas, Texas; and Los Angeles, California.

## RECRUITING AND TESTING

THE RAPID EXPANSION of the national defense program has created an urgent need for workers with specialized qualifications. Such workers,

to be of present value to the Government, must have special skills, training, or knowledge which can be put to immediate use. It is the policy of the Commission to furnish those agencies engaged in national defense activities with qualified workers when, where, and in the numbers needed.

The increased demands for workers by private industry have resulted in shortages of available qualified persons in many important occupations. This has made it necessary to utilize every available method for publicizing examinations for positions in these occupations. In furtherance of the effectiveness of the functions of this activity, the press and the radio have been increasingly cooperative. Regular weekly or semiweekly notices of examinations open to the public are sent to large and small newspapers throughout the Nation. Beginning with the week of June 10, the weekly clip-inches of such notices has risen from 90 to 150 percent above the previous average. A mat, reproducing a poster supplied to local civil-service representatives as a recruiting aid, has been printed by several hundred newspapers.

Shortly before the end of the fiscal year the radio industry entered into a cooperative arrangement with the Commission. Over 800 broadcasting stations are now donating time for "spot" notices of positions for which qualified persons are urgently needed. The notices are read several times daily over each station during breaks for station identification. In addition, the radio industry has arranged several coast-to-coast broadcasts by officials of the Commission on the employment needs of the national defense program. The growing interest of the public in civil-service opportunities and the desire of the press and of the radio industry to render a patriotic service have made possible these increased forms of publicizing the needs of the Federal Government.

Consolidated Lists of pending examinations are being distributed not only to local civil-service boards at first- and second-class post offices, but to many third-class post offices as well. For a number of years it has been the practice to confine application-distribution points to the local civil-service boards at first-class post offices. Distribution has now been extended to offices of the second class, thereby facilitating and encouraging competition.

Of increasing importance in the Commission's recruiting activity is the work of principal and senior examiners and liaison officers. A major phase of the duties of these positions consists in advance planning, in cooperation with appointing officers, for the development of recruiting sources and methods. This has included personal contact with schools, professional associations, and other groups, as well as assistance in the establishment of standards in governmental and private training programs. Numerous visits have also been made to naval and military establishments in all parts of the country for the

purpose of securing complete information concerning their present and prospective personnel needs.

The importance of advance planning which the Commission had done in preparation for a possible emergency is increasingly evident. For example, soon after the emergency needs arose, recruiting aid was received from the Bureau of Employment Security by obtaining skilled workers registered with the various State employment service offices. That such cooperation could be given so promptly is attributable to the fact that a system had already been established months before through which these nearly 1,500 offices had been receiving notices of all field and departmental civil-service examinations and were familiar with the Commission's recruiting procedures. Similar arrangements have been established for securing recruiting aid from other sources.

The Commission has long recognized that the aid of the operating agency is invaluable in exploring fields for recruiting. Close cooperation is being maintained between the Commission and the operating agencies in developing plans and procedures. The aid of private citizens and groups has also been of much value. Greater cooperation was sought and secured during the year from heads of industrial associations, scientific associations and societies, labor organizations, and others than ever before.

The new and expanded procedures mentioned above are cited as examples of what has been undertaken by the Commission to supply the national defense agencies with qualified persons who are immediately available for employment in sufficient numbers to meet their needs. In the meantime, the necessity for large-scale recruiting for agencies not directly concerned with the program of national defense continues.

### *Rating Procedures Speeded*

The increased volume and diverse character of testing work arising from the initial demands of the national defense program and the unusual needs of nondefense agencies have been met in a determined and practical manner.

Many testing procedures have been improved; faster rating methods have been developed; certain procedures have been decentralized; and provisions have been made for overcoming shortages known to exist or anticipated in certain occupational groups by resorting to other sources of manpower and by arranging for training of potential sources. In addition, the Commission has assisted the Government agencies more directly than heretofore in selecting fully qualified personnel by closer integration of its certification process with the personnel needs of the agencies. Some of the measures adopted to accomplish these ends are: some examinations which heretofore have

been assembled have been changed to the unassembled type in the interest of speed of rating. In others speedier methods of administering and rating written examinations have been developed. Various tests have been adapted to machine rating, which materially increases the speed with which papers can be rated.

Drafts of announcements of examinations for many field positions which it is anticipated will need to be filled have been placed in the hands of the Commission's district managers for immediate use when occasions arise requiring recruiting of local personnel in the vicinity of the places of employment.

In cases where the increased demands of Government establishments and private industry for certain classes of workers have exhausted or are expected to exhaust the supply of fully qualified workers, requirements for eligibility are modified to permit the recruitment of workers from closely related fields who can with reasonable and not too lengthy training perform the work with satisfactory skill and speed.

In those fields where there are existing or probable shortages of qualified persons, the Commission has obtained agreement of appointing agencies to extension of maximum age limits. In many examinations the limit has been moved up to the retirement age.

In a large number of occupational fields where eligibles are in constant demand examinations have been announced on a continuously open basis. Applications may be filed at any time and ordinarily are rated as soon as received. Eligibles are certified immediately for appointment.

The Examining Division has cooperated with the Office of Education in developing intensive courses for training in occupations in which shortages of qualified persons exist.

Analyses are made of the various special qualifications needed in the many positions filled from eligible registers so that examination requirements may be immediately amended where necessary to keep them in full conformity with the current and changing needs of the service as reflected by these analyses.

Wherever practicable for the more responsible positions the Commission has continued to include objective oral tests in its examining procedure to determine the existence and extent of certain essential qualifications which it is not possible to evaluate on any other basis. Oral examinations have an established place as a testing medium and appointing officers have expressed real satisfaction with the results obtained through them.

## RESEARCH

IN ACCORDANCE with the present emergency program to speed up the examining process, the Research Division undertook the revision of

the stenographer and typist examination in order that the scoring procedure might be simplified and registers established without delay. The general test was revised in such a way as to permit its scoring by machine. The rough draft test was eliminated from the current examination and the procedures for scoring the typing and stenography tests were so altered as to speed up the scoring without impairing the value of the tests. The new test-scoring methods were found to give results corresponding closely to the results obtained from the previous method. As a result of these changes in the examination itself and in the scoring procedures, the time required to score papers will be less than half the time required under the former practices.

Similarly the examinations for substitute railway postal clerk and substitute clerk-carrier were adapted to permit the use of the electric scoring machine on these examination papers. One series of each of these examinations is now ready for use whenever the next examination is held. The test for auditing and accounting assistant and the general clerical test, which forms part of examinations for such clerical positions as card-punch operator, are also being revised to permit simplified scoring.

### *Item Analysis by Machine*

During the year the division has developed methods for using punch-card equipment in analyzing question items. The new procedure permits work that was formerly done by hand to be finished quickly and accurately, with most of the operations performed by machines. Consequently, valuable information heretofore inaccessible because of the time and expense involved in obtaining it may now be made available quickly and cheaply. A study of the results of such analysis reveals the items which are most satisfactory from the point of view of difficulty, selectivity, and fairness. Unsatisfactory items can be avoided in future examinations and adjustments can be made in the scoring of an examination in which they have been used.

A method was also developed during the study of the junior professional assistant examination which insures a much more representative sampling of papers for analysis than formerly. The importance of a geographically representative sample is great, particularly in those examinations in which there appear to be sectional differences in training or ability such that the proportion of eligibles in a nonrepresentative sample would be quite different from that in the entire group.

The junior professional assistant analysis was also used in drawing up a Manual of Professional Test Construction. This manual, for which a preliminary draft is now being compiled, contains principles of test construction designed specifically for professional tests in



various fields. Since the construction principles and preferred types of items are often specific to the various fields, the material is organized by fields, such as agriculture, physical and chemical sciences, engineering, law, and social sciences. Analysis of items has been made within each field and examples for the manual have been gathered from the junior professional assistant examination and from previous examinations in the professional fields. The final form of the manual will be developed in cooperation with the professional examiners of the Examining Division. It is anticipated that new principles will be brought out in future examinations and added to the manual.

### *Editorial Clerk and Other Examinations*

The editing test of the editorial clerk examination was referred to the division because the form in use presented a time-consuming and difficult scoring task with great possibility of scores being influenced by the individual opinions of examiners. A test made up of two new forms was used, after trials of various kinds of test material which could be scored readily and would be objective. Each form gives the competitor a passage to edit. In the first form various possible rewordings of groups of words accompany the passage; the competitor is required to indicate, for each rewording, whether it is acceptable and, if not, to indicate in which of three classes the reason for its not being acceptable falls. In the second form four alternative rewordings are suggested for each entire sentence of the passage; the competitor chooses from these the one which is most desirable. The alternative wordings are clear-cut issues—tests of editorial correctness. Each test gave a good distribution of scores; that each contributed something not tested by the other is indicated by a fairly low correlation between them.

An examination for junior information assistant was constructed to select people whose duties will include the writing of reports and news releases. It was desirable, for this reason, to have the examination consist of report writing from given data and rewriting a poorly constructed passage. A scoring form for composition-writing types of tests was developed. This form, outlining the points to be considered in scoring and the standards to be maintained, assisted those who scored the examination to arrive at objective and uniform ratings.

The division has continued throughout the year the construction of the monthly noncompetitive examinations for second- and third-class postmasters. This examination tests the incumbent's knowledge of the Postal Laws and Regulations and of the work of his post office generally. In order to assure fairness to postmasters of both classes, a Post Office Department official, thoroughly familiar with the work of such postmasters, has reviewed and approved each question before it has been added to the stock of approved questions. The division

developed for this test an accordion-fold arrangement for the test paper which is usable for all 6-page examinations. The new arrangement not only saves paper and labor at the printing office and thus speeds up the printing, but also permits more rapid scoring.

### *Professional Examinations*

As a first step toward development of professional test material in the field of medicine, part-time services were secured of a physician who is also an expert in test-construction technique, and first drafts were made of a large number of objective test items in a variety of medical specialties. Although it was not proposed immediately to undertake the use of written tests for the higher-grade medical positions, it was desirable in the selection of medical internes to have objective records in addition to the certificates given by the various medical schools. A test for this purpose was developed. Because the use of an assembled test in this field was an innovation and it was desirable that the appointing authority be satisfied with its use, each item of the stock from which the series was to be made was submitted to the medical officer in charge of the institution for which the examination was held. The examination gave the desired assistance in differentiating among medical-school graduates; the ratings of competitors were spread throughout the range from failure to almost perfect scores.

Work on the construction of professional examinations of higher grade was continued in the division. Tests were prepared in the field of law to determine competitors' possession of various legal skills. Tests were drafted for the purpose of selecting professional engineers who had specialized in mechanical, electrical, or civil engineering. Construction of several types of tests for positions in economics was also carried on. A characteristic of all these tests designed for selecting professional employees of higher grade is the emphasis placed upon ability to apply theory rather than upon abstract theoretical knowledge.

### CERTIFICATION

THE CERTIFICATION DIVISION is the unit which has direct contact with appointing officers in supplying them with qualified eligibles and therefore is immediately concerned with the defense program.

In a majority of cases, requests for personnel from defense agencies are acted upon within 24 hours after receipt. The Commission has also instituted a system of direct recruitment for some of these agencies. Under this system, when a request for eligibles is received, a certificate is drawn up, but instead of its being delivered to the appointing officer, selections are made by a representative from his office. The Certification Division itself communicates with the eligibles, in most

cases by telegram, air mail, or special delivery letter, and has them report to the Commission's office for the preliminary appointment procedures. Those who are available and physically qualified are sent to the appointing officer ready for duty.

### *Census and Other Temporary Appointments*

In preparation for the Sixteenth Decennial Census the Commission was called upon in the past year to supply eligibles for filling thousands of vacancies in the Bureau of the Census, and there will continue to be a heavy demand for personnel for this work in the early part of the fiscal year 1941. By making plans in advance of the census period in cooperation with the Bureau of the Census, it has been possible to provide an adequate temporary force for this project from existing registers without having to hold a special examination for the Bureau of the Census.

## INVESTIGATIONS

FROM a small beginning, investigations have grown to be a major part of the Commission's work. The history of this growth was described in the 1938 annual report. Under the national defense program, civil-service investigations have become an even more vital part of the merit system.

The Investigations Division, through its staff of field representatives, conducts inquiries relative to character suitability, qualifications, and physical condition, in connection with many types of examinations and a large variety of special problems.

During the fiscal years 1939 and 1940, a large increase in investigational activities was occasioned by three developments: the Executive order of June 24, 1938, extending the classified service; the Ramspeck-O'Mahoney Postmaster Act; and the revised civil-service rules which went into effect February 1, 1939, and which specifically require investigation of the character and personal fitness of applicants whenever practicable. Under this authority, investigations have become a part of the regular procedure for several additional examinations for positions of special responsibility and importance such as medical officers for Veterans' Administration facilities and customs examiners' aids for the Treasury Department.

### *Meeting National Defense Needs*

With the delivery to Congress of the preparedness message of May 19, 1940, and the subsequent development of an enlarged national-defense program, the Commission was confronted with the necessity for a drastic and very rapid extension of its investigative work. This came in part from the increased number of appointments to the Federal service, in part from the increased necessity for speed and promptness



in determining fitness of appointees and eligibles, and also in part from the increased importance of investigating information or reports that persons on eligible registers or proposed for reinstatement were guilty of subversive activities or lacking in loyalty to the United States Government. Investigation is now made of all applicants for certain types of positions in national-defense agencies, even though investigations are not made in the case of like positions throughout the Government service in general.

### *Increased Staff and Reorganization*

So urgent was the need for a staff which could meet the national-defense demands efficiently and promptly, that a decision was reached just prior to June 1, 1940, to increase by more than double the force of field examiners, just as fast as the additional men could be recruited without sacrificing the essential principle of due care in selection and training. It is pertinent to compare the number of field examiners on the rolls at a few selected dates: July 11, 1939—74; May 31, 1940—80; July 31, 1940—164; October 31, 1940—175.

Recruiting, training, and subsequently directing a field force through a more than twofold enlargement was a task of too great proportions to be effectively accomplished without an administrative authority relieved of other responsibilities. The Commission as of June 1, 1940, divided the Investigations Division into two coordinate and independently functioning units: the Investigations Section, under the responsible control of a newly appointed associate chief, and a section charged with evaluating the results of investigations, which continues to be the direct responsibility of the chief of the Investigations Division.

### *Immigration Patrol Inspector Appointees*

As one example of the many special demands made upon the Commission by expanded defense activities, mention may be made of the emergency needs of the Immigration and Naturalization Service in June 1940 for an immediate increase in their force of immigration patrol inspectors. To meet this request, it was necessary to process over 5,000 papers of eligibles and to arrange for oral and physical examinations which required the establishment of over 35 examining boards throughout the country. It was desired that the new appointments should become effective July 1. The goal was successfully reached.

The Commission steadily seeks to make investigations of personal fitness a preventive rather than a corrective measure. This end will be attained if and when it becomes possible to complete in all cases the needful investigations before appointments are effected. The expanding demands made upon the Commission by emergency in-

creases in the Government service render it still necessary in some cases to permit appointments and entry on duty before investigation of fitness is completed. Although this reversal in the order of procedure is undesirable and should be eliminated so far as possible, investigations even under these conditions serve the double purpose of deterring many unfit persons from ever seeking a place in the service and of removing from the service the relatively small number of unfit who receive and accept appointment despite knowledge that their shady past is under investigation.

Investigations of individual applicants for Presidential postmaster-ships increased from 3,536 in the fiscal year 1939 to 5,852 in 1940, or a gain of 65 percent; the number of individuals investigated in all other types of cases increased from 4,270 in 1939 to 6,666 in 1940, or a gain of 56 percent. These figures do not include results from the recent doubling of the force of field examiners, since none of the new appointees had completed his preliminary training in time to complete any investigations before June 30. The work of the new field examiners will first be reflected in the statistics for the fiscal year 1941.

## VETERAN PREFERENCE

THE RISE, year by year, in the percentage of veteran preference appointments of men who were below the age of enlistment in 1918 has been noted in previous annual reports. A considerable acceleration of the rate of this increase may be expected in the near future. Those who are called into active military and naval service, either under the Selective Service Act or as members of the National Guard and the various reserve corps, will become eligible for veteran preference at the termination of their period of active service, if they receive discharges under honorable conditions or are transferred to the reserve forces.

Under the terms of the act of July 11, 1919, all persons who have had active service under enlistment or commission in the Army, Navy, Marine Corps, or Coast Guard are entitled to veteran preference, if they have received discharge under honorable conditions. The active duty contemplated by the Selective Service and Training Act (Public, No. 783, September 16, 1940) and the act authorizing the ordering of the National Guard and reserve corps into active service (Public Res. No. 96, August 27, 1940) is regular active duty and not merely active duty for training purposes. This interpretation has been made by the War Department and (in a decision on military leave) by the Comptroller General.

The following table compares the number and percentage of appointments received by men who were under the age of enlistment during the World War and those who were of enlistment age or older.

# VETERAN PREFERENCE APPOINTMENTS, FISCAL YEARS 1939 AND 1940

*By age of appointees at close of the World War*

Age of appointees in 1918	5-point preference		10-point preference		Percent of total preference appointments	
	1939	1940	1939	1940	1939	1940
Enlistment age: 18 and over (born 1900 and prior)-----	6,060	7,531	1,749	1,926	71.43	69.10
Under enlistment age:						
Ages 13 to 17 (born 1901-05)-----	943	1,140	114	115	9.67	9.17
Ages 8 to 12 (born 1906-10)-----	936	1,248	82	91	9.30	9.79
Ages 3 to 7 (born 1911-15)-----	815	1,249	80	60	8.19	9.56
Ages 2 and younger (born 1916-20)-----	131	296	23	30	1.41	2.38
Total under enlistment age in 1918--	2,825	3,933	299	296	28.57	30.90
Total preference appointments-----	8,885	11,464	2,048	2,222	100.00	100.00

This table includes only appointments of male veterans. During the fiscal year 1939, 495 women received preference appointments, 25 by reason of their own enlistments; in 1940, 633 women received preference appointments, 8 by reason of their own enlistments. For the examinations from which veteran preference eligibles were appointed, consult table 2 in the appendix.

## RETIREMENT

SINCE the passage of the act of August 4, 1939, containing several important amendments to the Civil Service Retirement Act of May 29, 1930, and two acts of August 7, 1939, making minor amendments to the Alaska Railroad Retirement Act, there has been little legislation enacted affecting the three retirement laws administered by the Commission. The only direct amendment is Public No. 680 of June 29, 1940, placing clerical employees of the Alaska Railroad under the Alaska Railroad Retirement Act, which included originally only the nonclerical employees.

In addition, legislation affecting the Civil Service Retirement Act of May 29, 1930, as amended, was included in Public No. 671, June 28, 1940, section 6 of which permits the reemployment in the War and Navy Departments of former employees retired for age under the act of May 29, 1930, whose reemployment would otherwise be prohibited. This provision is solely in the interest of the recruiting of employees experienced in occupations essential for the national defense program, and extends in no case beyond June 30, 1942, unless the Congress shall provide otherwise. Payment of annuity to any such person is suspended during the period of reemployment.

Executive Order No. 8438 of June 11, 1940, extended the provisions of the Civil Service Retirement Act to employees of the office of the Legal Adviser, Department of State, thus placing them in the same retirement status as employees of the offices of solicitors of other executive departments.

The amendments of August 4, 1939, became effective January 1, 1940, and a brief comment on 6 months' operation thereunder follows:

## *Retirement Status of Classified Postmasters*

Under the act of August 4, 1939, approximately 44,000 postmaster positions were made subject to the Civil Service Retirement Act. At the close of the fiscal year approximately 9,250, or about 62 percent of the 14,994 postmasters in Presidential post offices, had acquired a classified status, and, thereby, retirement status. Other Presidential postmasters, as they qualify for classified status under the Ramspeck-O'Mahoney Act, will automatically acquire a retirement status.

Fourth-class postmasters, numbering 29,164, likewise were placed within the purview of the Civil Service Retirement Act. Although these positions had been in the classified service for many years, their incumbents were, until January 1, 1940, practically the only large classified group excluded from retirement benefits. The current addition to the retirement system of so large a number of employees (approximately 38,000), many of whom at once met the age (70) and service (15 years) requirements for compulsory retirement, and whose effective retirement date was therefore January 31, 1940, increased greatly the work of the Retirement Division.

### *Joint and Survivorship Annuity*

Another feature added to the Civil Service Retirement Act by the act of August 4, 1939, was that permitting any employee retiring under the age or optional provisions of section 1 of the Retirement Act to elect, at retirement, a reduced annuity payable to himself during his life and an annuity, payable to his beneficiary after his death, (a) equal to or (b) 50 percent of such reduced annuity. The amount of the reduced annuity payable to such employee depends upon which of these two options is chosen. The amounts of the two annuities (his and that of the beneficiary) are such that their combined actuarial value is the same as the actuarial value of a single life annuity with forfeiture. The combined actuarial value depends upon the age and sex both of the annuitant and of the beneficiary. For the 6 months' period ending June 30, 1940, approximately 4½ percent of the annuitants retired for age elected this type of annuity.

This provision recognizes the natural desire among employees to make provisions for at least one dependent, generally the surviving spouse, and grants the benefit without materially increasing the annuity cost to the Government. The election may be made by single as well as by married employees.

### *Disability Annuitants*

The amendment of August 4, 1939, provided that disabled annuitants who recover may have 1 year from date of medical examination

showing recovery to seek reemployment instead of 90 days as before. This amendment did not go so far as the Commission believes desirable, and it is, therefore, again recommended that disability annuitants who fail to secure reemployment in the Government service within the year be allowed an annuity, if otherwise eligible, under section 7 of the act. It is estimated that the cost of this proposal would be negligible.

### *Voluntary Deposits*

The first 6 months of operation of the amendment of August 4, 1939, permitting additional voluntary deposits in the retirement fund with which to increase the total annuity otherwise allowed, indicates that this is a worth-while provision, and it will no doubt come into wider use when its details are understood among a greater number of employees. The number who thus early have availed themselves of this privilege and the amount of the deposits give sufficient evidence that the privilege meets a need among many who appreciate that the Government has provided them with this dependable method for additional future security. The special deposits thus made carry 3 percent compound interest instead of the 4 percent allowed on the compulsory deductions.

### *Twenty Years of the Retirement Act*

The retirement system under the act of May 22, 1920, as amended, has been in operation 20 years, and has amply justified the statements made during the period of discussion prior to the passage of the original act, that it was a necessary and desirable part of Federal personnel policy, in the best interests of the Government as well as of the employees.

### *New Mortality and Annuity Value Tables*

As stated in the Nineteenth Report of the Board of Actuaries for the fiscal year 1939, new mortality tables and tables for use in determining annuities at retirement for employees retired on account of age or service have been adopted. This became necessary because of the trend toward longer life among annuitants under the civil-service as well as other retirement systems.

A study of mortality in disability retirements is now in progress, but at present no change has been made in the tables applying in these cases.

### *Uniform Retirement Age*

The most important recommendation heretofore made by the Commission is that for a uniform compulsory retirement age of 70 after 15 years' service and a uniform optional retirement age of 60 after 30 years' service or 62 after 15 years' service.

The optional provision should be available to the Government as well as to the employee, with employees' rights protected by right of appeal when they feel they should not be so retired by official action. Such provision would undoubtedly result in a better retirement system which would meet more adequately than at present the needs of both employee and employer.

### *Extension of Retirement System*

There has been considerable discussion as to the lack of retirement status of many employees in the Government service. It is evident that this is only a temporary situation and already a number of groups of employees excepted from the Civil Service Act have been included under the Retirement Act by legislation, or by Executive order when authority therefor existed. When positions now excepted from the Civil Service Act are brought into the classified service, the incumbents thereof now outside of the retirement system will automatically acquire status thereunder upon meeting classification requirements. The present law provides credit for all prior service once an employee acquires retirement status.

Pending action on H. R. 960, the committee which was appointed by the President to study the extension of retirement benefits to Federal employees not now covered has withheld its recommendations, since obviously the number and grouping of employees now excepted would be changed materially by Executive action pursuant to such legislation, and the scope of the committee's report thereby altered.

The Commission believes that all regular Federal employees should be protected by the retirement systems which are part of the Federal personnel procedure.

#### ANNUITANTS ADDED TO RETIREMENT ROLLS DURING FISCAL YEAR 1940

	Cause of retirement					Total	Total on rolls June 30, 1940
	Age	Optional, 30 years' service	Disability	Involuntary separation	Optional, 25 years' service		
Civil Service Retirement Act. ....	4, 244	707	2, 227	89	-----	7, 267	62, 027
Canal Zone Retirement Act. ....	35	19	23	4	1	72	611
Alaska Railroad Retirement Act. ....	9	-----	5	-----	-----	14	68

<sup>1</sup> 2 under sec. 2, and 7 under sec. 3b.

The financial statements for the fiscal year and other summarized data for the three retirement systems will be found in tables 16-22 of the appendix of this report, and complete data in the forthcoming Retirement Report as of June 30, 1940.



## POLITICAL ACTIVITY AND THE HATCH ACTS

ONE of the principal reforms advocated by the early civil-service reformers received almost as wide an extension as could be given it by Federal statute, when the "second Hatch Act" was signed on July 19, 1940. For many years civil-service rule I, drafted by Theodore Roosevelt, has read as follows:

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the results thereof. Persons who by the provisions of these rules are in the classified civil service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

Section 9 (a) of the Hatch Act, approved by President Roosevelt on August 2, 1939, made these restrictions applicable to virtually all employees in the executive branch of the Federal civil service, except that it permitted public expression of political opinions by persons not in the classified civil service. Immediate removal was prescribed as the penalty for violation. Jurisdiction over persons in the classified civil service remained with the Civil Service Commission; jurisdiction over violations by persons not in the classified civil service was left with the employing agencies, or when matters of official interpretation are involved, the Department of Justice. That department was also charged with the enforcement of other sections of the act, which prohibited intimidation or coercion of voters, the promising of Government employment or other Federal benefits as a reward for political activity, attempts to use relief funds to influence voters, and several other forms of unethical political activity on the part of any person whether or not connected with the Government.

### *Political Activity Forbidden Certain State and Local Employees*

An act of July 19, 1940, which amended the Hatch Act of August 2, 1939, provided in section 12 (a):

No officer or employee of any State or local agency whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or by any Federal agency shall (1) use his official authority or influence for the purpose of interfering with an election or nomination for office, or affecting the result thereof, or (2) directly or indirectly coerce, attempt to coerce, command, or advise any other such officer or employee to pay, lend or contribute any part of his salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes. No such officer or employee shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.

Only officers holding elective offices and a few of the highest officials in State and municipal governments were exempted from this provi-

sion. Immediate removal was made the penalty for violation. Jurisdiction over violations of the new law was entrusted to the Civil Service Commission and the procedure both for the enforcement of the act by the Commission and for appeals to the courts from the Commission's decisions was prescribed in detail. Earlier decisions of the Commission as to what activities were prohibited by civil-service rule I were made the standard in determining what activities were included in the prohibition against taking active part in political management or in political campaigns.

### *Political Activity Provisions of 1883*

Administration of the political activity provisions of the Civil Service Act of 1883, on which civil-service rule I is based, has been a function of the Commission from its beginning. The principle of political neutrality has become part of the tradition of the classified service. Therefore, in recent years the number of violations of political activity regulations has been minute as compared with the total number of classified employees. During the fiscal year 1939, when there were 622,000 classified employees, the Commission acted upon a total of 161 political activity cases, in 58 of which charges were not sustained; in the fiscal year 1940, with a total of 726,000 classified employees, the Commission acted upon a total of 95 cases, in 42 of which charges were not sustained.

The wide publicity given the Hatch Act during its consideration by Congress may be considered as a principal reason for the decrease in the number of political activity cases during 1940. This figure, however, is as of June 30, and does not include possible cases which may have arisen during the late summer and early fall of 1940.

The table accompanying this article includes only cases which upon investigation revealed sufficient facts to warrant further consideration and action. Numerous other investigations are made each year of information received through correspondence and otherwise, in which facts are found not to be as alleged, or not to constitute in fact a violation of the political activity regulations. As an example of such cases may be cited complaints that a classified employee has transported voters to the polls, when, upon investigation, it is found that such persons are members of his own household.

The Political Activity Unit of the Investigations Division receives about 1,500 letters of complaint or inquiry each year. The majority of these concern activity in political campaigns and political management. A number, however, are in connection with the Executive order of 1873 which forbids, with certain specific exceptions, the holding of State or local offices by Federal employees.

The following table shows the types of political activity cases acted upon by the Commission and its recommendations thereon:



# POLITICAL ACTIVITY CASES, FISCAL YEAR 1940

[Includes only cases on which action was taken during the fiscal year 1940. It does not include cases still under investigation.]

Nature of alleged political activity investigated	Recommendation					Total
	Re- quired to dis- con- tinue	Cau- tion, warning, or rep- rimand	Re- mov- al	Suspen- sion or reduc- tion in salary	Charges not sus- tained	
Serving on election board.....	0	1	0	0	0	1
Taking active part in political convention, campaign, or election.....	1	6	1	0	3	11
Influencing voters by use of money.....	0	0	0	0	2	2
Becoming candidate for political office.....	2	0	1	0	0	3
Transporting voters to the polls.....	0	1	0	1	0	2
Soliciting support for political candidate.....	0	2	0	1	0	3
Holding office in a political organization.....	4	0	0	0	1	5
Active in school controversy.....	0	2	0	0	1	3
Holding local office in violation of Executive order of 1873 <sup>1</sup> .....	13	0	0	0	4	17
Two or more charges; or minor offenses <sup>2</sup> .....	3	11	2	1	31	48
Total.....	23	23	4	3	42	95

<sup>1</sup> These cases not included in previous annual reports.

<sup>2</sup> Formerly "Miscellaneous (minor offenses and 2 or more charges)."

## *Authorization to Prevent Subversive Activities*

Section 9A of the act of August 2, 1939, provided:

It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

Immediate removal from the service is prescribed as the penalty for violation.

By implication this section modifies the provisions of the civil-service rules prohibiting discrimination against classified employees and applicants and eligibles for classified positions because of political opinions or affiliations and prohibiting discrimination for political reasons in removal. The implied modification has since been formally recognized by the amendments to the civil-service rules of November 7, 1940. Without waiting, however, for a Presidential mandate to give effect to section 9A of the Hatch Act, the Commission announced that it would be its policy not to certify to any department or agency the name of any person when it had been established that he was a member of the Communist Party, the German-American Bund, or any other Communist, Nazi, or Fascist organization.

Following the passage of this act, the Commission circularized its own employees, requiring each to state whether he was or was not a member of any organization advocating the overthrow of our constitutional form of government. The Commission has jurisdiction in this matter only over the employees of its own organization and per-

sons certified since the adoption of the act. However, many of the departments and agencies have adopted similar procedure with respect to their own employees.

The two Hatch Acts are wise reforms, and they came at an opportune time. There must be no playing of politics with national defense. The Department of Justice and the Commission have been given the power to prevent such self-seeking. Members of subversive organizations must be given no opportunity to paralyze the national defense program. The Commission pledges itself to do everything in its power to see that they have no such opportunity.

## COUNCIL OF PERSONNEL ADMINISTRATION

THE COUNCIL of Personnel Administration exists to foster and extend good personnel practices throughout the service of the Federal Government. In its present form, it was created by section 7 of Executive Order No. 7916, of June 24, 1938, as amended by Executive Order No. 8467, of July 1, 1940. The need for it had long existed, as indicated by previous attempts to create such a body.

Simply stated, the Council is an interdepartmental committee to deal with Federal personnel matters. It is composed of the directors of personnel of the several departments and independent establishments, a representative of the Bureau of the Budget, and such representatives of the Civil Service Commission as the Commission may designate. Its counterpart is found in well-run business concerns which recognize the importance of coordinating personnel policies and practices.

The purpose of the Council is to advise and assist the President and the Commission in the protection and improvement of the merit system; to recommend to the President and the Commission needed changes in personnel regulation and procedure; and to serve generally as an instrument for raising the standards of personnel administration among the departments and agencies of the Federal Government. The Council is a fact-finding, advisory, and coordinating body which brings a common mind, a common purpose, and a common practice into the personnel side of departmental life. In so doing it lends intelligent aid in many collateral ways.

Since the creation of the Council, there has been a real coordination upon the personnel problem. The Council was set up to bring the departments and agencies closer to each other and to the Commission, to give the Commission the advantage of the common opinion and helpfulness of the departments and agencies, after free discussion around a common table.

Also, while the Commission is dealing with its problems of recruitment, examination, classification, and other responsibilities, there

exist in the operating departments the human problems which arise from day to day in any organization where people are at work—problems of transfer, promotion, pay, training, and development, supervision, complaints, and record-keeping—all of which are of immediate concern to the departments themselves. Through joint efforts of the Commission and the departments, made possible by the coordination provided by the Council, effective and well-rounded administration in these matters is becoming a reality.

With the growth of the Federal Government, the need has arisen for a coordinating center such as the Council provides. A Federal personnel pattern has been found necessary. Practicable uniformity of policy and treatment of workers is just as important across departmental lines as within bureaus and departments. Many are the conflicts which have arisen in the far-flung field service of the Government. For example, there may be located in a single city a half dozen or more separate Government agencies. They may be located not only in the same building but even on the same floor. Where such conditions exist, the absence of uniform policies in treatment gives rise to discontent and dissatisfaction, as well as the constant shifting of personnel from one office to another.

The Council exists to provide this coordinating machinery, functioning as a forum or clearing house particularly for all kinds of personnel management problems. Before the Council was created, a great deal of time and energy was spent by the Commission in getting agreement with departments and agencies on questions at issue. The Council serves as a clearing house for the representatives of the Commission and the Bureau of the Budget and the various personnel officers of the other departments and agencies. Around the Council table, viewpoints and issues are brought out and common practices arrived at. Now, instead of having to deal individually with 35 uncoordinated agencies and departments, the Commission's work is lightened by being able to deal more expeditiously with the common mind of the departments and agencies.

The work of the Council is carried on largely through twenty-odd standing committees. These committees, which are assisted by the staff of the Council, make careful studies and prepare recommendations for the consideration of the Council on subjects of concern both to the Commission and to the operating departments. In this way, it is possible for the personnel directors who are members of the Council to obtain the benefit of the research studies of each committee. Each progressive and well-operated personnel office would otherwise be obliged to perform such research for itself, with overlapping effort and unnecessary expense. The Council method avoids this duplication and waste.

At its meetings, the Council discusses personnel matters of both

long-term and current interest. A special effort is made to give attention promptly to questions of pressing importance. From time to time, specialists from industry and from government meet with the Council to discuss subjects which are before the group and which are of immediate concern. The Council meetings are planned with the view of keeping directors of personnel acquainted with the problems of the Commission and of the whole Federal Government, and, similarly, to keep the Commission in touch with the day-to-day work of the organizations which it serves.

#### SPECIFIC ACTIVITIES OF THE COUNCIL AND ITS STAFF

During the first year of its existence, the Council completed a comprehensive survey of the scope of the personnel program of each department and agency represented on the Council. As might be expected, in view of the previous absence of a coordinating body, there was found to be a marked lack of uniformity. Thus, for the first time, information with respect to the policies and practices throughout the Federal service was brought together and is now being used as the basis for corrective action leading to better and more uniform personnel standards.

A factual study of the budgets and expenditures of the various personnel offices was made by the Council. Here again were found wide variations. Although absolute uniformity in the cost of performing personnel work was not to be expected, the variations which were revealed by this analysis were apparently too great to be explained merely by differences in size and function of the departments and agencies. These findings present a challenge to those concerned with the development of more uniform, better understood, and adequate but not excessive budgets for personnel administration.

#### *Problems of National Defense*

The Council has been in a position to deal promptly and energetically with personnel questions arising out of the national defense program. These questions have included dealing with possible subversive elements in the departments and agencies, codifying and interpreting the various military leave provisions, examining possible needs for specialized personnel, and the personnel difficulties centering about the working of the Selective Service and Training Act. The nature of these matters required advanced study and planning on the part of the Council in order to make sure that there might be sound and uniform administration throughout the departments and agencies.

Congress placed the responsibility with the executive branch to rid the Federal service of subversive elements and to prevent the appointment of undesirable citizens. It is of course important that all disloyal employees be removed from the ranks of the Government, and also it

is in the interest of fairness to prevent dismissals of employees on the basis of mere suspicion or unsubstantiated charges. The Council concluded arrangements whereby skilled investigators from the Department of Justice were made available to assist all departments and agencies, except those which have specialized investigating units, in determining the facts about suspected persons. As a result of this discussion, the personnel directors making up the Council became alert to the necessity for dealing effectively and fairly on all cases involving loyalty.

The leave rights and privileges of those called to military service became of importance to many Federal workers. The Council, therefore, gave this subject prompt attention. In matters like this, involving status, pay, and retirement rights, there is no justification for different interpretations of the same basic leave laws and regulations. It became desirable then for the Council to consider the leave provisions affecting civilian employees of the Federal Government who are called for training and active duty into the various branches of the military service. So far as the laws provide for different treatment of employees entering the various armed services, these inconsistencies are beyond the Council's responsibility. It is essential, however, that the members of the Council from the various departments and agencies have a common understanding and interpretation of such regulations, and that there be uniformity in administration throughout the service. Through discussion and interpretation, the entire Council became aware of the uniform manner in which important military leave matters should be dealt with.

Upon the adoption of the Selective Service and Training Act, the Council arranged for a series of conferences with Government officials having charge of the administration of the act, who explained and interpreted the regulations to the Council representatives, and answered the many difficult questions which arose under the new law. The Council believed it natural that the directors of personnel should be generally charged with the responsibility of dealing practically with selective service within the departments and agencies, and in these conferences these personnel representatives within the Government became familiar not only with the interpretations and regulations governing the act, but also with the underlying spirit and philosophy of the law itself. Out of these conferences came a common point of view with respect to intelligent and uniform administration; and by suggestion of the Executive Office of the President, the personnel directors were designated to deal with the important question of deferment and other selective service matters. The basis is thus being laid for the administration of the act with the least possible disruption to the business of government and the social and economic life of the Nation.



## *Employee Grievances*

A general survey of the Council by the staff brought to light that there was a general absence among the departments and agencies of written policy governing employee relations. This absence of written policy made it difficult for both employees and supervisors to know their rights and obligations as workers of the Federal Government. Even among those agencies which had prepared such policies in writing, there was a general lack of uniformity and in some instances actual conflict.

A thorough study was made of existing policies in both industry and government. The work of a Council committee and the discussions which resulted both in the committee and at general Council meetings, brought evidence of wide variation in policy and emphasized the great need of uniformity. These wide variations were traceable to the previous lack of a coordinating body like the Council.

As a result of the Council's work a number of departments and agencies were stimulated, after appraisal of their methods, to take steps to improve the ways of dealing with employee grievances and complaints. This was of immediate value. Another result was that a set of principles for dealing with employee relations matters was agreed upon, principles which are to be made common to the employee relations programs of all the departments of the Government. As a result of this study, the Council was in a position to advise and give assistance to the Commission in preparing guiding principles to be followed in approving departmental plans for the handling of grievances.

## *Stabilizing Federal Employment*

Nothing is perhaps more disastrous to employee morale than employer indifference to the problem of job security. For the Federal Government to be hiring new workers in one department or agency and laying off workers of similar abilities in another, without either knowing the requirements or surpluses of the other, is not only a wasteful labor practice but is an essentially unfair practice for an employer to pursue. The Council of Personnel Administration believes that the Federal Government should be a model employer, and, as a model employer, has the responsibility of providing reasonable security of employment. As Federal employees are not covered by unemployment insurance, the need for a high degree of coordination between the agencies, so that transfers of employees may be readily made, is of the greatest importance. Accordingly, a committee on employment stabilization was formed in the Council for the purpose of achieving greater coordination between the departments and agencies, and thus effecting economy in recruiting.

Immediate values came from the work of this stabilization com-



mittee. It first brought directors of personnel and placement officers together in conference, where agreement was reached that one of the principal responsibilities of the personnel officers of the Federal Government is to provide this businesslike coordination. Accepting this responsibility, placement officers who had never met each other before at once began direct negotiations and acquainted each other with their employee needs and surpluses. This committee is a continuing one and is alert to take advantage of every opportunity for inter-departmental transfers.

The Commission, with the assistance of the Council, has prepared a code and has established an interdepartmental placement service for the purpose of effecting transfers and promotions from within the Federal service.

### *Salary Administration*

Another phase of personnel policy which received the attention of the Council was that of salary administration, with particular reference to the problem of the salary advances within the minimum and maximum limits of the various grades established by the Classification Act of 1923. Members of Congress, employees, and administrators in the Federal Government have long been aware of the need of a uniform, equitable, and understandable salary administration plan.

Recognizing the unsoundness of having different bases for the normal salary advancement of individuals in the various departments, and witnessing the confusion on the part of appropriation committees with the variety of approaches to this question, the Bureau of the Budget requested the Council to make a thorough study of existing policies and make recommendations for a more modern and equitable plan.

The committee which was appointed by the Council to consider this problem soon found that few departments or agencies of the Government had reduced to writing their policies in the matter. This absence of definiteness contributed to wide variation in practice. As it is not so much the amount, as the relative amount, of pay that gives rise to dissatisfaction among workers, the committee gave consideration early in its study to the basic factors which should be taken into account in determining the recipients of any advance.

The report which was made to the Bureau of the Budget was comprehensive and, as the Director of the Bureau said, gave his organization a view of the problem from the standpoint of modern personnel management. There were other values which were perhaps more immediate. The work of the committee and the resulting discussions before the Council quickened the interest of all members in this subject, and gave those organizations which were engaged in the formulation of salary administration plans a pattern of approach.

## *The Council a Clearing House*

As the Federal Government has grown, the personnel problems have correspondingly grown. There has also been a change of methods in personnel administration from merely regulating something to that of motivating and assisting through service. The staff of the Council is daily called upon to assist in this changed point of view and to furnish consultation on many personnel questions arising in the various departments—questions of organization, functions, and methods.

Another service which the Council performs is that of collecting and making available information with respect to developments in modern personnel management, both in government and industry. It is important that the personnel directors serving on the Council be kept fully informed as to the best personnel policies and practices. The Council meets this need by serving as a Federal clearing house on these matters.

## *Problems That Lie Ahead*

Besides these activities, the Council has acted upon many other personnel matters which have arisen in the day-to-day work of the Government. Several special committees of the Council are cooperating with the Commission on such matters as development of a uniform occupational code, the preparation of qualification requirements for certain classes of positions, and the application of personnel legislation to the daily problems.

Other studies have been initiated by the committees and the staff of the Council and are now in various stages of progress. They deal with questions of recruiting, classification of positions, employee health and safety, employee training, service ratings, and personnel forms and records. All of these subjects are of pressing importance to the work of the Government. The studies have already advanced far enough to indicate that improvements and economies of administration will result. We can see, for example, substantial economies resulting through the simplification and standardization of many personnel forms. Reduced printing costs will be only a part of the economies; just as important will be the saving in time of workers who use these forms.

There are sound business reasons why support and encouragement should be given to this improvement of the personnel machinery of the Federal service. The work of the Federal Government—the myriad services which a modern state is called upon daily to supply—is now performed by slightly more than a million men and women, whose combined salaries exceed a billion dollars a year. This vast work of personnel management should be done largely by operating officials, but it needs a skilled center of education and direction.

As it has long been recognized that the morale of an organization—

its state of mind—is an important element in its capacity to produce, it is certainly good business for the Government to look well to the manner in which its human problems are met. It is important not only to provide good working conditions with good equipment and tools, but also to establish, with employee cooperation and assistance, such policies for the selection, training, promotion, payment, retirement, and other personnel questions as will be conducive to a healthy good will among a million employees.

It is not infrequent for the personnel executive of a large corporation to stand high in the organization family, sometimes as assistant to the president. This in itself indicates the importance that management in private business and industry has come to attach to the human element in productive effort. Modern personnel management can be accomplished with economy; but there must be provision for a competent staff to assist the administrative officers in carrying out personnel responsibility which, in the last analysis, is only good management. One of the principal functions of the Council and its staff is to help administrative and supervisory officials to see the true place of sound personnel administration in their operations.

### *Conclusion*

The significance of the Council during its first year is illustrated in this report. While the need for better and more uniform personnel policies has long been widely felt, this need will be greater during the critical times which are ahead. With expanding national defense and thousands of new employees to be selected and trained, the use of modern methods of business management is vital if the Federal Government is to function effectively and economically. Human problems are the most important problems of management. While it is essential to select persons of capacity and competence, it is equally important to develop loyalty and enthusiasm in every employee. This is not a time to ignore the need for sounder methods or to abandon the merit system. Emergency problems of the Government require better men and higher standards of performance than ever before. Through the advisory leadership of the Council of Personnel Administration, the important human problems of the Government can be more effectively solved.

## PLANNING

THE BUDGET and Planning Division is in charge of long-term planning in anticipation of the Commission's future needs, as well as current planning of programs and operating methods, all with a view to securing the most efficient and economical administration of the Commission's work.

## *Fiduciary Planning*

The Budget Section of the division conducts financial studies and prepares budget estimates of appropriations for current and succeeding fiscal years. The section ascertains currently the conditions of work in and the personnel needs and other requirements of the various divisions. To implement this work, a cost analysis system, based on punch-card records, is being established as a source of more complete and detailed data on personnel costs. Employees engaged on work where the output is measurable in day-to-day quantities will record their work for the day in longhand on a punch card. The cards will then be punched in code and analyzed by machine. Such punch cards will be used in the case of employees who rate examinations, audit service-record reports, review applications, or perform work similarly measurable. Employees engaged on long-term projects will keep monthly records of production.

## *Technical Operating Manuals*

The Planning and Management Training Section of the division was established in 1939. The chief of this section acts as executive secretary of the Management "A" Conference. The section studies the work of various divisions, and, in consultation with the division chiefs, makes recommendations for changes in procedure to improve work methods and apply modern procedures and appropriate mechanical aids to the daily work of the Commission.

The section is assisting the various divisions in the preparation of "Technical Operating Manuals," especially for the training of new employees. A preliminary version of the first of the series was put into use early in November in the Service Record Division. In writing the manuals, the section prepares a general outline of the functions of the division and the various classes of positions held by its employees. A typical employee in each class then prepares a description of the procedures followed by him in performing his work. Each section of the division's manual is devoted to the description of one job. All employees performing the same work receive the appropriate section of their division's manual as a guide. Supervisors and division chiefs receive all sections describing positions for whose work they are responsible.

When an employee enters upon a new position he will thus have a comprehensive outline of his new work for consultation and guidance. The value of the Technical Operating Manuals in training new employees or employees in new positions is obvious. As the manuals are completed they will be put into use as texts for the training courses of the Commission's employees.

## TRAINING

CONGRESS HAS from time to time recognized the vital part which employee training must play in Government administration by the passage of certain acts granting Federal funds to enable properly selected personnel to study at colleges, universities, or other institutions outside the Government. The military branches of the Federal service have long had their own academies for training officers and other special schools both for officers and enlisted men. The entire peacetime life of the armed services is one of organized training.

In the last few years legislation has been passed authorizing the Weather Bureau to send certain of its technical personnel to suitable institutions of learning in order to study meteorology. The Maritime Commission has been granted permission to send personnel to college "for engineering, technical, or other scientific education and research, to enable such persons to acquire advanced and specialized knowledge or training of particular advantage to the Commission in carrying out its functions \* \* \*." Provision has also been made for the training of personnel for State and local health work, and legislation has granted to teachers in the Indian Field Service a period of educational leave in addition to annual and sick leave. The State Department's Foreign Service School was established and is operated under an Executive order, pursuant to an act of Congress authorizing "a suitable period of probation in an unclassified grade" subsequent to the passing of a competitive examination for admission to the Foreign Service, which permitted retention of new appointees to the Foreign Service for instructional purposes. The 1941 appropriation of the Navy Department provides for training activities for civilian employees as a necessary phase of that department's work.

Each year finds the machinery of Government growing larger and more complex. New functions are being undertaken and new types of positions are being added. It is becoming apparent to administrative officials that they must assume an increasing responsibility for employee training. No matter how thoroughly the knowledge and skills of applicants for Government positions may be tested before entrance into the service, there remains the necessity of supplying further information and, in some instances, further intensive training before these applicants may become fully adjusted to the conditions under which they must work in the Government.

This training may be of many types, but most of it is planned for the purpose, first, of seeing that new employees are given proper instruction before starting on their initial jobs; second, for improving their effectiveness in these jobs or for preparing them to perform special tasks which are new to them; and, third, for increasing the skills and knowledge of employees in order that they may be made of



greater use to the organization in other positions of greater or different responsibility. To organization heads it has become apparent, especially in the case of certain classes of employees, that definitely planned training is necessary if new employees are to be assimilated quickly and are to become productive at any reasonably early date. For many years, therefore, formally organized training has been in operation in certain bureaus or branches of the Government for certain groups of personnel.

Some programs were started because the nature of the work to be performed had very little relationship to any experience obtainable outside the Federal Government. Employees of the Customs Service, the Bureau of Internal Revenue, members of the Border Patrol of the Immigration and Naturalization Service, and other persons performing work which is peculiar to the Federal service have been required to go through a period of intensive training before they could begin to function in the positions to which they are appointed.

In some instances training programs have been started as supplements to recruiting procedures. Although, for example, shipfitters, coppersmiths, boilermakers, machinists, and other persons employed in the skilled trades of the navy yards are regularly recruited from among those who have had experience in such trades in industry, it was found advisable some years ago to establish regular apprenticeship training courses in the navy yards to develop journeymen in these trades. It is significant that a large proportion of the leadingmen and quartermen in the navy yards are men who started their experience with the Government as trade apprentices.

### *Increase of Training Activities*

During the past 2 years more attention has been paid than ever before to the development of training programs for Government employees. An increasing number of bureaus and independent agencies have established planned training courses, in some cases for special groups of employees and in others for practically all their personnel. Such training ranges from that given to clerical and custodial personnel, through the apprenticeship and other intensive training programs for craftsmen, to that given aircraft and aeronautical inspectors, naval architects, engineers, draftsmen, inspectors, investigators, and specialists of many kinds.

### *Training in Supervision and Management*

A number of programs for training supervisors and foremen have been successfully operated and some work has been done in the development of the study of administrative management. The Commission itself inaugurated in the fall of 1939 a long-term management training program which is in continuous operation.



Nearly all of the most effective courses in supervisory training have been organized on the conference plan, to meet the needs of people who have already had some experience as supervisors or foremen. The excellent work done under the leadership of representatives of the Office of Education and others in this field has been widely recognized. Little has been developed, however, in the way of preparing for their first supervisory positions persons who have never had any supervisory experience. The Commission's Division of Training has been studying this problem and has in preparation instructional material and methods for training new supervisors. This material is in such form as to be readily adaptable to the particular procedures and circumstances to be found in any Federal agency. The program of management training already inaugurated in the Commission is also one which can be adopted, with appropriate changes, by any other Government establishment.

The Commission believes that the ultimate strength of any organization depends as much upon the movement upward of persons qualified to supervise the work of others as upon any other single factor and strongly advocates the establishment, first, of a program by which persons who are already supervisors may be trained to discharge better their present duties and to move upward to more responsible positions, and second, of a regular means of training for supervisory positions persons who have never had actual supervisory responsibility.

### *Training and National Defense*

William H. McReynolds, Administrative Assistant to the President, in May 1940 requested the Commission to conduct a survey of the personnel needs of agencies engaged in national defense work and of the training facilities established or contemplated throughout the Federal Government. The Coordinator and Director of Training was placed in charge of this survey and approximately a dozen training specialists from various operating agencies were detailed to the Executive Office of the President as participants in the survey. Since it was obvious that a rapid and very large increase in the personnel of the defense agencies would bring into the Federal service many people untrained or partially untrained for Government work and since there was some possibility that the supply of qualified workers in some fields would become exhausted in filling the needs of Government and industry combined, it was determined to make a factual study of the needs, the source of supply, and the facilities already established for training within the Government. Representatives of the Advisory Commission to the National Defense Council, the Office of Education, the Interdepartmental Committee on Apprenticeship, the War and Navy Departments, the Bureau of Employment Security of the Social Security Board, the Bureau of Labor

Standards, the Civilian Conservation Corps, the National Youth Administration, and other agencies and committees closely associated with defense activities were requested to serve in an advisory capacity in the development of the survey and the formulation of recommendations based upon the facts gathered.

Defense agencies have already taken significant steps to expand established training activities and to inaugurate new ones in order to meet the problems of the months ahead. The conclusions of the survey should assist in pointing the way for further development of such activities. They should also assist in identifying the types of training which should become a permanent part of a well-rounded program of public personnel administration.

## FEDERAL EMPLOYMENT

As THE central personnel agency for the Federal service, the Commission maintains currently information on the numerical distribution of employees in various categories. The Statistical Division has prepared from such data certain types of information which appear in the following pages. Other statistical material is shown in tabular form in the appendix of this report.

### *Total Federal Employees*

As a result of increases under the national defense program, civil employment in the executive branch of the United States Government exceeded 1 million during the last half of June 1940 for the first time in the history of the country. The June 1940 total of 1,002,820 employees was considerably higher than the previous peak of 932,305, in December 1939.<sup>1</sup> At the end of June 1939 the total was 920,310. The increase during the fiscal year was 82,510 or a rise of 9 percent. Employment statistics for prior years are shown in table 11 of the appendix.

### *Classified and Unclassified Positions*

As of June 1940, there were 726,827 employees occupying classified positions in the Federal service, an increase of 103,995 or 16.7 percent since June 1939. During the same period the number of persons occupying unclassified positions declined by 21,485, or 7.2 percent, to 275,993. As a result, 72.5 percent of the positions in the executive branch were in the classified service as of June 1940. This is a sharp increase from the 67.7 percent classified a year earlier. The rise in the proportion of the classified service is attributable to the bringing of unclassified positions into the classified service by the Executive

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<sup>1</sup> The numbers shown do not include temporary substitutes in the Postal Service. The executive branch includes a preponderance of the civilian employees of the Government. In June 1940 there were 5,886 employees in the legislative and 2,468 in the judicial branch.

orders of June 24, 1938, and the Ramspeck-O'Mahoney Postmaster Act, as well as to the fact that the larger part of the net increase in employment during the year was in classified positions. Table 10 of the appendix shows the number of classified and unclassified positions in each agency.

### *Men and Women in the Federal Service*

Women in the Federal service numbered 186,210 in June 1940 and represented 18.6 percent of the total employment. Although the number of women employees increased by 13,477 during the year, the increase in male employees was, proportionately, somewhat greater so that the proportion of women was 0.02 percent lower than in June 1939. The number of men rose to 816,610 in June 1940 from 747,577 the year previous.

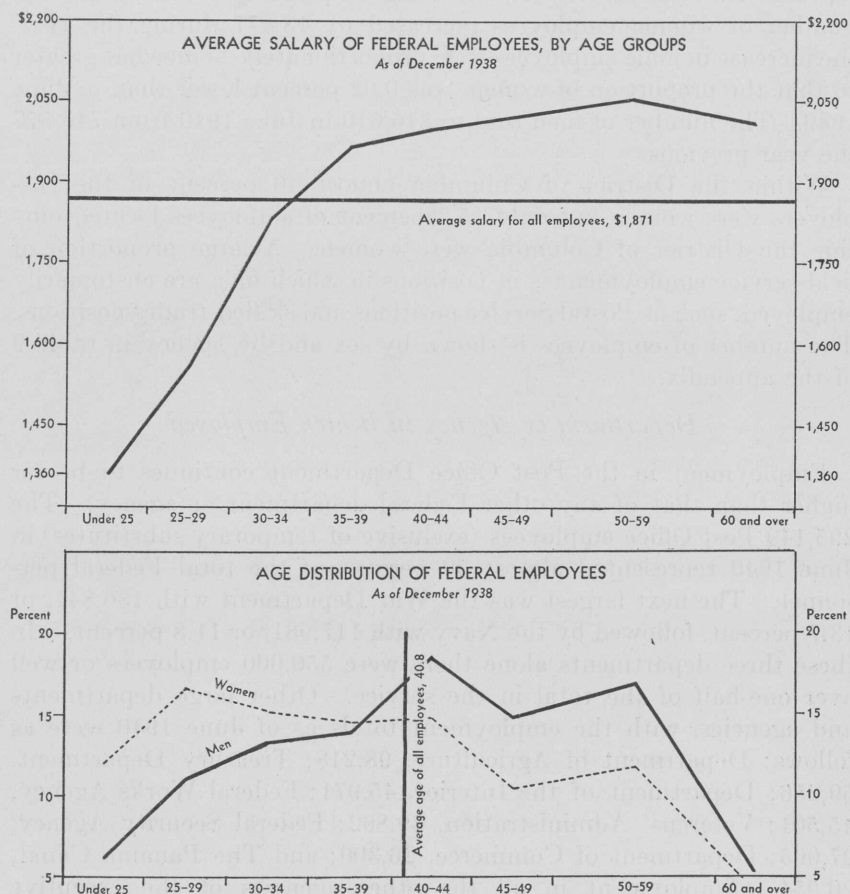
Within the District of Columbia almost 40 percent of the employees were women but only 15.3 percent of employees located outside the District of Columbia were women. A large proportion of field-service employment is in positions in which men are customarily employed, such as Postal Service positions and skilled-trades positions. The number of employees is shown by sex and by agency in table 9 of the appendix.

### *Department or Agency in Which Employed*

Employment in the Post Office Department continues to be far higher than that of any other Federal department or agency. The 295,149 Post Office employees (exclusive of temporary substitutes) in June 1940 represented almost 30 percent of the total Federal personnel. The next largest was the War Department with 136,841, or 13.7 percent, followed by the Navy with 117,981, or 11.8 percent. In these three departments alone there were 550,000 employees or well over one-half of the total in the service. Other large departments and agencies, with the employment totals as of June 1940 were as follows: Department of Agriculture, 98,218; Treasury Department, 59,256; Department of the Interior, 45,971; Federal Works Agency, 45,501; Veterans' Administration, 39,862; Federal Security Agency, 27,065; Department of Commerce, 26,300; and The Panama Canal, 20,954. Employment in all the other agencies of the executive branch combined numbered 89,722.

National defense agencies have had exceptionally large increases in employment during the past year. The largest number of new employees were added in the Navy Department, where there were 32,581 more employees in June 1940 than in June 1939; a similar rise occurred in the War Department, with an increase of 26,955 civilian workers during the year. Employment in the service of The Panama Canal almost doubled in number during the year, rising from 11,604 in June

1939 to 20,954 in June 1940. A number of the smaller agencies which have national defense functions also reported substantial employment increases. The June 1940 employment figures for each agency appear in tables 9 and 10 of the appendix. In any comparison of the agency statistics in these tables with similar tables for previous years consideration must be given to reorganization changes during the year, which resulted in the regrouping of some agencies and transfers of some bureaus and other organizational units between departments.



These graphs are based upon estimates made from a 25-percent sample of over 800,000 of the Commission's service records.

### *Federal Employment in the Various States*

Civil employees in the executive branch of the Federal Government are distributed throughout the continental United States, the various Territories and possessions, and in many foreign countries. Of the

987,538 <sup>2</sup> employees in December 1939, about 95 percent were employed within the continental limits of the United States and were widely distributed among the States.

As the seat of the Government, the District of Columbia led all of the States with 127,597 civil employees of the executive branch working within its boundaries. This total includes all employees located in the District, whether working in the departmental service (central offices of the departments and agencies) or in the field service, such as the Washington city post office, the navy yard, or other field offices and establishments.

New York State was second in number of Federal employees, with 101,559, and Pennsylvania third with 60,828 Federal employees. Located outside the continental limits of the United States were 45,065 employees, or about 5 percent of the total. Of these, 19,826 were located in the Canal Zone and 5,080 in various foreign countries.

Factors which affect the distribution of Federal employees among the States include State population, geographical location, commercial importance, and the amount of Federal-owned land in the State. Employment in some agencies and departments is proportionately distributed among most of the States while for other establishments the employees are concentrated in only a few areas. For example, numerous employees are located in coastal States for collection of import duties, protection and regulation of maritime commerce, and for the navy-yard activities. In several of the Western States the administration and supervision of large amounts of public land and Indian reservations account for the high proportion of Federal employees in relation to population.

During the 1939 calendar year increases in employment occurred in most of the States but particularly in those States in which are located navy yards, arsenals, or munition depots. National defense expansion in these establishments has resulted in large increases in Federal employment in the District of Columbia, Massachusetts, New York, Pennsylvania, Virginia, and Washington. In the New England States activities of the Forest Service and the Northeastern Timber Salvage Administration following the hurricane of 1937 resulted in employment increases. Important rises in employment in the following States were due primarily to increases in the War Department: Illinois, Louisiana, Maryland, New Jersey, and Ohio. In Kentucky the increase was largely caused by a rise in Tennessee Valley Authority employment. Decreases in Federal employment appeared for only a few States and in general may be attributed to the completion of special construction projects as, for example, in Alabama where reductions followed the completion of several dams by the Tennessee Valley Authority.

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<sup>2</sup> Includes temporary substitute employees in the Postal Service.

Of the population of the continental United States, 0.72 percent were civil employees of the executive branch of the Federal service in December 1939. In table 12 of the appendix, Federal employment as of December 1939 is compared by States with the population figures for April 1, 1940, according to the Sixteenth Decennial Census.

## EMPLOYEE QUALIFICATIONS FILE

THE COMMISSION has set up a file of the qualifications of present Government employees in such form that groups of names of persons who meet specified requirements, with respect to experience, education, and other pertinent facts, can be supplied to appointing officers without delay. This new machinery is designed to facilitate the effecting of transfers within the service, thus speeding up the filling of vacancies, reducing the number of specialized examinations which must be held, making the best use of the abilities of employees already in the service, and providing somewhat wider opportunities for advancement to those employees. The Interdepartmental Placement Service was established because the system is of immediate value in making available the names of employees needed for civilian national defense work.

### *Preliminary Studies*

Studies and plans leading to the inauguration of the qualifications file have been carried on by the Statistical Division for almost 2 years. The system is operated by placing qualifications and other pertinent information for each employee on punch cards which can be handled by high-speed machine methods. As requests to fill vacancies are received, persons within the service who meet the requirements are selected by machine from the files of punch cards. An examiner reviews the complete information in the questionnaires of the persons thus selected and makes the names available to the appointing officers.

Information about changes in employees' qualifications by additional or new experience and education must be kept current. Arrangements are being made to have pertinent change data reported through the personnel offices of the agencies at periodic intervals.

It is still too early to make any definitive evaluation of the qualifications file as a method for facilitating interdepartmental transfers. Because of the time required for coding, punching, and classifying the file only a limited use had been possible at the time this article was written. However, the speed with which technically qualified persons can be made available at locations where they are most needed seems to assure a favorable reception for this additional type of recruiting procedure, especially during the present national emergency period.



## THE NATIONAL ROSTER

ON JUNE 28, 1940, at a meeting of Government officials and representatives of scientific societies, organization was begun of the National Roster of Scientific and Specialized Personnel, which is now being compiled by the Commission in cooperation with the National Resources Planning Board. Dr. Leonard Carmichael, president of Tufts College, is director of the project and a member of the Commission's staff is executive director.

When completed, the National Roster will provide a complete index of the qualifications of nearly half a million scientists and professional business men in private industry. The index will be used to locate individuals with specialized skills if and when needed.

Membership lists of scientific and professional societies provided the starting point in the project. Detailed questionnaires, including check lists designed to cover each special field in detail, were drawn up by experts in the various fields. Scientific hobbies as well as vocations will be recorded. A biologist who designs special radio circuits may prove to be more valuable as a communications engineer than in his own primary professional field. The information received from the questionnaires will be transferred to punch cards and a selection system established similar to that used for the Interdepartmental Placement Service. The occupational code used in the latter system forms the basis for the more highly specialized classifications required for the National Roster.

Two criteria have been used to determine the professional areas in which the National Roster work should begin: (1) it was decided that the fields in which the Government agencies have greatest need for personnel should determine the sectors in which information should first be collected; (2) it was also decided that, given two fields of relatively equal significance, for the present needs of the Government, that field should first be catalogued in which personnel records are at the present time least complete.

Similar registers of specialized personnel have been compiled by several of the European countries. The register established in Great Britain has proved of especial value to that country during the present war. The American register compiled by the Civil Service Commission will provide a continuing census of the specialized brains of America, valuable to the country in times of peace or emergency.

## REVISION OF THE CIVIL-SERVICE RULES

A NUMBER of important changes have been made in the civil-service rules by Executive Order No. 8587 of November 7, 1940. Many of these changes have grown out of the national defense activities of the Federal Government.

The establishment of separate lists of Federal employees who qualify in civil-service examinations is now made discretionary with the Commission. This will undoubtedly prove useful in expediting the establishment of registers and the certification of eligibles, and will thus help the Commission to meet its deadlines under the national defense program. By another change, all Federal employees who have a classified civil-service status, not merely those who hold classified positions, have been made eligible for entry on any separate lists which may be established as a result of examinations in which they qualify.

To supplement the Commission's ordinary recruiting methods for the national defense program, the Commission is authorized to make use of State and local civil-service registers for appointments to the Federal service. To be used, such registers must have been established as a result of examinations which meet the requirements of the Federal civil-service rules and the standards established for examinations for the Federal classified civil service. The Commission does not contemplate any immediate necessity for resorting to the use of such registers, but believes that the authority may prove valuable in the event of a shortage of eligibles in certain localities for positions under the national defense program.

Civil-service rule I is modified to authorize the Commission to inquire into such membership of applicants and eligibles in political parties or organizations as constitutes by law a disqualification for Government employment. This amendment formally recognizes a duty implied in section 9A of the Hatch Act. Procedures adopted by the Commission in carrying out this provision of the Hatch Act are discussed in the article on Political Activity and the Hatch Acts.

The probationary period for new appointees to the classified civil service has been shortened to 6 months. Effective February 1, 1939, the usual probationary period has been 1 year, the Commission being empowered to reduce it to 6 months for particular positions. It has been found more convenient to have a probationary period of 6 months and to vest the Commission with authority to prescribe a longer period for particular positions by regulations adopted after consultation with the agency concerned. To insure closer checking of the work of probationary appointees, the confirmation of their work at the close of the probationary period has been made dependent upon the filing within the agency where their service was rendered of a certificate that their work has been satisfactory.

The order adds a specific prohibition, under penalty, against efforts by applicants, eligibles, or employees to induce other persons to withdraw from competition for the purpose of either improving or injuring the prospects or chances of any such applicant or eligible. Cases have arisen when eligibles who are not within reach for certifica-

tion have attempted by various means to secure the withdrawal from competition of eligibles at the head of a register. The amended civil-service rules now provide a definite basis for disciplinary action in such cases.

A specific prohibition against discrimination because of race in employment in classified civil-service positions is placed in the rules by the order. This amendment merely reinforces a policy which the Commission has followed for many years.

Section 6 of civil-service rule II, which relates to the granting of a classified civil-service status to employees whose positions are brought within the classified service, has been amended to require 6 months of satisfactory active service immediately prior to the placing of the position within the classified service, instead of satisfactory active service during 3 months of this 6-month period; to permit the crediting for such purposes of service in any civilian position in the executive branch of the Federal service, rather than merely of service in positions placed in the classified service by the same authority of law or Executive order; and to require that the employee shall have continued in the position for 60 days after it is brought within the classified civil service. Section 6 of rule II does not apply to cases where the Executive order or law bringing the position within the classified civil service prescribes its own method of granting a classified status to the employee holding it.

A classified status may now be acquired by persons appointed under section 8 of rule II (see appendix, p. 61). Such appointments are very infrequent. Employees appointed under this section of the rule are not eligible for transfer to other positions in the classified civil service without the express prior approval of the Commission.

Other changes in the civil-service rules have been made for the purpose of establishing uniformity in regulations and for clarity of interpretation.

## POSITION CLASSIFICATION

THE 1939 annual report discussed the purpose, effect, and advantages of enacting Title II of H. R. 960, which proposes to give the President authority to enlarge the positional coverage of the Classification Act of 1923 to include positions in the field and departmental services not now within its scope. Translation of these provisions into administrative action is vital to effective personnel and salary administration in the field service.

### *Increase in Scope of Classification Act*

In the departmental service at Washington, the current administration of the Classification Act of 1923 is again marked by increased

coverage and volume of day-to-day activities. The number of positions in the Federal executive agencies subject to the act grew from 58,257 in June 1935, to 85,226 in June 1940, an increase in 5 years of 26,969, or 46 percent. The number of cases requiring classification action by the Personnel Classification Division increased from a monthly average of 2,796 in the calendar year 1935 to 4,277 in the calendar year 1939. For the first 6 months of the calendar year 1940, the monthly average was 4,479. This represents more than a tenfold increase in volume of work over the monthly average of 415 cases in October 1932, when the administration of the Classification Act of 1923 was made a responsibility of the Commission.

The following table shows for June of each of 16 years, the number of positions in Federal executive agencies in the District of Columbia subject to the Classification Act:

1925.....	47, 078	1931.....	47, 233	1937.....	70, 699
1926.....	44, 491	1932.....	47, 897	1938.....	73, 050
1927.....	43, 253	1933.....	45, 431	1939.....	79, 283
1928.....	43, 880	1934.....	52, 376	1940.....	85, 226
1929.....	45, 177	1935.....	58, 257		
1930.....	44, 920	1936.....	70, 487		

These figures do not include the approximately 7,800 positions under the government of the District of Columbia and in certain establishments of the Federal legislative service which are also subject by law to the Classification Act.

### *Service to National Defense Agencies*

Notwithstanding the added burden which this increased activity entails, the Commission has speeded up the processes of fact finding and analysis involved in position classification, so that service to the expanding national defense agencies is being expedited to an unusual degree. All calls for position classifications in national defense agencies are given priority.

Representatives of the Personnel Classification Division have, in some instances, been placed for their full time directly in defense bureaus. In the central personnel office of one department, the Commission's representative consults with operating and administrative officials on classification problems, writes descriptions of the duties and tasks of positions which such officials desire to create, and simultaneously evaluates the difficulty and responsibility of such positions and allocates them to their appropriate service, grade, and class under the Classification Act. Many positions in defense agencies are now being allocated on the same day that the agency's recommendation is made known to the Commission representative. Since positions falling under the Classification Act cannot be filled until they are allocated

by the Commission, the connection between this service and prompt recruiting is apparent.

## HISTORY OF CLASSIFICATION UNDER THE CIVIL SERVICE ACT

THE TABLE which follows this article, showing the number of persons brought into the classified service by Executive orders, civil-service rules, and statutes, includes only those cases in which the incumbent of a position was brought into the classified service and was accorded a competitive classified status during the fiscal year 1940. It does not include positions brought into the classified service in which the classification of the incumbent has not yet been completed, for one reason or another. In view of the large number of such cases and the flow of work through a number of divisions and sections of the Commission's organization, it is impossible to furnish at this time precise or complete statistics on the persons affected by these changes.

It will be noted that these classifications have been effected through different methods and authorities, the greater number by Executive orders, particularly No. 7916 issued June 24, 1938. A general principle, however, runs through all these authorities; all require a test of the qualifications of the incumbent. While popular interest centers on the benefit to the individual, since he acquires noncompetitively the same rights and privileges as those who enter the classified service through the competitive procedure, the classification of the incumbent is only incidental to the classification of the position; that is, its inclusion by statute or Executive order in the competitive classified service.

The term "classification" as used in this article refers to the procedure used to give a status under the Civil Service Act and rules to the incumbent of a position brought into the classified service. The same word is also used to denote the allocation of positions to grades and salary range under the Classification Act of 1923, as amended. These two functions of the Commission are frequently differentiated by the use of the terms "status classification" and "position classification."

### *Statutory Definition of "Classified Service"*

The term "classified service" was for many years subject to varying interpretations, but an act of Congress approved March 27, 1922 (42 Stat. 470; 5 U. S. C. 679), specifically defined the extent of the "classified service," in the following language, which is quoted in the civil-service rules as section 1 of rule II:

The classified service shall include all persons who have heretofore or may hereafter be given a competitive status in the classified civil service, with or without competitive examination, by legislative enactment, or under the civil-service



rules promulgated by the President, or by Executive orders covering groups of employees with their positions into the competitive classified service, or authorizing the appointment of individuals to positions within such service. It shall include all positions now existing or hereafter created by legislative or executive action, of whatever function or designation, whether compensated by a fixed salary or otherwise, unless excepted from classification by specific affirmative legislative or executive action. No right of classification shall accrue to persons whose appointment or assignment to classified duties is in violation of the civil-service rules.

### *Development of Classification Procedures*

In extensions of the classified service, the benefits accruing to the fortunate incumbents of the positions often cause the benefits accruing to the classified service to be overlooked, although its growth from the passage of the Civil Service Act of 1883 is characterized by just such expansions, more marked in some administrations than in others. While there have been fluctuations in some types of positions, such inclusions have, on the whole, remained comparatively stable, until today, more than half a century since the passage of the act, the number of positions comprising the classified service is over 726,000 out of a total of slightly more than 1 million civilian positions in the executive branch.

This development through the years has been graphically shown in the Commission's annual reports but not until the last few years has much interest been displayed in the procedure used in bestowing a classified status on the incumbent in connection with the change in status of his position. This procedure has been variously referred to as "blanketing" or "covering" into the classified service and the *modus operandi* interested few except the advocates of civil-service reform. Some have criticized the procedure as a phase of political preferment; others have deplored the absence of tests of qualifications, which was the general practice in the past. In earlier years, many inclusions of persons in the classified service were accomplished merely by a report to the Commission from the department or establishment concerned of the names of the incumbents of positions brought into the classified service under each authority. However, a study of the authorities and civil-service rules shows an interesting trend during recent years toward a requirement that such incumbents should be required to qualify, albeit noncompetitively, in the same type of tests required for entrance to the classified service by competitive examination. Possibly the best illustration of this trend is found in the classification procedure directed by section 6 of civil-service rule II, which has been amended more often than perhaps any other civil-service rule.



### *Original Extent of Classified Service*

When the Civil Service Act was passed in 1883, the entire civilian personnel of the Federal service was not placed under its jurisdiction. As a matter of fact, the Commission itself was not included until 1888, at which time it had only eight employees. The reason is found in the act itself, which did not define the exact extent of the "classified service" to which it was to apply. The first and second paragraphs of section 6 of this act, however, contained a specific direction to the Secretary of the Treasury and the Postmaster General to arrange within 60 days the clerks in each customs district and post office where there were 50 or more employees in statutory salary classes similar to those set up by the acts of 1853 and 1854 (section 163, R. S.). The act further directed the Secretary of the Treasury and the Postmaster General to make from time to time thereafter, upon direction of the President, a like classification of employees in other customs districts and post offices regardless of the number of employees. These original classifications were based on rates of pay, with no other requirements. Large portions of the field service, such as the Railway Mail Service, Indian schools, and Quartermaster depots, were not included.

The third paragraph of section 6 of the act applied to the departmental service in Washington and was not so specific as the first two clauses. It directed that the four classes (salary groups) of clerks were to be included in the classified service and that upon direction of the President, the heads of departments were thereafter to revise their classifications to include subclerks (lower-paid employees), so far as practicable. Specific position titles were not then in use—all types of positions were known as "clerks," class 1, 2, 3, or 4, according to salary. The time limit specified for the original classification of the Customs and Postal Services was lacking in the case of the departmental service.

It will be noted, therefore, that these provisions of the act were not entirely self-executing: that is, the act itself did not specify precisely the positions to which it was to apply, but merely provided a framework, since administrative action by the President and the head of the department was required to give the act effect.

Section 7 of the Civil Service Act provided that after July 16, 1883, no person should be appointed to the classified service until he had passed an examination or was specially exempted, and further, that the following classes of employees should not be required to be classified:

1. Any officer not in the executive civil service.
2. Any person whose appointment was required to be confirmed by the Senate, unless so directed by the Senate.
3. Persons employed merely as laborers or workmen.

### *The First Classification Rule*

The forerunner of the present section 6 of civil-service rule II was promulgated by President Chester A. Arthur on June 12, 1884, as Special Rule 1, and read as follows:

Any person who was employed on or before the 16th day of January 1883, in any executive department, but who was at that date exclusively engaged in the duties of a clerk or copyist, and who has since been continuously so engaged, may, in the discretion of the head of the Department, be treated as within the classified service in the Department in a grade corresponding to such duties, provided such person has either already passed an examination under the civil-service rules or shall pass an appropriate competitive or noncompetitive examination thereunder, at a grade of 65 percent or upward.

This rule, it will be noted, provided for either competitive or non-competitive examinations as a condition of classification. This system of classification, by which department heads each determined what positions were to be included in the classified service, soon proved unsatisfactory. By 1887, the Commission characterized the system as "indefinite, unmethodical, and lacking in uniformity." The salary alone determined whether a position was in the classified service of a particular department. There was no uniformity between departments as to the salaries for similar positions. A draftsman might, therefore, be classified in one department but not in another. There were indications also that persons were being appointed at salaries below the lowest classified grade, and that thereafter the salary of the position was increased, thus bringing the position and incumbent into the classified service by a back-door method.

Difficulties were encountered in determining whether a position was or was not classified, and hence whether it was being filled according to law. By an order dated February 2, 1888, President Grover Cleveland revoked Special Rule 1, quoted above, eliminated the examination requirement, and accorded the persons brought into the classified service "all rights of promotion possessed by persons of the same class or grade appointed after examination under the act."

### *Uniform Classification Order of 1888*

To remedy the "contradictory and confusing jumble of classifications," the Commission recommended a uniform classification order, which was promulgated by President Cleveland on June 28, 1888. This order classified all officers, employees, and clerks in the departments into 10 groups according to salaries. The first group included employees receiving less than \$720 a year, and the tenth group included all employees receiving \$2,000 or more a year. Persons employed merely as workmen, messengers, or watchmen and persons whose appointments were required to be confirmed by the Senate were excluded. The final paragraph of the order read:

It is also ordered that no person shall be admitted into any place not excepted from examination by the civil-service rules, in any of the classes above designated, until he shall have passed an appropriate examination prepared by the United States Civil Service Commission and his eligibility has been certified to this department by said Commission.

This constituted a direct reversal of the former procedure, since prior to this Executive order, all positions were excepted from examination unless included in the classifications of the departments.

On May 6, 1896, President Cleveland issued an Executive order revising the civil-service rules and widely expanding the classified service. The following appeared as section 7 of rule II:

A person holding a position on the date said position is classified under the civil-service act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act.

This statement had the effect of clarifying and defining the status of incumbents of positions brought into the classified service. The Executive order of 1896 is one of the three largest extensions of the classified service in the history of the merit system. By its provisions, 34,000 formerly unclassified positions were made subject to the Civil Service Act. An account of the effect of this order and a comprehensive résumé of the growth of the merit system since 1883 is found in the Commission's 14th Annual Report for 1897. The report gives a number of outstanding examples of economies effected by the abolition of useless positions which was brought about when the positions were removed from political influences.

### *Examination Requirement Reintroduced*

On March 13, 1902, President Theodore Roosevelt issued an order amending section 7 of rule II to read as follows:

A person holding a position on the date said position is classified under the civil-service act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act: Provided that no such person shall be transferred from any department, office, or branch of the service to a position in another department, office, or branch of the service, until he has passed the examination prescribed for original entrance to the position to which transfer is proposed.

If we except the brief period during which President Arthur's order was in effect, this order may be considered the first which included an examination requirement for persons "blanketed in," although the requirement applied only to transfers.

### *The Revisions of 1903*

No specific definition of the extent of the classified civil service was contained in the civil-service rules until another revision by President Theodore Roosevelt in 1903. The following paragraph was then included as section 1 of rule II:

The classified service shall include all officers and employees in the executive civil service of the United States, heretofore or hereafter appointed or employed, in positions now existing or hereafter to be created, of whatever functions or designations, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers, and persons whose appointments are subject to confirmation by the Senate, but no right of classification shall accrue to persons whose appointment or assignment to classified duties is in violation of the civil-service rules.

This section of the rules remained unchanged for many years, until Congress defined the classified service in the act of March 27, 1922, quoted above.

The classification rule also received attention in the 1903 order, and the following paragraph appeared as section 6 of rule II:

A person holding a position when it becomes classified and subject to competitive examination shall have all the rights which he would acquire if appointed thereto upon examination under these rules, except that he shall not be transferred without first passing the examination provided by the Commission; and no person who has been appointed in any post office within 3 months prior to the classification thereof shall be transferred to a position of carrier within 6 months after such classification.

On May 26, 1911, President Taft modified this order to read:

Except as provided in section 7 of this rule, a person holding a position when it becomes classified and subject to competitive examination shall have all the rights which he would acquire if appointed thereto upon examination under these rules, but he shall not be transferred without first passing the examination provided by the Commission.

Taft's order eliminated the portion restricting the promotion of a post-office clerk to carrier within 6 months after he had received a classified status by the advancement of the post office from third to second class.

On October 26, 1927, President Coolidge issued an order amending section 6 of rule II by adding the proviso "and no person shall acquire any rights hereunder unless the Civil Service Commission is satisfied that he was not appointed for the purpose of acquiring such rights."

From the foregoing discussion, it may be seen that the idea of retaining incumbents at the time their positions are classified has persisted throughout the history of the classified service. It is considered in the interest of good administration not to disrupt the work of an office by throwing all positions open to competition by persons who are not familiar with the work.

### *Executive Order of July 6, 1936*

The most notable improvement in the entire history of the status-classification procedure was effected by the Executive order of July 6, 1936, which changed the requirement of examination for transfer only to a requirement that the incumbent of an unclassified position which has become classified must, under section 6 of rule II, qualify in such

noncompetitive tests of fitness as the Commission may prescribe. The order introduced into the rules for the first time a requirement that the incumbent must have been appointed some months prior to the classification of his position. These requirements remain in the present rule, although there have been other changes to effect a clarification of other requirements. These two requirements were also included in the Executive order of June 24, 1938, which authorized the greatest extension of the classified service in recent years.

The idea that persons should be properly tested for the positions they hold when the latter are included in the classified service has been strikingly brought to attention in the discussions in congressional committees and in debates on the floor of the House and the Senate over the status-classification provisions of Title I of the Ramspeck bill, H. R. 960. This bill authorizes the President to include in the classified service many positions heretofore exempt by statute. The bill carries a requirement for noncompetitive examination, with only one trial, and directs separation from the service if the incumbent fails to qualify. This is a far cry from the old blanket-in process, and demonstrates that it is now an accepted belief that the expansion of the merit system should be effected with due regard to the qualifications of the incumbents of positions being brought into the classified service. A further safeguard of the integrity of the merit system is the fact that the employment of such incumbents in violation of the civil-service laws is forbidden by the last sentence of section 1 of rule II, which specifically directs that "no right of classification shall accrue to persons whose appointment or assignment to classified duties is in violation of the civil-service rules."



# UNCLASSIFIED EMPLOYEES GRANTED CLASSIFIED STATUS, FISCAL YEAR 1940

*By authority of Executive orders, civil-service rules, and legislation*

	Total	Departmental	Field
<b>BY EXECUTIVE ORDERS</b>			
Executive Order No. 6134, May 18, 1933: Agriculture.....	35	3	35
Executive Order No. 7732, Oct. 27, 1937:			
Interior.....	7	6	1
Federal Works Agency.....	16	8	8
Executive Order No. 7852, Mar. 29, 1938:			
Treasury.....	3		3
Commerce.....	10		10
Executive Order No. 7878, Apr. 29, 1938:			
Treasury.....	19		19
Federal Security Agency.....	13		13
Executive Order No. 7916, June 24, 1938:			
State.....	181		181
Treasury.....	440	19	421
War.....	648	33	615
Justice.....	73	7	66
Navy.....	495	2	493
Interior.....	93	21	72
Agriculture.....	733	5	728
Commerce.....	279	6	273
Lab.....	33	33	
Community Credit Corporation.....	13	9	4
Electric Home and Farm Authority.....	31	24	7
Export-Import Bank.....	3	3	
Federal Deposit Insurance Corporation.....	244	223	21
General Accounting Office.....	1	1	
Maritime Commission.....	4	3	1
The National Archives.....	1	1	
National Mediation Board.....	1	1	
The Panama Canal.....	34		34
Veterans' Administration.....	8,515	6	8,509
National Training School for Boys.....	1	1	
Federal Security Agency.....	326		326
Federal Works Agency.....	39	37	2
Federal Loan Agency.....	37	10	27
Executive Order No. 7934, July 16, 1938:			
Interior.....	6	2	4
Federal Works Agency.....	4		4
Executive Order No. 8339, Feb. 6, 1940: Labor.....	35	29	6
Total, by Executive orders.....	12,376	493	11,883
<b>BY CIVIL-SERVICE RULES</b>			
Rule II, section 6:			
Executive Office of the President.....	2	2	
State.....	35	33	2
Treasury.....	19	16	3
War.....	56	4	52
Justice.....	118	72	46
Navy.....	37	16	21
Interior.....	624	96	528
Agriculture.....	25	5	23
Commerce.....	2		2
Labor.....	2		2
The National Archives.....	1		1
Veterans' Administration.....	29		29
Civil Aeronautics Authority.....	26	1	25
Federal Security Agency.....	435	384	51
Federal Works Agency.....	3	2	1
Smithsonian Institution.....	1	1	
Social Security Board.....	4		4
Alaska Game Commission.....	56		56
Rule II, section 7: Post Office.....	1		1
Rule X, section 11: State.....			
Total, by civil-service rules.....	1,480	632	848
<b>BY LEGISLATION</b>			
Act of Congress, Aug. 16, 1937 (50 Stat. 665): Labor.....	2	2	
Act of Congress, May 23, 1938 (52 Stat. 451): The National Archives.....	73	72	1
Act of Congress, June 23, 1938 (52 Stat. 982):			
The National Archives.....	2	1	1
Civil Aeronautics Authority.....	41	26	15
Acts of Congress, June 25, 1938:			
Post Office (52 Stat. 1076).....	4,568		4,568
Railroad Retirement Board (52 Stat. 1100).....	3	2	1
Total, by legislation.....	4,689	103	4,586
Grand total.....	18,545	1,228	17,317

In addition, 2,630 disallowances of classifications of employees were made for the following reasons: failed to report or abandoned examination, 151; failed to pass medical examination, 1,355; noncitizen, 90; ineligible ratings, 766; two or more members of family in classified service, 5; unsuitability (arrest records, false statements, etc.), 47; did not meet service requirements of authorization, 122; did not meet requirements of Ramspeck-O'Mahoney Postmaster Act, 22; other reasons, 69.



# APPROPRIATIONS AND EXPENDITURES

## *Appropriations, 1940*

Salaries and expenses, 1940 (including prior balance)-----	\$4, 000, 025
Printing and binding, 1940 (including prior balance)-----	156, 642
Emergency fund for the President, Navy (allotment to Civil Service Commission), 1940 and 1941-----	<sup>1</sup> 63, 000
Emergency fund for the President, War (allotment to Civil Service Commission), 1940-42-----	<sup>1</sup> 37, 000
Total-----	<u>4, 256, 667</u>

## *Expenditures, 1940*

Personal services-----	3, 670, 643
Supplies and materials-----	239, 434
Storage and repairs for motor truck-----	265
Communication service-----	27, 582
Travel expenses-----	104, 867
Transportation of things-----	3, 740
Printing and binding-----	20, 134
Repairs and alterations-----	7, 044
Special and miscellaneous current expenses-----	27, 575
Equipment-----	153, 912
Total expenditures-----	<u>4, 255, 196</u>
Unexpended balance of appropriation-----	<sup>2</sup> 1, 471
Total-----	<u>4, 256, 667</u>

## *Appropriations, 1941*

Salaries and expenses, 1941-----	4, 975, 000
Printing and binding, 1941-----	160, 000
Emergency fund for the President, Navy (allotment to Civil Service Commission), 1940 and 1941-----	1, 550, 007
Emergency fund for the President, War (allotment to Civil Service Commission), 1940-42-----	951, 097
Total-----	<u>7, 636, 104</u>

## *Retirement and Disability Funds, 1940*

Civil Service Retirement and Disability Fund, 1940-----	86, 329, 000
Canal Zone Retirement and Disability Fund, 1940-----	500, 000
Alaska Railroad Retirement and Disability Fund, 1940-----	175, 000
Total-----	<u>87, 004, 000</u>

## *Retirement and Disability Funds, 1941*

Civil Service Retirement and Disability Fund, 1941-----	90, 754, 000
Canal Zone Retirement and Disability Fund, 1941-----	1, 177, 000
Alaska Railroad Retirement and Disability Fund, 1941-----	175, 000
Total-----	<u>92, 106, 000</u>

The three civil-service retirement and disability funds are not considered appropriations for expenditure, since they were transferred to trust funds.

<sup>1</sup> Portion of funds allotted to 1940.

<sup>2</sup> This unexpended balance includes the unexpended balance of the amount apportioned for 1940, which is carried forward to 1941, as follows: Navy Emergency for 1940 and 1941, \$7, and War Emergency for 1940-42, \$1,097.

## Appendix

### EXECUTIVE ORDERS, FISCAL YEAR 1940

#### *Orders Amending the Civil-Service Rules*

AMENDING CIVIL-SERVICE RULE II, SECTION 6, RELATING TO CLASSIFICATION OF EXCEPTED EMPLOYEES.

**No. 8283, November 9, 1939, 4 F. R. DI 4565.**

By virtue of and pursuant to the authority vested in me by the Civil Service Act (22 Stat. 403, 404), it is ordered that section 6 of Civil Service Rule II be, and it is hereby, amended to read as follows:

**"6. Excepted employees—when classified.**—Except as provided in section 7 of this rule, a person holding a position when it is placed in the classified (competitive) service or otherwise is made subject to competitive examination shall, upon recommendation to the Commission by the head of the department or agency in which he is employed, have all the rights which he would acquire if appointed thereto upon competitive examination: *Provided*, (a) that he was appointed to such position, or to a position being placed in the classified (competitive) service under the same authority of law or Executive order, at least 6 months prior to the effective date of the change in the status of the position; (b) that he has performed satisfactory active service in either or both of such positions for an aggregate of at least 3 months of the 6 months immediately preceding the change in the status of the position; (c) that he shall pass such appropriate non-competitive tests of fitness as the Commission may prescribe; and (d) that he is not disqualified by any provision of section 3 of civil-service rule V or of any other civil-service rule, or by any provision of the Civil Service Act or any other statute, or Executive order; and *Provided further*, that in conferring a classified (competitive) status upon any employee under this, or any other, rule, or any statute or Executive order, the Commission (a) may in its discretion exempt from the physical requirements established for any position any employee who has rendered long and faithful service in a civil capacity for the Government, and (b) may consider a person whose name is carried on the compensation rolls of the Employees' Compensation Commission as having rendered satisfactory active service in the position in which he last served for the period during which his name is carried on such rolls. Any such person who fails to meet the above-stated requirements of this section shall be separated from the service within 30 days (exclusive of leave to which he is entitled) after the Commission reports that he is ineligible to acquire a classified (competitive) status unless the head of the department or agency concerned certifies to the Commission that such person has rendered satisfactory service and that he should be retained although without acquiring such status."

The provisions of this order shall also apply to the incumbents of positions heretofore or hereafter covered into the classified (competitive) service by section 1 of Executive Order No. 7916 of June 24, 1938, and section 3 of that order is modified accordingly.

This order is recommended by the Civil Service Commission.

AMENDING CIVIL-SERVICE RULE VII, SECTION 2 (B), RELATING TO CERTIFICATION.

**No. 8300, December 12, 1939, 4 F. R. DI 4847.**

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403) and by section 1753 of the Revised Statutes of the United States (U. S. C., title 5, sec. 631), it is ordered that the first sentence of the first paragraph of section 2 (b) of civil-service rule VII be, and it is hereby, amended to read as follows:

**"(b) Selections.** The nominating or appointing officer shall make selections for the first vacancy from not more than the highest three persons certified, or from the register, with sole reference to merit and fitness, unless objection shall

be made and sustained by the Commission, to one or more of the persons certified, for any of the reasons stated in rule V, section 3, or in the case of highly confidential positions in the State, War, and Navy Departments for such other reasons as may be approved by the Commission."

AMENDING EXECUTIVE ORDER NO. 8283 OF NOVEMBER 9, 1939, WHICH AMENDED RULE II, SECTION 6, RELATING TO CLASSIFICATION OF EXCEPTED EMPLOYEES.

**No. 8363, March 4, 1940, 5 F. R. DI 952.**

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403), it is ordered that the penultimate paragraph of Executive Order No. 8283 of November 9, 1939, be, and it is hereby, amended to read as follows:

"The second *proviso* of the said section 6 of civil-service rule II as herein amended shall also apply to the incumbents of positions heretofore or hereafter covered into the classified (competitive) service by section 1 of Executive Order No. 7916 of June 24, 1938, and section 3 of that order is modified accordingly, effective as of November 9, 1939."

This order is recommended by the Civil Service Commission.

AMENDING CIVIL-SERVICE RULE VII, SECTION 2 (B), RELATING TO CERTIFICATION.

**No. 8423, May 28, 1940, 5 F. R. DI 2099.**

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403) and by section 1753 of the Revised Statutes of the United States (U. S. C., title 5, sec. 631), it is ordered that the first sentence of the first paragraph of section 2 (b) of civil-service rule VII be, and it is hereby, amended to read as follows:

"(b) **Selections.**—The nominating or appointing officer shall make selections for the first vacancy from not more than the highest three persons certified, or from the register, with sole reference to merit and fitness, unless objection shall be made and sustained by the Commission, to one or more of the persons certified, for any of the reasons stated in rule V, section 3, or in the case of positions in Federal agencies concerned in preparedness and the national defense program, for such other reasons as may be approved by the Commission."

AMENDING CIVIL-SERVICE RULE IX, SECTION 1 (A), RELATING TO REINSTATEMENT.

**No. 8425, May 29, 1940, 5 F. R. DI 2099.**

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403) and by section 1753 of the Revised Statutes of the United States (U. S. C., title 5, sec. 631), it is ordered that section 1 (a) of civil-service rule IX governing reinstatements, be, and it is hereby, amended to read as follows:

"(a) Upon requisition for reinstatement by the appointing office having a vacancy to fill, made within 1 year of separation if the period of service was less than 2 years; within 2 years if the period of service was 2 years or more but less than 3 years; within 3 years if the period of service was 3 years or more but less than 4 years; within 4 years if the period of service was 4 years or more but less than 5 years; and without time limit if the period of service was 5 years or more: *Provided*, That the applicant is otherwise eligible under the conditions of the Executive order of June 2, 1920: *Provided further*, That the time limit may be waived in the case of reinstatements to positions in Federal agencies concerned with preparedness and the national-defense program."

### *Orders Amending Schedule A (Civil-Service Rule II, Sec. 3)*

EXCEPTING FROM EXAMINATION TWO PRIVATE SECRETARIES OR CONFIDENTIAL ASSISTANTS TO THE ADMINISTRATOR OF THE FEDERAL SECURITY AGENCY.

(Subdivision XXXVII, par. 1)

**No. 8205, July 14, 1939, 4 F. R. DI 3313.**

By virtue of and pursuant to the authority vested in me by the provisions of paragraph eighth of subdivision second of section 2 of the Civil Service Act (22 Stat. 403, 404), it is hereby ordered as follows:

\* \* \* \* \*

"2. Schedule A of the civil-service rules is hereby amended by adding thereto the following subdivision:

"XXXVII. FEDERAL SECURITY AGENCY

"(1) Two private secretaries or confidential assistants to the Administrator of the Federal Security Agency."

EXCEPTING FROM EXAMINATION ONE CONFIDENTIAL ASSISTANT TO EACH MEMBER OF THE CIVIL AERONAUTICS AUTHORITY AND TO THE ADMINISTRATOR.

(Subdivision XVI, par. 3)

**No. 8237, September 6, 1939, 4 F. R. DI 3835.**

By virtue of and pursuant to the authority vested in me by the provisions of paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 403, 404), it is ordered that subdivision XVI of schedule A of the civil-service rules be, and it is hereby, amended by the addition of the following paragraph, numbered "3":

"3. One confidential assistant to each of the members of the Civil Aeronautics Authority and to the Administrator, provided that the position of private secretary exempt by statute from competitive civil service requirements in each case is filled by the appointment of a classified civil-service employee."

EXCEPTING FROM EXAMINATION POSITIONS IN THE ISLAND OF PUERTO RICO WHEN PUBLIC EXIGENCY WARRANTS.

(Subdivision I, par. 7)

**No. 8258, September 21, 1939, 4 F. R. DI 4023.**

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 404), it is ordered that paragraph 7, subdivision I, schedule A of the civil-service rules be, and it is hereby, amended to read as follows:

"7. Any person employed in a foreign country or in the Virgin Islands, or in Puerto Rico when public exigency warrants, or in any island possession of the United States in the Pacific Ocean (except the Hawaiian Islands), or United States citizens employed in a confidential capacity in the Philippine Islands, when in the opinion of the Civil Service Commission it is not practicable to treat the position as in the competitive classified service; but this paragraph shall not apply to any person employed in Canada or Mexico in the service of the Immigration and Naturalization Service, Department of Labor, or to any person employed in any foreign country by the Bureau of Customs of the Treasury Department."

EXCEPTING FROM EXAMINATION TEMPORARY EMPLOYEES IN THE POSTAL SERVICE IN CONNECTION WITH HOLIDAY OR SEASONAL BUSINESS.

(Subdivision VII, par. 5)

**No. 8272, October 16, 1939, 4 F. R. DI 4277.**

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 403, 404), it is ordered that subdivision VII, schedule A of the civil-service rules be, and it is hereby, amended by adding the following:

"5. Temporary clerks, carriers, and laborers required for part-time or intermittent work in the Postal Service in connection with the holiday or seasonal business from November 15, 1939, to January 15, 1940."

EXCEPTING FROM EXAMINATION POSITIONS IN THE PHILIPPINE ISLANDS FILLED BY UNITED STATES CITIZENS.

(Subdivision I, par. 7)

**No. 8424, May 28, 1940, 5 F. R. DI 2099.**

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 404), it is ordered

that paragraph 7, subdivision I, schedule A of the civil-service rules be, and it is hereby, amended to read as follows:

"7. Any person employed in a foreign country or in the Virgin Islands, or in Puerto Rico when public exigency warrants, or in any island possession of the United States in the Pacific Ocean (except the Hawaiian Islands), or United States citizens employed in the Philippine Islands, when in the opinion of the Civil Service Commission it is not practicable to treat the position as in the competitive classified service; but this paragraph shall not apply to any person employed in Canada or Mexico in the service of the Immigration and Naturalization Service, Department of Labor, or to any person employed in any foreign country by the Bureau of Customs of the Treasury Department."

EXCEPTING FROM EXAMINATION CERTAIN POSITIONS IN THE FEDERAL BUREAU OF INVESTIGATION, DEPARTMENT OF JUSTICE.

(Subdivision VI, par. 6)

**No. 8441, June 12, 1940, 5 F. R. DI 2222.**

By virtue of and pursuant to the authority vested in me by paragraph eighth of subdivision second of section 2 of the Civil Service Act of January 16, 1883 (22 Stat. 403, 404), paragraph 6, subdivision VI of schedule A of the civil-service rules is hereby amended to read as follows:

"6. During the period beginning July 1, 1940 and ending June 30, 1941, all positions in the Federal Bureau of Investigation except fingerprint classifiers."

EXCEPTING FROM EXAMINATION CERTAIN POSITIONS IN THE FIELD SERVICE OF THE BUREAU OF FISHERIES, DEPARTMENT OF THE INTERIOR.

(Subdivision VIII, par. 10)

**No. 8449, June 19, 1940, 5 F. R. DI 2315.**

By virtue of the authority vested in me by the provisions of paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 404), it is ordered that subdivision VIII of schedule A of the civil-service rules be, and it is hereby, amended by adding thereto the following paragraph:

"10. Positions in the field service of the Bureau of Fisheries concerned with scientific fishery investigations when filled by the appointment of students at colleges and universities of recognized standing: *Provided*, That substantial contributions to the investigations are made by such colleges or universities in money, services, or materials, or in the use of buildings, laboratories, equipment, or facilities, or otherwise. Such employments may be continued under this authority only so long as the appointee is a bona fide student at the particular college or university and receives academic credit toward a degree for the work which he is performing for the Bureau of Fisheries."

### *Orders Amending Schedule B (Civil-Service Rule III, Sec. 2)*

PERMITTING UNCLASSIFIED LABORERS APPOINTED UNDER THE LABOR REGULATIONS TO ADVANCE UPON NONCOMPETITIVE EXAMINATION TO CLASSIFIED POSITIONS IN THE FIELD SERVICE OF THE WAR DEPARTMENT.

(Subdivision IV, par. 4)

**No. 8280, October 31, 1939, 4 F. R. DI 4453.**

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 403, 404), it is ordered that paragraph 4, subdivision IV, schedule B of the civil-service rules be, and it is hereby, amended to read as follows:

"4. Classified positions in the field service of the War Department when filled by the promotion of unclassified laborers appointed under the Labor Regulations, subject to the approval of the Commission."

This order is recommended by the Civil Service Commission in view of the agreement by the War Department that hereafter unclassified laborer positions in the field service of the War Department at places where Labor Regulations are in effect will be filled through appointment from appropriate classified registers



as provided in section 3 of civil-service rule II. The procedure will permit unskilled laborers having a status under the Labor Regulations to advance upon noncompetitive examination to classified positions, but will not accord to such promoted employees a classified status nor render them eligible for transfer to classified positions in other branches of the Federal service.

PERMITTING UNCLASSIFIED LABORERS APPOINTED UNDER THE LABOR REGULATIONS  
TO ADVANCE UPON NONCOMPETITIVE EXAMINATION TO CLASSIFIED POSITIONS IN  
THE NATIONAL ARCHIVES

(Subdivision XII, par. 1)

No. 8317, January 10, 1940, 5 F. R. DI 165.

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 403, 404), schedule B of the civil-service rules is hereby amended by adding thereto the following subdivision:

"XII. THE NATIONAL ARCHIVES

"1. Classified positions in The National Archives when filled by the promotion of unclassified laborers appointed under the Labor Regulations, subject to the approval of the Commission."

This order is recommended by the Civil Service Commission in view of the agreement by The National Archives that hereafter unclassified laborer positions in The National Archives will be filled through appointment from appropriate classified registers as provided in section 3 of civil-service rule II. This procedure will permit unskilled laborers having a status under the Labor Regulations to advance upon noncompetitive examination to classified positions, but will not accord to such promoted employees a classified status nor render them eligible for transfer to classified positions in other branches of the Federal service.

PERMITTING UNCLASSIFIED LABORERS APPOINTED UNDER THE LABOR REGULATIONS  
TO ADVANCE UPON NONCOMPETITIVE EXAMINATION TO CLASSIFIED POSITIONS IN  
THE CUSTODIAN SERVICE AND AT THE COAST GUARD DEPOT, CURTIS BAY,  
MARYLAND

(Subdivision VI, par. 1)

No. 8360, March 2, 1940, 5 F. R. DI 951.

By virtue of and pursuant to the authority vested in me by paragraph eighth, subdivision second, section 2 of the Civil Service Act (22 Stat. 403, 404), it is ordered that paragraph 1, subdivision VI, schedule B of the civil-service rules be, and it is hereby, amended to read as follows:

"1. Classified positions in the Custodian Service and at the Coast Guard Depot, Curtis Bay, Maryland, when filled by the promotion of unclassified laborers appointed under the Labor Regulations, subject to the approval of the Commission."

This order is recommended by the Civil Service Commission in view of the agreement by the Treasury Department that hereafter unclassified laborer positions in these services where Labor Regulations are in effect will be filled through appointment from appropriate classified registers as provided in section 3 of civil-service rule II. The procedure will permit unclassified laborers having a status under the Labor Regulations to advance upon noncompetitive examination to classified positions, but will not accord to such promoted employees a classified status nor render them eligible for transfer to classified positions in other branches of the Federal service.

*Other Orders Affecting Civil Employees in the Executive Branch*

<i>Citation</i>	<i>Title</i>
8190, July 5, 1939 (4 F. R. DI 2785)	Placing the Committee for Reciprocity Information under the jurisdiction and control of the Department of State.
8191, July 5, 1939 (4 F. R. DI 2785)	Placing the Goethals Memorial Commission under the jurisdiction and control of the War Department.
8194, July 6, 1939 (4 F. R. DI 2786)	Placing the Federal Fire Council under the Federal Works Agency.



<i>Citation</i>	<i>Title</i>
8197, July 11, 1939----- (4 F. R. DI 2953)	Regulations pertaining to the administration of the act of May 3, 1939 (53 Stat. 652), (authorizing the temporary detail of United States employees, possessing special qualifications, to governments of American republics and the Philippines, and for other purposes).
8205, July 14, 1939----- (4 F. R. DI 3313)	Authorizing the initial appointment of the Assistant Administrator of the Federal Security Agency and one private secretary to the Assistant Administrator without compliance with the civil-service rules.
8214, July 25, 1939----- (4 F. R. DI 3429)	Providing additional time-eligibility for reinstatement under civil-service rules of certain former Federal employees.
8222, August 21, 1939----- (4 F. R. DI 3715)	Exempting certain positions from salary classification.
8226, August 24, 1939----- (4 F. R. DI 3722)	Amending section 15 of Executive Order No. 7845 of March 21, 1938, prescribing regulations relating to annual leave of Government employees.
8227, August 24, 1939----- (4 F. R. DI 3722)	Amending section 18 of Executive Order No. 7846 of March 21, 1938, prescribing regulations relating to sick leave of Government employees.
8247, September 8, 1939----- (4 F. R. DI 3864)	Authorizing increases in the personnel of the Federal Bureau of Investigation, Department of Justice.
8248, September 8, 1939----- (4 F. R. DI 3864)	Establishing the Divisions of the Executive Office of the President and defining their functions and duties.
8254, September 18, 1939----- (4 F. R. DI 3983)	Authorizing increases in the personnel and facilities of the United States Coast Guard, Treasury Department.
8257, September 21, 1939----- (4 F. R. DI 4023)	Authorizing excepted appointments to meet public exigency.
8266, October 4, 1939----- (4 F. R. DI 4167)	Exempting certain positions from salary classification.
8273, October 21, 1939----- (4 F. R. DI 4321)	Excepting appointments in the United States Coronado Exposition Commission from the requirements of the Civil Service Act and rules.
8291, November 30, 1939----- (4 F. R. DI 4761)	Excusing Federal employees from duty on December 23 and 30, 1939.
8293, November 30, 1939----- (4 F. R. DI 4762)	Suspension of 8-hour law as to persons employed by the Government in the construction of certain emergency air bases.
8303, December 13, 1939-----	Waiving the provisions of the Executive order of January 17, 1873, as to Huntington Cairns.
8316, December 27, 1939----- (4 F. R. DI 4979)	Authorizing the initial appointment to a certain position in the Wage and Hour Division, Department of Labor, without compliance with the civil-service rules, and revoking in part Executive Order No. 8027 of December 23, 1938.
8334, January 25, 1940-----	Authorizing the Archivist of the United States to effect initial appointments to certain positions in the Franklin D. Roosevelt Library without regard to the requirements of the Civil Service Act and rules.
8339, February 6, 1940----- (5 F. R. DI 621)	Authorizing the Civil Service Commission to confer a competitive classified civil-service status upon certain employees assigned to the Wage and Hour Division of the Department of Labor.

<i>Citation</i>	<i>Title</i>
8371, March 9, 1940 ----- (5 F. R. DI 1029)	Amending section 3 of Executive Order No. 8044 of January 31, 1939, and appointing Attorney General Robert H. Jackson a member of the committee to investigate and report methods for selecting and promoting certain personnel in civil service.
8383, March 28, 1940 ----- (5 F. R. DI 1233)	Authorizing the Civil Service Commission to confer a classified civil-service status upon certain employees of the Office of Indian Affairs in accordance with section 3 of Executive Order No. 7916 of June 24, 1938.
8384, March 29, 1940 ----- (5 F. R. DI 1253)	Prescribing regulations relating to annual leave of Government employees.
8385, March 29, 1940 ----- (5 F. R. DI 1256)	Prescribing regulations relating to sick leave of Government employees.
8390, April 11, 1940 ----- (5 F. R. DI 1411)	Amending the Executive order of January 17, 1873, to permit employees of the Federal Government to hold certain positions in the schools and universities of any State, Territory, or municipality.
8399, April 29, 1940 ----- (5 F. R. DI 1607)	Amending the Executive order of January 17, 1873, to permit officers and employees of the Social Security Board, Federal Security Agency, to hold State, Territorial, and municipal offices, etc.
8404, May 7, 1940 ----- (5 F. R. DI 1661)	Authorizing the Civil Service Commission to reopen under certain conditions examinations from which appointments may be made to positions in the Social Security Board.
8427, June 3, 1940 ----- (5 F. R. DI 2131)	Prescribing rules and regulations for the administration of the interbuilding mail and messenger service.
8428, June 3, 1940 ----- (5 F. R. DI 2131)	Revoking Executive Order No. 6228 of July 28, 1933, as to Custer Battlefield National Cemetery.
8438, June 11, 1940 -----	Extending the provisions of the Civil Service Retirement Act to employees of the Office of Legal Adviser, Department of State.
8443, June 14, 1940 -----	Directing the Secretary of the Treasury to assemble annually a Coast Guard Personnel Board.
8447, June 17, 1940 ----- (5 F. R. DI 2301)	Authorizing the Civil Service Commission to confer a competitive classified civil-service status upon certain employees of the Department of Labor.
8455, June 26, 1940 ----- (5 F. R. DI 2420)	Designating additional construction agencies and providing for the planning and programming of construction undertaken or aided by the Federal Government.
8456, June 27, 1940 -----	Authorizing the extension of appointments of certain employees of the General Accounting Office.
8457, June 27, 1940 -----	Authorizing certain employees of the General Accounting Office to acquire a classified civil-service status.
8458, June 27, 1940 -----	Directing the Civil Service Commission to establish a replacement list of noncivil-service employees for use for temporary appointments to national defense positions.
8461, June 28, 1940 -----	Authorizing the Archivist of the United States to make certain appointments to the Franklin D. Roosevelt Library without regard to the provisions of civil-service law.

## *Orders Excepting Persons Named from Requirements of the Civil-Service Rules*

Twenty Executive orders authorizing exemptions from provisions of the civil-service rules were issued during the year. They affected 21 persons. During the preceding year seven orders of a similar nature were issued, affecting 13 persons.

Sixteen of the orders waived competitive examination. Fifteen authorized the appointment of 16 persons without examination. One authorized transfer to a classified position. One waived time limit to permit reinstatement. One waived the maximum age limit to permit entrance to examination. Two waived relative standings on eligible registers.

Three of the twenty-one appointees were not given a classified status.

The following shows for each order: date and number; name of person; nature of waiver; action allowed, and by whom recommended if formal recommendation was made by a Government official.

8229, August 26, 1939. **Lt. Harry R. Lohman**; standing on civil-service register of eligibles waived; promotion authorized to the rank of captain, Metropolitan Police Force of the District of Columbia; had rendered long and honorable service; recommended by the president of the Board of Commissioners and by the Superintendent of Police of the government of the District of Columbia.

8235, September 6, 1939. **Mrs. Coey Custer Jones**; examination waived; appointment authorized to an appropriate classified position in the Public Health Service, Federal Security Agency; widow of Surgeon Roy R. Jones, a commissioned medical officer of the Public Health Service, who died on June 13, 1939, leaving Mrs. Jones and three children without adequate means of continued support; recommended by the Surgeon General of the Public Health Service.

8242, September 7, 1939. **Charlotta Gallap**; examination waived; transfer authorized from the Tennessee Valley Authority to a classified position as private secretary to the Chairman of the Federal Communications Commission at a salary of \$2,900 a year; had served efficiently for 5 years as private secretary in an exacting position; recommended by the Chairman of the Federal Communications Commission.

8264, September 30, 1939. **Master Sgt. Morris Swett**, United States Army, retired; examination waived; appointment authorized to the civilian position of junior librarian, Field Artillery School, Fort Sill, Okla., P-1, \$2,000 a year; had established and developed the library at the Field Artillery School and served as the librarian for more than 20 years; recommended by the Secretary of War.

8285, November 16, 1939. **George K. Briggs**; examination waived; appointment authorized as executive assistant to the Director of the Bureau of Marine Inspection and Navigation, Department of Commerce, without being accorded a classified status.

8313, December 22, 1939. **Henry Schneider**; examination waived; appointment authorized as investigator, Alcohol Tax Unit, Bureau of Internal Revenue, Treasury Department; had rendered valuable service to the Alcohol Tax Unit during the investigation of a conspiracy against the Government; recommended by the Secretary of the Treasury.

8329, January 22, 1940. **Van C. Broderick**; time limit on eligibility for reinstatement waived; reinstatement authorized to the position of rural carrier in the post office at Marysville, Kans.; was a classified employee in the Marysville, Kans., post office from November 22, 1918, to April 21, 1923, when his name was dropped from the rolls on the erroneous ground that he was unavailable for duty; recommended by the Postmaster General and concurred in by the Civil Service Commission.

8362, March 2, 1940. **Archie L. Hardy**; examination waived; appointment authorized to an appropriate clerical position, Social Security Board, Federal Security Agency; would have acquired a classified status as of August 19, 1939, had he not resigned on July 4, 1939, to accept temporary employment in the Department of Labor; recommended by the Federal Security Administrator.

8365, March 4, 1940. **Mrs. Rose S. Rutledge**; examination waived; appointment authorized to a clerical position in the Department of Agriculture; widow of Herbert W. Rutledge, a former employee of the Department of Agriculture,

who died on February 11, 1939, leaving his widow and one child without adequate means of support; recommended by the Secretary of Agriculture.

8370, March 8, 1940. **Edith M. Watkins**; examination waived; appointment authorized to a classified position in the Department of Justice; had performed highly creditable and capable service for more than 18 years under an excepted appointment in the Department of Justice; recommended by the Attorney General.

8395, April 17, 1940. **Floyd E. Julian**; examination waived; appointment authorized as rural letter carrier, Loudon, Tenn., Post Office Department; had performed efficient service as a temporary rural carrier since June 1, 1939.

8415, May 30, 1940. **Lyman A. Fillmen**; examination waived; appointment authorized to a classified position of instrument maker in the Smithsonian Institution; had performed highly creditable and capable service for 9 years in the private laboratories of the Smithsonian Institution; recommended by the Secretary of the Smithsonian Institution.

8416, May 22, 1940. **William T. Geurts**; standing on register of civil-service eligibles waived; appointment authorized as senior mediator, Maritime Labor Board; had performed effective and efficient service since his temporary appointment on May 2, 1939, under section 2 of rule VIII; recommended by the Chairman of the Maritime Labor Board.

8418, May 24, 1940. **Mrs. Jeanette M. Priester**; examination waived; appointment authorized as under mail, file and record clerk at the navy yard, Washington, D. C.; widow of Alfred Charles Priester, torpedoman, second class, United States Navy, who lost his life in line of duty with the sinking of the U. S. S. *Squalus* on May 23, 1939; recommended by the Secretary of the Navy.

8426, June 1, 1940. **Mrs. Florence S. Eilenberger**; maximum age limit waived to permit entrance to open competitive examination for position of postmaster at East Stroudsburg, Pa.; widow of Clinton B. Eilenberger, who served as Third Assistant Postmaster General from 1933 to 1937; recommended by the Postmaster General.

8436, June 11, 1940. **Baird Snyder, III**; examination waived; appointment authorized as deputy administrator, Wage and Hour Division, Department of Labor, without being accorded a classified status; recommended by the Secretary of Labor.

8451, June 20, 1940. **Russell Sturgis**; examination waived; appointment authorized as assistant territorial representative, Wage and Hour Division, Department of Labor, without being accorded a classified status; recommended by the Secretary of Labor.

8462, June 29, 1940. **Wilford S. Alexander**; examination waived; appointment authorized as district supervisor, Alcohol Tax Unit, Bureau of Internal Revenue; recommended by the Secretary of the Treasury.

8463, June 29, 1940. **Charles Leo Milroy** and **James E. Spratt**; examination waived; appointments authorized to classified positions of guard, Public Buildings Administration, Federal Works Agency.

8464, June 29, 1940. **Mrs. Gertrude S. Cooper**; examination waived; appointment authorized as superintendent of the Vanderbilt Mansion National Historic Site, National Park Service, Department of the Interior; regarded as splendidly fitted for the position; recommended by the Acting Secretary of the Interior.

### *Orders Exempting Persons Named from Compulsory Retirement for Age*

Orders of the following dates and numbers were issued, exempting the 48 persons named from compulsory retirement for age: 8195, July 7, 1939, Frederick S. Jackson; 8204, July 14, 1939, Michael E. Gorman; 8208, July 17, 1939, Mrs. Frances S. Nichols; 8209, July 17, 1939, William M. Smith; 8213, July 25, 1939, Erastus S. Hawkins; 8218, August 7, 1939, Herbert Vasant; 8224, August 24, 1939, John P. Dunlop; 8228, August 24, 1939, William T. Andrews; 8253, September 18, 1939, Walter I. Swanton; 8256, September 20, 1939, Maurice C.

Latta; 8259, September 21, 1939, Harry T. Edwards; 8260, September 21, 1939, James L. Hughes; 8262, September 26, 1939, Samuel A. Cottrell; 8263, September 26, 1939, William F. Mackenzie; 8268, October 9, 1939, George W. Stose; 8270, October 16, 1939, Edward M. Nevils; 8274, October 26, 1939, Edward A. Neill; 8275, October 26, 1939, Harvey J. Zimmerman; 8282, November 9, 1939, John S. Biggs; 8286, November 16, 1939, Hugh J. Murray; 8302, December 12, 1939, Frank Burke; 8308, December 19, 1939, Gerrit S. Miller, Jr.; 8309, December 19, 1939, Harry J. Morrison; 8310, December 19, 1939, Louis C. Vogt; 8311, December 19, 1939, Alexander McKeon; 8312, December 21, 1939, David D. Caldwell; 8314, December 22, 1939, John Kieley; 8322, January 15, 1940, John M. Terwilliger; 8327, January 22, 1940, Dr. Mary B. Harris; 8340, February 8, 1940, Frank E. Gass; 8348, February 14, 1940, John E. White; 8349, February 14, 1940, Thomas E. McElree; 8350, February 14, 1940, Alexander E. Twomey; 8374, March 13, 1940, Charles F. Markey; 8375, March 13, 1940, James F. Rogers; 8386, April 4, 1940, John W. Kindle; 8391, April 12, 1940, Clifton E. Johnson; 8401, May 7, 1940, Percy Nicholls; 8402, May 7, 1940, Nelson S. Thompson; 8408, May 15, 1940, Hunt P. Larcombe; 8409, May 15, 1940, Jacob C. Leshner; 8410, May 15, 1940, Harry C. Oberholser; 8412, May 17, 1940, Charles M. Eichelberger; 8413, May 18, 1940, Hubert K. Bishop; 8421, May 28, 1940, Joseph F. Reardon; 8448, June 18, 1940, Maitland S. Wright; 8452, June 20, 1940, Albert Clyde-Burton; 8453, June 21, 1940, Burnett Booker.

Orders of the following dates and numbers were issued, exempting further the 15 persons named from compulsory retirement for age: 8207, July 17, 1939, Dr. George F. Bowerman; 8217, August 7, 1939, George Middleton; 8231, August 31, 1939, Edward M. Weeks; 8252, September 14, 1939, Samuel J. Gompers; 8287, November 18, 1939, Arthur H. Chase; 8326, January 22, 1940, William S. Garland; 8328, January 22, 1940, Henry Clarke Hill; 8345, February 12, 1940, Fred C. Bailey; 8351, February 25, 1940, Sims Ely; 8368, March 7, 1940, Ales Hrdlicka; 8369, March 7, 1940, Louis A. Simon; 8392, April 12, 1940, Zeke Johnson; 8414, May 18, 1940, William C. Shambaugh; 8420, May 28, 1940, Frank B. Bourn; 8422, May 28, 1940, James E. Harper.

## APPOINTMENTS UNDER SECTION 8, CIVIL-SERVICE RULE II

Statement, by department or agency, of name, position to which appointed, bureau or other subdivision, salary paid, and basis of approval of each appointment made. In each case it was believed that an eligible as well qualified could not be secured through open competitive examination.

### WAR DEPARTMENT

**Percy T. Morris**, mechanical tabulating systems supervisor, Material Division of the Air Corps, Wright Field, Dayton, Ohio, \$2,900 a year. Mr. Morris has been a representative of the International Business Machines Corporation and has supervised the installation of the I. B. M. machines at Wright Field. He is completely familiar with the system in operation and the use to which the machines are being put in connection with Air Corps development work.

### DEPARTMENT OF THE INTERIOR

**Oliver Sheridan Bowman**, engineer, Bureau of Mines, Colorado Springs, Colo., \$3,800 a year. Mr. Bowman was appointed engineer in the Bureau of Mines, \$3,800 a year, in 1936, under section 10 (now section 8) of civil-service rule II, for the purpose of making investigations in the development of methods of producing electric power from lignite coal and the development of carbonizing devices as covered by Public, No. 591, 74th Congress. His appointment terminated in 1939. The Commission approved his reappointment under section 8 of civil-service rule II as in the nature of a reinstatement.

**Dr. Edward A. Kennard**, specialist in Indian languages, Indian Service at Large, Hopi Agency, Ariz., \$2,600 a year. Dr. Kennard will endeavor to develop and encourage the use of a written form of the native language among the Navajo and some of the other Indian groups. He is making a lifetime work of the study of Indian languages after having spent more than 2 years on the Hopi Reservation.



## DEPARTMENT OF LABOR

**Joseph M. Tone**, labor consultant, Division of Labor Standards, \$6,500 a year. Mr. Tone was regarded as preeminently qualified for the position, which requires a wide range of experience and ability as well as the confidence of employee groups and State labor officials. As Labor Commissioner of the State of Connecticut for 8 years he has developed and administered one of the outstanding State labor programs. In addition, he has spent his entire working career in close touch with labor problems.

**Ana Bosch**, associate in child labor inspection and employment certification, Children's Bureau, San Juan, Puerto Rico, \$3,200 a year. Miss Bosch has an A. B. degree from the University of Puerto Rico and a master's degree from Columbia University. She speaks Spanish fluently and is thoroughly familiar with the social and economic conditions in Puerto Rico. As Supervisor of Child Welfare in the State of New Mexico since 1938, she has assisted in carrying out the child-labor provisions of the Fair Labor Standards Act in that State.

## NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

**S. Paul Johnston**, coordinator of research, \$8,000 a year. Mr. Johnston's wide experience with technical aeronautical personnel engaged in research, development, manufacture, and operation qualifies him to an exceptional degree. The aviation field was canvassed and conclusion was reached that Mr. Johnston is the best qualified man to assume these duties. He is a lieutenant commander in the United States Naval Reserve and has served as maintenance and technical consultant on equipment and maintenance problems for air lines.

## FEDERAL SECURITY AGENCY

**Dr. Samuel W. Hamilton**, special mental hospital examiner, United States Public Health Service, Division of Mental Hygiene, \$6,500 a year. Dr. Hamilton has been active in the field of mental and nervous diseases for 37 years, served in the Army as a psychiatrist during the World War, and has taught psychiatry. He has been connected with the National Committee for Mental Hygiene as Director of the Division of Hospital Service and as Director of the Mental Hospital Survey Committee. He has surveyed and studied hospitals for mental diseases throughout the United States.

## FEDERAL WORKS AGENCY

**John N. Edy**, Executive Assistant to the Federal Works Administrator, \$8,000 a year. Mr. Edy will serve as the principal aid to the Federal Works Administrator on administrative problems. His duties will also consist of budgetary control and administrative planning as well as the gathering of information on administrative problems. He will keep in close contact with the program of the agency. He will serve as the budget officer of the agency and will make recommendations for any administrative actions required. Mr. Edy received a B. S. C. E. degree and a C. E. (in absentia) degree from the University of Missouri. From the University of California he received an M. A. degree in political science. He has had over 33 years' experience in the engineering and administrative field.

## ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

**Will Shafroth**, Chief of the Division of Procedural Studies and Statistics, \$6,500 a year. The duties comprise a continuing study of the disposition of cases by Federal courts other than the Supreme Court, necessitating conferences with judges, clerks, and other informed persons. Upon this study will be based recommendations for expedition and efficiency in the dispatch of the work of the courts. It was required that the occupant be a lawyer, acquainted with judicial procedures, particularly the procedures of the Federal courts, and familiar with recent thought of legal scholars, jurists, and lawyers concerning methods of making these procedures more effective. Mr. Shafroth possessed the qualifications indicated to an unusual degree. He has held important positions with the American Bar Association and has worked for the advancement of the standards of legal education in the United States.



## NOTE ON THE USE OF TABLES 1 AND 2

Table 1 shows those examinations for which registers were established during the fiscal year or which were reopened to 10-point veteran preference applicants; table 2 shows from which examinations probational or permanent appointments were made.

The examinations are grouped according to the type of qualifications required and the type of position to be filled into: (1) *professional and scientific*, for positions which require a college degree or equivalent training and involve the performance of routine, administrative, or research work based upon the established principles of a profession or science; (2) *subprofessional and subscientific*, for positions which require professional, scientific, or technical training less than that represented by college graduation, or the duties of which are incident, subordinate, or preparatory to the work of professional employees; (3) *clerical, administrative, and fiscal*, involving requirements ranging from no education or experience to college graduation or administrative experience of a business or industrial type or both, and involving work of a clerical, administrative, or accounting type, or the making of inspections and investigations involving law enforcement; (4) *skilled trades, custodial, and labor*, for positions which require completion of trades apprenticeship, experience in an industrial plant, education in a trades or agricultural school, or (in the case of labor and most custodial positions) require no experience.

Notification of the next open competitive announcement for one of these examinations may be requested by filing a card with the central Washington office of the Commission or with one of its 13 district offices. For examinations marked (F), request should be sent to the office of the civil-service district in which the inquirer lives. For examinations marked (C) requests may be filed with the central office. For examinations marked (F, C) requests may be filed with either or both the central and district office.

In the case of the first three groups, requests for all examinations not marked may be sent to the central office; in the case of the skilled trades, custodial, and labor group requests for all examinations not marked should be sent to the district office.

Both tables 1 and 2 include eligibles and appointees on the separate list of classified employees established by civil-service rule VI, section 1, effective February 1, 1939. In table 1, to find the total eligibles on the open competitive register only, subtract the number of eligibles on the separate list from the total passed; to find the total on the separate list only, subtract the number on the open competitive register from the total passed. In table 2, the number appointed from the separate list plus the number appointed from the open competitive register equals the total appointments.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940

## PROFESSIONAL AND SCIENTIFIC

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register								Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total			
										Men	Women	Men	Women	Men	Women		Men	Women	
Aerologist.....	78	75		75	8		8	67		6		2				8	1		
Agricultural research writer.....	1	1		1				1											
Agriculturist (extension), principal.....	48	43		43	15		15	28		9		6				15	4		
Agriculturist (extension), senior.....	37	37		37	15		15	22		10		5				15			
Agronomist:																			
Forage crops, assistant.....	231	224	1	225	65	1	66	159		62	1			1		65	19		
Forage crops, associate.....	116	110		110	20		20	90		17		2		1		20	7		
Soil conservation, associate.....	2	2		2	2		2							2		2			
Tobacco investigations.....	3	3		3	1		1	2						1		1			
Air Corps technical school instructor.....	404	378	14	392	55	1	56	323	13	28	1	27				56	8		
Assistant.....	626	616	6	622	316	3	319	300	3	221	3	91		4		319	36		
Associate.....	155	148	6	154	44	3	47	104	3	36	3	8				47	8	1	
Junior.....	884	829	36	865	350	21	371	479	15	270	21	77		3		371	33	1	
Animal husbandman (range cattle investigations), assistant.....	1	1		1				1											
Architect.....	540	454	1	455	100		100	354	1	72		27		1		100	1		
Assistant.....	694	608	9	617	111	2	113	497	7	106	2	3		2		113	1		
Associate.....	874	742	6	748	279		279	463	6	216		59		2		277	5		
Senior.....	250	217		217	66		66	151		41		25				66	1		
Landscape.....	1	1		1	1		1							1		1			
Assistant.....	2	2		2				2											
Naval.....	112	110		110	75		75	35		56		11		1		68	53		
Assistant.....	125	123		123	45		45	78		40		4				44	19		
Associate.....	170	168		168	121		121	47		92		15		2		109	84		
Artist-designer, chief.....	1	1		1				1											
Attorney.....	6	6		6	1		1	5						1		1			
Assistant.....	5	3		3				3											
Junior.....	1	1		1	1		1							1		1			
Principal.....	2	1		1				1											
Bureau of Motor Carriers, senior.....	4	3		3				3											
Biochemist (nut investigations).....	36	31	4	35	2		2	29	4	2						2			
Biologist (wildlife).....	147	139	2	141	24		24	115	2	18		5		1		24			
Assistant.....	484	460	12	472	165	1	166	295	11	158	1	6		1		166			
Associate.....	196	182	1	183	81		81	101	1	73		8				81			

Biometrician.....	39	25	11	36	1	1	24	11	1					1		
Assistant.....	103	70	26	96	13	7	20	57	19	13	7			20		
Associate.....	25	20	4	24	5		5	15	4	5				5		
Cadet training instructor.....	238	224		224	181		181	43		131		47		181	6	
Associate.....	77	73		73	51		51	22		45		6		51		
Chemist:																
Assistant.....	1	1		1				1								
Associate.....	1	1		1	1		1						1	1		
Child guidance case worker, assistant.....	1		1	1				1								
Child labor, consultant in.....	186	118	58	176	8	9	17	110	49	8	9			17	1	
Assistant.....	531	359	152	511	63	35	98	296	117	61	35	2		98	3	2
Associate.....	252	173	72	245	21	32	53	152	40	20	31	1		53	2	
Principal.....	108	77	25	102		1		77	24		1			1		
Senior.....	59	40	17	57	1	6	7	39	11	1	6			7		
Classification, assistant supervisor of.....	64	51	11	62	4		4	47	11	4				4		
Classification analyst (industrial), as- sistant.....	2	2		2				2								
Community worker, head.....	1	1		1				1								
Consultation and field service specialist.....	261	201	42	243	27	1	28	174	41	15	1	11		28		
Curator, associate.....	69	35	29	64	12	7	19	23	22	12	7			19		
Curator of sculpture.....	32	20	5	25	4			16	5	4				4		
Dentist, associate.....	10	5		5	2		2	3	5				2	2		
Director (historic sites and buildings), assistant.....	1	1		1				1								
Economist:																
Forest:	53	51		51	14		14	37		12		2		14	8	
Assistant.....	132	123	1	124	19		19	104	1	19				19	5	
Associate.....	82	79		79	15		15	64		13				15	5	
Principal.....	22	21		21	9		9	12		6		3		9	5	
Senior.....	14	14		14	4		4	10		3				4	2	
Industrial (labor economics).....	195	149	37	186	31	3	34	118	34	29	3			34	10	1
Senior.....	80	71	6	77	17	1	18	54	5	15	1			18	3	
Principal.....	134	122	9	131	13	3	16	109	6	10	3	2		16	5	
Industrial (minimum wage laws):																
Assistant.....	205	135	50	185	10	1	11	125	49	8	1	2		11	1	
Associate.....	102	66	28	94	3	10	13	63	18	2	10	1		13	1	
Industrial surveys, assistant (F).....	14	14		14	3		3	11		3				3		
Mineral:	48	47		47	17		17	30		13		4		17	2	
Assistant.....	128	124	2	126	19	1	20	105	1	17	1			20	3	
Associate.....	92	91	1	92	21		21	70	1	17		3		21	4	
Senior.....	56	48	3	51	6		6	42	3	1		4		6	2	
Transportation:	234	223	3	226	12	1	13	211	2	5	1	6		13	5	
Assistant.....	416	391	9	400	39	3	42	352	6	37	3	2		42	8	
Associate.....	207	194	6	200	21	1	22	173	5	18	1	2		21	4	
Principal.....	124	111	2	113	8		8	103	2	4		3		7	2	
Senior.....	74	71		71	7		7	64		5		2		7	1	
Education (distributive), special agent.....	1	1		1				1								
Education (trade and industrial), special agent.....	574	506	31	537	24		24	482	31	22		1		24		
Educational analyst (tests and measure- ments).....	2	1	1	2				1	1							
Senior.....	2	2		2	1		1	1					1	1		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

PROFESSIONAL AND SCIENTIFIC—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total	Men	Women
										Men	Women	Men	Women	Men	Women			
Educational and technical consultant, curriculum problems	460	369	61	430	7		7	362	61	3		4				7		
Educationist (specialist in elementary education), senior	1	1		1				1										
Employee-employer relations, consultant in	268	228	18	246	6		6	222	18	6						6	1	
Engineer	1,626	1,612	1	1,613	618		618	994	1	434		159		22		615	206	
Assistant	5,064	5,013	4	5,017	2,576	1	2,577	2,437	3	2,352	1	195		17		2,565	721	
Associate	2,578	2,540	1	2,541	1,100	1	1,101	1,440		861	1	212		17		1,091	414	
Junior	3,486	2,097	6	2,103	819	1	820	1,278	5	785	1	32		1		819	32	
Senior	1,115	1,083		1,083	236		236	847		123		102		5		230	79	
Aeronautical, junior	676	547	1	548	220		220	327	1	213		7				220	7	
Marine	155	153		153	43		43	110		28		11		1		40	23	
Assistant	260	258		258	115		115	143		95		11		2		108	74	
Associate	130	128		128	71		71	57		43		16		1		60	51	
Textile, assistant	32	31		31	1		1	30		1				1		1		
Textile, associate	52	47		47	1		1	46		1						1		
Engineering materials and construction inspector, principal (F)	27	25		25	16		16	9		10		4		2		16		
Exhibits designer, associate	2	2		2				2										
Exhibits designer and special writer, associate	1	1		1				1										
Forest ecologist	65	65		65	15		15	50		10		4				14	8	
Assistant	316	309		309	78		78	231		76		1		1		78		
Associate	123	121	1	122	41		41	80	1	39		1		1		41		
Principal	12	11		11	2		2	9		1		1				1	2	
Senior	15	14		14	7		7	7		2		5				7	7	
Forestry conservationist	1	1		1				1										
Assistant	1	1		1				1										
Galley designer	60	57		57	17		17	40		14		3				17		
Geneticist (horticulture), senior	1	1		1	1		1							1		1		
Geologist, assistant	306	276	21	297	140	9	149	136	12	128	9	10		1		148	13	2
Geologist, associate	293	279	6	285	211	6	217	68		186	6	25				217	28	

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

PROFESSIONAL AND SCIENTIFIC—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees		
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total			
										Men	Women	Men	Women	Men	Women		Men	Women	
Pathologist (corn investigations), assistant	35	33	1	34	4		4	29	1	4							4		
Pharmacologist	36	30	4	34	12	2	14	18	2	11	2	1					14	3	1
Assistant	165	141	16	157	16	4	20	125	12	14	4	1					19	1	
Associate	81	77	2	79	38	2	40	39		35	2	3					40	6	
Senior	34	30		30	15		15	15		11		4					15	4	
Physicist	1	1		1				1											
Physiologist:																			
Aquatic, associate	50	48	1	49	4		4	44	1	4							4		
Aquatic, senior	26	22	4	26	2		2	20	4	2							2	1	
Plant hormones investigations, assistant	72	54	10	64	6	1	7	48	9	6	1						7		
Poultry	3	3		3	1		1	2									1		
Plant anatomist, senior	45	35	9	44	6	1	7	29	8	4	1	2		1			7		
Plant quarantine inspector, junior	1	1		1				1											
Pomologist (fruit breeding)	18	17		17	4		4	13		3		1					4	1	
Pomologist (physiology)	39	35	4	39	11		11	24	4	8		3					11	1	
Poultry inspector, associate	2	2		2	2		2								2		2		
Probation, supervisor of	2	2		2				2											
Probation and parole, technical assistant to the chief of	391	298	67	365	8	6	14	290	61	6	6	2					14	2	
Professional assistant, junior:																			
Administrative technician	6,267	4,560	864	5,424	1,112	171	1,283	3,448	693	1,087	171	21		2			1,281	56	20
Agronomist	868	770	1	771	227	1	228	543		223	1	4					228	3	
Bacteriologist	1,651	840	546	1,386	301	220	521	539	326	298	220	2					520	11	7
Biologist	3,766	2,411	726	3,137	112	5	117	2,299	721	108	5	4					117	8	
Botanist	299	150	112	262	38	22	60	112	90	36	22	2					60	4	2
Dairy husbandman	563	501	3	504	37	2	39	464	1	28	2	8					38	2	
Economist	8,608	5,963	1,171	7,134	1,529	324	1,853	4,434	847	1,499	323	27		1	1		1,851	128	10
Engineer	14,562	11,520	11	11,531	5,582	5	5,587	5,938	6	5,469	5	105		2			5,581	283	
Entomologist	440	344	18	362	86	3	89	258	15	81	3	4					88	8	
Examination assistant	255	56	17	73	28	9	37	28	8	28	9						37	1	
Forester	2,052	1,798	3	1,801	332		332	1,466	3	330		2					332	3	
Geologist	926	708	84	792	11		11	697	84	11							11		



Home economist	1,359	43	1,107	1,150	342	342	43	765	341	1	342	3
Pharmacist	1,339	1,099	95	1,194	108	3	111	991	92	108	3	111
Plant pathologist	163	128	11	139	46	6	52	82	5	45	6	52
Plant physiologist	212	155	33	188	67	16	83	88	17	65	16	83
Pomologist	239	214	1	215	12		12	202	1	12		12
Range examiner	449	402		402	161		161	241		159	2	161
Soil scientist	495	434	1	435	174	1	175	260		171	1	175
Statistician	2,909	1,614	861	2,475	519	259	778	1,095	602	505	259	771
Textile technologist	174	146	13	159	4		4	142	13	4		4
Veterinarian	587	527	5	532	144	1	145	383	4	140	1	145
Protozoologist	22	17	3	20	4		4	13	3	4		4
Assistant	78	61	13	74	11		11	50	13	8		8
Associate	25	21	4	25	3	1	4	18	3	2	1	4
Psychologist	246	119	101	220	9	10	19	110	91	8	10	19
Assistant	510	269	217	486	118	113	231	151	104	115	113	231
Associate	369	229	119	348	117	59	176	112	60	104	59	176
Public assistance, consultant in:												
Assistant	1		1	1				1				
Senior	1	1		1			1					
Public health nursing consultant:												
Assistant	87	6	71	77	16	16	6	55		15		16
Associate	138	5	118	123	39	39	5	79		36	3	39
Public service, consultant in	722	640	70	710	7	7	633	70	5		2	7
Research and statistical service, chief	1			1			1					
Scientist (astronomer), head	26	13		13	8		8	5		8		8
Seed technologist	29	25		25	5		5	20				
Assistant	97	73	23	96	14	17	31	59	6	11	17	31
Associate	62	45	14	59	9	6	15	36	8	7	6	14
Principal	12	11		11			11					
Senior	8	7	1	8	3		3	4	1			3
Silviculturist	71	66		66	21		21	45		17		21
Assistant	767	748	1	749	514	1	515	234		454	1	40
Associate	171	165		165	48		48	117		40		48
Principal	13	11		11	2		2	9		7		7
Senior	19	18		18	5		5	13		1		5
Social science analyst:												
Assistant	2	1	1	2	1	1	1				1	1
Junior	3	3		3			3					
Senior	2	2		2	1		1					
Social worker (psychiatric)	2		2	2				2				
Soil conservationist (farm planning), assistant	1	1		1			1					
Soil conservationist (farm planning), associate	1	1		1	1		1				1	1
Soil physicist, senior	12	12		12	3		3	9		3		3
Technical editor	2	2		2			2					
Associate	1	1		1			1					
Textbook writer and curriculum research worker	1		1	1		1	1				1	1
Textbook writer (mathematics) and curriculum specialist	2	1		1			1					

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

PROFESSIONAL AND SCIENTIFIC—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Veterinarian, junior	211	109	17	126	59	1	60	50	16	41	1	17		1		60		
Veterinarian (poultry pathology)	1	1		1				1										
X-ray crystallographer	103	95	4	99	45	2	47	50	2	44	2	1				47	4	

SUBPROFESSIONAL AND SUBSCIENTIFIC

Aerial photographic camera mechanic, senior (F)	7	7		7	1		1	6		1						1		
Agricultural aid:																		
Senior	1	1		1				1										
Under	1	1		1				1										
Agronomy, under (F)	8	7		7	4		4	3		4						4		
Animal husbandry (F)	26	25		25	11		11	14		11						11	2	
Assistant (F)	14	13		13	2		2	11		2						2		
Junior (F)	50	47		47	22		22	25		21		1				22	1	
Under (F)	19	15		18	10		10	8		9				1		10	1	
Livestock diseases, under (F)	31	24		24	20		20	4		18		2				20		
Soils, minor (F)	19	19		19	12		12	7		12						12		
Aircraft inspector:																		
Junior	1,383	1,319	1	1,320	736	1	737	583		532		199	1	5		737	39	
Procurement	3	3		3	1		1	2						1		1		
Assistant	2	2		2				2										
Junior	1	1		1				1										
Animator, assistant (F)	31	30	1	31	4	1	5	26		4	1					5		
Asphalt mixing-plant inspector (F)	6	6		6	2		2	4		2						2	1	
Attendant:																		
First-aid (F)	79	79		79	44		44	35		42		2				44		
Hospital (F)	14,761	9,994	3,089	13,083	4,190	1,512	5,702	5,804	1,577	3,013	1,257	1,050	2	127	253	5,702	3	2
Neuropsychiatric (F)	1,606	1,115	123	1,238	193	17	210	922	106	109	15	71		13	2	210		
Biological aid (animal nutrition), junior (F)	22	20	2	22	3		3	17	2	3						3		
Biological station foreman (F)	2	2		2	1		1	1		1						1		

Communications technician (radio) (F)	53	53		53	4		4	49		3		1				4		
Construction (general) inspector (F)	995	970		970	352		352	618		280		62		5		347	49	
Assistant (F)	595	587		587	156		156	431		130		25		1		156	14	
Construction (river, harbor, and waterways) inspector (F)	34	34		34	6		6	28		4		2				6		
Assistant (F)	209	163		163	64		64	99		61		3				64	3	
Core drilling inspector (F)	9	9		9				9										
Assistant (F)	118	108	1	109	59		59	49	1	54		3		2		59	6	
Cottage master (F)	359	337		337	110		110	227		99		9				108		
Custodial officer, junior	25, 116	16, 150	2, 316	18, 466	5, 491	798	6, 289	10, 659	1, 518	4, 537	763	807	5	25	30	6, 167	434	44
Dairyman-farmer	1	1		1				1										
Dental hygienist (F, C)	1	1		1				1										
Draftsman:																		
Apprentice (F)	307	258	29	287	90	7	97	168	22	87	7	3				97		
Engineering	3	3		3	1		1	2					1			1		
Apprentice (F)	19	11		11	7		7	4		7						7		
Chief	3, 948	3, 445	9	3, 454	586		586	2, 859	9	491		87		8		586		
Junior	8	6		6	1		1	5						1		1		
Principal	11	7		7	3		3	4						3		3		
Engineering (aeronautical)	342	308		308	50		50	258		44		4		1		49	3	
Assistant	702	667		667	58		58	609		54		4				58		
Principal	140	100		100	18		18	82		12		3		2		17	10	
Senior	265	202	2	204	51	1	52	151	1	47	1	4				52	7	
Engineering (patents), principal	129	119		119	16		16	103		15			1			16	2	
Engineering (ships)	907	901	3	904	184	3	187	717		171	3	10		3		187	81	
Assistant	2, 107	2, 095	8	2, 103	205		205	1, 890	8	189		13		2		204	50	
Chief	677	674		674	257		257	417		221		31		5		257	88	
Principal	643	642		642	260		260	382		227		28		5		260	151	
Senior	754	750	2	752	225		225	525	2	204		19		2		225	111	
Statistical, chief	1	1		1			1						1			1		
Topographic	3, 073	1, 280	45	1, 325	485	7	492	795	38	459	7	25		1		492		
Assistant	2, 431	2, 351	27	2, 378	238	2	240	2, 113	25	224	1	14	1			240		
Chief	168	159	1	160	49		49	110	1	40		9				49		
Principal	287	263	3	266	136	2	138	127	1	117	2	19				138		
Senior	682	660	4	664	215	2	217	445	2	198	2	15		2		217		
Dredging inspector (F)	298	286		286	172		172	114		156		16				172	5	
Assistant (F)	174	164		164	79		79	85		71		6		2		79	12	
Dump inspector (F)	68	63		63	21		21	42		19		2				21		
Electrical installations inspector (F)	100	97		97	24		24	73		14		7		3		24	1	
Engineering aid (F)	2, 344	2, 086	1	2, 087	628	1	629	1, 458		591	1	37				629	46	
Assistant (F)	5, 883	5, 588	2	5, 590	4, 301	2	4, 303	1, 287		3, 817	2	397		24		4, 240	539	
Chief (F)	1, 243	1, 068		1, 068	247		247	821		195		47		4		246	47	
Junior (F)	2, 513	2, 311	1	2, 312	1, 497	1	1, 498	814		1, 410	1	78		7		1, 496	69	
Principal (F)	827	728		728	251		251	477		226		25				251	62	
Senior (F)	2, 646	2, 336	1	2, 337	1, 163	1	1, 164	1, 173		1, 088	1	72		2		1, 163	158	
Under (F)	4, 940	3, 898	5	3, 903	2, 079	4	2, 083	1, 819	1	1, 884	4	165		8		2, 061	64	1
Civil engineering:																		
Assistant (F)	1, 193	1, 119		1, 119	751		751	368		710		37		4		751		
Junior (F)	490	454		454	283		283	171		267		16				283		
Senior (F)	1	1		1	1		1						1			1		
Under (F)	1, 556	1, 390	6	1, 396	682	3	685	708	3	635	3	43		4		685		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

## SUBPROFESSIONAL AND SUBSCIENTIFIC—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Engineering materials inspector.....	840	821	1	822	44	—	44	777	1	37	—	7	—	—	—	44	9	—
Senior.....	792	769	1	770	107	1	108	662	—	82	—	23	1	1	—	107	26	—
Construction (F).....	79	79	—	79	39	—	39	40	—	37	—	2	—	—	—	39	—	—
Assistant (F).....	122	122	—	122	5	—	5	117	—	4	—	1	—	—	—	5	—	—
Electrical.....	15	15	—	15	—	—	—	15	—	—	—	—	—	—	—	—	—	—
Senior.....	3	3	—	3	—	—	—	3	—	—	—	—	—	—	—	—	—	—
Submarine construction (F).....	18	17	—	17	6	—	6	11	—	—	—	6	—	—	—	6	—	—
Mechanical (F).....	31	31	—	31	15	—	15	16	—	11	—	3	—	1	—	15	—	—
Assistant (F).....	14	14	—	14	4	—	4	10	—	3	—	1	—	—	—	4	—	—
Precision machine parts (F).....	128	120	—	120	45	—	45	75	—	38	—	6	—	1	—	45	1	—
Submarine construction (F).....	33	30	—	30	7	—	7	23	—	4	—	3	—	—	—	7	—	—
Timber, senior (F).....	1	1	—	1	1	—	1	—	—	—	—	—	—	1	—	1	—	—
Engineering materials and construction (electrical) inspector, senior (F).....	7	5	—	5	1	—	1	4	—	1	—	—	—	—	—	1	—	—
Engineering materials and construction (general) inspector (F).....	29	24	—	24	8	—	8	16	—	7	—	1	—	—	—	8	1	—
Senior (F).....	19	13	—	13	12	—	12	1	—	10	—	2	—	—	—	12	—	—
Entomology field aid, junior.....	857	729	10	739	323	4	327	406	6	311	4	12	—	—	—	327	5	1
Entomology field aid, under.....	407	357	4	361	157	—	157	200	4	151	—	6	—	—	—	157	—	—
Entomology field assistant, senior.....	1,188	1,011	8	1,019	626	2	628	385	6	574	2	51	—	1	—	628	17	—
Farm agent.....	897	847	—	847	341	—	341	506	—	321	—	18	—	2	—	341	3	—
Field station helper (F).....	76	71	—	71	43	—	43	28	—	43	—	—	—	—	—	43	1	—
Junior (F).....	61	56	2	58	28	—	28	28	2	27	—	1	—	—	—	28	—	—
Principal (F).....	41	39	—	39	20	—	20	19	—	19	—	1	—	—	—	20	2	—
Senior (F).....	95	94	1	95	78	1	79	16	—	72	1	6	—	—	—	79	2	—
Forestry student aid.....	1,825	1,441	2	1,443	776	2	778	665	—	772	2	4	—	—	—	778	—	—
Gage checker (F).....	58	53	—	53	32	—	32	21	—	28	—	4	—	—	—	32	5	—
Gardener (F).....	528	527	—	527	54	—	54	473	—	47	—	5	—	2	—	54	—	—
Assistant (F).....	413	317	—	317	112	—	112	205	—	84	—	21	—	7	—	112	—	—
Head (F).....	54	49	—	49	19	—	19	30	—	11	—	8	—	—	—	19	—	—
Greenhouse, assistant.....	5	5	—	5	1	—	1	4	—	—	—	—	—	1	—	1	—	—
Horticulturist (aquatic and subaquatic plants) (F).....	4	3	—	3	—	—	—	3	—	—	—	—	—	—	—	—	—	—
Assistant (F).....	5	3	1	4	—	1	1	3	—	—	1	—	—	—	—	1	—	—

Illustrator, commercial	2	2		2	2		2						2		2		
Indian community and boarding schools teacher	6,314	3,457	2,381	5,838	267	199	466	3,190	2,182	238	195	28		1	4	466	
Instructor:																	
Music and band (F)	6	6		6	4		4	2		4						4	
Safety (petroleum)	1	1		1				1									
Skilled trades	3,018	2,755	6	2,761	38		38	2,717	6	28		10				38	
Weaving	1	1		1				1									
Laboratory attendant (experimental animals) (F)	53	52		52	9		9	43		6		3				9	
Laboratory helper (bacteriology), under (F)	190	66	35	101	33	27	60	33	8	31	27	2				60	
Laboratory helper (roentgenology), under (F)	35	21	3	24	11	1	12	10	2	7	1	1		3		12	
Laboratory mechanic:																	
Senior (F)	29	29		29	14		14	15		10		4				14	
Arms and ammunition, under (F)	91	91		91	61		61	30		23		38				61	
Automotive, under (F)	30	30		30	10		10	20		8		2				10	
Coal sampler, junior (F)	35	34		34	10		10	24		9		1				10	
Dental (C)	16	15		15	9		9	6						9		9	
Assistant	1	1		1	1		1							1		1	
Levee and embankment inspector (F)	57	55		55	22		22	33		20		2				22	
Librarian, hospital	1		1			1	1								1	1	
Library assistant	2		2	2			1		1						1	1	
Junior	3	1	2	3		2	2	1							2	2	
Minor	1	1		1				1									
Lithographer, artistic	1	1		1				1									
Lithographic transferer (F, C)	249	231	2	233	121		121	110	2	97		24				121	5
Mechanical installations inspector (F)	49	45		45	2		2	43		2						2	
Senior (F)	52	52		52	3		3	49		2		1				3	
Medical guard-attendant	1,130	1,021	33	1,054	131	8	139	890	25	44	8	87				139	21
Medical technical assistant	456	365	47	412	68	1	69	297	46	10	1	57		1		69	6
Medical technician	49	19	30	49	15	28	43	4	2	12	28	2		1		43	
Assistant	826	369	434	803	173	321	494	196	113	126	319	43	1	4	1	494	
Senior	827	342	436	778	232	357	589	110	79	162	308	63	3	7	46	589	
Meteorology observer:																	
Junior	28,693	16,746	557	17,303	2,423	179	2,602	14,323	378	2,331	179	91		1		2,602	81
Minor (F)	1	1		1	1		1							1		1	
Nurse:																	
Assistant chief	63			59		5			54		5					5	1
Director of nursing school and superintendent	16		16	16		4	4		12		4					4	
Graduate (general staff duty)	877	19	664	683	9	161	170	10	503	9	140		2		19	170	1
Junior graduate	5,173	115	3,573	3,688	57	2,090	2,147	58	1,483	56	2,084	1	1		5	2,147	
Public health	127		89	89		16	16		73		16					16	
Junior	208	9	163	172		11	11	9	152							11	
Occupational therapy aid (arts and crafts), chief	164	28	117	145	1	14	15	27	103		13	1				14	1
Ordnance material inspector (F)	1,486	1,425		1,426	33		33	1,392	1	31		2				33	4
Assistant (F)	781	759		759	78		78	681		68		9		1		78	3
Associate (F)	1,088	1,072	1	1,073	302		302	770	1	260		39		3		302	26
Junior (F)	2,884	2,843	2	2,845	1,984	2	1,986	859		1,934	2	49				1,985	76
Senior (F)	958	913		913	103		103	810		81		18		2		101	8
Under (F)	153	145	1	146	39	1	40	106		30	1	7		1		39	4

1 Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

## SUBPROFESSIONAL AND SUBSCIENTIFIC—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Oyster culturist, senior	34	30	2	32	1		1	29	2	1						1		
Park ranger	5	5		5				5										
Pharmacist, junior	1	1		1				1										
Physiotherapy aid	234	115	79	194	20	26	46	95	53	14	26	5		1		46	1	
Pupil	436	344	53	397	66	17	83	278	36	39	15	27	1		1	83	1	
Power dispatcher (F)	27	27		27	15		15	12		12		3				15	3	
Chief (F)	26	26		26	16		16	10		12		4				16	1	
Power substation operator (F)	107	105		105	98		98	7		65		31		2		98	7	
Chief (F)	17	15		15	12		12	3		10		2				12	2	
Junior (F)	134	133		133	96		96	37		71		24		1		96	10	
Predatory animal control leader, assistant	1	1		1				1										
Proof technician, assistant (F)	14	14		14	5		5	9		3		1		1		5	3	
Rodman-chainman (F)	2	2		2	2		2							2		2		
School social worker (visiting teacher)	1		1	1					1									
Scientific aid:																		
Junior	4	4		4	2		2	2						2		2		
Color technology, senior	1	1		1				1										
Shipfitter inspector (F)	10	9		9	3		3	6		2		1				3		
Ship construction inspector	263	255		255	12		12	243		9		3				12	1	
Senior	270	262		262	8		8	254		7		1				8	1	
Mechanical, assistant	191	179		179	17		17	162		11		4		2		17	2	
Small animal colony attendant, junior (F)	24	22		22	8		8	14		7		1				8	1	
Small animal colony attendant, under (F)	28	27		27	7		7	20		6		1				7	1	
Student aid	9,209	6,673	1,194	7,867	4,227	821	5,048	2,446	373	4,203	820	24			1	5,048	16	
Surgeon's assistant (F)	16	8	8	16	5	6	11	3	2	3	6	2				11		
Dental (F)	42	18	22	40	14	14	28	4	8	7	13	6			1	28		
Surveyman (F)	1	1		1	1		1							1		1		
Targeter (F)	62	62		62	6		6	56		3		3				6		
Tool and die designer, chief (F)	18	17		17	6		6	11		6						6		
Tool and gage designer (F)	154	145		145	56		56	89		52		4				56	1	
Assistant (F)	53	48		48	11		11	37		11						11		
Chief (F)	24	24		24	20		20	4		17		3				20	3	
Junior (F)	13	13		13	2		2	11		2						2		



Principal (F)-----	76	71	71	44	44	27	37	7		44	3
Senior (F)-----	194	185	185	110	110	75	95	14	1	110	7

CLERICAL, ADMINISTRATIVE, AND FISCAL

Accountant, chief-----	1	1				1					
Accountant, cost-----	5	3	2	5		3	2				
Accountant and auditor-----	3	3		3		3					
Accounting and auditing assistant-----	133	85	31	116	16	9	25	69	22	16	9
Accounting clerk (Canal Zone) (F)-----	55	28	9	37	11	4	15	17	5	8	15
Assistant (F)-----	49	23	17	40	14	8	22	9	9	8	22
Junior (F)-----	1	1		1	1		1			1	1
Addressograph (automatic 3-A) operator-----	1	1		1	1		1			1	1
Addressograph (F-1 and F-2) operator-----	2	2		2	1		1			1	1
Administrative assistant, senior-----	3	3		3	3		3			3	3
Administrative officer-----	3	3		3	1		1	2		1	1
Principal-----	2	2		2			2				
Aerial motion-picture cameraman, head (F)-----	10	4		4	2		2	2			2
Aeronautical inspector, assistant-----	524	462		462	227		227	235		156	227
Aeronautical inspector, associate-----	409	340		340	94		94	246		72	94
Agricultural extension agent-----	370	339	6	345	64		64	275	6		64
Assistant-----	159	150		150	32		32	118		31	32
Air carrier inspector (radio)-----	121	112		112	10		10	102		10	10
Air safety investigator, senior-----	271	257	1	258	146	1	147	111		80	147
Aircraft inspector, associate-----	641	615		615	281		281	334		150	281
Aircraft maintenance supervisor, assistant (F)-----	41	41		41	1		1	40		1	1
Aircraft maintenance supervisor, junior (F)-----	15	15		15			15				
Airway traffic control operator-----	1	1		1			1				
Analyst (Civil Aeronautics Authority)-----	298	263	19	282	6		6	257	19	6	6
Assistant-----	504	437	36	473	9		9	428	36	9	9
Head-----	174	158	7	165	1		1	157	7	1	1
Principal-----	87	80	4	84	8		8	72	4	7	8
Senior-----	118	110	6	116	2		2	108	6	2	2
Analyst (technical), associate-----	1	1		1			1				
Association examiner-----	9	7		7	1		1	6			1
Auditor (income tax unit), junior-----	19	19		19	1		1	18			1
Auditor (marine accounts)-----	1,004	887	67	954	45		45	842	67	34	45
Bank examiner:-----											
Junior-----	9,281	6,919	69	6,988	632	4	636	6,287	65	586	627
Land bank, assistant-----	11	8		8			8			2	
Blueprint operator, junior-----	5	4		4			4				
Bookkeeping machine (billing) operator, junior-----	4		4	4		2	2		2		2
Bookkeeping machine (flat-bed) operator-----	13	1	9	10		9	9	1			9
Budget examiner, chief-----	501	474	8	482	28		28	446	8	14	26
Budget examiner, principal-----	286	270	1	271	98		98	172	1	66	97
Calculating machine operator, junior-----	58	5	45	50	3	43	46	2	2		46

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued  
CLERICAL, ADMINISTRATIVE, AND FISCAL—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Card punch operator, under	6		6	6		2	2		4						2	2		
Card punch (alphabetic) operator	2,608	448	1,723	2,171	114	638	752	334	1,085	112	631	2	1		6	752		
Checker, ordnance materials (F)	89	78		78	14		14	64		7		6		1		14	3	
Checker, shop (F)	217	217		217	43		43	174		35		8				43	5	
Civil-service examiner, junior*	9	7	1	8	3		3	4	1					3		3		
Claims examiner	7	7		7	1		1	6						1		1		
Clerk:																		
Assistant (Canal Zone) (F)	568	253	218	471	89	68	157	164	150	56	67	33			1	157		
Principal (Philippine Islands) (F)	139	99	7	106	88	7	95	11		79		9			7	95		
Senior (Philippine Islands) (F)	1,021	708	46	754	429	27	456	279	19	410	27	19				456		
Clothing inspector	5	4		4	3		3	1						3		3		
Clothing factories, supervising inspector	2	2		2				2										
Commodity exchange investigator	2	2		2	1		1	1						1		1		
Communications operator:																		
Air navigation, assistant (F)	1,506	1,460	1	1,461	929		929	531	1	315		611		3		929	6	
Air navigation, under (F)	1,378	1,066	38	1,104	849	29	878	217	9	658	29	188		3		878	1	
High-speed radio equipment, junior (F)	32	31		31	15		15	16		1		14				15		
Corps area service manager (motor transport) (F)	208	206		206	42		42	164		25		14		3		42	4	
Cost and production superintendent (shoe factory)	1	1		1				1										
Cotton classing, specialist in	3	3		3	2		2	1						2		2		
Assistant	1	1		1	1		1							1		1		
Associate	1	1		1				1										
Customs examiner's aid	3	3		3	1		1	2						1		1		
Dairy superintendent (F)	11	11		11	5		5	6		5						5		
Editorial clerk	9	1	6	7	7			1	6									
Principal	9	3	5	8	1	1	2	2	4					1	1	2		
Enforcement supervisor (alcohol tax), assistant	3	3		3				3										
Examiner, estate tax	4	4		4				4										
Farm manager (dairying), assistant	1	1		1				1										
Field examiner (Employees' Compensation Commission)	13	13		13	2		2	11						2		2		

Field representative (Division of Labor Standards).....	658	586	20	606	28	4	32	558	16	20	1	5	3	3	32	
Senior.....	1,128	1,021	19	1,040	36	4	40	985	15	28		6	4	2	40	
File clerk, junior†.....	539	117	374	491	33	128	161	84	246					33	128	161
File clerk, under†.....	281	79	192	271	44	147	191	35	45					44	147	191
Financial examiner, assistant.....	1	1		1				1								
Fingerprint classifier, student.....	2	2		2	1		1	1						1		1
Fire cooperation specialist.....	2	2		2				2								
Fire prevention officer.....	1	1		1				1								
Forest and field clerk (F).....	26	21	2	23	4		4	17	2					4		4
Game management agent, United States, deputy.....	7	6		6	1		1	5						1		1
Garment shop superintendent, assistant (F).....	16	12	4	16	1		1	11	4			1				1
Grain inspection supervisor, junior.....	2	2		2				2								
Grazier.....	1	1		1				1								
Hours of service inspector.....	8	7		7				7								
Immigration patrol inspector.....	4	4		4				4								
Informational representative, principal.....	765	638	100	738	17	5	22	621	95	13	5	4			22	
Informational service representative.....	3	2	1	3		1	1	2							1	1
Assistant.....	3	2	1	3		1	1	2							1	1
Associate.....	2	1	1	2		1	2							1	1	2
Senior.....	3	2		2	2		2							2		2
Inventory checker:																
Deck (F).....	320	302		302	68		68	234		25		43			68	4
Engine, Diesel and steam (F).....	198	165		165	36		36	129		19		16		1	36	2
Engine, steam (F).....	115	110		110	28		28	82		18		10			28	1
Steward (F).....	43	34		34	7		7	27		4		3			7	
Investigator (alcohol tax), special.....	10	8		8	1		1	31						1		1
Knitted and woven articles examiner (F).....	356	32	316	348	1	45	46	31	271	1	22				23	46
Lay inspector, assistant.....	26,047	22,023	91	22,114	9,695	65	9,760	12,328	26	8,601	65	1,030		57	9,753	282
Legislative reference assistant.....	1	1		1				1								
Locomotive inspector.....	6	6		6				6								
Marine surveyor.....	2	2		2				2								
Maritime personnel representative.....	1	1		1				1								
Marketing agent (fisheries).....	396	330	1	331	33		33	297	1	24		7		2	33	3
Assistant.....	318	291	2	293	49		49	242	2	42		7			49	2
Marketing specialist.....	51	40		40	3		3	37		2		1			3	1
Assistant.....	117	102	2	104	27		27	75	2	18		9			27	1
Associate.....	69	66		66	19		19	47		11		7		1	19	
Junior.....	5,249	4,580	32	4,612	290	2	292	4,290	30	246	1	34		6	287	33
Livestock market supervision.....	70	66		66	6		6	60		4		1			5	1
Assistant.....	188	175		175	42		42	133		24		18			42	2
Associate.....	103	98	1	99	19		19	79	1	11		8			19	2
Senior.....	81	72		72	2		2	70		1		1			2	
Wool.....	48	46		46	12		12	34		5		5		1	11	1
Senior.....	43	42		42	6		6	36		4		1			5	1
Mediator.....	393	341	4	345	146	1	147	195	3	105	1	35		6	147	5
Associate.....	411	360	9	369	149	2	151	211	7	118	2	28		3	151	1

1 Oral and character investigations not completed in some cases.

\*The register for this examination has expired and it is not planned to announce the examination again.

†Open only to persons entitled to 10-point veteran preference.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

CLERICAL, ADMINISTRATIVE, AND FISCAL—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible * classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Mediator—Continued																		
Principal	236	204	5	209	20		20	184	5	13		5		2		20	1	
Senior	119	97		97	36		36	61		20		15		1		36	1	
Merchandise (tobacco) examiner (F)	21	21		21				21										
Mimeograph operator (F, C)	2	2		2	1		1	1						1		1		
Personnel assistant	7	6	1	7	2		2	4	1					2		2		
Principal	1	1		1	1		1							1		1		
Senior	3	2	1	3				2	1					1				
Personnel director	4	4		4				4										
Assistant	5	4	1	5				4	1									
Personnel officer	5	4	1	5				4	1									
Photographer	3	2		2	2		2							2		2		
Assistant	1	1		1	1		1	1						1		1		
Head	1	1		1	1		1	1						1		1		
Junior	3	3		3	2		2	1						2		2		
Principal	1	1		1	1		1	1						1		1		
Under	1	1		1	1		1	1						1		1		
Photolithographic devices operator, helper (F)	17	17		17	9		9	8		9						9		
Photolithographic devices operator, under (F)	37	37		37	14		14	23		13		1				14		
Photostat operator, junior	4	3	1	4		1	1	3							1	1		
Postal Service:																		
Clerk, substitute (F)	3,100	2,101	577	2,678	1,380	393	1,773	721	184	1,251	366	113		16	27	1,773	8	
Clerk-carrier, substitute (F)	44,481	37,788	2,047	39,835	23,092	1,397	24,489	14,696	650	20,690	1,253	1,885	3	513	141	24,485	182	12
Clerk-village carrier, substitute (F)	685	535	60	595	309	45	354	226	15	285	43	21		3	2	354		
Postmaster, first-class	1,654	1,369	129	1,498	367	29	396	1,002	100	253	25	103		11	4	396		
Postmaster, second-class	4,493	3,486	549	4,035	1,186	116	1,302	2,300	433	756	113	388		42	3	1,302		
Postmaster, third-class	7,879	4,729	2,117	6,846	2,647	1,134	3,781	2,082	983	2,029	1,080	537		81	54	3,781		
Postmaster, fourth-class	2,862	1,329	1,093	2,422	945	861	1,806	384	232	791	840	133		21	21	1,806		
Railway postal clerk, substitute	132	111	2	113	44	2	46	67						44	2	46		
Rural carrier	28,282	22,991	497	23,488	13,688	304	13,992	9,303	193	11,716	292	1,745		227	12	13,992		
Village carrier, substitute (F)	259	235	1	236	100		100	135	1	94		5		1		100		
(See also postal laborer, p. 87.)																		

Production assistant (F).....	29	29	29	5	5	24	5					5		
Junior (F).....	94	94	94	9	9	85	9					9		
Estimator (F).....	72	70	70	13	13	57	13					13	1	
Follow-up man (F).....	203	190	190	55	55	135	40	12		3		55		
Route sheet writer (F).....	87	87	87	20	20	67	19	1				20		
Production, assistant superintendent of (F).....	23	22	22	2	2	20	1	1				2		
Production supervisor (aeronautical), assistant.....	60	56	56	13	13	43	12	1				13	1	
Projectionist.....	1,093	946	1	947	219	219	727	1	193	26		219		
Public finance specialist.....	1	1	1	1		1	1					1		
Purchasing officer.....	9	7	7	2	2	5					2	2		
Assistant.....	3	3	3	1	1	2					1	1		
Junior.....	5	4	1	5	2	1	3	2			2	1		
Junior administrative assistant (F).....	69	67	67	13	13	54	5	8				13		
Questioned documents examiner.....	96	85	3	88	10	10	75	3	7	2	1	10		
Rate agent.....	1	1	1	1		1	1					1		
Rate clerk, freight.....	6	6	6	1		6	1					1		
Rate clerk, passenger.....	1	1	1	1		1	1					1		
Refuge manager, junior.....	2	2	2	1	1	1					1	1		
Safety inspector (F, C).....	44	40	40	6	6	34	2				4	6		
Safety appliances inspector.....	4	4	4	2	2	2					2	2		
Safety promotion adviser, principal.....	1	1	1	1		1						1		
Scales and weighing inspector.....	1	1	1	1		1						1		
Assistant.....	1	1	1	1		1						1		
Social Security Board regional director.....	161	140	17	157	13	2	15	127	7	2	6	15	1	
Sorting machine (horizontal) operator.....	1,515	980	240	1,220	268	47	315	712	258	46	10	315	6	
Statistical clerk, assistant.....	204	73	95	168	11	20	31	62				31		
Stenographer, junior (F, C).....	80,526	4,452	44,952	49,404	767	13,865	14,632	3,685	31,087	728	13,717	34	14	21
Stenographer, senior (F, C).....	30,052	4,167	23,472	27,639	584	9,926	10,510	3,583	13,546	550	9,829	33	7	33
Stenographic reporter, senior (F).....	70	24	32	56	6	1	7	18	31	4	1	7		
Stenographic-clerk (blind), assistant.....	1	1	1	1				1	5			1		
Stock clerk (F, C).....	150	143	5	148	33		33	110	11		18	4	33	
Senior (F, C).....	50	46	1	47	6		6	40			5	1	6	
Storekeeper (F).....	2,693	2,431	4	2,435	628		628	1,803	349	266	13	628	12	
Helper (F).....	817	776		776	99		99	677	83	16		99		
Junior (F).....	1	1	1	1				1				1		
Deck (F).....	32	22		22	4		4	18		4		4		
Submarine propulsion machinery, assistant (F).....	25	21		21	5		5	16		4	1	5		
Subsistence (F).....	1	1		1				1						
Technical aviation ordnance:														
Assistant (F).....	58	51		51	19		19	32	5	13	1	19	1	
Junior (F).....	47	42		42	5		5	37	1	4		5		
Senior (F).....	25	19		19	5		5	14	2	3		5		
Storekeeper-gager.....	218	197	2	199	62	2	64	135			62	2	64	
Supplies (miscellaneous) inspector (F, C).....	28	27		27	9		9	18	8	1		9		
Tabulating machine operator, junior.....	3,168	1,919	656	2,575	853	220	1,073	1,066	817	220	34	1,073	59	15
Telegraph operator.....	5	4	1	5	1		1	3				1		
Telephone operator (F).....	749	37	610	647	8	342	350	29	8	318		24	350	1
Junior.....	127	8	68	76	36	36	8	32				36	36	

1 Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

CLERICAL, ADMINISTRATIVE, AND FISCAL—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Tobacco inspector	149	131		131	11		11	120		10		1				11		
Assistant	234	223		223	56		56	167		48		7		1		56		
Associate	97	93		93	38		38	55		31		7			1	38	1	
Junior	3	3		3	3		3							3		3		
Training supervisor	1	1		1				1										
Translator	7	3	3	6		3	3	3								3		
Principal	5	2	2	4	1		1	1										
Transportation tariff (freight) examiner	1	1		1				1						1		3		
Transportation superintendent	33	32		32	3		3	29		2		1				3		
Traveling inspector, principal	1	1		1				1										
Typist, junior (F, C)	55, 139	6, 960	31, 031	37, 991	1, 532	9, 409	10, 941	5, 428	21, 622	1, 459	9, 212	66	3	7	194	10, 941	24	1
Typist, senior (F, C)	49, 466	8, 995	36, 560	45, 555	2, 802	21, 978	24, 780	6, 193	14, 582	2, 557	21, 706	232	11	13	260	24, 779	67	24
Unemployment insurance, director of	1	1		1	1		1							1		1		
Wage and hour inspector	18, 459	16, 390	705	17, 095	870	101	971	15, 520	604	695	98	153	1	22	2	971		
Senior	8, 598	8, 162	265	8, 427	325	33	358	7, 837	232	240	33	76		9		358		
Supervising	12, 351	11, 803	267	12, 070	118	3	121	11, 685	264	73	3	38		7		121		
Warden	2	2		2				2										
Warehouse examiner:																		
Assistant	112	102		102	16		16	86		7		9				16		
Associate	126	107		107	6		6	101		3		3				6		
Junior	1, 054	946		946	32		32	914		21		7		4		32		
Writer (special), assistant	2	2		2				2										

SKILLED TRADES, CUSTODIAL, AND LABOR

Aircraft workers:																		
Electrician	60	58		58	1		1	57				1				1		
Helper	1	1		1	1		1									1		
Junior	76	71		71	30		30	41		1		15				30		
Engine mechanic	410	403		403	81		81	322		28		52		2		81	20	
Helper	514	427		427	295		295	132		211		75		9		295		
Junior	493	485		485	354		354	131		175		169		10		354		



Engine test operator	138	132	132	5	5	127	1	4	5				
Fabric seamstress	145	128	144	13	7	20	10	3	20				
Heat treater	47	47	47	5	5	42	4	1	5				
Instrument mechanic	527	521	521	185	185	336	121	58	185	6			24
Helper	97	91	91	27	27	64	15	10	27	2			
Junior	352	345	345	105	105	240	69	29	105	7			1
Senior	22	22	22	12	12	10	8	4	12				7
Mechanic	259	250	250	106	106	144	37	65	106	4			15
Helper	501	485	485	182	182	303	111	70	182	1			
Junior	671	654	654	213	213	441	84	129	213				9
Motor	513	510	510	189	189	321	50	138	189	1			17
Metalsmith	1,007	941	941	639	639	302	456	178	637	3			28
Helper	489	463	463	402	402	61	318	80	402	4			
Painter	60	55	55	30	30	25	20	10	30				
Junior	76	74	74	60	60	14	44	16	60				1
Propeller mechanic	53	51	51	13	13	38	9	4	13				
Junior	69	66	66	6	6	60	5	6	6				
Radio electrician	221	214	214	55	55	159	22	33	55				5
Radio mechanic, helper	229	223	223	113	113	110	70	43	113				
Sheetmetal worker	379	364	364	114	114	250	92	21	114	1			6
Helper	329	309	309	212	212	97	173	37	212	2			
Junior	240	229	229	164	164	65	126	38	164				
Welder	317	311	311	106	106	205	75	30	106	1			1
Woodworker	79	75	75	6	6	69	4	2	6				
Airways mechanic	1	1	1			1	2		2				
Anglesmith (heavy fires)	11	11	11	2	2	9	9	8	17				1
Anglesmith (other fires)	85	85	85	18	18	67	18	2	21	1			
Annealer, helper	78	78	78	21	21	57	1	42	6,152	1			2
Apprentice, mechanical trades	11,607	10,685	10,685	6,152	6,152	4,533	6,109	1	5				
Armorer	52	48	48	5	5	43	1	4	5				
Asphalt car motorman	8	7	7	2	2	5	1	1	2				
Asphalt finishing machine operator	1	1	1			1	2		2				
Asphalt mixer operator	3	3	3	2	2	1	2		2				
Asphalt and tar distributor operator	2	2	2			2	2		2				
Assembler	712	699	699	159	159	540	112	44	159	3			4
Gas-mask	486	9	450		326	326	9	316	326	10			
Automobile mechanic	196	195	195	128	128	67	82	40	128	6			2
Helper	74	74	74	51	51	23	46	4	51	1			
Substitute	352	341	341	191	191	150	130	52	191	9			10
Body builder	37	35	35	16	16	19	10	6	16				
Substitute	125	124	124	19	19	105	12	6	19	1			
Automotive mechanic	185	153	153	97	97	56	69	26	97	2			1
Foreman	110	101	101	17	17	84	11	6	17				
Helper	228	219	219	164	164	55	131	28	164	5			
Diesel	81	81	81	23	23	58	19	4	23				
Foreman	16	14	14	4	4	10	3	1	4				
Automotive mechanic-welder (Diesel)	59	59	59	22	22	37	20	2	22				
Automotive and electrical mechanic, junior	5	5	5	2	2	3	2		2				
Automotive equipment operator	26	19	19	10	10	9	8	2	10				1
Awning maker (C)	1	1	1			1							

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Baker.....	112	107		107	65		65	42		46		18		1		65		
Senior.....	7	7		7	2		2	5		2						2		
Barber.....	44	43		43	29		29	14		18		11				29		
Barrel driller.....	24	23		23	7		7	16		7						7		
Barrel reamer.....	12	11		11	10		10	1		9		1				10		
Barrel rifler.....	16	16		16	12		12	4		11		1				12		
Barrel straightener.....	9	8		8	4		4	4		4						4		
Helper.....	14	14		14	2		2	12		2						2		
Benchman.....	287	276		276	72		72	204		53		18				72		
Artillery vehicle.....	294	294		294	168		168	126		154		14		1		168	1	
Small arms and equipment.....	14	14		14	10		10	4		4		6				10		
Bindery operative (hand and machine) (C).....	9	3	6	9	1		1	2	6					1		1		
Blacksmith.....	229	207		207	92		92	115		69		20		3		92	7	
Helper.....	349	348		348	188		188	160		150		36		2		188	1	
Helper (mechanical).....	134	122		122	69		69	53		48		20		1		69		
Heavy fires.....	61	61		61	11		11	50		10		1				11		
Helper.....	161	161		161	74		74	87		67		7				74	1	
Other fires.....	178	169		169	80		80	89		61		17		2		80		
Helper.....	334	334		334	118		118	216		98		20				118		
Blacksmith-horseshoer.....	7	7		7	3		3	4		2		1				3		
Blacksmith-welder.....	9	9		9	1		1	8		1						1		
Blaster.....	46	43		43	23		23	20		21		1		1		23		
Helper.....	14	13		13	11		11	2		10						11		
Boatbuilder.....	687	648		648	226		226	422		191		34		1		226	1	
Boatbuilder (wood).....	105	105		105	19		19	86		16		3				19		
Boatswain.....	60	60		60	28		28	32		15		13				28		
Boilermaker.....	706	667		667	391		391	276		293		88		10		391	3	
Helper.....	18	18		18	8		8	10		2		3		3		8		
Boilermaker-welder (locomotive).....	9	9		9				9										
Brakeman.....	77	75		75	52		52	23		38		12		2		52	1	
Bridge tender.....	46	46		46	13		13	33		10		3				13		
Buffer and polisher.....	2	2		2	2		2									2		
Bulldozer operator.....	67	67		67	41		41	26		41						41	1	

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued  
SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register						Separate list of eligible classified employees		
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference				Total
										Men	Women	Men	Women	Men	Women	Men	Women	
Crane operator—Continued.																		
Electric locomotive	30	29		29	25		25	4		20		5				25		
Electric traveling bridge	43	43		43	29		29	14		7		21		1		29		
Stationary steam	40	40		40	21		21	19		18		3				21	1	
Cupola tender	5	5		5	2		2	3						2		2		
Custodian	25	24		24	1		1	23		1						1		
Oil field equipment	53	52		52	41		41	11		31		9		1		41		
Deck hand	163	159		159	121		121	38		52		67		2		121		6
Diamond setter (diamond drill)	2	2		2	1		1	1		1						1		
Die sinker	101	94		94	24		24	70		20		4				24		
Ditchcleaner operator	20	20		20	7		7	13		5		2				7		
Diesel	2	2		2	2		2			2						2		
Ditchrider	89	86		86	55		55	31		48		7				55		
Dragline operator:																		
Helper	57	57		57	37		37	20		32		5				37	2	
Diesel	58	49		49	32		32	17		26		6				32		
Diesel and gasoline	54	54		54	38		38	16		36		2				38		
Electric	3	3		3	2		2	1		2						2		
Gasoline	81	79		79	50		50	29		43		7				50		
Dragline operator-welder	14	14		14	8		8	6		6		2				8	2	
Dragtender	116	113		113	46		46	67		40		5		1		46		
Dredge runner (cutterhead)	13	12		12	5		5	7		4		1				5		
Dredge runner (suction)	16	14		14	4		4	10		4						4		
Drill runner	1,621	1,583		1,583	431		431	1,152		372		53		6		431		8
Helper	44	42		42	26		26	16		24		2				26		
Cable tool	141	140		140	94		94	46		81		12		1		94		6
Foreman	48	40		40	31		31	9		25		6				31		
Helper	78	78		78	33		33	45		31		1		1		33		
Churn	59	57		57	44		44	13		28		16				44	1	
Core boring	210	198		198	115		115	83		97		18				115		8
Helper	224	219		219	106		106	113		96		10				106		2
Diamond rig	177	131		131	70		70	61		61		9				70		2
Foreman	28	27		27	19		19	8		17		2				19		
Pneumatic	836	827		827	257		257	570		219		36		2		257		6
Drop forger	46	46		46	20		20	26		17		3				20		

Dumpman	11	11	11	6	6	5	6		6			6	
Dynamo tender	35	35	35	10	10	25	5		5			10	
Edgerman (sawmill)	1	1	1	1	1		1		1			1	
Electrician	6,238	6,046	6,046	3,181	3,181	2,865	2,188		917		74	3,179	112
Foreman	114	110	110	80	80	30	46		31		3	80	11
Helper (F, C)	2,344	2,307	2,307	1,200	1,200	1,107	980		174		46	1,200	2
Senior (F, C)	103	100	100	58	58	42	37		20		1	58	2
Armature winding	87	87	87	17	17	70	12		5			17	
Communications	29	29	29	5	5	24	4		1			5	
Marine	8	8	8	8	8		2		6			8	
Meters and relays, senior	43	43	43	13	13	30	8		4		1	13	
Radio	21	21	21	3	3	18	2		1			3	
Electroplater (F, C)	85	83	83	53	53	30	45		8			53	2
Helper	25	25	25	21	21	4	19		2			21	
Elevator conductor (F, C)	829	782	807	564	573	218	490	2	64		10	573	3
Senior	88	77	82	51	55	26	43	4	8			55	
Elevator mechanic:													
Helper	44	44	44	10	10	34	8		2			10	
Principal	1	1	1	1	1						1	1	
Senior	12	10	10	7	7	3	4		3			7	
Engineer, deck	16	14	14	3	3	11	2		1			3	1
Engineman	24	24	24	3	3	21	1				2	3	
Derrickboat	36	32	32	18	18	14	13		5			18	2
Derrickboat (steam)	19	11	11	8	8	3	6		1		1	8	1
Diesel, striker	10	8	8	6	6	2	5		1			6	
Dragline (Diesel)	44	44	44	24	24	20	23		1			24	
Dredge (Diesel)	49	49	49	7	7	42	6		1			7	
Dredge-dipper	5	5	5	2	2	3	1		1			2	
Dredge (nonpropelling)	14	14	14			14							
Hoisting and portable	418	409	409	161	161	248	123		34		4	161	1
Internal-combustion electric	43	43	43	4	4	39	1		3			4	
Locomotive	137	135	135	61	61	74	39		20		2	61	4
Locomotive (gasoline)	12	11	11	1	1	10						1	
Marine, Diesel	92	92	92	73	73	19	61		11		1	73	4
Refrigeration	98	95	95	26	26	69	20		6			26	
Junior	28	28	28	8	8	20	6		2			8	
Steam	46	41	41	22	22	19	17		5			22	
Assistant	1	1	1	1	1						1	1	
First assistant	1	1	1	1	1						1	1	
Second assistant	1	1	1	1	1						1	1	
Third assistant	1	1	1	1	1						1	1	
Steam-electric (F, C)	942	882	882	118	118	764	65		51		2	118	9
Assistant (F, C)	42	40	40	21	21	19	14		6		1	21	1
Junior	27	26	26	9	9	17	3		4		2	9	
Steam, Diesel, and electric	22	22	22	1	1	21	1					1	
Assistant	3	3	3	3	3								
Engineman-custodian, assistant	106	63	63	12	12	51	9		2			11	2
Engineman-janitor	163	153	153	27	27	126	23		4			27	
Explosives operator	284	178	284	65	146	113	50	81	15			146	
Farm hand	57	56	56	50	50	6	46		4			50	1
Farm laborer	440	440	440	241	241	199	230		11			241	
Foreman	89	87	87	60	60	27	54		5		1	60	2
Junior	93	92	92	41	41	51	40		1			41	

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Farmer.....	35	35		35	10		10	25		10						10		
Filter plant operator.....	53	53		53	18		18	35		15		3				18		
Fire marshal.....	19	15		15	12		12	3		10		2				12		
Firefighter.....	53	53		53	25		25	28		10		14				25	1	
Senior.....	117	116		116	97		97	19		67		30		1		97		
Under.....	191	146		146	114		114	32		83		29		2		114		
Firefighter-guard.....	113	113		113	13		13	100		8		5				13		
Fireman.....	44	44		44	12		12	32		3		3		6		12		
Coal and oil burner.....	24	24		24	4		4	20		1		3				4		
High pressure (F, C).....	3	3		3	1		1	2						1		1		
Senior.....	243	240		240	160		160	80		71		82		6		159	5	
Coal, senior.....	2	2		2				2										
Gas, senior.....	44	43		43	24		24	19		16		7		1		24		
Gas-oil, senior.....	15	12		12	6		6	6		5		1				6		
Mechanical stoker, senior.....	279	271		271	116		116	155		63		49		4		116	2	
Oil burner, senior.....	12	12		12	8		8	4		8						8		
Locomotive.....	42	41		41	25		25	16		19		6				25		
Low pressure (F, C).....	1	1		1				1										
Senior.....	55	55		55	33		33	22		28		3		2		33		
Coal, senior.....	15	13		13	2		2	11		1				1		2		
Gas, senior.....	5	5		5	3		3	2						3		3		
Marine.....	327	302		302	123		123	179		82		40				123	1	
Coal burner.....	120	112		112	50		50	62		28		22				50		
Oil burner.....	145	139		139	87		87	52		62		23		2		87		
Steam.....	406	367		367	233		233	134		146		78		9		233	4	
Fireman-laborer.....	3, 124	3, 005		3, 005	1, 516		1, 516	1, 489		1, 133		345		37		1, 515	15	
Coal.....	632	596		596	334		334	262		228		98		8		334		
Fish screen operator-repairman.....	8	8		8	4		4	4		3		1				4		
Flange turner.....	38	37		37	8		8	29		7		1				8		
Forger, light ingots.....	1	1		1	1		1							1		1		
Forest station assistant.....	11	11		11	5		5	6		3		2				5		
Forestry improvement foreman.....	212	211		211	112		112	99		92		19		1		112	3	
Foundry foreman.....	42	39		39				39										
Foundry superintendent, assistant.....	10	5		5	5		5			4		1				5		



Frame bender	13	13	13	1	1	12	1						1				
Furnaceman	159	159	159	49	49	110	41		8				49				
Heater	35	35	35	1	1	34	1						1				
Furniture repairman-instructor	64	58	58	15	15	43	13		1		1		15				
Gage reader	13	13	13	2	2	11	2						2				
Gagemaker	14	12	12	1	1	11							1				
Garageman-driver	8	4	4	3	3	1			1				3				
Substitute	241	228	228	91	91	137	61		15		15		91		1		
Gas cutter (or burner)	1,628	1,533	1,533	784	784	749	648		132		4		784		9		
Gas plant operator	14	14	14	1	1	13							1				
Gate tender	36	36	36	13	13	23	6		6				13				
Grader (Diesel power) operator	43	35	35	20	20	15	18		2				20		1		
Grader (power) operator	101	96	96	42	42	54	40		2				42				
Grader (terracer) operator	9	9	9	4	4	5	3		1				4				
Grader and derrick operator	11	11	11	1	1	10	1						1				
Foreman	10	10	10	4	4	6	4						4		1		
Grout mixer operator	55	51	51	26	26	25	17		9				26				
Foreman	10	10	10	6	6	4	5		1				6				
Guard	3,049	2,669	2,669	1,798	1,798	871	302		1,193		303		1,798		16		
Head	50	48	48	22	22	26	4		14		4		22				
Principal	20	20	20	8	8	12	1		7				8				
Senior	828	807	808	567	567	240	93		454		20		567				
Departmental (C)	585	540	540	230	230	310					230		230				
Hammer runner	80	78	78	23	23	55	18		5				23				
Hand embroideress	58		54	8	8				8				8				
Heat treater, helper	62	62	62	33	33	29	24		9				33		1		
Helper, general	11,278	11,136	11,138	6,830	6,831	4,306	5,743		933		154		6,831		4		
Lampist	7	6	6	4	4	2			4				4				
Trainee	3,451	3,284	3,284	669	669	2,615	639		29		1		669		1		
Hoist operator	25	25	25	18	18	7	17		1				18				
Holder-on	1,348	1,328	1,328	254	254	1,074	215		39				254				
Inspection station keeper	29	27	27	7	7	20	5		2				7				
Instructor-foreman (broom stitching)	11	10	10	5	5	5	4		1				5				
Instructor-foreman (machinist) (C)	1	1	1			1											
Instrument maker (F, C)	489	479	481	127	128	352	113		13				127		5		
Instrument repairman	6	6	6	4	4	2	2		2				4				
Helper	97	97	97	27	27	70	22		5				27		1		
Ironworker, shop	94	94	94	51	51	43	39		12				51				
Ironworker, structural	30	28	28	12	12	16	9		3				12				
Janitor	43	41	41	8	8	33	8						8				
Joiner	2,701	2,588	2,588	1,479	1,479	1,109	1,069		376		29		1,474		33		
Laborer:																	
Classified	38,772	38,185	38,751	35,825	36,357	2,360	31,689		356		3,452		36,357		29		6
Foreman (F, C)	319	297	297	158	158	139	102		41		15		158		2		
Assistant (C)	1		1		1								1				
Junior	325	310	310	107	107	203	66		36		5		107		1		
Irrigation	61	59	59	25	25	34	18		6		1		25				
Tree nursery	10	9	9	5	5	4	4		1				5				
Postal Service, substitute	3,004	2,873	2,873	2,236	2,236	637	1,835		285		115		2,235		36		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Laborer-patrolman (wildlife refuges)	557	534		534	289		289	245		234		43		12		289		
Boatman	234	229		229	60		60	169		43		17				60		
Range rider	37	37		37	15		15	22		10		4		1		15		
Laundry foreman	64	62		62	40		40	22		28		10		2		40		
Washing department	37	37		37	15		15	22		11		3		1		15		
Laundry helper, skilled	978	443	470	913	396	448	844	47	22	288	386	77		31	62	844	2	
Laundry superintendent (F, C)	23	19		19	13		13	6		12		1				13	2	
Laundry worker, laborer	1		1	1		1									1			
Leadsman	101	100		100	62		62	38		59		3				62	30	
Leather worker	1	1		1				1										
Leather and canvas worker	156	150	1	151	29		29	121	1	26		3				29		
Lens grinder (precision lens)	34	34		34	16		16	18		15		1				16		
Lens (precision), prism, and test plate maker	60	58		58				58										
Letterer and grainer	3	3		3				3										
Leverman	31	31		31	14		14	17		12		2				14		
Lighthouse keeper, assistant	6	6		6	3		3	3		1		2				3		
Lineman	40	35		35	6		6	29		4		2				6		
Helper	457	457		457	255		255	202		196		56		3		255	14	
Distribution lines	15	15		15	6		6	9		4		2				6		
High-tension transmission lines	173	169		169	102		102	67		81		18		3		102	11	
Foreman	75	74		74	32		32	42		22		9				31	5	
Telephone and power	11	11		11	5		5	6		2		3				5		
Lockman (electric locks)	23	23		23	15		15	8		13		2				15	1	
Lockman (hand-operated locks)	13	11		11	9		9	2		8		1				9		
Loftsmen	494	484		484	94		94	390		87		7				94	5	
Loom fixer	21	21		21	12		12	9		12		7				12		
Lumber grader	4	4		4	3		3	1		3						3		
Lumber grader and shipper, foreman	13	10		10	2		2	8		1		1				2		
Machine adjuster	18	18		18	11		11	7		11						11		
Machine operator	8	8		8	4		4	4								4		
Automatic screw	234	234		234	136		136	98		120		15		4		136	1	
Boring mill	10	10		10	8		8	2		5		3				8		
Boring mill (horizontal)	52	52		52	13		13	39		8		5				13	1	

Drill press	488	477	477	226	226	251	198	26	2	226		
Engine lathe	104	101	101	65	65	36	53	12		65		
Grinder	2	2	2	2	2				2	2		
Precision (production)	243	243	243	144	144	99	129	14	1	144		
Precision (tools)	65	65	65	47	47	18	46	1		47	3	
Roughing	134	134	134	51	51	83	46	5		51		
Surface	55	53	53	36	36	17	29	7		36		
Hand screw	66	66	66	51	51	15	44	5	2	51		
Miller	280	271	271	185	185	86	163	17	5	185		
Planer	87	86	86	21	21	65	15	5	1	21	1	
Profiler	77	68	68	27	27	41	22	5		27		
Punch press	224	218	218	139	139	79	121	18		139		
Sewing (cloth)	67	67	67	31	31	36	27	4		31		
Sewing (leather)	56	56	56	31	31	25	26	5		31	1	
Sewing (power)	2,537	53	2,473	18	1,049	1,067	14	993	3	53	1,067	6
Shaper	12	12	12	9	9	3	7	2		9		
Shaver	46	43	43	10	10	33	9	1		10		
Sheet metal	114	114	114	73	73	41	67	5	1	73		
Slotter	10	8	8	2	2	6	2			2		
Tree nursery	7	7	7	3	3	4	3			3		
Turret lathe	1,007	1,000	1,000	442	442	558	399	40	3	442	1	
Wood	204	204	204	128	128	76	112	14	2	128		
Machinist	21,088	19,028	19,028	10,923	10,923	8,105	8,992	1,824	88	10,904	256	
Apprentice	4,397	3,917	3,917	2,645	2,645	1,272	2,638	7		2,645	12	
Helper	7,230	7,039	7,039	3,066	3,066	3,973	2,548	472	46	3,066	6	
Junior	103	101	101	76	76	25	55	18	3	79	1	
Armanent	306	304	304	17	17	287	14	3		15	2	
Outside	1,026	988	988	326	326	662	186	138	2	326	3	
Machinist and erector foreman	15	15	15	6	6	9	5	1		6	2	
Machinist-welder	1	1	1	1	1				1	1		
Mail-bag repairer	1	1	1			1	5					
Marble polisher	18	18	18	7	7	11		2		7		
Marine engineer (Diesel) (Philippine Islands)	5	5	5	2	2	3	1		1	2		
Marine engineer, second assistant	249	138	138	88	88	50	55	32	1	88	3	
Mason, brick (F, C)	244	230	230	136	136	94	101	31	3	135	1	
Helper	4	1	1			1	11					
Foreman	38	37	37	13	13	24	11	2		13		
Mason, stone	6	6	6	5	5	1	3	1	1	5		
Mason, plasterer	15	14	14	4	4	10	2	2		4		
Master	3	3	3	1	1	2	1			1		
Dredge (nonpropelling)	8	5	5	2	2	3	2			2		
Master-at-arms	26	25	25	19	19	6	2	17		19		
Mate												
First	1	1	1	1	1		1			1		
Dredge	30	28	28	5	5	23	4	1		5		
Nonpropelling	6	6	6	3	3		2	1		3		
Seagoing hopper	16	16	16	7	7	9	7			7		
Material keeper	168	165	165	9	9	156	4	4	1	9		
Tools and tool steel	109	109	109	48	48	61	39	9		48		
Matron	209		169	169	35	134		27		35		
Mattress maker foreman, assistant	17	13	13	6	6	7	5	1		6		
Meat cutter	299	286	286	184	184	102	122	58	4	184		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Mechanic:																		
Air brake (locomotive)	12	11		11				11										
Air conditioning and refrigeration (electric)	15	15		15	11		11	4		6		5					11	
Diesel engines	24	15		15	10		10	5		6		4					10	
Drilling rig	10	9		9	4		4	5		4							4	
Flue cleaning and repair	122	122		122	25		25	97		18		6		1			25	2
Forge shop, master	6	6		6	1		1	5		1							1	
General	344	334		334	74		74	260		48		23		3			74	2
Helper	834	824		824	383		383	441		254		119		10			383	11
Junior	679	633		633	161		161	472		122		34		5			161	10
Senior	421	387		387	67		67	320		47		17		2			66	3
Farm, junior	510	505		505	145		145	360		125		17		3			145	4
Nursery, junior	304	297		297	46		46	251		45		1					46	3
Tractor, helper	23	23		23	12		12	11		10		2					12	1
Planing mill, foreman	5	5		5	2		2	3		2							2	
Power plant, quartermaster	19	18		18				18										
Pump	11	11		11	5		5	6				1					5	
Radio	307	303		303	79		79	224		55		24					79	
Refrigeration (electric)	175	172		172	74		74	98		60		13		1			74	
Refrigeration and heating controls	17	11		11	8		8	3		6		2					8	
Sawmill, foreman	9	8		8	2		2	6		2							2	
Melter	12	12		12	5		5	7		5							5	1
Mess attendant	2,495	1,660	432	2,092	818	235	1,053	842	197	622	215	182		14	20	1,053		
Messenger, assistant (F, C)	2,808	2,221	85	2,306	1,614	48	1,662	607	37	1,565	38	28		21	10	1,662	1	
Messenger, junior	89	56	33	89	17	19	36	39	14					17	19	36		
Metal bed factory foreman	17	17		17	2		2	15		2							2	
Metal lather	55	44		44	13		13	31		10		3					13	
Millman	9	6		6	4		4	2		3		1					4	
Millwright	140	140		140	38		38	102		28		9		1			38	
Miner	31	27		27	14		14	13		10		4					14	
Modelmaker, wood	360	339		339	23		23	316		20		3					23	
Molder	599	599		599	425		425	174		345		70		10			425	
Helper	340	339		339	150		150	189		133		17					150	
Nonferrous metals	18	17		17	9		9	8		6		3					9	
Steel	176	170		170	45		45	125		41		4					45	

Motor transport operator (heavy duty)	123	121	121	24	24	97	24					24		
Motorboat operator	306	283	283	153	153	130	114		36		3	153	1	
Diesel	79	78	78	19	19	50	15		3		1	19	1	
Pushboat	32	32	32	8	8	24	7		1			8		
Munitions handler	382	382	382	86	86	296	66		20			86		
Foreman	9	9	9	3	3	6			3			3		
Oiler	360	299	299	87	87	212	59		24		4	87		
Construction machinery	112	79	79	47	47	32	23		23		1	47		
Dragline	279	268	268	200	200	68	181		19			200		
Marine	164	162	162	72	72	90	55		16		1	72	4	
Diesel	28	28	28	7	7	21	7					7		
Steam	168	168	168	71	71	97	49		20		1	70	5	
Operator's helper (clothing factory)	544		544		165	165	379		162			165		
Ordnanceman	823	795	795	370	370	425	35		328		7	370	5	
Orthopedic mechanic	1	1	1			1								
Bracemaker	1	1	1			1								
Packer	1,243	1,240	1,240	178	178	1,062	126		44		8	178		
Pack train	1	1	1	1	1	1	1					1		
Packer and crater	1,402	1,385	1,385	172	172	1,213	161		11			172	2	
Painter	1,592	1,564	1,564	886	886	678	632		207		47	886	4	
Foreman	14	14	14	3	3	11	1		2			3		
Helper	265	251	251	112	112	139	86		20		6	112		
Senior (F, C)	15	14	14	7	7	7					7	7		
Ship	9	9	9			9								
Sign	19	17	17	10	10	7	9		1			10	1	
Patternmaker	932	892	892	735	735	157	642		87		6	735	9	
Wood	60	60	60	44	44	16	40		4			44		
Photoengraver (C)	1	1	1	1	1	1					1	1		
Pile driver operator	19	16	16	6	6	10	5		1			6		
Pilot	6	6	6	2	2	4	2					2		
Pipecoverer	948	908	908	379	379	529	279		97		3	379		
Pipefitter	2,048	2,039	2,039	1,167	1,167	872	873		282		12	1,167	4	
Foreman	22	22	22	5	5	17	4					4	2	
Helper	792	787	787	381	381	406	317		45		19	381		
Pipeline foreman (suction dredge)	32	32	32	18	18	14	17		1			18	3	
Plant protection, chief of	22	22	22	1	1	21	1					1		
Plasterer	147	142	142	96	96	46	73		22		1	96		
Helper	1	1	1	1	1	1								
Plumber	1,201	742	742	486	486	256	367		105		14	486	18	
Helper	153	140	140	85	85	55	57		26		2	85	3	
Master	1	1	1	1	1	1	1					1		
Senior (F, C)	24	24	24	17	17	7	15		2			17		
Plumber-steamfitter	21	21	21	16	16	5	10		6			16		
Polisher (ordnance)	151	141	141	97	97	44	84		13			97		
Powderman	73	71	71	41	41	30	35		6			41	5	
Power plant operator (Diesel electric)	12	8	8	1	1	7	1					1		
Power plant operator (hydroelectric)	30	27	27	10	10	17	8		1		1	10		
Junior	48	45	45	29	29	16	26		2		1	29	2	
Power shovel operator (Diesel)	13	13	13	5	5	8	4		1			5		
Power shovel operator (gasoline)	29	29	29	23	23	6	19		4			23		
Press assistant (C)	2	2	2			2								
Presser (fabrics)	254	254	254	41	41	213			34		6	41		
Primer worker (munitions)	45		35	35	31	31	4					31		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register						Separate list of eligible classified employees		
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference				Total
										Men	Women	Men	Women	Men	Women	Men	Women	
Printer:																		
Helper	133	133		133	107		107	26		102		5				107	2	
Cylinder pressman (C)	7	7		7	1		1	6							1		1	
Hand compositor (F, C)	6	5		5	2		2	3							2		2	
Slug machine operator (linotype, etc.) (F, C)	10	8	1	9	4	1	5	4							4	1	5	
Printer-proofreader (C)	4	2	2	4				2	2									
Printer's assistant (C)	170	2	151	153	1	68	69	1	83						1	68	69	
Pump operator	16	16		16	2		2	14		2							2	
Pumping station operator	11	11		11	4		4	7		2		2					4	
Puncher and shearer	348	336		336	40		40	296		30		9		1			40	
Quartermaster	354	276		276	113		113	163		67		45		1			113	4
Repairman (buildings and grounds)	123	123		123	10		10	113		9		1					10	1
Reservoir superintendent	18	18		18	3		3	15		3							3	
Rigger	1,258	1,231		1,231	374		374	857		157		211		6			374	
Foreman	20	18		18	11		11	7		8		3					11	2
Helper	1,141	1,059		1,059	326		326	733		160		158		8			326	
Rivet heater	1,572	1,479		1,479	436		436	1,043		363		69		4			436	3
Riveter	908	895		895	276		276	619		172		101		3			276	2
Roller (brass and copper)	1	1		1				1										
Roofer	145	130		130	80		80	50		60		18		2			80	
Helper	8	6		6	2		2	4		2							2	
Built-up or slag	12	12		12	7		7	5		6		1					7	
Ropemaker, helper	106	103		103	33		33	70		29		4					33	
Sailmaker	315	219	75	294	93		93	126	75	65		26		1			92	5
Sandblaster	156	156		156	79		79	77		73		6					79	
Sanding room foreman and spindle carving operator	15	14		14	2		2	12		2							2	
Saw carriage setter	1	1		1	1		1			1							1	
Saw filer	74	74		74	34		34	40		25		9					34	
Sawyer, head	2	2		2	1		1	1				1					1	
Scaler	1	1		1	1		1			1							1	
Seamstress	9		8	8		6	6	2								6		
Domestic attendant, junior (C)	2,441	3	1,948	1,951		33	33	3	1,915		32				1	33		
Hand	326		326	326		108	108	218			104				4	108		
Second officer (tender)	245	169		169	106		106	63		72		31		2		105	3	



Sewage disposal plant operator	18	18	18	7	7	11	4	3		7		
Sewer, hand and machine	1	1	1			1						
Sewing machine (power) repairman	84	84	84	25	25	59	21	3		25		
Sheetmetal worker (F, C)	2,946	2,834	2,834	1,660	1,660	1,174	1,397	252	11	1,660	16	
Helper	2,110	2,054	2,054	1,010	1,010	1,044	896	108	6	1,010	5	
Tinsmith	33	32	32	23	23	9	15	7	1	23		
Shipfitter	3,448	3,180	3,180	845	845	2,335	614	225	5	844	47	
Helper	7,533	7,190	7,190	1,927	1,927	5,263	1,398	507	22	1,927	9	
Master	5	5	5	1	1	4	1			1		
Snagboat foreman	3	3	3	2	2	1	2			2		
Snowplow (rotary) operator	2	2	2	1	1	1	1			1		
Spinning frame fixer	21	21	21	16	16	5	10	4	2	16	1	
Steamfitter (F, C)	109	107	107	46	46	61	29	13	4	46		
Helper	58	57	57	25	25	32	17	8		25	1	
Steamfitter and pipefitter	1	1	1	1	1				1	1		
Steel placer (reinforcing)	151	148	148	96	96	52	73	23		96		
Helper	9	7	7	5	5	2	4	1		5		
Steel worker (structural)	32	28	28	19	19	9	16	3		19		
Helper	53	53	53	24	24	29	18	6		24		
Stevadore	168	168	168	11	11	157	7	4		11	3	
Steward	130	129	129	20	20	109	11	8	1	20		
Junior (C)	1	1	1			1						
Senior (C)	2	2	2			2						
Third	25	24	24	9	9	15	5	4		9		
Stock tracer	161	157	157	11	11	146	5	6		11	3	
Stockfinisher (ordnance)	154	150	150	27	27	123	20	7		27		
Stonecutter	31	21	21	12	12	9	11	1		12		
Swineherdsman and poultryman	13	13	13	8	8	5	8			8		
Tailor (F, C)	5	5	5	4	4	1			4	4		
Foreman, assistant	4	4	4			4				4		
Helper	4	4	4	3	3	1			3	3		
Telephone repairman	109	109	109	59	59	50	41	18		59		
Temperer	56	55	55	17	17	38	13	4		17		
Tile and plate setter	24	23	23	14	14	9	13	1		14		
Tool dresser	54	49	49	12	12	37	9	2	1	12		
Deep-well drilling	14	13	13	4	4	9	3	1		4		
Rock-drill tools	4	3	3			3						
Tool hardener	51	49	49	17	17	32	13	4		17		
Tool keeper	375	373	373	86	86	287	79	7		86		
Tool maker	1,786	1,748	1,748	1,106	1,106	642	1,003	100		1,103	23	
Tool and die maker, senior	30	30	30	16	16	14	13	3		16		
Trackman	227	227	227	115	115	112	106	9		115		
Tractor operator	140	140	140	102	102	38	51	45	6	102	5	
Crawler type	25	25	25	9	9	16	9			9		
Diesel	106	91	91	67	67	24	60	7		67	1	
Trail builder	13	13	13	4	4	9	3	1		4		
Wheel type	1	1	1			1						
Gasoline	68	61	61	37	37	24	34	2	1	37		
Trimmerman (sawmill)	2	2	2	1	1	1	1			1		
Truck driver	189	189	189	136	136	53	122	13	1	136		
Senior	12	11	11	3	3	8	3			3		
Automobile truck	1,062	1,041	1,041	829	829	212	719	104	6	829	1	
Heavy	1,786	1,622	1,622	907	907	715	754	143	10	907		
Heavy (with hydraulic hoist) (F, C)	149	146	146	101	101	45	51	44	6	101	5	
Light	1,168	1,063	1,063	705	705	358	579	118	8	705		
Trailer truck	126	125	125	32	32	93	31	1		32		

<sup>1</sup> Oral and character investigations not completed in some cases.

Table 1.—Examinations—Persons Attaining Eligibility, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Title of examination	Applicants	Examined			Passed <sup>1</sup>			Failed		Open competitive register							Separate list of eligible classified employees	
		Men	Women	Total	Men	Women	Total	Men	Women	Nonpreference		5-point preference		10-point preference		Total		
										Men	Women	Men	Women	Men	Women		Men	Women
Tugmaster	74	69		69	26		26	43		22		3		1		26	1	
Typewriter repairman (C)	8	8		8	3		3	5						3		3		
Upholsterer	248	241		241	170		170	71		128		33		9		170	2	
Valve operator	15	15		15	10		10	5		7		3				10		
Verifier, opener, and packer	761	594		594	235		235	359		199		30		6		235	2	
Warder (female), junior (C)	16		13	13		4	4		9						4			
Warehouseman	1	1		1				1										
Watchmaker	81	78		78	36		36	42		28		6		2		36	1	
Watchman, marine	41	41		41	19		19	22		16		3				19		
Watchman, night	255	243		243	50		50	193		10		40				50		
Water supply system foreman	27	27		27	12		12	15		6		6				12		
Water tender	171	167		167	55		55	112		20		33		2		55	6	
Welder:																		
Helper	66	57		57	47		47	10		38		9				47	1	
Electric	3,458	3,385		3,385	2,011		2,011	1,374		1,764		232		15		2,011	40	
Electric (specially skilled)	1,644	1,644		1,644	882		882	762		805		75		2		882	11	
Gas	140	139		139	71		71	68		48		15		8		71		
Gas-electric	444	437		437	191		191	246		169		21		1		191		
Wharf builder	237	214		214	58		58	156		45		13				58	2	
Winchman	79	78		78	38		38	40		34		3		1		38	6	
Window cleaner	8	7		7	3		3	4		3						3		
Woodworker, helper	1,126	1,121		1,121	401		401	720		342		52		7		401	5	

## SUMMARY

Summary:																		
Professional and scientific	87,666	67,691	8,201	75,892	22,685	1,979	24,664	45,006	6,222	20,604	1,961	1,813	9	147	9	24,543	2,959	67
Subprofessional and subscientific	163,996	117,283	15,726	133,009	40,873	6,689	47,562	79,410	9,037	35,880	6,303	4,421	18	346	367	47,335	2,430	51
Clerical, administrative, and fiscal	423,904	194,911	149,640	344,551	68,600	61,531	130,131	123,311	88,109	58,492	60,063	8,628	49	1,450	1,417	130,009	879	109
Skilled trades, custodial, and labor	250,565	230,516	8,154	238,670	129,686	3,259	132,945	100,830	4,895	105,715	2,759	21,188	3	2,732	497	132,894	1,363	12
Total, open competitive examinations for entrance to the classified service <sup>2</sup>	926,131	610,401	181,721	792,122	261,844	73,458	335,302	348,557	108,263	220,691	71,086	36,050	79	4,675	2,290	334,871	7,631	239



Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940

## PROFESSIONAL AND SCIENTIFIC

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Actuarial mathematician:																							
Assistant	1				1		1	1		1							1					\$1, 800	
Junior	9	4		4	4	1	5	8	1	9							9					1, 620- 1, 800	
Pensions, associate	1	1		1				1		1							1					3, 200	
Agronomist:																							
Junior	27	1		1	26		26	26		26	1		1				27					1, 800- 2, 000	
Soil conservation, assistant.	3				3		3	2		2	1		1				3					2, 600	
Soil conservation, associate.	1				1		1	1		1							1					3, 200	
Air Corps technical school instructor:																							
Assistant	2				2		2	1		1	1		1				2					2, 000- 2, 600	
Junior	11				11		11	4		4	7		7				11					2, 000	
Air safety investigator, senior	18	4		4	14		14	2		2	14		14		2		18					3, 800- 4, 600	
Animal nutrition, junior in	1				1		1	1		1							1					2, 000	
Architect	3	1		1	2		2	1		1	2		2				3					2, 600- 3, 200	
Assistant	3				3		3	3		3				2			3					2, 600	
Associate	7	3		3	4		4	4		4	2		2		1		7					2, 000- 3, 250	
Senior	3	1		1	2		2	1		1	2		2				3					2, 600- 3, 200	
Landscape	1	1		1											1		1					3, 800	
Assistant	3				3		3	3		3							3					2, 600	
Associate	2	1		1	1		1	1		1					1		2					3, 200	
Junior	5				5		5	5		5							5					1, 578- 2, 000	
Naval	4	3		3	1		1	2		2							2					3, 800- 4, 600	
Assistant	21	8		8	13		13	17		17	2		2		1		20	2				2, 600	
Associate	17	11		11	6		6	10		10	1		1				11	1				3, 200	
Senior	1				1		1	1		1				1			1	6		6		4, 600	
Artist-designer:																							
Chief	1				1		1	1		1							1					2, 900	
Principal	1	1		1				1		1							1					2, 300	
Senior	5	2		2	3		3	5		5							5					1, 620- 2, 000	
Astronomer, head scientist	1	1		1				1		1							1					6, 500	
Attorney	5				5		5	3		3	2		2				5					3, 200	
Assistant	38				37	1	38	20		20	11		11		6		38					1, 800- 2, 600	
Junior	1				1		1				1		1				1					1, 800	
Senior	1	1		1							1		1				1					4, 600	

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Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## PROFESSIONAL AND SCIENTIFIC—Continued

Examination from which appointed	Departmental				Field			Open competitive register												Separate list of eligible classified employees				Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total				
								Men	Women	Total	Men	Women	Total	Men	Women	Total								
Engineer—Continued																								
Ceramics, assistant	1				1		1	1		1							1				\$2,600			
Ceramics, junior	2	1		1	1		1	2		2							2				2,000			
Chemical	1				1		1				1		1				1				3,800			
Assistant	4				4		4	2		2	2		2				4				2,600			
Associate	1				1		1	1		1				2			1				3,200			
Junior	9				9		9	9		9							9				\$1,620–2,000			
Explosives manufacture and plant management	1				1		1	1		1							1				2,600			
Civil	2				2		2	1		1				1		1	2				3,800			
Assistant	7				7		7	1		1	4		4	2		2	7				2,600			
Associate	2				2		2				2		2				2				3,200			
Junior	99	4		4	95		95	96		96	3		3				99				1,800–2,000			
Construction	2	1		1	1		1	1		1	1		1				2				3,800			
Assistant	28				28		28	22		22	4		4	2		2	28				2,000			
Associate	3	1		1	2		2				3		3				3				3,200			
Senior	1				1		1							1		1	1				4,600			
Electrical	3				3		3	3		3							3				2,600			
Assistant	26	3		3	23		23	19		19	6		6	1		1	26				2,000–2,600			
Associate	6				6		6	4		4	2		2				6				3,200			
Junior	50	6		6	44		44	48		48	2		2				50				1,440–2,000			
Heating and ventilating	2	2		2				2		2							2				3,800			
Assistant	1				1		1	1		1							1				2,600			
Associate	3	1		1	2		2	1		1	1		1	1		1	3				3,200			
Highway	1				1		1	1		1	1		1				1				3,800			
Assistant	1				1		1							1		1	1				2,600			
Hydraulic, assistant	12	1		1	11		11	12		12							12				2,600			
Hydraulic, associate	4				4		4	3		3	1		1				4				3,200			
Industrial	3	1		1	2		2	1		1	2		2				3				2,600			
Assistant	2				2		2	2		2							2				3,800			
Associate	1				1		1				1		1				1				3,200			
Irrigation and drainage	1				1		1	1		1							1				3,800			
Assistant	2				2		2	2		2							2				2,300–2,600			
Associate	2				2		2	1		1	1		1				2				3,200			



Marine	2	1	1	1	1	2	2	2	2	2	2	3,800
Assistant	25	9	9	16	16	14	14	3	3	17	8	2,600
Associate	18	11	11	7	7	11	11	2	2	13	5	3,200
Materials and research	1	1	1			1	1			1		3,800
Assistant	2			2	2	2	2			2		2,600
Mechanical	3			3	3	1	1	2	2	3		3,800
Assistant	15	4	4	11	11	11	11	2	2	14	1	2,000-2,600
Associate	8	5	5	3	3	1	1	5	5	6	2	3,200
Junior	78	11	11	67	67	76	76	2	2	78		1,620-2,000
Diesel design, assistant	1			1	1	1	1			1		2,600
Metallurgical, associate	1			1	1	1	1			1		3,200
Mining	4			4	4	2	2	2	2	4		3,800
Associate	7	1	1	6	6	1	1	5	5	7		2,900-3,200
Junior	2			2	2	1	1	1	1	2		2,000
Naval architecture, junior	16			16	16	16	16			16		2,000
Radio, assistant	9	1	1	8	8	7	7	2	2	9		2,600
Sanitary, assistant	3			3	3	3	3			3		2,300-2,600
Sanitary, associate	2			2	2	1	1			2		3,200
Structural	1			1	1			1	1	1		3,800
Assistant	24	1	1	23	23	21	21	3	3	24		2,000-3,250
Associate	8			8	8	3	3	3	3	8		3,200-4,000
Structural steel and concrete, junior	37	2	2	35	35	37	37			37		2,000
Telephone, assistant	3	1	1	2	2	1	1	2	2	3		2,600
Textile, assistant	1			1	1	1	1			1		2,600
Valuation, assistant	1			1	1			1	1	1		2,600
Welding	2	1	1	1	1	2	2			2		3,800
Assistant	3	2	2	1	1	3	3			3		2,600
Entomological inspector, junior	2			2	2	2	2			2		2,000
Entomologist, junior	10			10	10	9	9	1	1	10		1,620-2,000
Exhibits designer, assistant	1	1	1			1	1			1		2,600
Forester, junior	76			76	76	76	76			76		1,440-2,000
Forestry conservationist, assistant	3			3	3	3	3			3		2,300-2,600
Forestry conservationist, associate	1			1	1	1	1			1		3,200
Galley designer	1	1	1			1	1			1		3,800
Geneticist (poultry), associate	1			1	1	1	1			1		3,200
Geneticist (poultry), senior	1			1	1	1	1			1		2,600
Geographer, economic	2	2	2			2	2			2		3,800
Geologist												
Assistant	12	2	2	10	10	11	11	1	1	12		2,600
Associate	5	1	1	4	4	3	3	2	2	5		3,200
Junior	1			1	1	1	1			1		2,000
Geophysicist, assistant	1			1	1	1	1			1		2,600
Health education specialist												
Assistant	2			1	1	2	2	1	1	2		2,600-3,200
Associate	2	2	2			2	2			2		3,200
Home economics education, consultant in, senior	1		1					1	1	1		4,600
Home economics education, Federal agent for	1		1			1	1			1		4,600

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## PROFESSIONAL AND SCIENTIFIC—Continued

Examination from which appointed	Departmental				Field				Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total				
								Men	Women	Total	Men	Women	Total	Men	Women	Total								
Home economist:																								
Assistant	1		1	1					1	1							1			\$2, 600				
Associate	1		1	1					1	1							1			2, 600				
Junior	1		1	1					1	1							1			1, 620				
Home extension agent	2						2	2		2										2, 600				
Junior	2					2	2	2		2							2			1, 800				
Horticulturist, assistant	1				1		1	1		1							1			2, 000				
Horticulturist (transportation and storage), junior	2				2		2	2		2							2			2, 000				
Indian community and boarding schools, principal	1				1		1			1			1		1		1			2, 000				
International relations, research associate in	1	1		1						1			1				1			3, 200				
Land appraiser:																								
Assistant	19				19		19	10		10	9		9				19			\$2, 500-2, 600				
Associate	8				8		8	6		6	2		2				8			3, 200				
Librarian:																								
Assistant	2		2	2					2	2							2			2, 600				
Junior	8	1	7	8				1	7	8							8			1, 440-2, 000				
Maternal and child health specialist	1		1	1					1	1							1			3, 800				
Senior	1	1		1				1		1							1			4, 600				
Medical officer	26				26		26	17		17	8		8	1		1	26			2, 600-4, 600				
Associate	209	5		5	204		204	197		197	10		10	1		1	208	1		3, 200-4, 600				
Psychiatric resident, junior	6	1		1	5		5	6		6			10	1		6			1	2, 000				
Medical social worker	1		1	1					1	1						1				3, 800				
Assistant	1					1	1		1	1						1				2, 000				
Metallurgist (physical), assistant	1				1		1	1		1							1			2, 600				
Meteorologist:																								
Assistant	3	2		2	1		1	2		2							2	1		2, 600				
Junior	3	1		1	2		2	3		3							3		1	1, 800-2, 000				
Motion picture specialist	1				1		1	1		1							1			3, 200				
Junior	2				2		2	1		1				1		1	2			1, 620-2, 300				
Oceanographer, physical, associate	1				1		1	1		1							1			3, 200				

Occupational information specialist	1	1		1			1		1					1			4, 600
Occupations for girls and women, specialist	1		1	1				1	1					1			3, 800
Parasitologist (nematodes), assistant	2				2		2		2					2			2, 600
Park archeologist, junior	1				1		1		1					1			2, 000
Park historian:																	
Associate	1				1		1						1				3, 200
Junior	8	1		1	7		7		7	1		1		1			1, 680- 2, 000
Park naturalist, junior	1				1		1		1								2, 000
Patent examiner, junior	11	11		11			7		7	4		4		11			2, 000
Pathologist, junior	1				1		1		1					1			2, 000
Pharmacologist	1	1		1						1		1		1			3, 800
Assistant	1	1		1					1			1		2			2, 600
Associate	2	1	1	2			1	1	2					1			3, 200
Physicist	1				1					1		1		3			3, 800
Assistant	3				3		3		3					7			2, 600
Associate	7	2		2	5		5	7	7					23			2, 600- 3, 200
Junior	23		1	1	22		22	1	23								1, 620- 2, 000
Physiologist:																	
Associate	1				1		1		1					1			2, 600
Aquatic, associate	1				1		1		1					1			3, 200
Aquatic, senior	1				1				1		1			1			4, 600
Poultry, assistant	1				1		1		1					1			2, 600
Plant pathological inspector, junior	2				2		2		2					2			2, 000
Plant propagator, junior	1	1		1					1		1			1			2, 000
Poultry inspector, associate	1	1		1							1			1			3, 200
Professional assistant, junior:																	2, 000
Administrative technician	165	52	5	57	108		108	155	5	190	5	5		165			1, 620- 2, 300
Agronomist	55				55		55	54		54	1	1		55			2, 000
Bacteriologist	4				3	1	4	2	1	3				3	1	1	2, 000
Biologist	1				1		1			1				1			2, 000
Botanist (taxonomic)	1				3		3	3		3				3			2, 000
Dairy husbandman	2				2		2			2				2			2, 000
Economist	54	21	1	22	32		32	50	1	51	2	2	1	54			1, 620- 2, 000
Engineer	794	60		60	734		734	766		766	14		14	781	13	13	1, 620- 2, 000
Entomologist	1				1		1			1				1			2, 000
Examination assistant	37	8	5	13	24		24	31	5	36	1		1	37			1, 620- 2, 000
Forester	26				26		26	26		26				26			1, 620- 2, 000
Geologist	31	2		2	29		29	31		31				31			2, 000
Home economist	6	2	4	6				2	4	6				6			1, 440- 2, 000
Pharmacist	9				9		9	9		9				9			1, 620- 2, 000
Plant pathologist	3				3		3	3		3				3			2, 000
Plant physiologist	2				2		2	2		2				2			2, 000
Pomologist	1				1		1			1				1			2, 000
Range examiner	47				47		47	45		45	1		1	46	1	1	2, 000
Soil scientist	80	1		1	79		79	78		78	1		1	80			2, 000
Statistician	8	4		4	3	1	4	5		5	1		1	6	1	1	1, 620- 2, 000
Textile technologist	1				1		1			1				1			1, 620
Veterinarian	68				68		68	66		66	2		2	68			1, 800- 2, 000

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## PROFESSIONAL AND SCIENTIFIC—Continued

Examination from which appointed	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total		
								Men	Women	Total	Men	Women	Total	Men	Women	Total						
Psychologist	1					1	1		1								1				\$2,000—2,600	\$3,800
Assistant	1	1		1				1		1							1					2,300
Public assistance, consultant in	5		2	2		3	3		5								5					3,800
Assistant	11	9		9	2		2	11		11							11					2,600
Associate	13	3	7	10		3	3	3	7	10					3	3	13					3,200
Senior	2				1	1	2		1	2							2					4,600
Public health nursing assistant	1					1	1				1		1				1					1,800
Public health nursing consultant, associate	2		1	1		1	1			2							2					3,200
Range examiner, junior	19					19	19	19		19							19					2,000
Seed technologist:																						
Assistant	1					1	1		1								1					2,000
Associate	3	1		1	2		2	3		3							3					3,200
Scientist (nautical), junior	4	2		2	2		2	1		1	3		3				4					2,000
Social science analyst	9	6		6	3		3	6		6	3		3				9					3,500—3,800
Assistant	24	13	4	17	7		7	20	3	23							24					2,300—2,600
Associate	22	15	2	17	5		5	17	2	19	3		3			1	22					3,200—3,600
Junior	65	19	1	20	45		45	64	1	65							65					1,620—2,500
Principal	3	3		3			2	2		2	1		1				3					4,600—5,600
Senior	5	2	1	3	2		2	3	1	4			1	1			5					3,600—4,600
Social worker (psychiatric)	8				1	7	8	1	6	7						1	8					2,000—2,300
Soil conservationist (farm planning), assistant	3				3		3	3		3							3				2,000	
Soil surveyor, junior	8				8		8	8		8							8				2,000	
Statistician:																						
Assistant	2				2		2	2		2							2				2,600	
Agricultural, junior	1				1		1	1		1							1				2,000	
Tobacco grading specialist, assistant	1					1	1										1				2,600	
Veterinarian, junior	16				16		16	14		14	2		2	1			16				2,000	
Wildlife division, chief	1	1		1			1	1		1							1				4,600	
Wool technologist, assistant	1				1		1	1		1							1				2,600	

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[illegible]

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SUBPROFESSIONAL AND SUBSCIENTIFIC—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Draftsman—Continued.																							
Engineering—Continued.																							
Principal	108	1		1	106	1	107	92	1	93	15		15				108						\$1,800—\$2,300
Senior	148	5		5	142	1	143	133	1	134	13		13		1	1	148						1,800—2,500
Under (F)	6				6		6	6		6							6						1,020
Engineering (aeronautical) (F, C)	4				4		4	4		4							4						1,800
Assistant (F, C)	2				2		2	2		2							2						1,620
Principal (F, C)	2				2		2	2		2							2						2,300
Senior (F, C)	6				6		6	6		6							6						2,000
Engineering (highway)	2				2		2	2		2							2						1,800
Engineering (mechanical), senior	2				2		2	2		2							2						2,000
Engineering (ships)	15				15		15	14		14	1		1				15						1,800—2,300
Assistant	10				10		10	10		10							10						1,620
Chief	23	1		1	22		22	20		20	1		1				21	2		2			2,600
Principal	29				29		29	22		22	2		2		1		25	4		4			2,000—2,300
Senior	14				14		14	12		12	1		1		1		14						2,000
Statistical	11	4		4	7		7	8		8	2		2		1		11						1,800—2,000
Assistant	10	5		5	3	2	5	7	2	9	1		1				10						1,620
Senior	2	1		1	1		1	1		1					1		2						2,000
Topographic	127	18		18	109		109	115		115	12		12				127						1,800
Assistant	67	15	1	16	51		51	62	1	63	4		4				67						1,620
Principal	1				1		1	1		1							1						2,300
Senior	23	3		3	20		20	20		20	3		3				23						2,000
Dredging inspector (F)	35				35		35	30		30	4		4				34	1		1			1,440—2,000
Assistant (F)	3				3		3	2		2	1		1				3						1,620—1,800
Dump inspector (F)	3				3		3	2		2							2	1		1			1,260
Electrical installations inspector (F)	1				1		1								1		1						2,000
Engineering aid (F)	33				33		33	26		26	4		4				30	3		3			1,320—1,800
Assistant (F)	48				48		48	37		37	5		5				42	6		6			1,440—1,800
Chief (F)	3				3		3	3		3							3						1,620
Junior (F)	39				39		39	33		33	6		6				39						1,440—1,560
Principal (F)	3				3		3	3		3							3						2,300



Senior (F).....	12			12		12	8						8	4		4	2,000
Under (F).....	47			46	1	47	41	1		42	5		5				1,260-1,320
Civil engineering (F).....	37			37		37	36			36	1		1				1,440-1,800
Assistant (F).....	143			143		143	135			135	8		8				1,440-1,800
Junior (F).....	200			200		200	188			188	12		12				1,260-1,440
Under (F).....	193			193		193	161			161	31		31	1		1	1,020-1,260
Engineering materials inspector:																	
Aeronautical.....	3			3		3	3			3							2,000
Electrical.....	24			24		24	18			18	6		6				1,620-2,000
Junior.....	1			1		1	1			1							1,620
Senior.....	3			3		3	2			2	1		1				2,600
Submarine construction (F).....	4			4		4	1			1	3		3				2,000
Hulls.....	28			28		28	24			24	4		4				2,000
Mechanical (F).....	15			15		15	11			11	3		3			1	2,000
Junior (F).....	14			14		14	14			14							1,620
Senior (F).....	6			6		6	4			4	2		2				2,300-2,600
Timber, senior (F).....	1	1		1			1			1							2,000
Engraver (copperplate map), senior.....	1	1		1			1			1							2,000
Engraver, script and letter.....	1	1		1							1		1				3,500
Entomology field aid.....	4	1		4		4	3			3	1		1				1,440
Entomology field assistant.....	2			2		2	2			2							1,020-2,000
Farm agent.....	9			9		9	7			7	2		2				1,800
Fish culturist, apprentice.....	11			11		11	9			9	2		2				1,020
Forestry technician, assistant to.....	27			27		27	24			24	3		3				1,020
Gage checker (F).....	15			15		15	13			13	2		2				2,059-2,242
Gardener (F).....	7			7		7	5			5	1		1	1			1,248-1,500
Assistant (F).....	11			11		11	8			8	3		3				1,260-1,500
Head (F).....	5			5		5	2			2	2		2	1		1	1,500-1,860
Greenhouse, assistant.....	5			5		5	4			4	1		1				1,260-1,327
Grazier aid, junior (F).....	7			7		7	5			5	2		2				1,500
Horticulturist (aquatic and sub-aquatic plants), assistant (F).....	1			1	1	1		1		1							1,578
Illustrator, commercial.....	1			1		1	1			1							1,800
Indian community and boarding schools teacher.....	69			27	42	69	24	41		65	3		3		1	1	1,620-2,000
Instructor:																	
Music and band (F).....	1			1		1	1			1							1,800
Safety, assistant.....	1			1		1	1			1							1,620
Safety (petroleum), assistant.....	1			1		1	1			1							1,620
Skilled trades.....	3			3		3	3			3							1,860
Laboratory apprentice, minor.....	35	20		20		15	15	34		34	1		1				1,020-1,260
Laboratory attendant (F).....	4					10	8			8	2		2				1,020-1,260
Experimental animals (F).....	4			4		4	3			3	1		1				1,260
Laboratory helper (bacteriology), under (F).....	15			12	3	15	11	3		14	1		1				1,020-1,260
Laboratory helper (roentgenology), under (F).....	2			2		2	1			1	1		1				1,260

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SUBPROFESSIONAL AND SUBSCIENTIFIC—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Laboratory mechanic:																							
Senior (F).....	2				2		2				2		2				2			\$1,440-\$1,620			
Arms and ammunition, under (F).....	34				34		34	12		12	20		20				32	2		2			
Automotive, under (F).....	7				7		7	5		5	2		2				7			1,260-1,440			
Coal sampler, junior (F).....	2				2		2	2		2							2			1,440			
Dental (C).....	6				6		6	3		3	2		2				6			1,440			
Assistant.....	5				5		5	2		2	2		2	1		1	5			1,620-1,800			
Levee and embankment inspector (F).....	15				15		15	10		10	5		5				15			1,440			
Assistant (F).....	1				1		1										1			1,620			
Librarian, hospital.....	10				2	8	10	2	8	10	1		1				10			1,440-2,000			
Library assistant.....	3		2	2	1		1	1	2	3							3			1,440-1,800			
Junior.....	3	2	1	3				2		2							3			1,440-1,620			
Minor.....	9	8		8		1	1	8	1	9					1	1	9			1,260-1,620			
Under (F, C).....	6	5		5	1		1	6		6							6			1,260-1,440			
Lithographer, artistic:																							
Chief.....	1	1		1				1		1							1			2,600			
Junior.....	6	6		6				6		6							6			1,260-1,440			
Senior.....	1	1		1				1		1							1			2,000			
Lithographic transferer (F, C).....	2				2		2	2		2							2			1,800			
Mechanical installations inspector (F).....	1				1		1	1		1							1			2,000			
Senior (F).....	1				1		1	1		1							1			2,600			
Mechanical time fuse subinspector (F).....	17				7	10	17	5	10	15	2		2				17			1,030-1,441			
Medical guard-attendant.....	9				9		9				9		9				9			1,620			
Medical technician.....	4		1	1	3		3	1	1	2				2			4			1,440-1,620			
Assistant.....	31				17	14	31	7	14	21	7		7	3		3	31			1,260-1,620			
Junior (F).....	1				1		1			1							1			1,260			
Senior.....	7				4	3	7	3	3	6	1		1				7			1,800-2,000			
Stethography - electrocardiography.....	1				1		1	1		1							1			1,800			
Meteorology observer:																							
Junior.....	209				209		209	191		191	18		18				209			1,020-1,440			

Minor (F)	52			52		52	47		47	5		5		52		600- 1,080
Under (F)	10			10		10	7		7	1		1	2	10		600- 1,260
Negative cutter	1	1		1			1		1					1		1,800
Nurse:																
Assistant chief	1			1		1	1		1					1		2,000
Director of nursing school and superintendent	1			1		1	1		1					1		2,300
Graduate	47			1	46	47	1	23	24		1	1	22	47		1,260- 2,025
Graduate (general staff duty)	43			43	43	40	40		40	1	1	2	2	43		1,620- 2,000
Junior graduate	679			7	672	679	7	667	674		3	3	2	679		1,440- 1,620
Public health	6			6	6	6	6		6					6		1,800- 2,300
Student	3			3	3	3	3		3					3		288
Occupational therapy aid:																
Arts and crafts, chief	1			1		1	1		1					1		2,300
Horticulture and floriculture	2			2		2	2		2					2		1,800
Trades and industries	4			4		4	2		2	2		2		4		1,800
Ordnance material inspector (F)	3			3		3	3		3					3		2,000- 2,300
Assistant (F)	22			22		22	18		18	4		4		22		1,800
Associate (F)	17			17		17	16		16	1		1		17		1,620- 2,000
Junior (F)	50			50		50	46		46	4		4		50		1,620
Subinspector (F)	5			5		5	1		1	4		4		5		1,441
Under (F)	95			95		80	80		80	15		15		95		1,260
Park ranger	34			34		33	33		33			1		34		1,860
Pharmaceutic aid, assistant	1			1		1	1		1					1		1,620
Pharmacist, junior	3			3		3	3		3					3		2,000
Physiotherapy aid	16			6	10	16	4	10	14	1		1	1	16		1,620- 1,800
Pupil	5			5		5	3		3	2		2		5		1,440
Poultry aid, junior	4	3		1		1	3		3	1		1		4		1,440- 1,620
Power dispatcher, chief (F)	4			4		4	1		1	2		2		3	1	2,900
Power substation operator (F)	7			7		7	4		4	2		2	1	7		1,860- 2,300
Chief (F)	1			1		1	1		1					1		2,300
Proof technician, assistant (F)	1			1					1			1		1		1,620
Radio inspector	15			15		15	14		14			1		15		2,000
Rodman (F)	6			6		6	5		5	1		1		6		1,260
Rodman-chainman (F)	223			223		223	184		184	38		38	1	223		1,020- 1,620
Rodman, senior-head chainman (F)	8			8		8	8		8					8		1,260- 1,620
Scientific aid	1			1		1	1		1					1		1,440
Assistant	1			1		1	1		1					1		1,620
Junior	53	7	4	11	42	42	48	4	52	1		1		53		1,260- 1,620
Fossils, junior	3	3		3			3		3					3		1,440
Horticulture	2	1		1		1	2		2					2		1,620- 1,800
Parasitology, junior	4	1		1		3	2		2	2		2		4		1,260- 1,440
Pathology, senior	3			3		3	3		3					3		1,620- 2,000
Shipfitter inspector (F)	1			1		1			1			1		1		1,800
Social worker, junior	1	1		1			1		1					1		1,620
Student aid	3			3		3	3		3					3		1,440
Surgeon's assistant (F)	1					1	3		1					1		1,260
Dental (F)	7			1	6	7		6	6	1		1		7		1,260- 1,320
Survey party, chief of (F)	1			1		1			1			1		1		2,300
Surveyman (F)	82			82		82	70		70	11		11	1	82		1,260- 2,000

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SUBPROFESSIONAL AND SUBSCIENTIFIC—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Surveyor (F).....	11				11		11	9		9	2		2				11				\$1,800—\$2,300		
Public land.....	1				1		1	1		1							1				1,800		
Technician, junior assistant to.....	53				53		53	52		52	1		1				53				1,020		
Tool and gage designer (F).....	15				15		15	14		14	1		1				15				1,620—2,000		
Assistant (F).....	5				5		5	5		5							5				1,620		
Principal (F).....	2				2		2	1		1							1	1		1	2,300		
Senior (F).....	57				57		57	44		44	11		11	1		1	56	1		1	2,000—2,300		

## CLERICAL, ADMINISTRATIVE, AND FISCAL

Accountant, cost.....	2				2		2	1		1				1		2						\$3,200
Accountant, principal.....	1				1		1				1			1		1						3,800
Accountant and auditor.....	13	1		1	12		12	12		12	1		1			13						\$1,800—3,200
Assistant.....	1				1		1	1		1						1						2,600
Accounting, special consultant.....	1				1		1	1		1						1						3,800
Accounting and auditing assistant.....	100	1		1	97	2	99	77	1	78	9		9	12	1	13	100					1,260—1,800
Senior.....	3	3		3				2		2				1		1	3					2,000
Accounting machine (alphabetic) operator.....	10	6	1	7	2	1	3	7	2	9	1		1			10						1,260—1,440
Supervisor.....	1	1		1				1		1						1						1,440
Addressograph (automatic 3-A) operator.....	21	10		10	11		11	18		18	2		2	1		21						1,260—1,440
Addressograph (F-1 and F-2) operator.....	14	4	2	6	7	1	8	10	3	13				1		14						1,260—1,440
Administrative assistant, senior.....	2				2		2	2		2						2						2,900
Administrative officer.....	1	1		1				1		1						1						3,800
Aerial motion picture cameraman, head (F).....	1				1		1				1		1			1						2,600
Aeronautical inspector, assistant.....	58				58		58	20		20	38		38			58						3,200
Aeronautical inspector, associate.....	10				10		10	5		5	5		5			10						3,500

Air carrier inspector (radio).....	5				5				5	4		1		1			5				3,200
Aircraft inspector, associate.....	25				25				25	2		23		23			25				2,900
Airway traffic control operator.....	57				57				57	43		43	13	13	1	1	57				2,000
Auditor (income tax unit).....																					
junior.....	82	2		2	80				80	72		9		9	1	1	82				1,800- 2,600
Auditor (marine accounts).....	10				10				10	6		4		4			10				2,600- 3,200
Blueprint operator, junior.....	12				12				12	12							12				1,440
Blueprint operator, under.....	62	3		3	58	1			59	54	1			55	5	2	62				1,260- 1,440
Bookkeeping machine (billing).....																					
operator, junior.....	32	1	6	7	6	19			25	5	24			29	2	1	32				1,440- 1,620
Bookkeeping machine (flat-bed) operator.....	41	13	2	15	15	11			26	26	8			34	2		41				1,260- 1,620
Brush factory foreman.....	1				1				1	1				1			1				2,000
Assistant.....	1				1				1	1				1			1				1,860
Bureau of Motor Carriers, district supervisor.....	3				3				3	3				3			3				3,200- 3,800
Cabinet and woodworking shop superintendent.....	2				2				2	1				1	1		2				1,860
Calculating machine operator, junior.....	177	85	59	144	8	25			33	86	70			156	7		177				1,260- 1,440
Card punch operator, under.....	11	2		2	3	6			9	4	5			9	1		11				1,260- 1,440
Card punch (alphabetic) operator.....	237	18	199	217	2	18			20	19	216			235	1		237				1,260- 1,440
Chair factory, assistant superintendent (F).....	1				1				1	1				1			1				2,600
Checker (F).....	51				51				51	33				33	18		51				1,260- 1,620
Ordnance materials (F).....	6				6				6	2				2	3		6				1,260
Shop (F).....	45				38	7			45	34	7			41	4		45				1,236- 1,419
Civil service examiner, junior*.....	206		9	9	176	21			197	171	30			201	4		206				1,440- 1,620
Claims examiner.....	3	1		1	2				2	3				3			3				2,000
Clerical learner (Canal Zone) (F).....	5				4	1			5	4	1			5			5				759- 975
Clerk (Canal Zone), assistant (F).....	13				10	3			13	7	2			9	3		13				1,575- 2,025
Clerk (Philippine Service), junior (F).....	7				7				7	7				7			7				240- 300
Clothing inspector.....	1				1				1								1				1,860
Junior.....	1				1				1								1				1,620
Clothing factories, supervising inspector.....	1				1				1	1				1			1				2,600
Communications operator: Air navigation, assistant (F).....	329				329				329	81				81	244		329				1,200- 2,000
Air navigation, under (F).....	74				74				74	57				57	17		74				1,200- 1,260
High speed radio equipment, junior (F).....	10				10				10						10		10				1,620
Counter (paper mill) (F).....	1					1					1			1			1				1,260
Customs examiner's aid.....	30				30				30	24				24	6		30				2,000- 2,600
Dairy superintendent (F).....	1				1				1	1				1			1				1,680
Editorial clerk.....	11	2	9	11						2	9			11			11				1,440- 1,800

\*The register for this examination has expired and it is not planned to announce the examination again.

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

CLERICAL, ADMINISTRATIVE, AND FISCAL—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
File clerk, junior †	26	12	2	14	5	7	12	5	2	7	1	1	2	1	11	7	18	26				\$1, 260—\$1, 440	
File clerk, under †	50	22	3	25	17	8	25	24	1	25	3	3	6	3	12	10	22	50				1, 260	
Fingerprint classifier, student	18	18		18				16		16	2		2					18				1, 440	
Forest and field clerk (F)	18				18		18	11		11	4		4		3		3	18				1, 440—2, 000	
Game management agent, United States	1				1		1	1		1								1				1, 800	
Deputy	5				5		5				4		4		1		1	5				1, 800	
Garment shop, assistant superintendent (F)	1				1		1				1		1					1				1, 860	
Graphotype operator	34	23	11	34				23	11	34				1				34				1, 260—1, 440	
Immigration patrol inspector	70				70		70	43		43	27		27					70				1, 080—2, 000	
Informational service representative	2				2		2	1		1					1		1	2				3, 800	
Assistant	3	1		1	2		2	2		2	1		1				3	3				2, 300—2, 600	
Associate	2				2		2				2		2				2	2				3, 200	
Senior	1		1	1					1	1							1	1				4, 600	
Inventory checker: Deck (F)	3				3		3				3		3				3	3				\$1, 800	
Engine, Diesel and steam (F)	1				1		1				1		1					1				2, 000	
Engine, steam (F)	2				2		2	1		1	1		1				2	2				1, 800	
Steward (F)	7				7		7	3		3	3		3		1		1	7				1, 800	
Knitted and woven articles examiner (F)	2					2	2		2	2								2				1, 020	
Land bank appraiser, assistant (F)	1				1		1	1		1								1				2, 191	
Lay inspector, assistant	25				25		25	19		19	4		4		2		2	25				1, 620	
Link trainer operator-instructor	1				1		1	1		1								1				2, 900	
Locomotive inspector	4				4		4				3		3		1		1	4				4, 000	
Marine surveyor	24	1		1	23		23	16		16	8		8					24				2, 600—3, 200	
Maritime personnel representative	2	1		1	1		1	2		2								2				2, 600	
Marketing agent (fisheries), assistant	5				5		5	4		4	1		1				5					1, 620	



Marketing specialist:																			
Assistant	2	1		1	1	1	2	2							2		2,600		
Associate	3				3	3	3	3							3		3,200		
Canned fruits and vegetables, assistant	1				1	1	1	1							1		2,600		
Fruits and vegetables, assistant	2				2	2	2	2							2		2,600		
Livestock market supervision	1				1	1	1	1							1		3,800		
Assistant	1				1	1	1	1							1		2,600		
Meat grader, assistant	3				3	3	1	1	1		1	1			3		2,600		
Mediator	1	1		1											1		3,800		
Senior	2				2	2	1	1	1		1	1			2		4,600		
Mimeograph operator (F, C)	31	19		19	12	12		29	2		2				31		1,260-1,440		
Multigraph operator, junior	2	1		1	1	1		2			2				2		1,440		
Multigraph operator, under	7	4		4	3	3	5	5	2		2				7		1,260-1,440		
Multilith operator	26	17		17	9	9	23	23	3		3				26		1,200-1,620		
Personnel assistant	5				5	5	1	1	3		3	1			5		2,600		
Personnel director	4	3	1	4			2	3	1		1				4		4,600-6,500		
Assistant	6	4	1	5	1	1	4	5	1		1				6		3,200-4,600		
Photographer	9	2		2	7	7	5	5	3		3	1			9		1,440-1,800		
Assistant	8	1		1	7	7	4	4	4		4				8		1,440-1,620		
Junior	11	3		3	8	8	8	8	3		3				11		1,260-1,620		
Principal	5				5	5	1	1	3		3	1			5		2,300		
Senior	3	1		1	2	2	1	1	2		2				3		1,800-2,000		
Under	12	8		8	4	4	8	8	3		3	1			12		1,260		
Photostat operator, junior	8	3		3	5	5	4	4	4		4				8		1,260-1,440		
Photostat operator, under	16	2		2	14	14	13	13	3		3				16		1,260		
Postal Service:																			
Carrier, substitute (F)	798				794	4	798	736	3	739	46	46	12	1	13	798	1,346-1,591		
Clerk, substitute (F)	1,355				1,311	44	1,355	1,193	36	1,229	72	72	46	8	54	1,355	1,591		
Clerk-carrier, substitute (F)	7,149				7,109	40	7,149	6,087	28	6,115	638	638	371	12	383	7,136	1,591		
Clerk-village carrier, substitute (F)	85				82	3	85	75	3	78	6	6	1		1	85	1,224-1,591		
Postmaster, first-class	99				95	4	99	66	4	70	19	19	10		10	99	3,200-6,000		
Postmaster, second-class	306				271	35	306	169	29	198	87	1	88	15	5	20	306	2,400-3,000	
Postmaster, third-class	713				508	205	713	357	180	537	118	1	119	33	24	57	713	1,100-2,300	
Postmaster, fourth-class <sup>1</sup>	1,741				845	896	1,741	793	884	1,677	49		49	3	12	15	1,741	87-1,000	
Railway postal clerk, substitute	1,052				1,052		1,052	892		892	125		125	35		35	1,052		1,850
Rural carrier	360				356	4	360	208	2	210	98		98	50	2	52	360		1,140-2,580
Village carrier, substitute (See also postal laborer,p.121)	38				38		38	33		33	5		5			38		1,224-1,591	
Production assistant (F)																			
Junior (F)	6				6		6	6		6						6		1,800	
Follow-up man (F)	3				3		3	3			2		2	1		3		1,380-1,740	
Route sheet writer (F)	4				4		4	3		3	1		1			4		1,373	
Production, assistant superintendent of (F)	1				1		1	1		1						1		1,800	
Property and supply clerk (radio), senior (F)	1				1		1			1			1			1		3,200	
Public finance specialist	2	2		2			1		1	1		1	1			2		1,620	
																		4,600-5,600	

<sup>1</sup> Of these, 657 appointments of men and 711 appointments of women were made upon recommendation of post office inspectors to post offices paying less than \$500 a year.

† Open only to persons entitled to 10-point veteran preference.

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

CLERICAL, ADMINISTRATIVE, AND FISCAL—Continued

Examination from which appointed	Departmental				Field			Open competitive register											Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total		
								Men	Women	Total	Men	Women	Total	Men	Women	Total						
Purchasing clerk (F).....	1				1		1									1	1				\$1, 620	
Purchasing officer:																						
Assistant.....	2	2		2												2	2				2, 600	
Junior.....	13	2		2	10	1	11	6	1	7	2		2	4		4	13				\$1, 440- 2, 000	
Junior administrative assistant (F).....	1				1		1				1		1				1				2, 600	
Questioned documents examiner.....	1	1		1							1		1				1				2, 600	
Railway signaling and train control inspector.....	4				4		4	1		1	3		3				4				3, 200	
Rate clerk, freight.....	12	4		4	8		8	6		6	5		5	1		1	12				3, 800	
Rate clerk, passenger.....	5				5		5	2		2	3		3				5				1, 440- 2, 300	
Refuge administrator, district.....	1				1		1	1		1							1				1, 440- 2, 300	
Refuge manager, junior.....	5				5		5	4		4				1		1	5				3, 800	
Safety inspector (F, C).....	5				5		5	2		2	2		2	1		1	5				2, 000	
Safety appliances inspector.....	1				1		1				1		1				1				2, 000	
Safety promotion adviser, principal.....	1	1		1													1				2, 600	
Slide punch operator (F).....	10						10	1		1							10				3, 800	
Social Security Board regional director.....	1				1		1				1		1				1				4, 600	
Sorting machine (horizontal) operator.....	18	16	2	18				15	2	17				1		1	18				1, 440	
Statistical clerk, assistant.....	41	19	4	23	9	9	18	20	9	29	4		4	4		8	41				6, 500	
Stenographer, junior (F, C).....	2, 688	141	1, 236	1, 377	387	924	1, 311	501	2, 092	2, 593	25	2	27	2	66	68	2, 688				1, 260	
Stenographer, senior (F, C).....	180	36	43	79	42	59	101	67	93	160	9		9	1	9	10	179	1	1		1, 800	
Stenographic reporter, senior (F).....	1				1		1				1		1				1				1, 620	
Stock clerk (F, C).....	18	7			11		11	7		7	7		7				18				2, 205	
Senior (F, C).....	2	2		2				1		1	1		1				2				2, 300	
Storekeeper (F).....	52				52		52	19		19	27		27	6		6	52				1, 260	
Helper (F).....	11				11		11	6		6	5		5				11				1, 620	
Junior (F).....	23				23		23	17		17	6		6				23				1, 260- 1, 487	
Deck (F).....	1				1		1				1		1				1				1, 487	
Engine (F).....	4				4		4				3		3				4				1, 260- 1, 440	
Steward's department (F).....	1				1		1	1		1							1	1	1		1, 182	
																					1, 620	
																					1, 392	

Subsistence (F)	3				3		3	2	2	1		1			3			1,260
Technical aviation, assistant (F)	7				7		7			6		6	1		1	7		1,440-1,620
Technical aviation ordnance, senior (F)	3				3		3			3		3			3			1,440-2,000
Storekeeper-gager	11				11		11	5	5	3		3	3		3	11		1,737-2,000
Supplies (miscellaneous) inspector (F, C)	2				2		2	1	1	1		1				2		2,000
Tabulating machine operator, junior	119	68	42	110	7	2	9	65	43	108	10	10		1	1	119		1,260-1,440
Telegraph operator	9	2		2	7		7	3		3	3	3	3		3	9		1,565-1,800
Telephone operator (F)	41				15	26	41	10	22	32	4	4	1	4	5	41		600-1,440
Junior	67		32	32	4	31	35	4	39	43				24	24	67		1,260
Tobacco inspector:																		
Assistant	10				10		10	8		8	2					10		2,600-3,800
Associate	27				27		27	25		25	2					27		3,200-4,600
Junior	7				7		7	6		6	1					7		939-1,080
Translator	1				1		1			1	1					1		1,620
Principal	2		2	2				2	2							2		2,000
Transportation rate and traffic auditor (freight), senior	1				1		1			1						1		1,800
Transportation tariff examiner (freight)	14	14		14				6		6	8		8			14		2,000
Transportation tariff examiner (passenger)	4	1		1	3		3	4		4						4		2,000
Typist, junior (F, C)	4,237	1,512	663	2,175	966	1,096	2,062	2,297	1,661	3,958	172	1	173	8	97	105	4,236	1,260-1,440
Typist, senior (F, C)	1,318	355	528	883	272	163	435	549	640	1,189	74	1	75	3	50	53	1,317	1,440-1,620
Unemployment insurance, director of	2	2		2				1		1			1			1		5,600-6,500
Wage and hour inspector	199				179	20	199	110	19	129	55	1	56	14		14	199	2,600
Senior	10				8	2	10	5	1	6	3		3		1	1	10	3,200
Supervising	8				8		8	5		5	3		3				8	3,800
Warehouse examiner, assistant	1				1		1	1		1							1	2,600
Warehouse examiner, junior	11				11		11	8		8	3		3			11		2,000
Weight clerk, principal (F)	1				1		1	1		1						1		2,300

# SKILLED TRADES, CUSTODIAL, AND LABOR

Aircraft workers:																		\$1,440
Electrician	1				1		1		1							1		\$1,020-1,200
Helper	13				13		13	12		12	1		1			13		1,440
Junior	11				11		11	10		10	1		1			11		1,320-2,230
Engine mechanic	70				70		70	11		11	59		59			70		1,020-1,440
Helper	89				89		89	47		47	36		36	6		89		1,500-1,680
Junior	92				92		92	39		39	50		50	3		92		1,860
Engine test operator	2				2		2	1		1			1			2		1,002-1,153
Fabric seamstress	5				5	5		4		4				1	1	5		1,278
Junior	13				13		13	4		4	9		9			13		1,804
Heat treater	1				1		1			1			1			1		

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Aircraft workers—Continued																							
Instrument mechanic.....	32				32		32			21	10		10	1		1	32					\$1,800—\$2,200	
Helper.....	21				21		21			16	4		4	1		1	21					1,020—1,320	
Junior.....	46				46		46			33	10		10	3		3	46					1,440—1,680	
Mechanic.....	134				134		134			46	86		86	2		2	134					1,620—2,240	
Helper.....	112				112		112			45	67		67				112					1,153—1,320	
Junior.....	34				34		34			17	15		15	2		2	34					1,440—1,680	
Metalsmith.....	41				41		41			23	14		14				37	4		4		1,954—2,405	
Helper.....	1				1		1			1							1					1,278	
Model maker, under.....	3				3		3			3							3					1,260	
Painter.....	2				2		2			1	1		1				2					1,200	
Junior.....	3				3		3			1	2		2				3					1,620	
Propeller mechanic.....	5				5		5			2	3		3				5					1,860	
Junior.....	1				1		1			1			1				1					1,680	
Radio electrician.....	5				5		5			3	2		2				5					1,620	
Radio mechanic.....	7				7		7			1	6		6				7					1,620—2,055	
Helper.....	12				12		12			8	4		4				12					1,320—1,440	
Sheetmetal worker.....	24				24		24			21	3		3				24					1,620—2,240	
Helper.....	15				15		15			8	7		7				15					1,020—1,260	
Junior.....	18				18		18			12	6		6				18					1,620—1,680	
Senior.....	4				4		4			4							4					2,240	
Welder.....	13				13		13			7	6		6				13					1,620—2,200	
Wireworker.....	1				1		1				1		1				1					1,620	
Woodworker.....	4				4		4			4							4					1,680	
Airways mechanic.....	2				2		2				2		2				2					1,680—2,000	
Anglesmith.....	2				2		2			2			2				2					1,729	
Annealer, helper.....	2				2		2			1				1		1	2					1,441	
Apprentice, mechanical trades	1,271				1,271		1,271			1,258			13				1,271					543—1,204	
Armorer.....	1				1		1				1		1				1					1,464	
Helper.....	6				6		6				6		6				6					1,098	
Asbestos erector (corrugated and sheet).....	1				1		1			1			1				1					1,800	
Assembler.....	5				5		5			2	2		2	1		1	5					915—1,830	
Helper.....	13				13		13			11	2		2				13					1,144	
Gas-mask.....	2				2		2			1	1		1			1	2					950	

Mechanical time fuse	4				4	4		4						4					1,030
Small arms and equipment	11				11	11	4	4	7	7				11					1,373
Automobile mechanic	41				41	27		27	11	11	3		3	41					1,080-2,103
Helper	2				2	2		2						2					1,080-1,320
Substitute	15				15	4		4	10	10	1		1	15					1,346-1,714
Body builder	1				1	1		1	1	1				1					2,100
Substitute	2				2	1		1	1	1				2					1,836
Automotive mechanic	27				27	15		15	10	10	2		2	27					1,200-2,128
Foreman	2				2	1		1	1	1				2					1,680-1,860
Helper	6				6	5		5	1	1				6					1,252-1,440
Diesel	5				5	5		5						5					1,440-2,100
Foreman	2				2	2		2	2					2					1,500-1,800
Automotive mechanic-welder	13				13	9		9	4	4				13					1,320-1,860
Diesel	7				7	5		5	2	2				7					1,502-1,860
Foreman	2				2	2		2						2					1,860
Helper	2				2	2		2						2					1,440-1,502
Automotive equipment opera-																			
tor	5				5	2		2	2	2				4	1		1		1,320
Baker	2				2	1		1	1	1				2					1,500
Senior	1				1	1		1						1					1,680
Barrel reamer	2				2	1		1	1	1				2					1,647
Barrel rifler	1				1	1		1						1					1,647
Barrel straightener	2				2	2		2						2					1,510
Helper	1				1	1		1						1					1,236
Barrel turner	15				15	14		14	1	1				15					1,579
Belt adjuster	1				1	1		1						1					1,562
Benchman	48				48	33		33	15	15				48					1,327-1,373
	7				7	4		4	3	3				7					1,326-1,441
Bindery operative (hand and																			
machine) (C)	43	29	11	40	2	1	3	23	8	36	1	1	2	4	6	43			1,080-2,767
Blacksmith	41				41		31	31	7	31	7	3		3	41				1,080-2,215
Helper	51				51		32	32	17	32	17	2		2	51				1,178-1,528
Heavy fires	2				2		2	2		2					2				2,455-2,540
Helper	12				12		11	11	1	11	1				12				1,153-1,441
Other fires	21				21		14	14	7	14	7				21				1,829-2,039
Helper	82				82		68	68	14	68	14				82				1,027-1,528
Blacksmith-horseshoer	1				1		1		1	1				1					1,780
Blacksmith-welder	3				3		3		3	3				3					1,753-1,920
Blaster	12				12		11	11		11		1		1	12				1,440-2,000
Helper	8				8		7	7	1	7	1				8				1,440
Boatbuilder	102				102		88	88	13	88	13	1		1	102				1,929-2,430
Boatbuilder (wood)	14				14		11	11	3	11	3				14				1,929
Boatswain	12				12		7	7	5	7	5				12				1,260-1,500
Boilermaker	150				150		104	104	42	104	42	4		4	150				1,320-2,205
Helper	225				225		153	153	67	153	67	5		5	225				1,027-1,952
Boxmaker	11				11		7	7	4	7	4				11				1,472-1,553
Brakeman	7				7		4	4	2	4	2	1		1	7				1,653-1,779
Bridge tender	5				5		4	4	1	4	1				5				1,320
Buffer and polisher	14				14		11	11	3	11	3				14				1,677-1,979
Bulldozer operator	14				14		14	14		14					14				1,030-1,320
Cabinetmaker	8				8		2	2	6	2	6				8				1,680-1,860
Senior (F, C)	3	1		1	2		2	2	1	2	1			3					1,860
Cable splicer, seaman	2				2		1	1	1	1	1			2					1,440

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total		
								Men	Women	Total	Men	Women	Total	Men	Women	Total						
Cable and wire revetment placer, helper	4				4		4	4		4							4				\$1,252	
Calker (wood)	12				12		12	10		10	1		1	1		1	12				\$1,979-2,305	
Calker and chipper	117				117		117	80		80	32		32	2		2	114	3		3	1,904-2,203	
Calker and chipper (iron)	89				89		89	68		68	17		17	3		3	88	1		1	1,804-2,280	
Canvas worker, helper	20				20		20	3		3	14		14	3		3	20				1,236	
Carpenter	139				139		139	76		76	58		58	5		5	139				1,212-3,146	
Foreman	7				7		7	3		3	3		3	1		1	7				1,500-3,443	
Helper	10				10		10	6		6	3		3	1		1	10				1,052-1,620	
Senior (C)	47	8		8	39		39	21		21	21		21	5		5	47				1,020-2,288	
Qualified in floor sanding	1				1		1				1						1				1,785	
Ship	60				60		60	45		45	11		11	2		2	58	2		2	1,500-2,354	
Cartridge-case maker	2				2		2				2			2			2				1,453	
Cement finisher	19				19		19	13		13	6		6				19				1,278-3,005	
Chainmaker	1				1		1	1		1							1				2,155	
Chauffeur (F, C)	223	3		3	220		220	123		123	78		78	22		22	223				1,080-2,746	
Chef	1				1		1	1		1							1				2,000	
Chemical plant operator	4				4		4	3		3	1		1				4				1,510-1,922	
Chemical plant workman (or helper)	10				10		10	7		7	3		3				10				1,510	
Chipper (see calker)	2				2		2	2		2							2				1,062	
Foundry	56				56		56	46		46	10		10				56				1,353-1,629	
Machine shop	18				18		18	15		15	3		3				18				1,602	
Chopper (garment factory)	2				2		2	2		2							2				1,629	
Cleaner (garment factory)	43					43	43		40	40					3	3	43				877-1,128	
Compressor operator	4				4		4	3		3	1		1				4				3,130	
Concrete foreman	3				3		3	2		2	1		1				3				1,878	
Construction equipment operator	3				3		3	3		3							3				1,252-1,680	
Truck-trail maintenance	20				20		20	14		14	6		6				20				939-3,130	
Junior	11				11		11	9		9	2		2				11				1,200-1,828	
Construction (mountain road and trail), foreman	1				1		1				1		1				1				1,860	
Construction (road and trail), foreman	1				1		1				1		1				1				1,680	



Construction and maintenance (park) foreman	1			1		1			1			1			1,500
Construction and maintenance (highways) foreman	3			3		3			3			3			1,680-1,860
Construction labor foreman	1			1		1			1			1			1,320
Road, junior	2			2		2			2			2			1,140-1,200
Construction (waterways) supervisor	1			1		1			1			1			2,300
Cook (F, C)	13			13		13			6		6	12	1	1	888-1,820
Assistant	5			4	1	5		2	3	2	2	5			1,200
Senior (F, C)	26			26		26		13	12		12	1		1	1,200-2,000
Coppersmith	61			61		61		47	13		13				1,278-2,205
Helper	108			108		79		79	28		28		1	1	1,026-1,579
Crane operator (or crane man)	2			2		2		2				2			1,800
Helper	1			1		1		1				1			1,320
Electric	51			51		32		32	18		18	1		1	1,373-1,829
Electric bridge	35			35		20		20	15		15				1,553-1,954
Electric (hammerhead type)	2			2		2		2				2			1,453
Electric traveling bridge	5			5		5		3	2		2				1,453
Gasoline	2			2		2		1	1		1				1,800
Gasoline and electric, senior	1			1		1		1				1			2,300
Stationary steam	1			1		1		1				1			1,800
Cutter, cloth	8			8		8		7			1				1,200-1,829
Dairy barn attendant	13			13		13		12	1		1				1,200
Deck hand	4			4		4		1	3		3				1,320-1,620
Diamond setter (diamond drill)	1			1		1		1				1			3,756
Die sinker	5			5		5		4			1				2,205-2,334
Ditchcleaner operator	2			2		2		2				2			1,500-1,565
Diesel	2			2		2		2				2			1,753
Ditch rider	13			13		13		13				13			1,260-1,560
Dragline operator	1			1		1		1			1				2,200
Diesel	24			24		18		18	6		6	24			1,680-3,130
Electric	1			1		1		1				1			2,191
Gasoline	4			4		3		3	1		1	4			2,000-2,288
Dragtender	30			30		26		26	4		4	30			1,503-1,704
Dredge runner	2			2		2		2				2			1,800
Drill runner	224			224		156		156	66		66	1		1	1,327-2,504
Foreman	1			1		1		1			1				2,288
Helper	1			1		4		3	1		1	4			1,680
Cable tool, foreman	1			1		1		1			1	1			2,000
Cable tool, helper	1			1		1		1				1			1,830
Churn	7			7		7		5			2	7			1,753-2,300
Core boring	14			14		11		11	3		3	14			2,000-2,300
Helper	9			9		9		9				9			1,373-1,879
Diamond rig	18			18		14		14	4		4	18			2,254-3,005
Foreman	1			1		1		1				1			3,300
Helper	7			7		7		6	1		1	7			1,020
Pneumatic	54			54		40		40	14		14	54			1,453-1,503
Drop forger	33			33		20		20	13		13	33			1,762-2,036
Dry cleaner	3			3		3		2	1		1	3			1,320-1,800
Dumpman	2			2		2		2				2			1,002

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Departmental				Field				Open competitive register												Separate list of eligible classified employees				Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total					
								Men	Women	Total	Men	Women	Total	Men	Women	Total									
Electrician	525	2		2	523		523	305		305	181		181	39		39	525				\$1,320-\$3,005				
Foreman	1				1		1				1		1				1				2,300				
Helper (F, C)	476				476		476	333		333	128		128	15		15	476				1,027-1,579				
Senior (F, C)	27	12		12	15		15	7		7	12		12	8		8	27				1,320-2,080				
Armature winding	8				8		8	4		4	4		4				8				2,004-2,402				
Cable splicer	2				2		2	1		1	1		1				2				1,929				
Communications	2				2		2	1		1	1		1				2				1,860				
Marine	1				1		1	1		1	1		1				1				2,100				
Meters and relays, senior	2				2		2	2		2							2				2,000				
Power plant	1				1		1						1			1	1				1,565				
Pumping station operator	1				1		1				1		1				1				1,860				
Radio	1				1		1	1		1							1				1,680				
Electroplater (F, C)	20	1		1	19		19	17		17	3		3				20				1,373-2,330				
Electrotyper-finisher (C)	7	7		7				6		6	1		1				7				2,756				
Electrotyper-molder (C)	1	1		1				1		1							1				2,756				
Elevator conductor (F, C)	142	64		64	75	3	78	106	2	108	23		23	9	1	10	141	1		1	1,080-1,378				
Senior	51				51		51	44		44	4		4	3		3	51				1,080-1,320				
Elevator mechanic (C)	4	4		4				3		3	1		1				4				1,680-1,860				
Helper	4				4		4	2		2	2		2				4				1,320-1,680				
Principal	1				1		1	1		1							1				1,680				
Senior	3				3		3	1		1	2		2				3				2,100				
Engineer, deck	5				5		5	5		5							5				1,590				
Engineman	2				2		2	2		2							2				1,860-2,205				
Junior	10				10		10	4		4	6		6				10				2,040				
Derrickboat	5				5		5	3		3	2		2				5				1,716-2,059				
Derrickboat (steam)	2				2		2	2		2							2				1,800				
Diesel, striker	1				1		1	1		1							1				1,500				
Dragline (Diesel)	2				2		2	2		2							2				2,400				
Dredge (Diesel)	3				3		3	3		3							3				1,800				
Dredge (electric), striker	1				1		1	1		1							1				1,800				
Dredge-dipper	1				1		1	1		1							1				1,800				
Hoisting and portable	21				21		21	15		15	6		6				21				1,779-2,255				
Internal-combustion electric	3				3		3	1		1	2		2				3				1,854				
Assistant	1				1		1	1		1							1				1,860				



Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total		
								Men	Women	Total	Men	Women	Total	Men	Women	Total						
Gas roller operator.....	1				1		1				1		1				1				\$2, 288	
Gate tender.....	1				1		1	1									1				1, 500	
Grader (Diesel power) operator.....	2				2		2	2									2				\$1, 440-1, 878	
Grader (power) operator.....	17				17		17	16			1		1				17				1, 500-3, 130	
Grout mixer operator.....	15				15		15	9			6		6				15				2, 288-3, 005	
Foreman.....	5				5		5	4			1		1				5				3, 000	
Guard.....	381				381		381	59			196		196	125		125	380	1		1	1, 080-1, 320	
Senior.....	7				7		7				6		6	1		1	7				1, 320	
Customs.....	1				1		1				1		1				1				1, 878	
Departmental (C).....	111	111		111										111		111	111				1, 200	
Hammer runner (heavy).....	2				2		2	2									2				1, 278-1, 503	
Hammer runner (other).....	2				2		2	1			1		1				2				1, 203-1, 278	
Hand embroideress.....	6					6	6		6								6				Piece rate	
Harness cutter.....	1				1		1	1			1		1				1				1, 867	
Harnessmaker.....	18				18		18	17			1		1				18				1, 922	
Heat treater.....	1				1		1	1			1						1				1, 954	
Helper:																						
Cold storage and store.....	1				1		1	1									1				744	
Cook and pantry.....	11				11		11	6			5		5				11				744	
General.....	696				696		696	398		398	258		258	40		40	696				939-1, 578	
General (handyman).....	13				13		13	8		8	5		5				13				1, 080-1, 500	
General (lampist).....	1				1		1							1		1	1				1, 380	
Trainee.....	165				165		165	156		156	9		9				165				1, 278	
Highway-building equipment operator.....	1				1		1	1		1							1				1, 628	
Senior.....	2				2		2	2		2							2				1, 500-1, 620	
Hoist operator.....	1				1		1	1		1							1				3, 130	
Holder-on.....	76				76		76	65		65	11		11				76				1, 228-1, 704	
Ice cream maker.....	3				3		3	1		1	2		2				3				1, 200-1, 400	
Incinerator operator.....	1				1		1	1		1							1				1, 320	
Instructor-foreman (broom stitching).....	1				1		1	1		1							1				1, 860	
Instructor-foreman (shoe re- pairing).....	1				1		1	1		1							1				1, 620	
Instrument maker (F, C).....	28				28		28	21		21	7		7				28				1, 800-2, 330	

Apprentice	1			1	1	1	1												900
Helper	31			31	31	28	28	2		2	1		1	31					1,350
Senior (C)	1	1		1		1	1							1					2,000
Instrument repairman	1			1		1	1			1				1					1,500
Helper	2			2		2	1			1				2					1,602
Ironworker, shop	18			18	18	13	13			5				18					1,853
Ironworker, structural	27			27	18	18	18			9				27					2,000
Helper	2			2		2	2			9				2					1,440
Janitor	8			8	8	6	6			2				8					1,080
Joiner	319			319	319	161	161	128		128	28		28	317	2		2		1,879
Ship	7			7	6	6	6			1				7					1,680
Keeper (fur animals)	2			2	2	2	2							2					1,200
Laborer:																			
Classified	5,891			5,610	281	5,891	3,523	243	3,766	1,688		1,688	399	38	437	5,891			420
Foreman (F, C)	29			29		29	13		13	15		15	1		1	29			1,200
Junior	17			17		17	10		10	6		6	1		1	17			1,052
Irrigation	4			4		4	2		2	1		1			1	4			1,500
River improvement	1			1		1						1				1			2,300
Postal Service, substitute	695			695		695	422		422	162		162	104		104	688	7		1,080
Skilled, packer	9			9		9	9		9							9			1,200
Laborer-guard, skilled	3			3		3	2		2	1		1				3			1,200
Laborer-messenger, skilled	2			2		2	2		2							2			1,080
Laborer-patrolman (wildlife refuges)	27			27		27	23		23	4		4				27			1,200
Boatman	8			8		8	6		6	2		2				8			1,200
Range rider	5			5		5	4		4	1		1				5			1,200
Launch engineer (Philippine Service)	1			1		1	1		1							1			480
Laundry foreman	2			2		2	1		1	1		1				2			1,860
Washing department	6			6		6	4		4	2		2				6			1,320
Laundry helper, skilled	60			25	35	60	21	27	48	2		2	2	8	10	60			376
Laundry superintendent (F, C)	2			2		2	1		1	1		1				2			1,440
Leadsman	23			23		23	21		21	2		2				23			1,260
Leatherworker	8			8		8	5		5	3		3				8			1,647
Leather and canvas worker	1			1		1	1		1							1			1,680
Lens grinder (precision lens)	2			2		2	2		2							2			1,677
Helper	2			2	2	2		1	1				1	1		2			1,098
Letterer and grainer	1			1		1	1		1							1			2,055
Leverman	1			1		1	1		1							1			1,860
Life guard	1			1		1	1		1							1			1,200
Lighthouse keeper, assistant	8			8		8			8			8				8			1,200
Lineman	3			3		3	1		1	2		2				3			1,272
Helper	7			7		7	1		1	3		3	1		1	5	2	2	1,800
Distribution lines	10			10		10	7		7	3		3				10			1,800
High-tension transmission lines	25			25		25	17		17	6		6	2		2	25			1,870
Foreman	2			2		2	2		2							2			2,600
Telephone and power	1			1		1	1		1							1			1,860
Linenman	1			1		1	1		1							1			1,152
Lockman	27			27		27	24		24	3		3				27			1,080
Electric locks	13			13		13	8		8	5		5				13			1,200
Loftman	10			10		10	9		9							9	1	1	2,080
Loom fixer	2			2		2	2		2							2			1,680

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Lumber grader	3				3		3	3		3							3						\$1,402
Lumber grader and shipper, foreman	1				1		1	1		1							1						1,860
Machine adjuster	10				10		10	9		9	1			1			10						1,808
Machine operator	287				276	11	287	238	11	249	30		30	8		8	287						\$1,646-1,808
Automatic screw	42				42		42	29		29	10		10	3		3	42						1,030-1,853
Cloth cutting machine	8				8		8	6		6	1		1	1		1	8						1,579-1,901
Drill press	40				40		40	34		34	6		6				40						1,879-2,004
Graduating and engraving	2				2		2	2		2							2						1,579
Grinder	32				32		32	22		22	10		10				32						1,579
Precision (production)	2				2		2	1		1	1		1				2						1,441
Precision (tools)	15				15		15	14		14	1		1				15						1,853
Roughing	5				5		5	5		5							5						1,853
Hand screw	40				40		40	31		31	8		8	1		1	40						1,579-1,602
Mechanical time fuse	2				2		2	1		1				1		1	2						1,441
Miller	289				289		289	258		258	27		27	4		4	289						1,373-1,579
Power press	10				10		10	10		10							10						1,455
Profiler	38				38		38	30		30	8		8				38						1,373-1,945
Punch press	26				26		26	21		21	5		5				26						1,373-1,579
Sewing	2				2		2	2		2							2						1,487
Sewing (power)	394				6	388	394	4	353	357	2		2		35	35	394						1,023-1,328
Sewing (double needle power)	10					10	10		10	10							10						1,128
Shaver	10				10		10	10		10							10						1,373
Sheet metal	12				12		12	12		12							12						1,327
Tree nursery	1				1		1	1		1							1						939
Turret lathe	55				55		55	51		51	4		4				55						1,647-1,968
Wood	48				48		48	34		34	13		13	1		1	48						1,327-1,579
Machinist	3,562				3,562		3,562	2,825		2,825	677		677	50		50	3,552	10			10		1,954-3,756
Apprentice	264				264		264	262		262	2		2				264						595-1,030
Helper	848				848		848	598		598	211		211	39		39	848						1,027-1,830
Junior	12				12		12	10		10	2		2				12						1,620
Senior	1				1		1	1		1							1						1,860
Armament	7				7		7	4		4	3		3				7						1,680-2,000
Outside	178				178		178	97		97	73		73	1		1	171	7			7		1,470-2,080





Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Messenger, junior.....	306				292	14	306	291	14	305	1		1				306						\$600- \$1,080
Miller.....	1				1		1	1		1							1						1,680
Millman (woodworking).....	19				19		19	10		10	8		8	1		1	19						1,954- 2,606
Millwright.....	11				11		11	8		8	3		3				11						1,510- 1,762
Helper.....	8				8		8	7		7	1		1				8						1,350- 1,602
Mine foreman.....	1				1		1			1	1		1				1						1,860
Modelmaker (wood).....	3				3		3	2		2	1		1				3						2,330
Molder.....	248				248		248	175		175	66		66	7		7	248						1,403- 2,455
Helper.....	184				184		184	151		151	32		32	1		1	184						1,027- 1,553
Brass.....	2				2		2	2		2							2						2,155- 2,794
Nonferrous metals.....	1				1		1	1		1							1						1,860
Steel.....	3				3		3	1		1	2		2				3						2,155
Motor transport operator (heavy duty).....	2				2		2	2		2							2						1,030- 1,200
Motorboat operator.....	55				55		55	40		40	15		15				55						1,080- 2,300
Diesel.....	17				17		17	15		15	1		1	1		1	17						900- 1,860
Gasoline.....	35				35		35	25		25	9		9	1		1	35						1,200- 1,620
Pushboat.....	2				2		2	1		1	1		1				2						1,800
Munitions handler.....	2				2		2	1		1	1		1				2						1,327
Oiler.....	16				16		16	11		11	5		5				16						1,080- 1,441
Diesel engines.....	8				8		8	5		5	3		3				8						960- 1,440
Dragline.....	35				35		35	31		31	4		4				35						1,252- 1,440
Internal-combustion engines (C).....	1				1		1	1		1							1						1,500
Marine.....	31				31		31	20		20	9		9	2		2	31						1,200- 1,500
Diesel.....	5				5		5	4		4	1		1				5						1,140- 1,380
Steam.....	23				23		23	11		11	11		11	1		1	23						1,380- 1,680
Operator's helper (clothing factory).....	31				8	23	31	4	23	27	4		4				31						Piece rate
Ordnanceman.....	64					64		64			58		58	6		6	64						1,629- 2,055
Orthopedic mechanic (brace-maker).....	1				1		1	1		1							1						2,000
Packer.....	51				51		51	33		33	17		17	1		1	51						1,200- 2,130
Senior.....	2				2		2	2		2							2						1,320
Pack train.....	1				1		1	1		1							1						1,320

Packer and crater	23			23	23	15	15	7	7			22	1	1	1,200-2,095
Painter	387			387	387	208	208	141	141	38		38			1,260-3,595
Helper	5			5	5	4	4	1	1			5			1,080-1,359
Senior (F, C)	14	7	7	7	7	2	2	4	4	8		8			1,680-2,937
Ship	3			3	3	3	3					3			1,979
Sign	2			2	2	2	2					2			1,500-1,680
Spray	2			2	2	2	2					2			1,620-1,693
Painter and letterer, locomotive	1			1	1	1	1					1			1,860
Patrolman, canal	1			1	1							1			1,440
Patternmaker	112			112	112	92	92	19	19			11	1	1	1,860-2,581
Metal	2			2	2	2	2					2			2,036
Apprentice	20			20	20	20	20					20			824
Wood	2			2	2	2	2					2			2,036-2,174
Photoengraver (C)	1	1	1	1	1			1	1			1			2,687
Pilot	1			1	1	1	1					1			1,800
Pipecoverer	77			77	77	51	51	24	24	2		2			1,954-2,205
Pipefitter	340			340	340	257	257	75	75	8		8			1,853-2,300
Helper	654			654	654	505	505	137	137	12		12			1,027-1,579
Pipeline man (suction dredge)	1			1	1	1	1					1			1,380
Pipeline foreman (suction dredge)	1			1	1							1			1,860
Plasterer	5			5	5	4	4					1			1,860-3,132
Senior (C)	4	4	4	4	4					1		4			1,860
Plumber	182	1	1	181	181	109	109	66	66	7		7			1,320-2,600
Foreman	2			2	2	2	2					2			1,860
Helper	3			3	3	1	1	2	2			3			1,320-1,373
Senior (F, C)	1			1	1	1	1					1			1,860
Plumber-steamfitter	1			1	1					1		1			1,945
Polisher (ordnance)	4			4	4			4	4			4			1,419
Powderman	4			4	4	3	3	1	1			4			1,500-1,620
Power plant operator (hydro-electric)	2			2	2			1	1	1		1			1,620
Junior	4			4	4	4	4					4			1,440
Power-shovel (Diesel) operator	3			3	3	1	1	2	2			3			1,800-3,287
Press assistant (C)	12	6	6	6	6	9	9	3	3			12			1,440-1,754
Presser (fabrics)	14			14	14	13	13	1	1			14			1,140-1,579
Printer	2			2	2							2	2		952
Helper	1			1	1	1	1					1			1,487
Cylinder pressman (C)	52	48	48	4	4	42	42	8	8	2		2			1,754-2,756
Hand compositor (F, C)	43	31	31	12	12	3	3	31	31	9		9			1,680-2,621
Monotype keyboard operator (C)	26	24	2	26		20	2	22	3			3	1	1	2,631
Slug machine operator (linotype, etc.) (F, C)	53	49	49	4	4	18	18	20	20	15		15			1,680-2,631
Printer-proofreader (C)	50	46	4	50		30	4	34	14			2			2,400-2,756
Printer's assistant (C)	247		247				191	191		1		55	55		1,378
Pumping station operator	1			1	1			1	1			1			1,860
Pumping station (electrical operator)	1			1	1	1	1					1			1,950
Puncher and shearer	9			9	9	8	8	1	1			9			1,253-1,754
Quartermaster	21			21	21	9	9	12	12			21			1,242-1,680
Quartermaster (steersman)	1			1	1	1	1					1			1,320

Table 2.—Probational and Permanent Appointments, Fiscal Year Ended June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Departmental				Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
	Total	Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Railroad conductor.....	1				1		1	1		1							1						\$1,804
Range rider.....	1				1		1	1		1							1						1,320
Repairman (buildings and grounds).....	2				2		2	2		2							2						1,419
Reservoir superintendent.....	3				3		3	2		2	1		1				3						\$1,320-2,000
Rigger.....	113				113		113	53		53	57		57	3		3	113						1,278-2,354
Foreman.....	1				1		1				1		1				1						2,465
Helper.....	263				263		263	146		146	109		109	8		8	263						1,027-1,713
Rivet heater.....	47				47		47	36		36	10		10	1		1	47						626-1,503
Riveter.....	22				22		22	19		19	3		3				22						1,754-2,255
Roofers.....	15				15		15	6		6	8		8	1		1	15						1,680-2,405
Helper.....	2				2		2	2		2							2						1,320
Built-up or slag.....	4				4		4	4		4							4						1,680
Ropemaker, helper.....	15				15		15	14		14	1		1				15						1,528-1,979
Sailmaker.....	23				22	1	23	15	1	16	7		7				23						1,854-2,524
Sandblaster.....	17				17		17	14		14	3		3				17						1,428-1,804
Saw carriage setter.....	1				1		1	1		1							1						1,352
Saw filer.....	8				8		8	6		6	2		2				8						1,200-2,380
Sawyer, head.....	1				1		1				1		1				1						2,103
Scaler.....	1				1		1				1		1				1						1,620
Seamstress.....	1					1	1		1	1							1						1,020
Hand.....	19					19	19		17	17						2	19						595-752
Sewage disposal plant operator.....	2				2		2	1		1	1		1				2						1,500
Sewer, hand and machine.....	1					1	1		1	1							1						1,027
Sheetmetal worker (F, C).....	419	1		1	418		418	333		333	81		81	4		4	418	1		1			1,680-2,229
Helper.....	305				305		305	272		272	28		28	4		4	304	1		1			1,027-1,579
Marine.....	1				1		1	1		1							1						2,059
Tinsmith.....	4				4		4	3		3	1		1				4						1,680-1,693
Shipfitter.....	269				269		269	200		200	67		67				267	2		2			1,804-2,084
Helper.....	703				703		703	522		522	169		169	12		12	703						1,027-1,579
Shovel operator (gasoline).....	2				2		2				2		2				2						1,620-2,160
Snagboat foreman.....	1				1		1	1		1							1						1,320
Snowplow (rotary) operator.....	1				1		1	1		1							1						1,703
Spinning frame fixer.....	1				1		1				1		1				1						1,680
Steamfitter (F, C).....	8	2		2	6		6	4		4	3		3	1		1	8						1,647-1,680



Table 2.—Probational and Permanent Appointments, Fiscal Year Ending June 30, 1940—Continued

## SKILLED TRADES, CUSTODIAL, AND LABOR—Continued

Examination from which appointed	Total	Departmental			Field			Open competitive register												Separate list of eligible classified employees			Range of entrance salaries (per diem pay computed on annual basis)
		Men	Women	Total	Men	Women	Total	Nonpreference			5-point preference			10-point preference			Total	Men	Women	Total			
								Men	Women	Total	Men	Women	Total	Men	Women	Total							
Welder—Continued																							
Gas	54				54		54	35		35	16		16	3		3	54			\$1,754–\$2,300			
Gas-electric	29				29		29	24		24	4		4	1		1	29			1,510–2,128			
Wharf builder	10				10		10	7		7	2		2	1		1	10			1,929–2,205			
Wheelman	12				12		12	6		6	6		6				12			1,242–1,380			
Winchman	10				10		10	8		8	2		2				10			1,500–1,620			
Window cleaner	16				16		16	16		16							16			1,200–1,320			
Woodworker, helper	188				188		188	143		143	37		37	8		8	188			1,027–1,578			

## SUMMARY

Summary:																					
Professional and scientific	3,170	414	71	485	2,653	32	2,685	2,760	95	2,855	230	1	231	34	6	40	3,126	43	1	44	-----
Subprofessional and sub-scientific	8,371	164	9	173	6,996	1,202	8,198	5,462	1,107	6,569	1,548	6	1,554	121	98	219	8,342	29	-----	29	-----
Clerical, administrative, and fiscal	25,202	2,489	2,858	5,347	16,143	3,712	19,855	15,635	6,202	21,837	2,275	8	2,283	705	360	1,065	25,185	17	-----	17	-----
Skilled trades, custodial, and labor	31,835	1,648	266	1,914	28,974	947	29,921	21,785	1,059	22,844	7,411	1	7,412	1,362	153	1,515	31,771	64	-----	64	-----
Total appointed from open competitive examinations for entrance to the classified service <sup>2</sup>	68,578	4,715	3,204	7,919	54,766	5,893	60,659	45,642	8,463	54,105	11,464	16	11,480	2,222	617	2,839	68,424	153	1	154	-----
Other classified-service examinations: <sup>3</sup>																					
Promotion	12,338	2,123	803	2,926	8,759	653	9,412	10,882	1,456	12,338	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Reemployment	558	19	12	31	435	92	527	454	104	558	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Reinstatement	985	160	135	295	493	197	690	653	332	985	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Status classification <sup>4</sup>	18,552	-----	-----	1,228	-----	-----	17,324	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Transfer	1,355	504	125	629	654	72	726	1,158	197	1,355	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total appointed from examinations for the classified service <sup>5</sup>	102,366	7,521	4,279	13,028	65,107	6,907	89,338	58,789	10,552	69,341	11,464	16	11,480	2,222	<sup>5</sup> 617	2,839	68,424	153	1	154	-----



Unclassified appointments: <sup>7</sup>																				
Schedule A.....	1,114	31	9	40	959	115	1,074	990	124	1,114										
Schedule B.....	705	14		14	671	20	691	685	20	705										
Excepted by statute.....	310	180	7	187	121	2	123	301	9	310										
Excepted by Executive order.....	464	244	8	252	209	3	212	453	11	464										
Presidential waiver of civil-service rules <sup>8</sup> .....	16	9	4	13	2	1	3	11	5	16										
Laborer (under Labor Regulations).....	684	232	43	275	250	159	409	389	93	482	93	109	202							
Total, unclassified appointments.....	3,293	710	71	781	2,212	300	2,512	2,829	262	3,091	93	109	202							
District of Columbia government:																				
Policeman.....	106	106		106				78		78	28		28							
Private, Fire Department.....	14	14		14				10		10	4		4							
Appointments, other.....	252	172	80	252				155	80	235	16		16	1		1				
Promotion.....	215	196	19	215				196	19	215										
Reinstatement.....	23	15	8	23				15	8	23										
Transfer.....	56	41	15	56				41	15	56										
Total, District of Columbia government.....	666	544	122	666				495	122	617	48		48	1		1				
Grand total.....	106,325	8,775	4,472	14,475	67,319	7,207	91,850	62,113	10,936	73,049	11,605	125	11,730	2,223	617	2,840	68,424	153	1	154

<sup>2</sup> Formerly "Entrance, classified service." Some of the appointments included under this heading have been made to unclassified positions in the same manner as classified appointments are made [civil-service rule II, sec. 3 (d)].

<sup>3</sup> For promotions, transfers, and reinstatements without examination, see table 4. Veteran preference is not granted in cases of promotion, transfer, reinstatement, and re-employment.

<sup>4</sup> Figures on sex and veteran preference not available.

<sup>5</sup> Of these appointees, 8 were granted disability preference, 95 wife preference, and 514 widow preference.

<sup>6</sup> Formerly "Total for classified service."

<sup>7</sup> Formerly "Unclassified." District of Columbia figures were formerly added into

this total. Includes positions excepted from the usual civil-service examination requirements, but for which the Commission passes, by authority of statute, Executive order, or agreement with the agency concerned, upon the qualifications of the proposed appointee; also includes persons appointed to classified positions under conditions which do not confer classified status.

Veteran preference does not apply to this group, with the exception of persons appointed under the Labor Regulations, which provide that preference shall be granted, not by the addition of 5 or 10 points, but by placing all persons entitled to veteran preference at the head of the register. For convenience in recording, such appointments are shown in the 5-point preference column.

<sup>8</sup> For full statement concerning these appointments, see p. 95.

**Table 3.—Examinations for and Appointments to Certain Postal Service Positions, Fiscal Years 1937-40**

Title	Examined				Appointed			
	1937	1938	1939	1940	1937	1938	1939	1940
Clerk-carrier.....	245, 471	42, 974	36, 073	43, 108	15, 583	5, 919	6, 561	9, 387
Laborer, Postal Service.....	51, 394	8, 947	851	2, 873	665	624	298	695
Postmaster, assistant.....			903	1, 498	1		28	99
Postmaster, first-class.....			1, 639	4, 035			32	306
Postmaster, second-class.....			5, 182	6, 846			239	713
Postmaster, third-class.....	2, 532	3, 703	2, 173	2, 422	2, 472	2, 447	1, 870	1, 741
Postmaster, fourth-class.....	211	78	90	113	2, 585	393	1, 290	1, 052
Railway postal clerk.....	11, 552	13, 472	10, 654	23, 488	193	207	1, 321	360
Rural carrier.....	386	523	315	236	119	113	59	38
Village carrier.....								
Total.....	311, 546	69, 697	57, 880	84, 619	21, 618	9, 703	9, 698	14, 391

<sup>1</sup> Revised.

**Table 4.—Summary of Examinations and Appointments, Fiscal Years 1937-40**

	Examined				Appointed			
	1937	1938	1939	1940	1937	1938	<sup>1</sup> 1939	1940
Classified:								
Open competitive examinations for entrance <sup>2</sup>	800, 175	363, 870	525, 959	792, 122	61, 804	41, 153	<sup>3</sup> 54, 336	<sup>3</sup> 68, 578
Promotion, transfer, and reinstatement through examination.....	19, 055	23, 560	26, 785	31, 206	13, 163	10, 107	11, 555	14, 678
Reemployment.....	1, 451	974	710	650	681	194	507	558
Status classification.....			3, 117	15, 134			5, 710	18, 552
Total involving examination.....	820, 681	388, 404	556, 571	839, 112	75, 648	51, 454	72, 108	102, 366
Promotion, transfer, and reinstatement without examination <sup>4</sup> .....					8, 779	18, 791	16, 947	19, 128
Total, classified.....	820, 681	388, 404	556, 571	839, 112	84, 427	70, 245	89, 055	121, 494
Unclassified:								
Laborer (under Labor Regulations).....	<sup>5</sup> 5, 913	6, 765	6, 770	4, 412	1, 636	637	1, 863	684
Postmaster, first, second, and third classes.....	5, 391	4, 602			793	688		
Schedules A and B and other statutory and Executive order exceptions.....	1, 321	2, 231	2, 664	2, 886	629	1, 310	1, 942	2, 609
Total.....	12, 625	13, 598	9, 434	7, 298	3, 058	2, 635	3, 805	3, 293
District of Columbia government.....	2, 835	421	356	414	206	415	462	666
Courtesy examinations: <sup>6</sup>								
Entrance to Coast Guard Academy.....	<sup>7</sup> 460	765	1, 189	1, 763				
Entrance to Naval Academy.....	<sup>7</sup> 1, 340	1, 388	1, 816	1, 494				
Designation to Military and Naval Academies.....	4, 026	3, 896	4, 423	4, 734				
Foreign Service, Department of State.....		456	467	476				
Cadet, American Merchant Marine.....			400	396				
Registration of attorneys, Patent Office.....	<sup>7</sup> 166	<sup>7</sup> 437	<sup>7</sup> 189	185				
Total, courtesy.....	5, 992	6, 942	8, 484	9, 048				
Grand total.....	842, 133	409, 365	574, 845	855, 872	87, 691	73, 295	93, 322	125, 453

<sup>1</sup> Figures revised.

<sup>2</sup> Includes postmasters at fourth-class post offices paying less than \$500 a year, appointed upon recommendation of post-office inspectors, as follows: 1937, 1,718; 1938, 1,577; 1939, 1,217; 1940, 1,368.

<sup>3</sup> Includes first-, second-, and third-class postmasters appointed since June 25, 1938, as follows: 1939, 299; 1940, 1,118.

<sup>4</sup> Employees involved had previously met examination requirements.

<sup>5</sup> Includes 3,720 persons shown under heading "Miscellaneous" in previous annual reports.

<sup>6</sup> See note 8, table 1.

<sup>7</sup> Not listed in annual reports for years indicated.

**Table 5.—Summary of Positions, Examinations, and Appointments—  
Classified Service, 1883–1940**

Year	Competi- tive clas- sified positions <sup>1</sup>	Examined	Passed	Percent that passed	Appointed
July 16, 1883, to Jan. 15, 1884	13, 780	3, 542	2, 044	57. 7	489
Jan. 16, 1884, to Jan. 15, 1885	15, 590	6, 347	4, 141	65. 2	1, 800
Jan. 16, 1885, to Jan. 15, 1886	17, 273	7, 602	5, 034	66. 2	1, 881
Jan. 16, 1886, to June 30, 1887	19, 345	15, 852	10, 746	67. 8	4, 442
July 1, 1887, to June 30, 1888	22, 577	11, 281	6, 868	60. 9	2, 616
July 1, 1888, to June 30, 1889	29, 650	19, 060	11, 978	62. 8	3, 781
July 1, 1889, to June 30, 1890	30, 625	22, 994	13, 947	60. 7	5, 182
July 1, 1890, to June 30, 1891	33, 873	19, 074	12, 786	67. 0	5, 395
July 1, 1891, to June 30, 1892	37, 523	19, 460	12, 160	62. 5	3, 961
July 1, 1892, to June 30, 1893	43, 915	24, 383	14, 008	56. 4	4, 291
July 1, 1893, to June 30, 1894	45, 821	37, 879	22, 131	59. 2	4, 704
July 1, 1894, to June 30, 1895	54, 222	31, 036	19, 811	63. 9	4, 793
July 1, 1895, to June 30, 1896	87, 044	31, 179	20, 714	66. 4	5, 086
July 1, 1896, to June 30, 1897	85, 886	50, 571	29, 474	58. 3	3, 047
July 1, 1897, to June 30, 1898	89, 306	45, 712	30, 600	66. 9	7, 870
July 1, 1898, to June 30, 1899	93, 144	49, 164	36, 312	74. 0	9, 557
July 1, 1899, to June 30, 1900	94, 893	46, 602	34, 965	75. 0	9, 889
July 1, 1900, to June 30, 1901	106, 205	48, 093	33, 521	69. 7	10, 291
July 1, 1901, to June 30, 1902	107, 990	60, 558	40, 509	66. 9	13, 298
July 1, 1902, to June 30, 1903	135, 453	109, 829	87, 983	80. 1	40, 270
July 1, 1903, to June 30, 1904	154, 093	127, 846	100, 078	78. 3	48, 909
July 1, 1904, to June 30, 1905	171, 807	143, 053	111, 741	78. 1	38, 996
July 1, 1905, to June 30, 1906	184, 178	117, 277	91, 345	77. 9	39, 050
July 1, 1906, to June 30, 1907	194, 323	129, 817	93, 920	72. 6	43, 003
July 1, 1907, to June 30, 1908	206, 637	161, 793	120, 760	74. 6	42, 153
July 1, 1908, to June 30, 1909	234, 940	158, 484	123, 449	77. 9	40, 943
July 1, 1909, to June 30, 1910	222, 278	115, 644	87, 769	75. 9	43, 585
July 1, 1910, to June 30, 1911	227, 657	105, 024	70, 159	66. 8	23, 256
July 1, 1911, to June 30, 1912	217, 392	106, 078	59, 251	55. 9	20, 969
July 1, 1912, to June 30, 1913	282, 597	141, 905	94, 350	66. 5	35, 154
July 1, 1913, to June 30, 1914	292, 460	215, 587	147, 526	68. 4	41, 935
July 1, 1914, to June 30, 1915	292, 291	167, 795	114, 632	68. 3	36, 398
July 1, 1915, to June 30, 1916	296, 926	154, 722	113, 792	73. 5	42, 057
July 1, 1916, to June 30, 1917	326, 899	212, 114	152, 553	71. 9	86, 312
July 1, 1917, to June 30, 1918	642, 432	551, 391	387, 963	70. 4	213, 350
July 1, 1918, to June 30, 1919	592, 961	438, 259	299, 826	68. 4	179, 533
July 1, 1919, to June 30, 1920	497, 603	293, 327	193, 915	66. 1	116, 309
July 1, 1920, to June 30, 1921	448, 112	303, 309	203, 209	67. 0	101, 711
July 1, 1921, to June 30, 1922	420, 688	206, 007	128, 952	62. 6	63, 867
July 1, 1922, to June 30, 1923	411, 398	204, 200	122, 918	60. 2	57, 694
July 1, 1923, to June 30, 1924	415, 593	225, 723	135, 451	60. 0	67, 349
July 1, 1924, to June 30, 1925	423, 538	201, 415	122, 495	60. 8	50, 164
July 1, 1925, to June 30, 1926	422, 300	202, 846	105, 964	52. 2	38, 916
July 1, 1926, to June 30, 1927	422, 998	251, 679	106, 937	42. 4	42, 063
July 1, 1927, to June 30, 1928	431, 763	236, 997	123, 830	52. 2	40, 317
July 1, 1928, to June 30, 1929	445, 957	243, 510	125, 726	51. 6	47, 913
July 1, 1929, to June 30, 1930	462, 083	267, 429	132, 991	49. 7	41, 075
July 1, 1930, to June 30, 1931	468, 050	248, 438	121, 670	48. 9	41, 528
July 1, 1931, to June 30, 1932	467, 161	257, 109	89, 717	34. 8	25, 080
July 1, 1932, to June 30, 1933	456, 096	191, 771	89, 082	46. 4	12, 216
July 1, 1933, to June 30, 1934	450, 592	296, 447	169, 555	57. 2	22, 757
July 1, 1934, to June 30, 1935	455, 229	430, 114	198, 266	46. 1	36, 182
July 1, 1935, to June 30, 1936	498, 725	732, 229	389, 052	53. 1	51, 777
July 1, 1936, to June 30, 1937	532, 073	820, 681	393, 920	48. 0	75, 648
July 1, 1937, to June 30, 1938	562, 909	388, 404	197, 424	50. 8	51, 454
July 1, 1938, to June 30, 1939	622, 832	556, 571	254, 095	45. 8	<sup>2</sup> 72, 108
July 1, 1939, to June 30, 1940	<sup>3</sup> 726, 827	839, 112	374, 890	44. 68	102, 366
Total		11, 103, 780	6, 398, 905	57. 63	2, 276, 920

<sup>1</sup> Figures for years prior to fiscal year ending June 30, 1934, are approximate.

<sup>2</sup> Revised.

<sup>3</sup> Excludes 68 employees occupying classified positions in the Administrative Office of the United States Courts, a part of the judicial branch of the United States Government.

Table 6.—Action Upon Personnel Changes Proposed by Federal Agencies, Fiscal Years 1936-40

Change proposed	Number allowed					Number disallowed				
	1936	1937	1938	1939	1940	1936	1937	1938	1939	1940
Promotion.....	9,598	11,136	18,214	17,701	21,295	2,248	3,158	2,390	2,011	2,179
Transfer.....	4,880	5,953	5,648	6,464	7,492	475	522	466	316	437
Reinstatement.....	5,963	4,853	5,036	4,337	5,019	892	1,059	757	576	746
Status classification.....	12,989	1,556	3,389	5,710	18,545	427	218	782	589	2,786
Total.....	33,430	23,498	32,287	34,212	52,351	4,042	4,957	4,395	3,492	6,148

See also tables 1, 2, and 4.

Table 7.—Preference and Nonpreference Eligibles Certified, Passed Over, and Selected for Appointment, Fiscal Year Ended June 30, 1940<sup>1</sup>

Department or independent establishment	Total			From classified registers									Under Labor Regulations					
				Nonpreference			5-point preference			10-point preference			Nonpreference			Preference		
	Certified	Passed over	Selected for appointment	Certified	Passed over	Selected for appointment	Certified	Passed over	Selected for appointment	Certified	Passed over	Selected for appointment	Certified	Passed over	Selected for appointment	Certified	Passed over	Selected for appointment
Executive Office of the President.....	70	29	16	64	26	13	6	3	3									
EXECUTIVE DEPARTMENTS																		
State.....	920	196	310	729	180	253	176	13	52	15	3	5						
Treasury.....	5,174	1,246	1,421	4,108	901	1,144	305	81	54	461	152	136	226	73	70	74	39	17
War.....	54,044	5,788	17,044	44,651	4,750	13,835	7,896	779	2,736	1,427	249	448	59	9	19	11	1	6
Justice.....	3,371	1,261	716	2,770	1,019	562	520	209	142	81	33	12						
Post Office:																		
First-, second-, and third-class postmasters.....	2,811	833	1,069	2,047	557	768	590	189	217	174	87	84						
Fourth-class postmasters.....	1,161	288	531	1,028	244	462	97	25	52	36	19	17						
Rural carriers.....	1,085	317	412	666	178	215	275	76	139	144	63	58						
Substitute railway postal clerks.....	2,531	284	1,108	2,183	237	944	274	31	129	74	16	35						
Other positions.....	25,806	3,416	9,438	19,595	2,387	7,034	3,449	436	1,336	1,631	408	713	647	95	185	484	90	165
Navy.....	65,732	1,493	27,217	50,167	1,225	20,264	13,883	188	6,133	1,679	80	818	3		2			

Interior.....	8,310	1,688	2,784	6,869	1,359	2,270	1,038	209	379	362	105	120	37	12	14	4	3	1
Agriculture.....	9,346	2,234	2,696	8,261	1,944	2,424	643	171	177	225	77	59	103	26	26	114	16	10
Commerce.....	2,371	630	748	1,944	560	630	348	44	95	41	18	11	37	8	12	1		
Labor.....	3,633	930	1,086	2,956	715	859	486	171	162	170	40	60	21	4	5			

# INDEPENDENT ESTABLISHMENTS

Alley Dwelling Authority.....	104	22	22	78	16	17	16	3	3				10	3	2			
American Battle Monuments Commission.....	5		1	5		1										21		1
Civil Aeronautics Authority.....	2,503	453	860	1,647	335	530	806	107	319	29	11	10						
Civil Service Commission.....	2,723	541	733	2,580	503	693	77	28	20	52	9	15	14	1	5			
Employees' Compensation Commission.....	93	26	20	92	26	20						2						
Federal Communications Commission.....	101	29	23	89	25	20	10	4	1	2		2						
Federal Deposit Insurance Corporation.....	193	67	62	181	61	58	4	1	3	8	5	1						
Federal Loan Agency.....	96	24	28	93	24	27	1			2		1						
Federal Power Commission.....	451	130	106	415	119	97	12	4	1	24	7	8						
Federal Security Agency.....	10,606	1,634	3,267	9,571	1,413	3,008	572	104	167	334	94	60	127	21	31	2	2	1
Federal Trade Commission.....	60	27	14	48	17	12	1			1	10	1						
Federal Works Agency.....	2,967	507	958	1,996	297	608	378	63	122	316	80	105	227	46	102	50	21	21
General Accounting Office.....	82	16	20	78	15	19	1			3	1	1						
Government Printing Office.....	1,754	318	642	1,414	243	519	204	34	69	103	26	39	32	15	14	1		1
Interstate Commerce Commission.....	650	83	246	587	70	225	49	6	17	14	7	4						
Maritime Commission.....	627	116	189	450	94	146	106	14	25	71	8	18						
Maritime Labor Board.....	29	7	9	28	6	9				1	1							
National Advisory Committee for Aeronautics.....	418	81	142	387	76	128	29	5	12	2		2						
National Archives.....	292	80	81	264	68	76	10		3	18	12	2						
National Labor Relations Board.....	253	75	77	229	69	69	12	4	4	12	2	4						
National Mediation Board.....	8		3	4		1	1		1	3		1						
Panama Canal.....	548	175	142	494	155	129	40	14	10	14	6	3						
Railroad Retirement Board.....	989	170	309	985	168	308	2	1		2	1	1						
Securities and Exchange Commission.....	411	103	116	393	95	112	10	3	3	3	1		5	4	1			
Smithsonian Institution.....	60	10	17	23	4	7	18	5	4	16	1	5				3		1
Tariff Commission.....	49	26	13	46	24	13	2	2		1								
Veterans' Administration.....	10,901	1,281	3,530	8,103	925	2,398	2,130	252	903	636	100	222	29	4	6	3		1
Total, executive branch.....	223,338	26,634	78,226	178,318	21,130	60,927	34,478	3,279	13,494	8,197	1,732	3,086	1,577	321	494	768	172	225
Administrative offices of the United States Courts.....	16	9	5	15	9	5	1											
District of Columbia government.....	1,406	178	341	1,203	155	278	162	9	51	37	12	11				4	2	1
Grand total.....	224,760	26,821	78,572	179,536	21,294	61,210	34,641	3,288	13,545	8,234	1,744	3,097	1,577	321	494	772	174	226

<sup>1</sup> Compiled from all certificates on which final action was reported during the year, including certificates outstanding at the beginning of the fiscal year 1940. Therefore the number of selections varies from the number of appointments shown in table 2. Selections are counted in the district offices as made, but appointments are not counted until officially cleared in the central office of the Commission. Those appointments for which records did not reach the central office in time for inclusion in table 2 will be added to the summary tables (4, 5, and 8) in the 1941 annual report.

Table 8.—Veteran Preference Appointments to the Classified Service,  
Fiscal Years 1920–40

Fiscal year	5-point preference	10-point preference	Total number of preference appoint- ments	Total number of appoint- ments	Percent veterans appointed
1920.....	15,750	-----	15,750	115,770	13.60
1921.....	<sup>1</sup> 29,250	-----	<sup>1</sup> 29,250	101,164	28.91
1922.....	18,760	-----	18,760	62,488	30.02
1923.....	19,137	-----	19,137	56,087	34.12
1924.....	15,850	1,179	17,029	65,625	25.95
1925.....	9,930	1,474	11,404	48,804	23.37
1926.....	6,973	1,027	8,000	36,992	21.63
1927.....	8,832	1,115	9,947	38,777	25.65
1928.....	8,274	934	9,208	37,796	24.36
1929.....	9,941	1,637	11,578	44,817	25.83
1930.....	7,273	1,996	9,269	38,281	24.21
1931.....	7,898	2,165	10,063	38,461	26.16
1932.....	4,899	1,561	6,460	21,449	30.11
1933.....	2,317	958	3,275	10,403	32.44
1934.....	3,755	1,174	4,929	19,911	24.75
1935.....	6,224	2,177	8,401	31,768	26.44
1936.....	7,641	3,138	10,779	42,646	25.28
1937.....	8,844	3,045	11,889	61,804	19.24
1938.....	6,213	2,084	8,297	41,153	20.16
1939 <sup>2</sup> .....	9,176	2,597	11,773	54,336	21.67
1940.....	11,480	2,839	14,319	68,578	20.87
Total.....	218,417	31,100	249,508	1,037,110	24.06

<sup>1</sup> Approximate.

<sup>2</sup> Revised.



Table 9.—Civil Employment in the Executive Branch of the United States Government by Sex, June 1940

Department or independent establishment	Entire service			In the District of Columbia			Outside the District of Columbia		
	Total	Men	Women	Total	Men	Women	Total	Men	Women
Office of the President:									
Executive staff.....	821	458	363	594	309	285	227	149	78
Maintenance force.....	71	56	15	71	56	15			
EXECUTIVE DEPARTMENTS									
State.....	6,302	4,576	1,726	1,100	561	539	5,202	4,015	1,187
Treasury.....	59,256	38,562	20,694	18,937	8,316	10,621	40,319	30,246	10,073
War.....	136,841	118,824	18,017	7,361	4,272	3,089	129,480	114,552	14,928
Justice.....	14,720	11,355	3,365	3,532	2,116	1,416	11,188	9,239	1,949
Post Office <sup>1</sup> .....	295,149	265,193	29,956	4,660	3,752	908	290,489	261,441	29,048
Navy.....	117,981	111,742	6,239	14,017	12,126	1,891	103,964	99,616	4,348
Interior.....	45,971	37,223	8,748	4,432	2,830	1,602	41,539	34,393	7,146
Agriculture <sup>2</sup> .....	98,218	74,660	23,558	13,200	6,790	6,410	85,018	67,870	17,148
Commerce.....	26,300	19,504	6,796	10,724	6,709	4,015	15,576	12,795	2,781
Labor.....	3,484	1,761	1,723	2,156	887	1,269	1,328	874	454
INDEPENDENT ESTABLISHMENTS									
Alley Dwelling Authority.....	85	63	22	85	63	22			
American Battle Monuments Commission.....	117	96	21	10	8	2	107	88	19
Board of Governors, Federal Reserve System.....	450	263	187	427	240	187	23	23	
Board of Tax Appeals.....	130	60	70	130	60	70			
Civil Service Commission.....	2,780	1,165	1,615	1,909	717	1,192	871	448	423
Council of National Defense.....	69	46	23	67	44	23	2	2	
Employees' Compensation Commission.....	523	248	275	464	225	239	59	23	36
Federal Communications Commission.....	629	405	224	434	262	172	195	143	52
Federal Deposit Insurance Corporation.....	1,671	1,001	670	508	264	244	1,163	737	426
Federal Loan Agency.....	19,547	10,910	8,637	4,562	2,440	2,122	14,985	8,470	6,515
Federal Power Commission.....	764	543	221	506	334	172	258	209	49
Federal Security Agency.....	27,065	16,670	10,395	7,877	4,263	3,614	19,188	12,407	6,781
Federal Trade Commission.....	672	429	243	581	367	214	91	62	29
Federal Works Agency.....	45,501	25,407	20,094	11,120	7,509	3,611	34,381	17,898	16,483
General Accounting Office.....	5,185	3,290	1,895	5,185	3,290	1,895			
Golden Gate International Exposition Commission.....	32	17	15	5	3	2	27	14	13
Government Printing Office.....	6,028	4,922	1,106	6,028	4,922	1,106			
Interstate Commerce Commission.....	2,762	1,916	846	1,939	1,286	653	823	630	193
Maritime Commission.....	1,747	1,305	442	974	592	382	773	713	60
Maritime Labor Board.....	34	17	17	30	13	17	4	4	
Mount Rushmore National Memorial Commission.....	61	60	1	2	1	1	59	59	
National Advisory Committee for Aeronautics.....	808	704	104	70	37	33	738	667	71
National Archives.....	367	221	146	367	221	146			
National Capital Park and Planning Commission.....	24	18	6	24	18	6			
National Labor Relations Board.....	883	518	365	490	302	188	393	216	177
National Mediation Board.....	80	38	42	32	19	13	48	19	29
New York World's Fair Commission.....	80	63	17				80	63	17
Panama Canal.....	20,954	19,984	970	128	153	15	20,786	19,831	955
Railroad Retirement Board.....	2,306	1,496	810	1,410	799	611	896	697	199
Securities and Exchange Commission.....	1,670	1,115	555	1,309	857	452	361	258	103
Smithsonian Institution.....	586	427	159	586	427	159			
Special Counsel for the United States.....	3	1	2				3	1	2
Tariff Commission.....	296	185	111	288	177	111	8	8	
Tennessee Valley Authority.....	13,935	12,872	1,063	12	6	6	13,923	12,866	1,057
Veterans' Administration.....	39,862	26,221	13,641	5,262	1,964	3,298	34,600	24,257	10,343
Total.....	1,002,820	816,610	186,210	133,645	80,607	53,038	869,175	736,003	133,172

<sup>1</sup> Exclusive of 208 temporary employees in substitute grades in the District of Columbia and 9,797 outside the District of Columbia.

<sup>2</sup> Includes employees hired under special letters of authorization.

Table 10.—Civil Employment in the Executive Branch of the United States Government by Classification Status of Positions, June 1940

Department or independent establishment	Entire service			In the District of Columbia			Outside the District of Columbia		
	Total	Classified	Unclassified <sup>1</sup>	Total	Classified	Unclassified <sup>1</sup>	Total	Classified	Unclassified <sup>1</sup>
Office of the President:									
Executive staff	821	161	660	594	161	433	227		227
Maintenance force	71		71	71		71			
EXECUTIVE DEPARTMENTS									
State	6,302	1,379	4,923	1,100	919	181	5,202	460	4,742
Treasury	59,256	39,277	19,979	18,937	15,904	3,033	40,319	23,373	16,946
War	136,841	109,195	27,646	7,361	6,680	681	129,480	102,515	26,965
Justice	14,720	9,464	5,256	3,532	1,958	1,574	11,188	7,506	3,682
Post Office <sup>2</sup>	295,149	291,153	3,996	4,660	4,483	177	290,489	286,670	3,819
Navy	117,981	110,902	7,079	14,017	13,351	666	103,964	97,551	6,413
Interior	45,971	21,148	24,823	4,432	3,361	1,071	41,539	17,787	23,752
Agriculture <sup>3</sup>	98,218	33,480	64,738	13,200	8,447	4,753	85,018	25,033	59,985
Commerce	26,300	16,765	9,535	10,724	9,750	974	15,576	7,015	8,561
Labor	3,484	2,995	489	2,156	1,899	257	1,328	1,096	232
INDEPENDENT ESTABLISHMENTS									
Alley Dwelling Authority	85	81	4	85	81	4			
American Battle Monuments Commission	117	9	108	10	9	1	107		107
Board of Governors, Federal Reserve System	450		450	427		427	23		23
Board of Tax Appeals	130	66	64	130	66	64			
Civil Service Commission	2,780	2,747	33	1,909	1,876	33	871	871	
Council of National Defense	69	69		67	67		2		2
Employees' Compensation Commission	523	442	81	464	384	80	59	58	1
Federal Communications Commission	629	591	38	434	400	34	195	191	4
Federal Deposit Insurance Corporation	1,671	576	1,095	508	416	92	1,163	160	1,003
Federal Loan Agency	19,547	124	19,423	4,562	63	4,499	14,985	61	14,924
Federal Power Commission	764	470	294	506	342	164	258	128	130
Federal Security Agency	27,065	20,310	6,755	7,877	6,334	1,543	19,188	13,976	5,212
Federal Trade Commission	672	336	336	581	307	274	91	29	62
Federal Works Agency	45,501	7,733	37,768	11,120	4,270	6,850	34,381	3,463	30,918
General Accounting Office	5,185	2,213	2,972	5,185	2,213	2,972			
Golden Gate International Exposition Commission	32		32	5		5	27		27
Government Printing Office	6,028	5,750	278	6,028	5,750	278			
Interstate Commerce Commission	2,762	2,736	26	1,939	1,920	19	823	816	7
Maritime Commission	1,747	1,600	147	974	893	81	773	707	66
Maritime Labor Board	34	28	6	30	24	6	4	4	
Mount Rushmore National Memorial Commission	61		61	2		2	59		59
National Advisory Committee for Aeronautics	808	785	23	70	68	2	738	717	21
National Archives	367	366	1	367	366	1			
National Capital Park and Planning Commission	24	11	13	24	11	13			
National Labor Relations Board	883	457	426	490	275	215	393	182	211
National Mediation Board	80	35	45	32	19	13	48	16	32
New York World's Fair Commission	80		80				80		80
Panama Canal	20,954	1,441	19,513	168	168		20,786	1,273	19,513
Railroad Retirement Board	2,306	2,271	35	1,410	1,375	35	896		896
Securities and Exchange Commission	1,670	960	710	1,309	828	481	361	132	229
Smithsonian Institution	586	586		586	586				
Special Counsel for the United States	3		3				3		3
Tariff Commission	296	284	12	288	276	12	8	8	
Tennessee Valley Authority	13,935		13,935	12		12	13,923		13,923
Veterans' Administration	39,862	37,831	2,031	5,262	5,190	72	34,600	32,641	1,959
Total	1,002,820	726,827	275,993	133,645	101,490	32,155	869,175	625,337	243,838

<sup>1</sup> Includes all unclassified positions, whether paid from regular or emergency funds; also includes unclassified positions occupied by classified employees and positions subject to the Labor Regulations.

<sup>2</sup> Exclusive of 208 temporary employees in substitute grades in the District of Columbia and 9,797 outside the District of Columbia.

<sup>3</sup> Includes employees hired under special letters of authorization.

<sup>4</sup> Excludes employees in the Administrative Office of the United States Courts, consisting of 68 persons occupying classified positions and 3 persons occupying unclassified positions, all in the District of Columbia. This agency, a part of the judicial branch of the United States Government, was placed under the provisions of the Civil Service Act and the Classification Act by the act of Aug. 7, 1939 (53 Stat. 1223).

Table 11.—Civil Employment in the Executive Branch of the United States Government, 1918-40<sup>1</sup>

Date	Entire service	In the District of Columbia	Outside the District of Columbia	Date	Entire service	In the District of Columbia	Outside the District of Columbia
Nov. 11, 1918-----	917,760	117,760	<sup>2</sup> 800,000	June 30, 1930-----	580,494	68,510	511,984
June 30, 1919-----	842,214	102,117	740,097	June 30, 1931-----	588,206	71,693	516,513
July 31, 1920-----	691,116	90,559	<sup>2</sup> 600,557	June 30, 1932-----	583,196	68,793	514,403
July 31, 1921-----	562,252	78,865	483,387	June 30, 1933-----	572,091	65,437	506,654
June 30, 1922-----	527,517	69,980	457,537	June 30, 1934-----	673,095	89,132	583,963
June 30, 1923-----	515,772	66,290	449,482	June 30, 1935-----	719,440	103,453	615,987
June 30, 1924-----	521,641	64,120	457,521	June 30, 1936-----	824,259	117,103	707,156
June 30, 1925-----	532,798	63,756	469,042	June 30, 1937-----	841,664	115,409	726,255
June 30, 1926-----	528,542	60,811	467,731	June 30, 1938-----	851,926	115,590	736,336
June 30, 1927-----	527,228	59,800	467,428	June 30, 1939-----	920,310	123,364	796,946
June 30, 1928-----	540,867	61,388	479,479	June 30, 1940-----	1,002,820	133,645	869,175
June 30, 1929-----	559,579	63,904	495,675				

<sup>1</sup> Figures for June 30, 1937, and earlier are of employees on the roll, with or without pay, on the last day of the month. Figures subsequent to June 30, 1937, include only employees on the pay roll with pay during the last regular pay period of the month.

<sup>2</sup> Estimated.

Table 12.—Distribution by States and Territories of Civil Employees of the Executive Branch of the United States Government Compared with the Population, December 1939

State	Employment <sup>1</sup>	Population (thousands) <sup>2</sup>	Employment (percent distribution)	Population (percent distribution)	Percent of population employed by Federal Government
Alabama.....	13, 114	2, 833	1.39	2.15	0.46
Arizona.....	7, 110	499	.75	.38	1.42
Arkansas.....	10, 489	1, 949	1.11	1.48	.54
California.....	52, 614	6, 907	5.58	5.25	.76
Colorado.....	9, 978	1, 123	1.06	.85	.89
Connecticut.....	7, 261	1, 709	.77	1.30	.42
Delaware.....	1, 441	267	.15	.20	.54
District of Columbia.....	127, 597	663	13.54	.60	19.25
Florida.....	11, 215	1, 897	1.19	1.44	.59
Georgia.....	13, 490	3, 124	1.43	2.37	.43
Idaho.....	3, 987	525	.42	.40	.76
Illinois.....	52, 656	7, 897	5.59	6.01	.67
Indiana.....	13, 457	3, 428	1.43	2.60	.39
Iowa.....	10, 992	2, 538	1.17	1.93	.43
Kansas.....	9, 726	1, 801	1.03	1.37	.54
Kentucky.....	12, 430	2, 846	1.32	2.16	.44
Louisiana.....	13, 286	2, 364	1.41	1.80	.56
Maine.....	8, 118	847	.86	.64	.96
Maryland.....	20, 867	1, 821	2.22	1.38	1.15
Massachusetts.....	37, 755	4, 317	4.01	3.28	.87
Michigan.....	20, 444	5, 256	2.17	3.99	.39
Minnesota.....	14, 462	2, 792	1.53	2.12	.52
Mississippi.....	11, 869	1, 869	1.26	1.66	.54
Missouri.....	23, 916	3, 785	2.54	2.87	.63
Montana.....	9, 522	559	1.01	.42	1.70
Nebraska.....	9, 326	1, 316	.99	1.00	.71
Nevada.....	3, 061	110	.32	.08	2.78
New Hampshire.....	3, 789	492	.40	.37	.77
New Jersey.....	20, 483	4, 160	2.17	3.16	.49
New Mexico.....	6, 494	532	.69	.40	1.22
New York.....	101, 559	13, 479	10.78	10.25	.75
North Carolina.....	11, 490	3, 572	1.22	2.71	.32
North Dakota.....	4, 405	642	.47	.49	.69
Ohio.....	33, 769	6, 908	3.58	5.26	.49
Oklahoma.....	11, 811	2, 336	1.25	1.77	.51
Oregon.....	10, 083	1, 090	1.07	.83	.93
Pennsylvania.....	60, 828	9, 900	6.46	7.53	.61
Rhode Island.....	7, 484	713	.79	.54	1.05
South Carolina.....	10, 184	1, 900	1.08	1.44	.54
South Dakota.....	5, 083	643	.54	.49	.79
Tennessee.....	18, 599	2, 916	1.97	2.21	.64
Texas.....	30, 585	6, 415	3.25	4.87	.48
Utah.....	4, 166	550	.44	.42	.76
Vermont.....	2, 729	359	.29	.27	.76
Virginia.....	24, 975	2, 678	2.65	2.03	.93
Washington.....	20, 053	1, 736	2.13	1.32	1.16
West Virginia.....	6, 109	1, 902	.65	1.44	.32
Wisconsin.....	14, 242	3, 138	1.51	2.38	.45
Wyoming.....	3, 370	251	.36	.19	1.34
Continental United States, total.....	942, 473	131, 669	100.00	100.00	.72
Alaska.....	2, 439	73	-----	-----	3.34
Hawaii.....	6, 308	423	-----	-----	1.49
Canal Zone.....	19, 826	52	-----	-----	38.13
Philippine Islands.....	7, 058	16, 356	-----	-----	.04
Puerto Rico.....	2, 770	1, 869	-----	-----	.15
Other Territories and possessions.....	1, 584	70	-----	-----	2.26
Foreign.....	5, 080	-----	-----	-----	-----
Grand total.....	987, 538	150, 512	-----	-----	-----

<sup>1</sup> Employees on the pay roll with pay during the last regular pay period of December 1939.

<sup>2</sup> Population as of April 1, 1940, based on final reports of the Sixteenth Decennial Census.

Table 13.—Civil Employment in the Executive Branch of the United States Government, by States and Territories, December 1937–39 <sup>1</sup>

State	December 1937	December 1938	December 1939	State	December 1937	December 1938	December 1939
Alabama.....	14, 606	15, 727	13, 114	Oklahoma.....	10, 366	11, 313	11, 811
Arizona.....	6, 723	7, 626	7, 110	Oregon.....	8, 741	9, 623	10, 083
Arkansas.....	9, 706	9, 766	10, 489	Pennsylvania.....	53, 097	54, 892	60, 828
California.....	45, 537	51, 918	52, 614	Rhode Island.....	6, 165	7, 026	7, 484
Colorado.....	8, 222	9, 270	9, 978	South Carolina.....	7, 706	9, 148	10, 184
Connecticut.....	6, 140	6, 719	7, 261	South Dakota.....	4, 933	4, 888	5, 083
Delaware.....	1, 281	1, 869	1, 441	Tennessee.....	18, 941	17, 895	18, 599
District of Columbia.....	114, 380	120, 931	127, 597	Texas.....	28, 065	29, 786	30, 585
Florida.....	9, 379	10, 061	11, 215	Utah.....	3, 930	4, 134	4, 166
Georgia.....	15, 091	13, 335	13, 490	Vermont.....	2, 479	2, 233	2, 729
Idaho.....	4, 117	3, 944	3, 987	Virginia.....	20, 722	21, 729	24, 975
Illinois.....	47, 345	49, 965	52, 656	Washington.....	15, 973	16, 299	20, 053
Indiana.....	12, 828	13, 610	13, 457	West Virginia.....	7, 078	6, 322	6, 109
Iowa.....	11, 591	11, 437	10, 992	Wisconsin.....	14, 616	14, 585	14, 242
Kansas.....	9, 751	9, 627	9, 726	Wyoming.....	2, 990	3, 211	3, 370
Kentucky.....	11, 319	10, 646	12, 430				
Louisiana.....	12, 201	11, 566	13, 286	Continental United States, total.....	856, 785	890, 173	942, 473
Maine.....	7, 568	7, 398	8, 118				
Maryland.....	16, 739	18, 998	20, 867	Alaska.....	( <sup>2</sup> )	2, 253	2, 439
Massachusetts.....	29, 231	31, 231	37, 755	Hawaii.....	( <sup>2</sup> )	4, 944	6, 308
Michigan.....	18, 507	20, 037	20, 444	Canal Zone.....	( <sup>2</sup> )	11, 737	19, 826
Minnesota.....	16, 433	14, 205	14, 462	Philippine Islands.....	( <sup>2</sup> )	5, 272	7, 058
Mississippi.....	10, 916	12, 002	11, 869	Puerto Rico.....	( <sup>2</sup> )	2, 962	2, 770
Missouri.....	23, 554	23, 349	23, 916	Other Territories and possessions.....	( <sup>2</sup> )	1, 636	1, 584
Montana.....	8, 608	8, 380	9, 522	Foreign.....	( <sup>2</sup> )	4, 877	5, 080
Nebraska.....	10, 126	9, 345	9, 326				
Nevada.....	2, 194	1, 952	3, 061	Outside Continental United States, total.....	33, 204	33, 681	45, 065
New Hampshire.....	2, 122	2, 433	3, 789				
New Jersey.....	15, 899	17, 761	20, 483	Grand total.....	889, 989	923, 854	987, 538
New Mexico.....	6, 602	7, 361	6, 494				
New York.....	92, 044	98, 045	101, 559				
North Carolina.....	10, 744	11, 332	11, 490				
North Dakota.....	4, 337	3, 971	4, 405				
Ohio.....	35, 142	31, 772	33, 769				

<sup>1</sup> Employees on the pay roll with pay during the last regular pay period of December.

<sup>2</sup> Detailed information for the Territories was not available in 1937.

Table 14.—Apportioned Positions in the Departmental Classified Service,  
Fiscal Year Ended June 29, 1940

IN ARREARS

State or Territory	In service on June 30, 1939	Appointed since June 30, 1939 <sup>1</sup>	Separated since June 30, 1939	In service on June 29, 1940	Quota for June 29, 1940 (basis 1930 census)	Percent of quota in service
1. Virgin Islands.....	0	0	0	0	9	0.00
2. Puerto Rico.....	41	5	2	44	660	6.67
3. Hawaii.....	17	1	1	17	157	10.83
4. Alaska.....	9	1	2	8	25	32.00
5. California.....	795	163	86	872	2,426	35.94
6. Texas.....	919	194	91	1,022	2,489	41.06
7. Louisiana.....	397	62	34	425	898	47.33
8. Michigan.....	916	171	78	1,009	2,069	48.77
9. Arizona.....	88	16	6	98	186	52.69
10. South Carolina.....	391	57	33	415	743	55.85
11. Mississippi.....	487	66	37	516	859	60.07
12. New Jersey.....	863	236	60	1,039	1,727	60.16
13. Ohio.....	1,596	253	129	1,720	2,840	60.56
14. Alabama.....	659	93	61	691	1,131	61.10
15. Arkansas.....	469	65	45	489	792	61.74
16. Georgia.....	769	82	59	792	1,243	63.72
17. Oklahoma.....	584	135	55	664	1,024	64.84
18. Kentucky.....	702	86	48	740	1,117	66.25
19. North Carolina.....	883	97	64	916	1,354	67.65
20. New Mexico.....	106	27	8	125	181	69.06
21. Tennessee.....	802	102	56	848	1,118	75.85
22. Illinois.....	2,352	485	240	2,597	3,260	79.66
23. Nevada.....	33	3	4	32	39	82.05
24. Wisconsin.....	909	214	74	1,049	1,256	83.52
25. Indiana.....	1,132	152	74	1,210	1,384	87.43
26. Connecticut.....	503	151	35	619	686	90.23
27. Florida.....	542	76	42	576	627	91.87
28. Delaware.....	84	14	3	95	102	93.14
29. Idaho.....	167	29	18	178	190	93.68
30. Vermont.....	146	6	7	145	154	94.16
31. Oregon.....	341	91	45	387	407	95.09
32. Montana.....	231	27	34	224	230	97.39
33. Maine.....	313	49	29	333	341	97.65
34. Wyoming.....	91	22	19	94	96	97.92
35. West Virginia.....	690	98	57	731	739	98.92
36. Massachusetts.....	1,688	306	184	1,810	1,816	99.67

IN EXCESS

37. New Hampshire.....	175	42	17	200	199	100.50
38. North Dakota.....	308	21	36	293	291	100.69
39. Missouri.....	1,467	266	167	1,566	1,551	100.97
40. Washington.....	635	146	106	675	668	101.05
41. Kansas.....	813	73	67	819	804	101.87
42. Pennsylvania.....	3,701	751	221	4,231	4,115	102.82
43. Rhode Island.....	304	22	23	303	294	103.06
44. New York.....	4,854	1,240	522	5,572	5,379	103.59
45. Utah.....	202	45	18	229	217	105.53
46. Minnesota.....	1,169	107	98	1,178	1,095	107.58
47. Colorado.....	418	110	47	481	442	108.82
48. Iowa.....	1,130	102	66	1,166	1,056	110.42
49. South Dakota.....	310	39	17	332	296	112.16
50. Nebraska.....	680	100	50	730	589	123.94
51. Virginia.....	2,032	88	69	2,051	1,035	198.16
52. Maryland.....	2,043	125	64	2,104	697	301.87
53. District of Columbia.....	8,883	253	285	8,851	208	4,255.29
Total.....	<sup>2</sup> 49,839	7,165 <sup>1</sup>	3,693	<sup>2</sup> 53,311	<sup>2</sup> 53,311	-----

<sup>1</sup> Includes appointments, transfers, and reinstatements to the apportioned service.

<sup>2</sup> Exclusive of employees excepted from apportionment requirements, including persons granted veteran preference, incumbents of unclassified positions brought into the classified service, and others. On June 30, 1939, 15,147 positions, and on June 29, 1940, 16,783 positions were occupied by employees thus excepted.

NOTE.—The apportionment provision of the Civil Service Act (sec. 2, subdivision 2) applies to positions in the departmental classified service (central offices at Washington, D. C.). Field positions, whether at Washington, D. C., or elsewhere are subject to field service regulations, which usually require local certification of local eligibles. (See tables 12 and 13.)

Certification to apportioned positions is made first of eligibles excepted from apportionment and eligibles from States in arrears. In the absence of other qualified eligibles, certification is made of eligibles from States in excess, beginning in the order in which their States least exceed their quotas.

Apportionment statements are issued semimonthly. The relative position of the States and Territories varies according to the total apportioned positions and the number of residents appointed or separated.



Table 15.—Statistics Showing Extent of Certain Phases of the Commission's Work, Fiscal Years 1939 and 1940<sup>1</sup>

Item	1939	1940	Change during fiscal year 1940
Kinds of positions for which examinations were held <sup>2</sup> .....	1, 536	1, 645	109
Formal applications received <sup>3</sup> .....	1, 196, 042	1, 052, 110	-143, 932
Assembled examination papers rated:			
Central office.....	297, 217	616, 112	318, 895
District offices.....	(5)	28, 959	-----
Total.....	(5)	645, 071	-----
Unassembled examination papers rated:			
Central office.....	64, 157	108, 870	44, 713
District offices.....	(5)	255, 005	-----
Local boards.....	(5)	187, 480	-----
Total.....	(5)	551, 355	-----
Total examination papers rated <sup>4</sup> .....	(5)	1, 196, 426	-----
Persons given oral examinations <sup>5</sup> .....	1, 195	4, 410	3, 215
Appeals relating to examination matters received by Board of Appeals and Review.....	17, 689	20, 835	3, 146
Character investigations completed.....	14, 211	23, 962	9, 751
Persons fingerprinted <sup>7</sup> .....	84, 586	183, 313	98, 727
Preference claims of veterans investigated.....	123, 806	166, 340	42, 534
Personnel classifications acted upon.....	47, 411	51, 971	4, 560
Retirement claims adjudicated <sup>8</sup> .....	37, 216	42, 100	4, 884
Medical certificates acted upon <sup>6</sup> .....	(5)	95, 950	-----
Visitors for information purposes <sup>9</sup> .....	1, 657, 219	1, 598, 868	-58, 351
Communications received <sup>10</sup> .....	3, 512, 492	4, 452, 974	940, 482
Information circulars, application forms, and pamphlets distributed.....	10, 601, 803	13, 259, 905	2, 658, 102
Other outgoing communications <sup>11</sup> .....	777, 368	926, 822	149, 454

<sup>1</sup> Includes work performed in the central office of the Commission, its 13 district offices, and by local boards of U. S. civil-service examiners.

<sup>2</sup> Does not include examinations held for skilled trades and similar occupations.

<sup>3</sup> Classified service applications. Does not include applications for noncompetitive examinations. Table 1 shows the number of applications received and papers rated for examinations for which registers were established during the fiscal year and for examinations reopened to persons granted 10-point veteran preference.

<sup>4</sup> Includes classified, unclassified, and courtesy examinations.

<sup>5</sup> Information not available.

<sup>6</sup> Central office figures only.

<sup>7</sup> In 1939, 2,277 and in 1940, 7,747 of these had been arrested and fingerprinted at some previous time. During the fiscal year 1940, fingerprints were taken, at the request of the Navy Department, Farm Credit Administration, and several other agencies, of their employees appointed prior to the adoption of the fingerprinting requirement and of their temporary employees.

<sup>8</sup> Includes annuity, death, refund, and service credit claims.

<sup>9</sup> Central and district offices only. It is estimated, from a survey made in January 1940, that 3,588,000 inquiries a year are received by local boards at post offices and customhouses, and 369,900 are received by rating boards at navy yards, arsenals, and other Government establishments.

<sup>10</sup> Does not include applications.

<sup>11</sup> Primarily letter mail.

Table 16.—Financial Statement of the Civil Service Retirement and Disability Fund, Fiscal Years 1921-40

[Includes figures shown in Table 17]

Fiscal year ended June 30	Receipts				Disbursements				Balance in fund June 30
	Deductions from pay of employees, service credit payments	Interest	Appropriations	Total receipts	Annuities	Refunds and interest	Direct settle- ments, ad- justments for canceled checks, etc.	Total disburse- ments	
1921.....	\$12,524,244.87	\$62,144.50	-----	\$12,586,389.37	\$2,590,568.52	\$322,964.07	-----	\$2,913,532.59	\$9,672,856.78
1922.....	14,095,240.06	587,254.64	-----	14,682,494.70	4,188,258.89	2,203,198.04	-----	6,391,456.93	17,963,894.55
1923.....	14,173,720.41	981,888.87	-----	15,155,609.28	4,964,001.92	2,785,755.97	<sup>1</sup> \$8,765.41	7,740,992.48	25,378,611.35
1924.....	15,157,756.01	1,484,514.97	-----	16,642,270.98	5,694,898.95	2,864,138.12	<sup>1</sup> 6,839.33	8,552,197.74	33,468,584.59
1925.....	17,998,866.56	2,030,001.13	-----	20,028,867.69	6,239,146.45	2,713,452.18	75,284.63	9,027,883.26	44,469,569.02
1926.....	17,969,178.50	2,204,513.36	-----	20,173,691.86	6,766,601.17	3,443,864.32	<sup>1</sup> 28,247.25	10,182,218.24	54,461,042.64
1927.....	24,355,882.00	2,812,581.84	-----	27,168,463.84	9,598,285.73	3,862,422.09	<sup>1</sup> 66,064.31	13,394,643.51	68,234,862.97
1928.....	26,454,611.68	3,048,244.55	-----	29,502,856.23	10,990,454.20	3,771,162.65	<sup>1</sup> 9,156.95	14,752,459.90	82,985,259.30
1929.....	28,122,943.18	4,446,797.16	\$19,950,000.00	52,519,740.34	12,005,059.88	4,067,423.54	<sup>1</sup> 9,913.35	16,062,570.07	119,442,429.57
1930.....	29,048,108.65	5,899,257.42	20,500,000.00	55,447,366.07	13,107,731.55	5,049,107.36	<sup>1</sup> 30,340.00	18,126,498.91	156,763,296.73
1931.....	29,944,191.69	7,332,320.46	21,000,000.00	58,276,512.15	19,859,891.09	4,160,371.69	<sup>1</sup> 27,945.37	23,992,317.41	191,047,491.47
1932.....	31,889,697.70	8,588,812.85	21,000,000.00	61,478,510.55	23,545,700.19	3,924,374.87	<sup>2</sup> 1,467,800.94	28,937,876.00	223,588,126.02
1933.....	30,493,792.21	9,752,298.53	21,000,000.00	61,246,090.74	30,048,405.96	4,789,286.09	-----	34,837,692.05	249,996,524.71
1934.....	28,703,458.68	10,518,358.79	21,000,000.00	60,221,817.47	39,620,913.80	8,035,785.74	-----	47,656,699.54	262,561,642.64
1935.....	30,089,204.72	10,822,890.96	21,000,000.00	61,912,095.68	46,970,622.68	5,773,407.52	-----	52,744,030.20	271,729,708.12
1936.....	32,405,114.23	11,712,785.15	40,150,000.00	84,267,899.38	50,243,146.50	6,465,675.63	-----	56,708,822.13	299,288,785.37
1937.....	34,990,072.51	13,012,960.98	46,200,000.00	94,203,033.49	51,900,514.78	7,228,159.49	<sup>3</sup> 3,162.77	59,131,837.04	334,359,981.82
1938.....	37,322,049.95	16,635,825.67	73,234,760.00	127,192,635.62	54,153,266.80	8,322,354.32	-----	62,475,621.12	399,076,996.32
1939.....	39,189,390.16	19,220,490.57	75,086,760.00	133,496,640.73	56,530,979.43	7,287,249.24	-----	63,818,228.67	468,755,408.38
1940.....	42,944,829.42	21,564,999.99	87,171,760.00	151,681,589.41	59,252,240.81	8,063,235.48	-----	67,315,476.29	553,121,521.50
Total.....	537,872,353.19	152,718,942.39	4 467,293,280.00	1,157,884,575.58	508,270,689.30	95,133,388.41	1,358,976.37	604,763,054.08	-----

<sup>1</sup> Credit; deduct.<sup>2</sup> Transfer to Canal Zone retirement and disability fund of \$1,314,724.36 on account of deductions and \$153,076.58 on account of interest.<sup>3</sup> Transfer to Alaska Railroad retirement and disability fund of contributions of Interior employees who were placed under the purview of the Alaska Railroad Retirement Act.<sup>4</sup> Includes \$3,878,280 for District of Columbia liability, 1929 to 1940, inclusive.

Table 17.—Voluntary Deposits by Employees and Annuitants Within the Purview of the Civil Service Retirement Act, Fiscal Year 1940

[These figures are included in Table 16]

Fiscal year ended June 30	Receipts			Disbursements			Balance in fund June 30
	Voluntary deposits	Interest	Total re- ceipts	Annuities	Refunds and interest	Total dis- bursements	
1940.....	\$246,075.00	\$245.90	\$246,320.90	\$236.26	\$1,657.40	\$1,893.66	\$244,427.24

Table 18.—Number Added, Dropped, and on the Civil Service Retirement and Disability Roll, Fiscal Years 1921-40

Fiscal year ended June 30	Total			Number added					Number dropped					Number on roll							
	Added	Dropped	On the roll	Age 1	Disability	30 years' service		Involuntary separation	Age 1	Disability	30 years' service		Involuntary separation	Age 1	Disability	30 years' service		Involuntary separation	Average annuity	Annual value of roll	
						Voluntary separation	Involuntary separation				Voluntary separation	Involuntary separation				Voluntary separation	Involuntary separation				
1921	6,767	296	6,471	6,186	581				239	57				5,947	524				\$568	\$3,678,375	
1922	1,719	614	7,576	1,169	550				449	165				6,667	909				564	4,276,500	
1923	2,526	768	9,334	1,881	645				554	214				7,994	1,340				552	5,149,007	
1924	2,096	882	10,548	1,539	557				638	244				8,895	1,653				546	5,762,372	
1925	2,084	943	11,689	1,501	583				655	288				9,741	1,948				545	6,366,296	
1926	1,845	1,010	12,524	1,282	563				746	264				10,277	2,247				546	6,832,718	
1927	2,765	1,170	14,119	1,925	840				849	321				11,353	2,766				721	10,185,305	
1928	2,620	1,356	15,383	1,765	855				945	411				12,173	3,210				734	11,289,891	
1929	2,574	1,456	16,501	1,767	807				1,016	440				12,924	3,577				746	12,314,696	
1930	2,763	1,496	17,768	1,882	881				949	464			83	12,504	3,994			1,270	759	13,492,984	
1931	6,570	1,688	22,650	3,888	1,476	997		209	1,035	523	25		105	15,357	4,947	972			1,374	952	21,563,026
1932	4,997	2,080	25,567	2,445	1,725	666		161	1,202	699	48		131	16,600	5,973	1,590			1,404	955	24,424,666
1933	9,480	2,212	32,835	6,295	2,066	892		227	1,282	758	80		92	21,613	7,281	2,402			1,539	965	31,691,028
1934	14,477	2,604	44,708	2,770	2,505	1,652	7,080	470	1,414	845	110	87	148	22,969	8,941	3,944	6,993	1,861	990	44,256,048	
1935	6,864	2,907	48,665	2,410	1,879	515	1,805	255	1,516	934	149	189	119	23,863	9,886	4,310	8,609	1,997	988	48,082,396	
1936	5,783	3,242	51,206	2,442	2,012	446	719	164	1,702	1,021	146	210	163	24,603	10,877	4,610	9,118	1,998	985	50,427,467	
1937	5,481	3,381	53,306	2,517	2,254	554	2	154	1,729	1,087	203	231	131	25,391	12,044	4,961	8,889	2,021	981	52,281,947	
1938	6,153	3,329	56,130	2,958	2,388	648	2 3	156	1,679	1,092	208	223	127	26,670	13,340	5,401	8,669	2,050	978	54,887,184	
1939	5,796	3,541	53,385	2,806	2,144	732		114	1,767	1,169	237	233	135	27,709	14,315	5,896	8,436	2,029	978	57,074,290	
1940	7,267	3,625	62,027	4,244	2,227	707		89	1,737	1,248	285	256	99	30,216	15,294	6,318	8,180	2,019	965	59,878,629	
Total	100,627	38,600		53,672	27,538	7,809	9,609	1,999	22,103	12,244	1,491	1,429	1,333								

<sup>1</sup> Involuntary separation is included with age prior to 1930.<sup>2</sup> 2 annuitants restored to the roll in accordance with the provisions of the act of July 13, 1937, and 1 annuitant elected to forfeit military pension in order to become eligible under sec. 8 (a), act of June 16, 1933.

Table 19.—Financial Statement of the Canal Zone Retirement and Disability Fund, Fiscal Years 1932-40

Fiscal year ended June 30	Receipts				Disbursements			Balance in fund June 30
	Deductions from pay of employees, service credit payments	Interest	Appropriations	Total receipts	Annuities	Refunds and interest	Total dis- bursements	
1932.....	<sup>1</sup> \$420,948.52	\$66,385.89	-----	\$487,334.41	\$161,199.05	\$31,768.50	\$192,967.55	\$2,118,151.80
1933.....	<sup>2</sup> 1,670,708.36	<sup>2</sup> 153,076.58	-----	1,823,784.94	-----	-----	-----	-----
1934.....	475,945.57	84,985.31	-----	560,930.88	308,746.62	43,040.31	351,786.93	2,327,295.75
1935.....	469,270.78	88,894.68	-----	558,165.36	411,054.46	115,982.51	527,036.97	2,358,424.14
1936.....	459,198.59	91,031.23	-----	550,229.82	473,818.59	53,224.51	527,043.10	2,381,610.86
1937.....	474,692.72	111,226.46	\$500,000.00	1,085,919.18	517,140.44	76,406.28	593,546.72	2,873,983.32
1938.....	508,491.78	129,667.64	500,000.00	1,138,159.42	578,150.47	81,035.41	659,185.88	3,352,956.86
1939.....	508,622.55	145,882.53	500,000.00	1,154,505.08	676,441.11	119,584.99	796,026.10	3,711,435.84
1940.....	509,172.66	159,002.85	500,000.00	1,168,175.51	755,959.81	109,278.85	865,238.66	4,014,372.69
1940.....	600,181.34	170,131.47	500,000.00	1,270,312.81	815,541.90	101,484.14	917,026.04	4,367,659.46
Total.....	6,097,232.87	1,200,284.54	2,500,000.00	9,797,517.41	4,698,052.45	731,805.50	5,429,857.95	-----

<sup>1</sup> 10 months.<sup>2</sup> Transfer from Civil Service Retirement and Disability Fund of \$1,314,724.36 on account of deductions and \$153,076.58 on account of interest, and deposit by Panama Railroad Co., \$355,984.00.

Table 20.—Number Added, Dropped, and on the Canal Zone Retirement and Disability Roll, Fiscal Years 1932-40

Fiscal year ended June 30	Total			Number added							Number dropped						Number on the roll										
	Added	Dropped	On the roll	Age	Disability	Involuntary separation, less than 30 years' service <sup>1</sup>	Involuntary separation, 30 years' service	Voluntary separation, 30 years' service (age 60-62)	Voluntary separation, 30 years' service on Isthmus	Voluntary separation, 25 years' service	Age	Disability	Involuntary separation, less than 30 years' service <sup>1</sup>	Involuntary separation, 30 years' service	Voluntary separation, 30 years' service (age 60-62)	Voluntary separation, 30 years' service on Isthmus	Voluntary separation, 25 years' service	Age	Disability	Involuntary separation, less than 30 years' service <sup>1</sup>	Involuntary separation, 30 years' service	Voluntary separation, 30 years' service (age 60-62)	Voluntary separation, 30 years' service on Isthmus	Voluntary separation, 25 years' service	Average annuity	Annual value of roll	
1932	163	6	157	111	47	5					2	4						109	43	5						\$1,315	\$206,517
1933	100	9	248	68	23	6		2		1	6	3						171	63	11		2		1	1,323	328,184	
1934	99	15	332	27	47	8	14	1		2	4	9	1		1			194	101	18	14			3	1,312	435,453	
1935	48	14	366	29	11	2	2	1	3		8	4	1	1				215	108	19	15	3	3	3	1,318	482,356	
1936	54	18	402	22	22		3	2	4	1	8	9	1					229	121	18	18	5	7	4	1,321	531,103	
1937	84	28	458	44	23	1		1	14	1	16	9	1	1	1			257	135	18	17	5	21	5	1,315	602,171	
1938	80	31	507	25	18	13		1	22	1	15	14	1				1	267	139	30	17	6	43	5	1,346	682,356	
1939	86	15	578	32	19	11		5	19		10	3	1			1		289	155	40	17	11	61	5	1,343	776,155	
1940	72	39	611	35	23	4		2	7	1	19	14	6					305	164	38	17	13	68	6	1,342	819,966	
Total	786	175		393	233	50	19	15	69	7	88	69	12	2	2	1	1										

<sup>1</sup> Includes retirements under the Canal Zone Act as amended by the act of Aug. 10, 1937.

Table 21.—Financial Statement of the Alaska Railroad Retirement and Disability Fund, Fiscal Years 1937-40

Fiscal year ended June 30	Receipts				Disbursements			Balance in fund June 30
	Deductions from pay of employees, service credit payments	Interest	Appropriations	Total receipts	Annuities	Refunds and interest	Total disbursements	
1937.....	<sup>1</sup> \$108,930.29	\$490.96	-----	\$109,421.25	\$20,381.21	\$30.36	\$20,411.57	\$89,009.68
1938.....	149,112.40	10,972.28	\$175,000.00	335,084.68	58,750.62	8,105.20	66,855.82	357,238.54
1939.....	108,269.70	21,089.87	175,000.00	304,359.57	61,062.13	11,018.65	72,080.78	589,517.33
1940.....	100,430.99	29,500.87	175,000.00	304,931.86	70,773.78	20,850.05	91,623.83	802,825.36
Total.....	466,743.38	62,053.98	525,000.00	1,053,797.36	210,967.74	40,004.26	250,972.00	-----

<sup>1</sup> Includes \$3,162.77 contributions of Interior employees who were placed under the purview of the Alaska Railroad Retirement Act.

Table 22.—Number Added, Dropped, and on the Alaska Railroad Retirement and Disability Roll, Fiscal Years 1937-40

Fiscal year ended June 30	Total			Number added						Number dropped						Number on the roll								
	Added	Dropped	On the roll	Age	Disability	Disability at age 55 after 15 years' service	Voluntary sepa- ration after 30 years' service	Voluntary sepa- ration after 25 years' service	Involuntary sep- aration	Age	Disability	Disability at age 55 after 15 years' service	Voluntary sepa- ration after 30 years' service	Voluntary sepa- ration after 25 years' service	Involuntary sep- aration	Age	Disability	Disability at age 55 after 15 years' service	Voluntary sepa- ration after 30 years' service	Voluntary sepa- ration after 25 years' service	Involuntary sep- aration	Average annuity	Annual value of roll	
1937.....	32		32	30	1				1							30	1					1	\$1,161	\$37,159
1938.....	19	3	48	13	6					3						40	7					1	1,053	50,526
1939.....	14	3	59		5					2	1					47	11					1	999	58,937
1940.....	14	5	68	9	5					2	3					54	13					1	983	66,816
Total.....	79	11		61	17				1	7	4													