Your Job in the United States Department of Commerce

PATENT OFFICE

A HANDBOOK FOR EMPLOYEES

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A MESSAGE FROM THE SECRETARY

I want to welcome you as a new member of our Commerce family. The work of our Department covers an unusually wide range of activities, as it promotes the Nation's economic welfare both at home and abroad.

It is vital to peace and freedom that we advance our economy, based as it is on socially responsible competitive enterprise. In furthering this American system, we of the Commerce Department play a significant and important role.

Our organization is a large one, and it may not be that you and I will ever meet personally, but I do want you to know how challenging and stimulating I have found my work in the Department. I hope that you, too, will find success and satisfaction in your career with our Department.

Frederick H. Mueller

FREDERICK H. MUELLER

A MESSAGE TO ALL EMPLOYEES

I would like to take this opportunity to welcome those of you who have recently become members of the staff of the United States Patent Office. The Patent Office was one of the first Federal Agencies and it has a long and distinguished record of service to the people of the United States. The patent and trademark laws, which are administered by the Patent Office, are vital supports of our free-enterprise system. Our patent laws, which provide that inventors shall have certain exclusive rights to their inventions, make it feasible for companies and individuals to invest heavily of their time and money in research and development. Such continuing research brings about a steady improvement in our standard of living. Our trademark laws similarly provide protection to those who purchase goods and services and to those who engage in merchandising such goods and services. These basic aids to business contribute greatly to our way of life.

Every job in the Patent Office is an important one and you by your efforts will contribute directly to the issuance of patents and the registration of trademarks. You may take great pride in your contribution to these important governmental functions.

Your attention is invited to this handbook and the important information which is set forth in it. It has been carefully compiled and only material which is of vital interest to you has been included. Read it carefully and keep it for future reference.

I congratulate each of you upon your decision to join our staff and hope that you have a long and successful career.

Robert C Watson

Commissioner of Patents.

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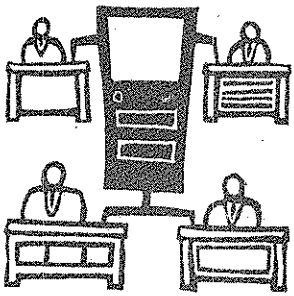
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CHAPTER I



Your Organization

The Department of Commerce and Labor was established during the administration of Theodore Roosevelt by the Act of February 14, 1903. On March 14, 1913, all labor activities were transferred to the newly established Department of Labor, and the name of the Department was changed to the Department of Commerce.

The principal functions of the Department are to foster, promote and develop the foreign and domestic commerce and the manufacturing and transportation industries, including the merchant marine of the United States.

The principal bureaus and offices of the Department are as follows:

Office of the Secretary including constituent units:

THE SECRETARY
- Office of Public Information

UNDER SECRETARY OF COMMERCE

UNDER SECRETARY OF COMMERCE FOR TRANSPORTATION
- Defense Air Transportation Administration

ASSISTANT SECRETARY OF COMMERCE FOR DOMESTIC AFFAIRS

ASSISTANT SECRETARY OF COMMERCE FOR INTERNATIONAL AFFAIRS
- Advisory Committee on Export Policy
- Office of International Trade Fairs

ASSISTANT SECRETARY OF COMMERCE FOR ADMINISTRATION
- Office of Administrative Operations
- Agency Inspection Staff
- Appeals Board
- Office of Budget and Management
- Emergency Planning Coordinator
- Office of Field Services
- Office of Personnel Management
- Office of Publications
- Security Control Office

GENERAL COUNSEL

with information and advice concerning export control measures from the standpoints of national security, short supply, and foreign policy.

The OFFICE OF INTERNATIONAL TRADE FAIRS in cooperation with United States business and industry, stimulates and facilitates the display of American products by individual companies at international trade fairs abroad for the promotion of commerce and for the maintenance of the prestige of the United States in foreign markets.

The OFFICE OF ADMINISTRATIVE OPERATIONS is responsible for coordinating the administrative services and facilities throughout the Department. These activities include programs relating to property and space, records, safety and motor vehicles, operation of library facilities, communications systems management, procurement and supply, and labor service.

The AGENCY INSPECTION STAFF is responsible for helping the officers and employees of the Department to maintain the highest standards of ethical practice and official conduct through the establishment of policies and standards, the promotion of educational programs, and the investigation of alleged irregularities.

The APPEALS BOARD is an impartial body empowered to consider and decide appeals by the public from administrative actions of the Department in such areas as export controls, allocations of domestic materials and products, the importation of foreign excess property, contracts, and other appeals referred by appropriate authority.

The OFFICE OF BUDGET AND MANAGEMENT is responsible for coordinating the financial and management review activities of the Department.

The EMERGENCY PLANNING COORDINATOR furnishes leadership, guidance and assistance in the field of emergency planning and coordinates the development and execution of: (1) Plans to insure the continuity of essential functions of the Department in the event of attack upon the United States or a defense emergency; (2) civil defense plans covering facilities and self-protection; (3) civil defense program assistance plans; and (4) plans for assistance in major disasters.

The OFFICE OF FIELD SERVICES serves as the field organization for the Business and Defense Services Administration, the Bureau of Foreign Commerce and the Office of Business Economics. The various field offices also serve as the local representatives of the Bureau of the Census, the National Bureau of Standards and the Government Patents Board in making the reports, studies and statistical data of these agencies available to business and industry.

The OFFICE OF PERSONNEL MANAGEMENT is responsible for coordinating personnel management activities throughout the Department.

inventors, in cooperation with the National Inventors Council and representatives of the Department of Defense and such other Federal agencies as may wish representation, the technical programs of Government groups.

The OFFICE OF BUSINESS ECONOMICS provides basic economic measures of the national economy, current analyses of the economic situation and business outlook, the United States balance of international payments, and general economic research on the functioning of the economy.

The BUREAU OF THE CENSUS was established as a permanent agency in 1902, primarily as a continuing organization to plan and conduct periodic censuses. Prior to that date censuses had been conducted by personnel recruited once every 10 years, beginning in 1790 when the first census of population was taken under the constitutional requirement for decennial enumeration as the basis for congressional apportionment. The scope of the censuses has been gradually enlarged over the years to include manufactures (beginning 1810) mineral industries (1840), agriculture (1840), governments (1850), religious bodies (1880), business (1930), and housing (1940). With the development of the country, each census has increased also in size and complexity. For example, the 1950 census of population included a complete enumeration of 151 million persons with information on 38 items of personal and family characteristics.

While the conduct of censuses at 5- or 10-year intervals remains the primary task of the Bureau, its work also now includes monthly, quarterly, or annual sample surveys in the same subject fields to provide up-to-date information, the preparation of the official statistics on United States exports, imports, and shipping, and the preparation of general reference volumes such as the annual Statistical Abstract of the United States.

In order to perform its functions, the Bureau of the Census has developed specialized resources including a staff of experts in scientific sampling and survey techniques, a field organization, detailed mailing lists, machine tabulation facilities including electronic computers, and an extensive collection of maps. With these resources, the Bureau provides, in addition to its regular statistical output, special services to other Government agencies, research groups, and individuals.

The COAST AND GEODETIC SURVEY: (1) Surveys and charts the coasts of the United States and its possessions to insure safe navigation; (2) makes hydrographic and topographic surveys of lakes, rivers, reservoirs, and other inland waters; (3) determines geographic positions and elevations both of the coasts and in the interior as a basis for mapping and other engineering work; (4) furnishes information on tides and currents to engineers and mariners; (5) compiles aeronautical charts for aircraft pilots; (6) makes observations on the earth's magnetism in all parts of the country to furnish information to mariners, aviators, land surveyors, radio engineers, and others; (7) makes seismological observations and studies to supply data acquired in designing structures which will reduce the earthquake hazard;

isters charters of Government-owned ships after reaching determinations of the need for services, basic charter hire, and terms and conditions of agreement. Appoints and supervises the activities of private American shipping operators acting as general agents of the Maritime Administration for the operation of Government-owned ships and allocates ships to programs during periods of national emergency when privately owned shipping available is not sufficient for military and national-interest programs. Selects, repairs, and outfits ships for charter and General Agency operations. Requisitions, purchases, or charters in private American-owned ships, and places such ships in operation for Government account during periods of war or national emergency. Approves the sale, mortgage, lease, charter, or delivery or transfer to a person not a citizen of the United States, or the placing under foreign registry and flag of a ship owned in whole or in part by a citizen of the United States; and any agreement or understanding vesting in a noncitizen a controlling interest in a United States corporation which owns in whole or in part any part of any ship.

3. *National defense reserve fleets.*—Maintains custody and preserves national defense reserve fleets of Government-owned ships essential for national defense.

4. *Shipyards, warehouses, ports and terminals.*—Maintains four Government-owned warehouses for the storage of marine equipment and supplies required in current operations, and also to store and preserve marine equipment required in emergency for the reactivation of ships, and for the construction, repair and operation of ships in time of emergency. Maintains four Government-owned reserve shipyards and maintains and preserves, on a selected basis, their facilities. Operates, in time of war or emergency, marine terminals. Investigates and conducts studies of port areas and conditions for the purpose of developing, promoting, and encouraging ports and improvements in facilities in connection with ocean commerce.

5. *Training.*—Operates the United States Merchant Marine Academy for training merchant marine officers, and administers a grant-in-aid program for State marine and nautical schools.

6. *War risk insurance.*—Provides marine insurance, covering war risk, whenever the Secretary of Commerce finds that such insurance cannot be obtained on reasonable terms and conditions from the insurance industry.

The PATENT OFFICE performs the following major functions: (1) Patent operations—examines and allows or disallows applications for patents and design patents, develops and maintains a system for the classification of technological knowledge for patent purposes; and adjudicates the rights of applicants who claim the same invention. (2) Trademark operations—examines and registers or disallows the registration of trademarks and of service, certification, and collective marks; and adjudicates conflicts among users of the same or similar marks. (3) General services—provides a variety of services for the examining operation of the office and for the public.

The BUREAU OF PUBLIC ROADS is the principal road-building agency of the Federal Government and, as such, is responsible for administering the

3. Establishes and coordinates international exchanges of meteorological information.

4. Collects, tabulates, analyzes, and publishes records of temperature, rainfall, and other climatic elements of the United States, the oceans, and significant foreign areas.

5. Administers the national river and flood forecast and warning services covering all the principal rivers and tributaries of the United States.

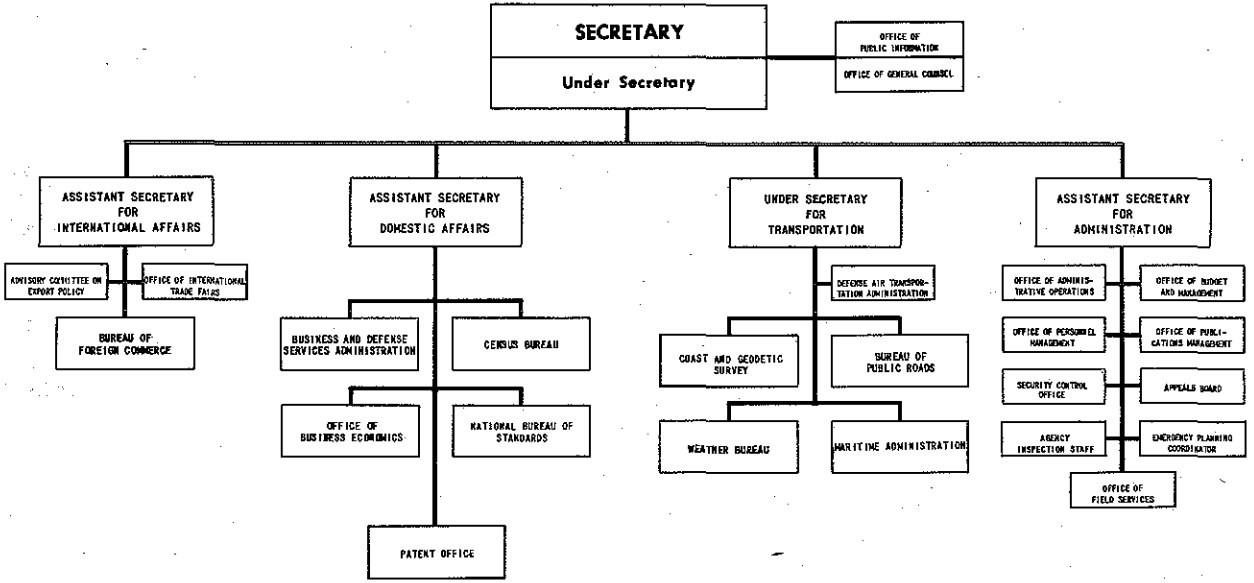
ASSOCIATED ACTIVITIES

The NATIONAL INVENTORS' COUNCIL: (1) Stimulates and channels inventive thinking by publicizing some of the technical problems facing the military; and (2) receives and evaluates inventive ideas that might have a military application and refers the promising ideas to the armed services for further study.

The BUSINESS ADVISORY COUNCIL consists of a representative group of private businessmen, educators and professional people designated by the Secretary of Commerce and invited to counsel with him concerning matters which affect the domestic and foreign commerce of the Nation. The primary objectives of the Council are to respond to requests by the Secretary for advice and assistance in carrying out his administrative responsibilities and to submit to the Secretary of Commerce their candid views on matters of public policy affecting the business interests of the country. These objectives may be sought through general Council meetings, by the use of specialized committees and by individual consultation on the part of Council members with the Secretary of Commerce. At the invitation and direction of the Secretary of Commerce, the Council may also establish committees to consult and advise with other agencies of Government in cases where such advice and consultation are sought.

The FOREIGN-TRADE ZONES BOARD provides for the establishment, operation, and maintenance of foreign-trade zones in the United States to promote and expedite foreign trade and related activities. A foreign-trade zone is a fenced-off area within a port into which may be brought any foreign and domestic merchandise without being subject to the customs laws of the United States. Foreign goods may be stored, exhibited, manufactured or mixed in any manner. If reexported, such merchandise is not subject to payment of duty.

DEPARTMENT OF COMMERCE



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CHAPTER II



Your Appointment

APPOINTMENT POLICY

Most jobs in the Department of Commerce are filled under the civil service system, which is based on the principle of merit in appointment, placement, and retention in the service.

The merit principle of selection means essentially that candidates for positions compete and that the best qualified person is selected. There is no discrimination either for or against individuals because of race, creed, color, national origin or other irrelevant factors. It also means that as many well qualified persons as possible are encouraged to apply so that the chances of obtaining outstanding people for positions are increased. Normally, this purpose is accomplished by means of an open competitive examination for the position with first consideration being given to those who obtain the highest grades.

It is the policy of the Department to adhere strictly to the merit principle in selecting persons to fill civil service positions.

Certain positions in the Department are excepted from the civil service system by law, by Executive order of the President, or by direction of the Civil Service Commission. Positions are excepted from the competitive service by the Civil Service Commission whenever it determines that appointments thereto through competitive examination are not practicable, or when the positions are determined to be of a confidential or policy-determining character. Positions excepted other than by law are known as Schedule A, B, or C positions and are defined as follows:

Schedule A.—Positions other than those of a confidential or policy-making character for which it is not practicable to examine.

Schedule B.—Positions other than those of a confidential or policy-determining character for which it is not practicable to hold a competitive examination.

Schedule C.—Positions of a confidential or policy-determining character.

Since many excepted positions involve confidential or policy-making duties, or involve the use of discretion in matters where an employee's philosophy or point of view on a particular question of public policy is fully as important as his technical qualifications in determining whether the work on which

Temporary Appointment Pending Establishment of Register

This type of appointment is given to persons recruited directly by the Department for continuing positions when there is no civil service list of eligibles for the job or when the list is not adequate.

When a civil service examination is held for the position, the temporary employee must compete in the examination and be within reach for selection under civil service rules in order to retain his position. If he competes successfully and is selected, he will be given a career conditional appointment. Temporary employees can be separated at any time merely upon written notice by the appointing officer.

Temporary Appointment (Job Employment)

A "job employment" appointment is made for the period of time considered necessary to get a particular job done but normally will not exceed one year. However, there is no guarantee that the job will last the indicated period of time. Temporary employees can be terminated at any time merely upon written notice.

TYPES OF EXCEPTED APPOINTMENT

Employees may be appointed to positions excepted from the competitive service on a "permanent" basis, or an "indefinite" basis, or on a "temporary" basis limited to no longer than a specified termination date.

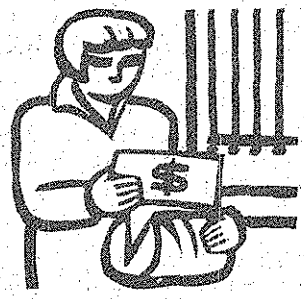
Excepted employees who are entitled to veterans preference and who have served continuously in their positions for 1 year, and employees who are in Schedule B positions and have competitive civil service status are entitled to advance notice of charges, to an opportunity to reply, and to have their reply considered before they can be removed from their positions. Other excepted employees can be removed from their positions merely upon written notice.

PROBATIONARY OR TRIAL PERIOD

Career-conditional employees are required to serve a probationary period of 1 year. Employees holding an excepted appointment must complete a trial period of 1 year in the Department. The probationary or trial period is considered to be an on-the-job test of your suitability and competence for your job.

At any time during the probationary or trial period you may be dismissed merely upon written notice if it appears that your retention would not be in the best interests of the Department. At the end of 10 months your supervisor must specifically recommend your retention or separation, upon the basis of your conduct and work up to that time.

CHAPTER III



Your Pay

PAY DAYS

Most employees of the Department are paid every other Friday. However, the pay you get on any given Friday does not cover the 2 weeks directly before pay day but the 2 weeks before that. For example, if pay day is on the 30th of the month, your pay check covers the work you did during the 2 weeks ending on the 16th of that month. Thus it may be as much as 4 weeks after you start work for the Department before you receive your first pay check.

Officers and vessel employees of the Coast and Geodetic Survey are an exception to the general rule in that they are paid on a monthly basis rather than a biweekly basis. Also, field employees of the Coast and Geodetic Survey do not have a pay lag.

CLASSIFYING YOUR JOB

There are two basic systems in effect which govern the establishment of salary scales or wage rates for most regular employes in the Department.

The salary scales for the majority of jobs in the Department are prescribed by Congress in the Classification Act for the purpose of achieving equal pay for equal work wherever the same kind of job exists. (The pay rates for Classification Act positions are given in the table on page 111–6.) These jobs are known as general schedule jobs (GS–1, GS–2, etc.).

The wage schedules for the various trades, crafts and laborer jobs, which are not established by the Classification Act, are fixed by the Department on the basis of local prevailing wage rates for the same kind of work. These jobs are known as Wage Schedule jobs (WS–1, WS–2, etc.). To aid in determining the appropriate wage schedule for such jobs, periodic surveys are made of the wage rates paid by other employers in the same locality. The wage rates for these Department wage schedule jobs are then adjusted to conform generally with these prevailing rates.

Whether your job is under the Classification Act system (GS) or the Wage Schedule system (WS), the rate that you are paid is based primarily on the difficulty of your work. Under both of these systems each position in

to the Classification Act but the salary rates for the positions are established as if they were subject to the act.

2. Commissioned Officers of the Coast and Geodetic Survey receive the same pay and allowances as officers of the Navy.

3. The salaries for some positions are specifically fixed by law. Examples are the Secretary, assistant secretaries, and most Bureau chiefs.

4. Some employees are paid fixed amounts for the performance of given tasks rather than for time employed. These rates are called "fee rates" and are set to accord fair compensation for service rendered, considering prevailing local rates and conditions. For example, experts in a particular subject are sometimes employed to do a specific task for a fee.

5. Temporary construction and other personnel or project workers receive wages determined on a locality basis without the formality of the wage schedule system referred to above.

PERIODIC PAY INCREASES (*Classification Act Positions*)

If you are in a Classification Act (GS) position, you are entitled to periodic salary increases of one step within your grade when certain requirements are met. Under the present law you receive a one-step increase every 52 weeks if: (*a*) Your grade is GS–10 or lower; (*b*) you are not receiving maximum pay for your grade; (*c*) you have not received an increase in pay equal to or greater than a salary step for your grade during the waiting period; and (*d*) your performance rating is "satisfactory" or better. If your grade is GS–11 or higher, the rules are the same except that the waiting period is 78 weeks.

LONGEVITY STEP INCREASES (*Classification Act Positions*)

Employees in general schedule (GS) positions up to and including GS–15 who have reached the maximum scheduled rates of their grade are entitled to as many as three additional increases known as longevity step increases. These step increases are equal to the regular step increases for their grade except that longevity step increases for grade GS–15 are the same as those for GS–14. Employees are entitled to these increases if they have—

1. Served an aggregate of 10 years in their present grade or equivalent or in a higher grade.

2. Served a period of 3 years of continuous service at the maximum regular scheduled rate or higher of their present grade or at the maximum regular scheduled rate of a higher grade.

3. A current official performance rating of "satisfactory" or better.

PERIODIC PAY INCREASES (*Wage Schedule Positions*)

Except as otherwise noted in individual wage schedules, employees in wage schedule positions who are satisfactory are automatically advanced to step 2 at the end of 26 calendar weeks of creditable service in step 1, and to step 3

This deduction for retirement will be 6½ percent after October 1, 1956.

2. If you are under the Social Security Act rather than the Retirement Act, 2 percent of the first $4,200 of your salary is deducted. (2¼ percent after 1/1/57.)

3. If you did not waive Government Employees Life Insurance Coverage, 25 cents will be deducted each payday for each $1,000 or fraction thereof of your basic salary.

4. Regular installments of your Federal income tax payments and in some instances, of your State income tax payments, are withheld and credited to your tax account. The amount of tax withheld depends upon your gross earnings and the number of dependents you claim on Form W–4, Employee's Withholding Exemption Certificate. In the event of any change in your marital status or increase or decrease in the number of dependents, a revised W–4 should be submitted to your payroll office. At the end of the year you will be given a statement of the money paid to you by the Department during the calendar year and the amount of tax or taxes withheld.

5. Many of us are buying United States Savings Bonds through the payroll deduction plan. You may specify the amount to be deducted from each salary payment for the purchase of these bonds. This is a good way to save. The amount you specify is set aside *before* you start to spend your take-home pay.

UNPAID COMPENSATION OF DECEASED EMPLOYEE

In the event of your death, any unpaid compensation due you will be paid in the following order of precedence unless you otherwise specify:

1. To the widow or widower.

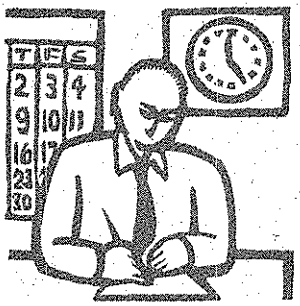
2. If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.

3. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.

4. If there be none of the above, to the duly appointed legal representative of the estate of the deceased employee, or if there be none, to the person or persons determined to be entitled thereto under the laws of the domicile of the deceased employee.

If the above order of precedence is satisfactory to you, you need take no action. If you wish to name some person or persons not included above, or to specify a different order of precedence for those mentioned above, you should complete two copies of Standard Form 1152, "Designation of Beneficiary," and file them with your personnel or administrative office.

CHAPTER IV



Your Working Time

HOURS OF DUTY

Most of us in the Department of Commerce work 40 hours a week—8 hours per day, Monday through Friday, with time out for lunch. Hours of duty for employees on night shifts and special shifts are designated from time to time to meet varying conditions. Your supervisor will tell you what your hours of work will be.

OVERTIME

The Department tries to complete its job during the usual work hours. In cases of emergency, however, such as when important work gets behind schedule or when a rush job is assigned to your office, you may be required to work longer hours. In this event your supervisor will schedule his employees for such overtime work as is necessary. You will receive compensatory time off or overtime pay for your overtime work (See Chapter III—Your Pay).

HOLIDAYS

The following holidays are observed in the Federal service:

New Year's Day, January 1
Washington's Birthday, February 22
Memorial Day, May 30
Independence Day, July 4
Labor Day, first Monday in September
Veterans' Day, November 11
Thanksgiving Day, fourth Thursday in November
Christmas Day, December 25

Other days may be declared holidays by the Congress or the President.

If a holiday falls on Saturday, and you do not regularly work on Saturday, no extra time off is allowed. If a holiday falls on Sunday (and Sunday is not your regular work day), you have the holiday on the following Monday.

CHAPTER V



Time Off

In the Government we speak of approved absence from work as "leave." There are two basic types of leave—with pay and without pay. There are several types of leave with pay, but the two kinds most commonly taken are annual leave for vacation and necessary personal business and sick leave to cover illness or visits to your doctor, dentist, or oculist.

COVERAGE

All employees of the Department are subject to the standard Government leave regulations except: (1) Certain high level officials appointed by the President; (2) Commissioned Officers of the Coast and Geodetic Survey; (3) uniformed personnel of the Maritime Administration; (4) temporary employees engaged in construction work at hourly rates; (5) employees appointed without compensation; (6) employees paid on a "fee" basis; (7) when actually employed and part-time officers and employees for whom there has not been established in advance a regular tour of duty on one or more days during each administrative work week.

ANNUAL LEAVE

You are encouraged to use at least 10 consecutive days of your annual leave each year for the purpose of taking a vacation. Time spent this way will mean better and more enjoyable work when you come back to the job. During the remainder of the year, you may use your annual leave for personal business and short holidays.

While annual leave is earned as a matter of right, you can take leave only when it is approved by your supervisor. Your supervisor will do his best to show you every reasonable consideration when you request time off but naturally he must consider the interests of the Department in getting its job done. In consideration of this fact you should plan and request leave as far in advance as possible so that your supervisor will be able to plan the work accordingly and thus be better able to grant your request.

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4. Submit a medical certificate signed by your doctor for any absence for sickness for more than 3 days or for any other absence if requested by your supervisor.

If you break any of these rules, the leave may be charged to annual leave or absence without official leave rather than sick leave. Repeated violation of the rules may result in your dismissal.

All full-time employees earn 4 hours of sick leave each biweekly pay period (13 days a year). Part-time and WAE employees for whom a regular tour of duty is established in advance earn sick leave at the rate of 1 hour for each 20 hours in a pay status.

There is no limit on the amount of sick leave you can accumulate for use in succeeding years. Accordingly, you can see that it is to your advantage to preserve your sick leave in case you need it for a long and serious illness.

CHARGES FOR LEAVE

The minimum charge for annual or sick leave is 1 hour. Additional leave will be charged in multiples of 1 hour.

LEAVE WITHOUT PAY

Leave without pay is granted under certain conditions when your annual leave is exhausted and you must be absent, during a period of illness when your annual and sick leave is exhausted, or for educational or other purposes which are determined to be in the interest of the Government.

COURT LEAVE

If you are serving under a career, career conditional or other type of permanent or indefinite appointment and you are called to court as a witness for the Government, or to serve on a jury, you may take leave with pay. No charge against annual leave is made. You are not, however, entitled to fees in addition to your court leave. You will be informed by your personnel office at the time of your service as to whether you should collect the fees and the disposition made of them if collected. You should, of course, check with your supervisor immediately if you are summoned.

MILITARY LEAVE

If you are serving as a full-time employee under a career, career conditional or other type of permanent or indefinite appointment and you are in the National Guard or one of the military reserve organizations, you may be granted military leave with pay and without charge to annual leave for

CHAPTER VI



Your Career

YOUR PERFORMANCE RATING

A performance rating is an evaluation or appraisal by your supervisor of how well you do your work. At periodic intervals (usually no longer than 1 year) your supervisor is required to discuss the adequacy of your performance with you and inform you of your performance rating. Apart from this requirement, he will let you know, from time to time, how you are doing in your job and offer any necessary suggestions for improvement.

There are three different official performance ratings:

"Outstanding" ratings are given for performance which is materially better than is normally expected and merits special commendation.

"Satisfactory" ratings are given for acceptable performance in your position.

You may be rated "Unsatisfactory" only after you have been given an official warning that your performance is unsatisfactory and 90 days in which to improve it. If you finally receive an "Unsatisfactory" rating, you must be reassigned to another position, demoted or separated from the service.

"Unsatisfactory" and "Outstanding" ratings are given in writing. Employees are informed orally of "Satisfactory" ratings.

If you have a performance rating of "Satisfactory" or "Unsatisfactory" and wish to appeal for a higher rating, you may do so. Your personnel or administrative office will advise you concerning the details of your appeal rights.

TRAINING

When you first come into the organization, you will normally be given a general introduction to the department and to your Bureau and its objectives by your personnel or administrative office.

person who is found to be the most suitable for the position from the standpoint of merit and qualifications is selected. Your success or lack of it on your present job will, of course, be a vital factor in the consideration given to you for promotion to vacancies for which you are eligible.

You can help yourself to get proper consideration for a promotion by keeping your personnel record up to date. Complete a Standard Form 58, "Experience and Qualifications Statement," and forward it to your personnel office whenever you add to your training outside the job, complete a school or college course, or otherwise add to your qualifications for a better job.

(Note: Merely taking additional training will not automatically result in promotions, but if your total qualifications are improved by training, you will have a better chance for promotion.)

REASSIGNMENT OR TRANSFER

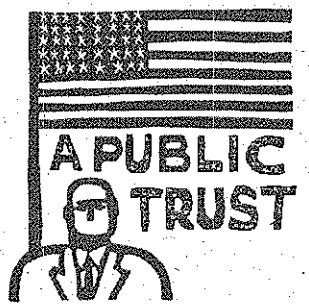
An effort is made to place every employee in the job where he can be most useful within the limits of jobs available. In addition, insofar as practicable, each employee will be placed in a job in which he will be reasonably well satisfied. However, after you have been here awhile you may think another job would make better use of your abilities. If so, feel free to talk to your supervisor about the possibility of reassignment to a different job or line of work. You may also ask your personnel office about the possibilities for you in another part of your Bureau or in another Bureau of the Department or, perhaps, in another part of the country.

The Department wants to make the best possible use of your services. From time to time, however, activities change or workloads change. For this reason it may become necessary to transfer you from one division or unit or from one headquarters to another, in accordance with the current requirements of the Department for personnel. Such changes are made, of course, in accordance with your qualifications and with civil service laws and regulations.

SQUARE PEGS

Your success on the job is a matter of vital importance to the Department of Commerce. The success of its individual employees in their jobs determines the success of the Department in doing its job economically and well. As discussed in the preceding sections, the Department through its supervisory officials takes a number of actions designed to help its employees succeed on their present jobs and develop themselves for promotions to better jobs. Among these aids are on-the-job training, counseling for off-the-job training and development, evaluating performance, and advising and assisting the employee with his weak points. However, your own success, or lack of it, depends in large measure on how diligently you apply yourself

CHAPTER VII



Your Obligations As a Public Employee

Employees of the Federal Government are servants of the people. Because of this, their conduct must, in many instances, be subject to certain restrictions and standards which are established to promote the efficiency of the service, to strengthen the career civil service, and to protect the good name of the Department.

In general, employees of the Federal Government are expected not only to be efficient, but also to conduct themselves in a manner which will reflect favorably upon their employer. Although the Government does not want to circumscribe the private lives of its employees, it does expect them to be honest, reliable, trustworthy, and of good character and reputation. They are expected to be loyal to the Government, and to the department or agency in which they are employed.

Aside from these general principles, there are a number of more specific standards of work performance and conduct which the Department has found it necessary or advisable to establish, in order to achieve the objectives outlined above. This chapter is intended to summarize for you in convenient form the principal requirements which you must observe as an employee of the Department. Additional requirements are listed in the table which is included at the end of this chapter.

RELATIONSHIPS WITH THE PUBLIC

General Contacts With the Public

In your contacts with the public, the business community, the Congress, and other Government employees, whether by telephone, by letter, or in person, you represent the Department and your Bureau or office. In all these contacts you are expected to be courteous and helpful so as to reflect credit upon yourself and your employer.

Speaking and Writing Activities

The Department has issued regulations governing speaking and writing activities of employees as related to their employment or to the official business of the Government. Most bureaus and offices have issued further

It is the policy of the Department to place as few limitations as possible on private business activities or interests consistent with the public trust and the effective performance of the official business of the Department.

The principal requirements which the Department has found it necessary to establish with respect to outside employment or interests are summarized below. Additional requirements may be established by individual bureaus or offices, in accordance with their special operating problems.

If you have any question about any of these requirements, you should check with your personnel officer or other designated official at once for guidance and assistance. If you are in doubt about the propriety of a particular activity, a written statement will be given you, upon request, that the Department has no objection to your engaging in any particular private business activity which is permitted by law and which is not inconsistent with the Department's requirements.

Rules Relating to Private Business Activities and Interests

1. You may not have any outside activities or interests which may interfere or conflict with the performance of your duties or might reasonably be expected to result in a conflict of interest which would tend to prevent you from exercising impartial judgment on behalf of the Department.

2. You may not have any outside activities or interests which may tend to result in discredit or embarrassment to the Department.

3. You may not have any outside activities or interests which may appear to involve unethical capitalization of your official position or of information or resources to which you have access by reason of your employment by the Government.

4. You may not receive gratuities from or become obligated to any one with whom you may have official relationships or who may be affected by your performance of duty.

5. You must disqualify yourself from handling or attempting to influence in any way any matter which affects chiefly any private person or organization (*a*) by whom you have been employed (for 2 years after such employment), (*b*) with whom you have a substantial economic interest, or (*c*) with whom you have arranged or are negotiating for subsequent employment or business relations, except by prior written authorization.

6. You may not divulge any restricted commercial or ecoonmic information to any unauthorized person; release any commercial or economic information in advance of the time prescribed for its authorized issuance; or make use of, or permit others to make use of, any commercial or economic information for private purposes on a basis of advantage not available to the general public.

7. You may not speculate in commodities, stocks, or bonds. You may, of course, buy stocks and bonds for bona fide investment purposes.

8. You may not utilize Government time or resources except for official business or bureau-approved or sponsored activities.

9. You may not represent any nongovernmental interest in any matter which involves any case or matter about which you have acquired knowl-

PARTIAL LIST OF ACTIVITIES PROHIBITED UNDER TITLE 18, UNITED STATES CODE (CRIMINAL CODE)

1. *Procurement of Contracts.*—No officer or employee of the United States may receive any consideration for procuring any contract with the United States (18 U. S. C. 216).

*2. *Interested Persons Acting as Government Agents.*—No person who is an officer, member, or agent of any private concern, or who is directly or indirectly interested in its pecuniary profits or contracts, may act on behalf of the United States in transactiong business with the concern. (18 U. S. C. 434.)

**3. *Compensation to Employees in Connection with Matters Affecting the Government.*—No officer or employee may receive, or agree to receive, any compensation for any service rendered by himself or another in relation to any proceeding, contract, claim, controversy, charge, or other matter in which the United States is directly or indirectly interested, before any agency of the Government. (18 U. S. C. 281.)

**4. *Prosecution of Claims Against United States.*—No officer or employee may act as an agent or attorney or assist in the prosecution of any claim against the United States. (18 U. S. C. 283.)

*5. *Salary from Service Other than Government.*—Officers and employees are prohibited from receiving any salary for the services performed by them for the Government of the United States from any private source other than the Government. (18 U. S. C. 1914.)

6. *Acceptance of Bribe.*—Any officer or employee who asks, accepts, or receives a bribe of any kind with the intent of having his decision on any official matter influenced thereby is subject to criminal prosecution. (18 U. S. C. 202.)

**7. *Prosecution of Claims by Former Employees.*—Former officers and employees within two years after their employment by the United States ceases are prohibited from prosecuting any claim against the United States involving any subject matter directly connected with which such person was employed or performed duty. (18 U. S. C. 284.)

8. *Falsification of Official Records.*—An officer or employee is subject to criminal prosecution who in connection with an official matter knowingly and wilfully conceals or covers up a material fact or falsifies official papers or documents. (18 U. S. C. 1001.)

9. *Concealing, Mutilating, or Removing Government Records.*—No officer or employee may conceal, remove, mutilate, or destroy Government documents or records except for the disposition of records in accordance with law or regulation. (18 U. S. C. 2071.)

10. *Forgery or Misuse of Government Transportation Requests.*—Falsely making, altering or forging, in whole or in part, any form of transportation request is prohibited. (18 U. S. C. 508.)

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*Persons employed without compensation under authority of the Defense Production Act of 1950, as amended, are partially exempt from the provisions.

**Persons employed without compensation or as paid experts or consultants under authority of the Defense Production Act of 1950, as amended, are partially exempt from these provisions.

POLITICAL ACTIVITIES

As a Federal employee you are prohibited by civil service rules and by law from:

1. Using official authority or influence for the purpose of interfering with an election or affecting its results.
2. Taking an active part in political management or in political campaigns.

You have the right to vote and to express your opinion privately on political subjects. Also, in certain local communities designated by the Civil Service Commission, nonpartisan political activity in connection with local offices is permissible.

Any political activity that is prohibited in the case of an employee acting independently is also prohibited in the case of an employee acting in open or secret cooperation with others or acting through an agent.

You may obtain more detailed information concerning prohibited and permissible political activities from posters which are displayed on employee bulletin boards from time to time, from Civil Service Commission Pamphlet No. 20, entitled "Political Activity" and from Administrative Orders which are available for reference in your personnel or administrative office.

CONDUCT ON THE JOB

Attention to Duty

Employees are expected during duty hours to consistently apply themselves to the duties of their positions and to give full value in services rendered to the Department and the public. If insufficient work is assigned to fully occupy an employee at any given time, he is expected to advise his supervisor so that additional work may be assigned. Willful idleness, wasting time, or deliberate failure to be at work on assigned tasks will not be tolerated.

Instructions of supervisors must be carried out promptly or within established deadlines insofar as possible.

Use of Telephones

Government telephones are provided for use in conducting official business and should not be used for making personal calls. Important and necessary incoming personal calls may be received over official telephones, but employees should request friends and relatives not to call them while at work except in emergencies.

Personal Mail

Employees should have their personal mail directed to their home address.

2. make timely payment of any indebtedness to the United States, or
3. make prompt payment of a just debt to a state or local government unit or to a Federal Credit Union after his attention has been called to the matter by supervisory officials,

will be cause for dismissal.

In addition to the personal character factors discussed above certain other character and reliability factors which are considered in connection with the retention of employees in the Department are enumerated in the table which is included at the end of this chapter.

VIOLATION OF LAW OR REGULATION

As an employee you are presumed to know and are expected to comply with all laws which relate to your employment and conduct. The fact that a particular law may not be called to your attention by the Department will not excuse any violation on your part.

PERFORMANCE OF DUTY

Your supervisor will do everything possible to help you to develop your abilities and be successful on the job. However, your success or lack of success on the job is in large measure dependent on your own performance and development. You must show intelligence, energy, initiative, and coperativeness in doing your job and developing your talents. The extent to which you succeed or fail in your job performance and in improving vour capabilities will largely determine your promotions, reassignments to other positions, demotions or separation.

Appointing officers are required to remove, demote or reassign to another position any employee whose conduct or capacity is such that his removal, demotion or reassignment will promote the efficiency of the service.

AGENCY INSPECTION STAFF

The agency inspection staff, a unit in the Office of the Secretary, is responsible for giving special attention to helping the officers and employees of the Department to maintain the highest standards of official conduct and ethics in the execution of the Department's programs. In addition, the head of each bureau or equivalent organization unit has designated an inspection officer to serve in a similar capacity for each organization. The director of agency inspection and his counterparts in the bureaus are always available to you to answer your questions and receive your suggestions with regard to maintaining the Department's good name for integrity and fairness.

OUTSIDE EMPLOYMENT AND INTERESTS			
3. Engaging in private business activities of a prohibited or unethical nature. (See Department Order No. 77 for details.)	Written reprimand to removal.	Removal.	
4. Acceptance of improper dual employment or dual compensation by U.S. Government.	Written reprimand to removal.	Removal.	
5. Acceptance by an employee of gratuity which might reasonably be interpreted as tending to affect the performance of his official duties.	Written reprimand to removal.	Removal.	
6. Acceptance of foreign employment without prior authorization.	Written reprimand to removal.	Removal.	
POLITICAL ACTIVITY			
7. Improper political activities.....	Suspension or removal as determined by the Civil Service Commission or the Department.		
CONDUCT ON THE JOB			
8. Unauthorized absence on any scheduled day of work.	Oral admonishment to 3 days suspension.	Written reprimand to 5 days suspension.	5 days suspension to removal.
9. Unwarranted absence from the job during working hours.	Oral admonishment to 1 day suspension.	Written reprimand to 5 days suspension.	5 days suspension to removal.
10. Recurring or unwarranted tardiness.....	Oral admonishment to 1 day suspension.	Written reprimand to 5 days suspension.	5 days suspension to removal.
11. Improper use of sick leave.....	Written reprimand to 10 days suspension.	10 days suspension to removal.	Removal.

18. Making false, vicious, or malicious statements concerning another officer or employee of the Government.	Written reprimand to removal.	3 days suspension to removal.	Removal.
19. Insubordination (refusal to obey orders, noncooperation, insolence, and like behavior).	Written reprimand to removal.	5 days suspension to removal.	Removal.
20. Negligent or intentional injury to property or person of other employees.	5 days suspension to removal.	Removal.	
21. Safety: Non-Motor Vehicle:			
a. Failure to report accident or injury.....	Oral admonishment to 3 days suspension.	Written reprimand to 10 days suspension.	5 days suspension to removal.
b. Violation of safety regulations, instructions, or prescribed safe practices.	Oral admonishment to removal.	Written reprimand to removal.	5 days suspension to removal.
22. Safety: Government Motor Vehicle Operation:			
a. Failure to report accident or injury.....	Written reprimand to 10 days suspension.	5 days suspension to removal.	Removal.
b. Violation of traffic laws, safety regulations or instructions, or safe driving practices.	Written reprimand to removal.	3 days suspension to removal.	Removal.
23. Government property:			
a. Unauthorized use, willful or negligent damage or defacement.	Written reprimand to removal.	Removal.	
b. Use of or authorizing the use of Government motor vehicles or aircraft for other than official purposes.	30 days suspension (mandatory) to removal.	Removal.	
24. Negligence or careless workmanship in performance of duty resulting in waste of public funds or inefficiency.	Oral admonishment to 5 days suspension.	3 days suspension to removal.	5 days suspension to removal.
25. Use of Government funds, property, personnel, or other resources for purposes not authorized by law.	5 days suspension to removal.	Removal.	

35. Attempted use of influence or pressure to secure favor in the appointment, transfer, advancement or retention of a relative in the Department.	Written reprimand to removal.	Removal.	
36. Unauthorized canvassing, soliciting, begging or peddling on Department premises.	Oral admonishment to 5 days suspension.	Written reprimand to removal.	Removal.
37. Violation of "no strike" affidavit.....	Removal.		
38. Improperly seeking to influence members of Congress to favor or oppose any legislation or appropriation by Congress.	Removal.		
39. Misappropriation of funds.....	Removal.		
PERSONAL CONDUCT OR CHARACTER			
40. Misconduct generally—criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.	Removal.		
41. Habitual use of intoxicants to excess.....	Removal.		
42. Misrepresentation, falsification, or omission of material fact in connection with application, employment, or any record, report, investigation or other proceeding.	Removal.		
43. Conduct demonstrating untrustworthiness or unreliability.	Reassignment, demotion or removal.		
44. Continued or repeated indebtedness which embarrasses the Department.	Oral or written admonishment to 5 days suspension.	5 days suspension to removal.	Removal.
45. Sexual perversion.....	Removal.		
46. Refusal to answer appropriate interrogation in properly authorized inquiry.	Removal.		

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any Person In Government Service Should:

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.

Seek to find and employ more efficient and economical ways of getting tasks accomplished.

Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

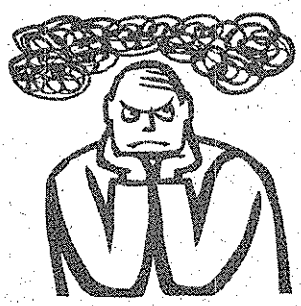
Expose corruption wherever discovered.

Uphold these principles, ever conscious that public office is a public trust.

(This Code of Ethics was agreed to by the House of Representatives and the Senate as House Concurrent Resolution 175 in the Second Session of the 85th Congress. The Code applies to all Government Employees and Officeholders.)

U.S. GOVERNMENT PRINTING OFFICE : 1959 O—511073

CHAPTER VIII



If You Have a Complaint

NONDISCRIMINATION

It is the policy of the Federal Government to base all personnel actions solely upon merit and fitness without discrimination because of race, color, religion, or national origin.

The Department of Commerce has taken steps to insure conformity with this policy by publicizing it throughout the Department and setting up procedures to handle complaints of discrimination.

Any employee having a complaint based on discrimination, may file it with a deputy or regional employment policy officer designated for his bureau, the employment policy officer for the Department (the Assistant Secretary for Administration serves in this capacity), or the President's Committee on Government Employment Policy. Complaints must be in writing and, except in unusual circumstances, must be filed within 45 days of the specific personnel action complained of. However, a complaint involving a separation for cause action must be made within 10 days of the effective date of such action.

If you are considering filing a complaint, you are urged to first seek an informal adjustment of your problem with your supervisor or personnel officer before submitting the complaint for formal consideration. This provides an opportunity for a discussion of the reasons for the particular action in question or for the correction of any action taken in error.

Before you file a complaint you should ask your deputy employment policy officer or personnel officer as to the form the written complaint should follow. They will also show you a copy of the latest Department instructions on the subject.

GRIEVANCES AND APPEALS

Grievances

The Department makes every effort to insure that all employees are treated with consideration and fairness and that working conditions are the best possible. You can understand, however, that it is impossible to operate an

CHAPTER IX



Group Life Insurance

As a Federal employee you are entitled to the benefits of the Federal Employees Group Life Insurance unless your employment is part-time, fee-basis, temporary or intermittent, or is otherwise specifically excluded from coverage. This enables you to provide an added measure of family security at low cost.

BENEFITS

1. Life insurance is provided at a very low cost without a medical examination.
2. Double indemnity is paid for accidental death.
3. Payment is made for accidental loss of one or more limbs or eyesight (dismemberment).
4. Life insurance (but not double indemnity and dismemberment insurance) will continue after you retire, at no cost to you, if you are retiring on immediate annuity and have had at least 12 years of creditable service, or have been retired for disability.
5. You may continue your life insurance coverage (but not double indemnity and dismemberment insurance) at not cost to you if you are in receipt of compensation benefits because of disease or injury and the Department of Labor finds you unable to return to duty.

AMOUNT OF INSURANCE AND ITS COST

The amount of your insurance coverage depends upon your annual basic salary. If you participate in the plan, you are automatically insured for $1,000 for every $1,000, or fraction thereof, of your basic annual salary. Twenty-five cents will be deducted from your check each bi-weekly pay period for each $1,000 of coverage. You cannot choose a greater or lesser amount of coverage. The following table will illustrate how this works:

3. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the executor or administrator of the estate.
5. If none of the above, to the next of kin as determined by the laws of the State in which the insured was domiciled.

If you wish to name some person, firm, corporation, or other legal entity, not stipulated in the above order of precedence, you should complete a Standard Form 54, "Designation of Beneficiary," and file it with your personnel office. If you transfer to another agency this designation becomes void and it is necessary to complete a new Standard Form 54 upon entering on duty with the other agency. A "Designation of Beneficiary" is also cancelled automatically (1) on the day your retirement annuity terminates, (2) 31 days after you cease to be insured and (3) on the day benefits under the Federal Employees Compensation Act terminates or you are held able to return to duty by the Department of Labor.

ADDITIONAL INFORMATION

At the time you become insured, you will be given a Federal Employees Group Life Insurance Certificate, which will provide you with more detailed information concerning some of the above items and will also provide information concerning the following:

1. Converting to an individual policy following discontinuance of group insurance coverage.
2. Conditions of payment of insurance benefits.
3. Filing a claim.

You should retain this certificate in a safe place with your permanent records.

U.S. GOVERNMENT PRINTING OFFICE : 1960 OF—531345

CHAPTER X



Retirement and Social Security Benefits

RETIREMENT

Who is covered

If you have a career or career-conditional appointment in the competitive service or if you have a full-time excepted appointment without an indefinite or specific time limitation, you are automatically covered by the Civil Service Retirement System. If you have a temporary, indefinite, or intermittent type of appointment, you are probably not eligible for civil-service retirement coverage. Item 18 on your latest copy of SF–50, "Notification of Personnel Action," will indicate whether you are covered by the retirement system.

Cost

Your contribution to the cost of the retirement system (if you are covered) is 6½ percent of your basic salary.

This amount is automatically deducted from your salary. To supplement the amounts that employees pay into the retirement fund, the Government contributes a substantial share of the cost of retirement benefits through appropriations by the Congress.

You may also make voluntary contributions to the retirement fund to purchase additional annuity.

Refunds

If you resign or are separated from the Government service, all the money in your account will be returned to you upon request. If you have 5 or more years of civilian service, you will also receive interest to the date of separation or through December 31, 1956, whichever is earlier, on the money you withdraw. If you have more than 1 but less than 5 years of civilian service upon separation, you will receive interest on the withdrawal to the date of separation. Interest rates are 4 percent to December 31, 1947, and 3 percent thereafter.

Example 2.—20 years service, average of highest consecutive 5 years salary $4,000.

*1% x $4,000 = $40....$40 + $25 = $65....$65 x 5.....	$325
1¾% x $4,000 x 5.....	350
2% x $4,000 x 10.....	800
Annuity.....	$1,475

Example 3.—25 years service average of highest consecutive 5 years salary $3,000.

*1% x $3,000 = $30....$30 + $25 = $55....$55 x 5.....	$275
*1% x $3,000 = $30....$30 + $25 = $55....$55 x 5.....	275
2% x $3,000 x 15.....	900
Annuity.....	$1,450

*1% of average salary plus $25 used instead of flat percentage because former is higher than flat percentage.

B. *Disability retirement.*—Annuities are computed on the basis of the formulae in subsection A above, except that the minimum disability annuity is either (a) 40 percent of average salary, or (b) the annuity computed under the general formula after adding the years that would elapse between separation and attainment of age 60, whichever is less. Of course, an annuity larger than the minimum is payable if earned by the retiring employee on the basis of the formulae in subsection A above. There is no reduction for age in case of disability retirement.

C. *Reductions for age.*—If you retire before age 60 (other than for disability) your annuity as computed in subsection A above will be reduced 1/12 of 1 percent for each of the first 60 months you are under age 60 (1 percent a year), plus 1/6 of 1 percent for each month you are under age 55 (2 percent a year).

D. *Annuity reduction to provide for surviving wife or husband.*—If you choose to elect a reduced annuity to provide for a surviving wife or husband, your annuity will be reduced 2½ percent on the first $2,400, plus 10 percent of the amount over $2,400. You may elect to have these percentage reductions apply to all or any part of your annuity. The annuity that your surviving wife or husband will receive will be based on the amount of your annuity on which reductions are made.

Benefits to Survivors

A. *Survivor annuity payable after death of employee.*—There is no provision if employee had less than 5 years' civilian service. If employee had 5 or more years of civilian service:

1. What is creditable service.
2. Computation of annuities (including reduced annuities).
3. Survivorship plans.
4. What you may do to purchase additional annuity.
5. Lump-sum death payments.
6. Designating your beneficiary.

This "Certificate of Membership" should be placed in safekeeping with your other valuable papers.

Pamphlet 18 entitled "Your Retirement System," which is published by the Civil Service Commission, contains other valuable information on retirement. This pamphlet is available for reference in your personnel or administrative office or may be obtained at small cost from the Superintendent of Documents, Washington 25, D. C. If you have other questions concerning your retirement benefits, you should consult your personnel or administrative office.

SOCIAL SECURITY

Almost all Federal civilian employees who are not subject to the civil-service retirement system are insured under social security. If you are covered under social security, item 18 on your "Notification of Personnel Action" will read, "F. I. C. A." (Federal Insurance Contributions Act). In this case 2 percent of the first $4,200 of your annual salary is automatically deducted (2¼ percent after Jan. 1, 1957). Post differential for overseas personnel is included as salary for this purpose, but cost of living allowances are not included.

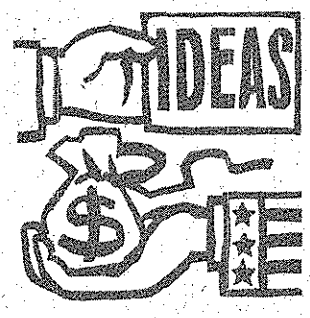
Like the Retirement Act deductions, social security contributions are made to provide an income for yourself or your family in case your earnings are cut off by old age or by death. These benefits include:

1. Monthly retirement payments to you and your family.
2. Survivors payments to your widow or other dependents.
3. Lump-sum payments to your widow or widower or to the person who paid your burial expenses.

If otherwise eligible, you may receive social-security benefits and civil-service retirement benefits concurrently. Also, service in most positions which are subject to social-security deductions may later be credited under the Retirement Act when the employee becomes subject to that act.

The complexity of the social-security system does not permit adequate summarization of its provisions in this chapter. More detailed information is contained in a pamphlet entitled, "Your Social Security," which is published by the Department of Health, Education, and Welfare. This pamphlet may be either obtained from or referred to in your personnel office. Copies may also be secured from your local social-security office. If you are subject to social security, you should read this pamphlet carefully, and if you have any questions, take them up with your personnel or administrative office.

CHAPTER XI



Awards for Ideas Efficiency and Service

You, as an employee of the Government of the United States, are invited to improve your job—make the Department a good place in which to work in cooperation with your associates and supervisor.

CONGRESSIONAL ACTION

Congress passed the Government Employees Incentive Awards Act and the President enthusiastically signed it. This law, which became effective November 30, 1954, authorizes Government Department to reward employees who, by suggestions, inventions, and superior accomplishments, contribute to improving Government operations.

THE DEPARTMENT OF COMMERCE

The Department of Commerce has established its own incentive awards program. The broad objectives of the Department in connection with this incentive awards program are as follows:

1. To maintain such working conditions and environment as will—

(a) Encourage full participation and maximum effort of each employee in his officially defined and assigned work, in full cooperation with his associates and supervisors;

(b) Encourage and aid each employee in self-improvement and development; and

(c) Encourage each employee to assume his responsibility for efficiency and economy in Government operations, particularly in the segment in which the employee performs his assigned duties.

2. To recognize and equitably reward each employee, or group of employees who by suggestions, inventions, superior accomplishments, or other personal efforts contribute to the efficiency, economy, or other improvements of Government operations, or who perform special acts or services in the public interest in connection with or related to their official employment.

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WHO, HOW AND WHEN TO SUBMIT?

Any employee by using Official Suggestion Blank (Form CD–36) at any time. One may be obtained from the Incentive Awards Program Officer.

Any employee may recommend any other employee, and supervisors are responsible for recommending their immediately subordinate employees for an award by memorandum, to the Incentive Awards Officer at any time.

Memorandum of justification of recommendation for an award is required, showing, if appropriate, relation to job responsibilities and the estimated amount of monetary savings and intangible benefits.

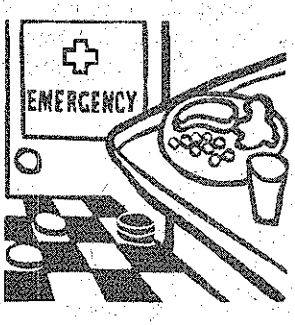
P. O. U. must submit recommendations for exceptional and meritorious awards before December 15 of each year for presentation on the following anniversary of the establishment of the Department of Commerce, February 14.

See Administrative Order No. 202–27 Section 5 for details of submittal.

NOTE.—Each Suggestion and Recommendation for an Award is evaluated by the official who has authority to adopt the suggestion or who is qualified to pass upon a recommendation for an award. The authoority to make awards is placed with the Incentive Awards Committee and the Department's Incentive Awards Board. Each Committee has an Incentive Awards Program Officer who may be contacted for additional information.

NOTE.—P. O. U.=Primary Organization Unit.

CHAPTER XII



Employee Services and Activities

THE CAFETERIA

The employee cafeteria is located in the basement of the Main Commerce Building near the center of the building and may be entered from either the 14th Street or the 15th Street sides of the building. The cafeteria hours are from 11 a. m. to 2 p. m.

A snack bar, which is located in the cafeteria, is open from 11 a. m. to 3:30 p. m.

In addition to the cafeteria there are two candy and tobacco stands in the building. These are located in rooms B–896 and 7029B. Their hours are from 8 a. m. to 4:30 p. m.

CASHING CHECKS

You can cash your pay check without charge at any of the banks in the downtown Washington area. Patent Office identification cards are usually required. Their hours are generally from 9 a. m. to 2 p. m., except on Fridays when they are 9 a. m. to 5 p. m. They are usually closed on Saturdays.

IDENTIFICATION CARDS

Identification cards for use in cashing checks and otherwise identifying yourself as an employee of the Patent Office, may be obtained in the personnel division, room 6324.

CREDIT UNIONS

There are two credit unions in the Main Commerce Building, and as a Patent Office employee you may patronize either. The Department of Commerce Federal Credit Union is located in room 2061 and their hours are from 12 p. m. to 3 p. m. The Patent Office Federal Credit Union is located in

The principal organizations that receive funds under the combined program are:

1. American Cancer Society
2. American Red Cross
3. Arthritic and Rheumatism Foundation
4. Community Chest Federation
5. D. C. Society for Crippled Children, Inc.
6. Multiple Scerlosis
7. Muscular Distrophy Association of America
8. National Foundation for Infantile Paralysis
9. Heart Association
10. Other organizations approved by the Combined Charities Committee

The Combined Charities Program provides the following advantages to you:

1. You will be subject to only one solicitation campaign per year.
2. You can budget your contributions more carefully.
3. You can pay more conveniently.

You are urged to support the Combined Charities Compaign with donations to the extent of your ability.

MEDICAL INSURANCE PLANS

1. *Group Health Association, Inc.*, a nonprofit organization, provides home, office, hospital and surgical care for its members. Employees may secure membership for themselves only or for themselves and other members of their family. No charge is made for more than three children per family.

Hospital care in semiprivate accommodations is provided for up to 90 days per year after payment by the member of the first $15 of the cost. Complete major and minor surgery is included without extra cost.

Comprehensive medical care, including office visits or hospital visits, is provided without additional charge. Home call service is also available, however, a fee of $3 is charged for the doctor's first home call for any illness.

You may secure additional information concerning Group Health coverage and cost by contacting your administrative office, by calling or visiting you personnel office, or by calling Group Health Association, EXecutive 3–8000.

2. *Group Hospitalization, Inc.*, insures employees against the shock of expensive, unexpected hospital and surgical bills. The association offers two types of contracts. One covers a single person; the other covers a married employee, his spouse, and children.

For each confinement, you or members of your family would be entitled to 21 days of hospital care in a semiprivate room free of charge. You would also receive an allowance of $5 a day for 180 additional days if you needed special care for an extended period.

DEPARTMENT SYMPHONY ORCHESTRA

A symphony orchestra has been formed primarily for the benefit of the employees of the Department. Members of employees' families also are invited to play in the orchestra and to attend its concerts. If you, or a member of your family, are a musician and desire to become a member of the orchestra, call extension 2358 or 646.

THE EMPLOYEE BULLETIN

Our employee newspaper is published monthly. The Bulletin contains a variety of information, current events, and the official policies and regulations of the office. Reading the Employee Bulletin will help you get to know the office and your fellow employees. If you have a question of general interest which you would like to have answered in the Bulletin please address your letter to the personnel division.

CIVIL DEFENSE

For your protection the Patent Office is well represented in the Department of Commerce civil defense program. Civil defense bulletins and instructions will be issued from time to time. You can do your part by learning signals and following instructions carefully.

CHAPTER XIII



Civil Defense Emergency Registration Procedure

(For employees in the Washington, D. C., Metropolitan Area only)

REGISTRATION PROCEDURE

Since the development of long range atomic warfare, we have known that Washington, D. C., or any other city in the United States could be severely damaged by an enemy attack. Federal departments and agencies have made plans to insure that Government operations will be disrupted as little as possible should an attack on the Capital ever occur.

To minimize the loss of essential Government service, a procedure has been developed for quickly locating and mobilizing available Federal employees in the Washington area after an attack.

After an attack the disruption and destruction of community and work facilities probably will cause agencies to curtail operations. Until plans are made for the resumption of your work, you may not be at your usual job. It may be some time before you are called back to work. During that period, you will probably be doing some sort of emergency work.

Since communication and travel facilities may be limited or even nonexistent in some areas, you may not be able to contact the Department of Commerce or your bureau for some time following an attack. Therefore, a means of locating you and contacting you, after an attack, has been developed.

Except for certain temporary employees, all employees in the Washington Metropolitan area have been issued an emergency Civil Service Registration Acknowledgment Card Set (SF–45). In the event of an attack on Washington, the card set will be very important. In the post-attack period an Emergency Registration Center will be established by the Commission to receive these cards from employees available for work.

The registration center will be in touch with the Department of Commerce. As registration cards are received, the location and availability of employees with all types of skills will be known. In turn, through the registra-

unit, and any injuries sustained during the evacuation or attack in such a letter and mail it to:

UNITED STATES CIVIL SERVICE COMMISSION
Emergency Registration Center
c/o Postmaster, Washington, D. C.

If you do not have a stamp, mail the letter anyway, and the registration center will pay the postage.

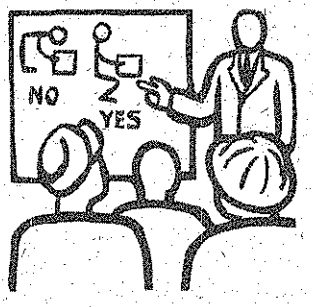
3. *Mail the Card Set After Completion.*—After completing the card set and insuring that it is accurate, you should mail the set at any mail box. *Mail in both cards of the set together.* An envelope will not be needed normally. However, if the card set is separated or otherwise torn, fasten it or put it in an envelope, and send it to the registration center (address above).

4. *Change of Address.*—If you move from the address you marked on the registration card after the card is mailed, note your new address on a card or in a letter together with the name of your employing agency and organizational unit. Mail the card to the registration center (address above). If you do not have a stamp, mail the change of address anyway, and the registration center will pay the postage.

5. *The Acknowledgment Card Will Be Returned to You.*—The acknowledgment card will be stamped and returned to you by the registration center. It will be your receipt indicating that you are registered. This acknowledgment card may be important for pay purposes since it will indicate your willingness to work. *The acknowledgment card will not be an order to return to work.*

6. *Wait for a Notice of Assignment.*—As soon as your services can be utilized effectively, you will receive a notice of assignment telling you to whom and where to report for further work. Receipt of your notice of assignment will depend on the speed with which facilities and work programs can be organized.

CHAPTER XIV



Safety

SAFETY PROGRAM POLICY

Your safety is of major concern to this Department. As a matter of policy, we in the Department of Commerce feel that safety is more than just a slogan—it is a basic objective of good management to prevent accidents which cause needless suffering and waste. Administrative officials will take all possible measures to assure safe working conditions and see that safety instructions are given for each job. Your full cooperation is solicited in this program. You are urged to report any unsafe condition or practice to your supervisor for corrective action. At the same time you are expected to follow safety instructions and use every precaution to avoid an accident or injury.

YOUR SAFETY ORGANIZATION

In every major activity of the Department, a safety officer has been appointed to assist you and your supervisor on safety problems. A departmental safety committee comprised of the various safety officers has been established also to aid in planning safety measures and activities designed for your protection. In addition, many bureaus have established their own safety committees where the type of work or possible hazards may require special consideration. Coordination and promotion of all safety activities is provided further by a full time department safety director. These provisions, carried out for the protection of all employees, indicate the high degree of importance given to safety by the Department of Commerce.

FIRST AID

In case of injury sustained in the line of duty, employees should secure first-aid treatment at their Bureau medical office, the nearest emergency room, or from a designated first-aider. Emergency first-aid rooms are maintained in most of the Government buildings occupied by Department personnel. It is important to familiarize yourself with the location of first-aid facilities

4. The beginning date for compensation for disability depends on how long you are away from your work. If the injury does not extend beyond 21 days, compensation is payable after 3 days. If the disability continues beyond 21 days, compensation is payable from the day following the injury. These dates are computed from the last date of any leave taken.

5. If you lose or suffer permanent injury to an eye, arm, hand, leg or other parts of the body, you are entitled to extra benefits. The law provides that specific awards will be made for such loss or injury. For example, the loss of an eye might result in your being paid two-thirds (three-fourths with a dependent) of your monthly compensation for a period of 160 weeks, in addition to your compensation for time lost.

6. If you are injured while working, you are entitled to medical and surgical care, and hospital supplies and services. If transportation is necessary to secure these services, the Government will furnish or pay for the transportation.

7. Treatment should be given by the United States medical officers and hospitals. Treatment by a private physician is authorized only if Government or designated physicians or medical facilities are not available, or in cases of emergency.

8. If your injury results in death, special provisions are made for your dependents. Your wife is protected until her death or remarriage, and your children are protected until they marry or reach 18 years of age. The total amount paid to dependents may be as high as $525 or 75 percent of your monthly salary rate, whichever is less. Here are some guides to help you determine your own case:

a. To a widow with no children; 45 percent.

b. To the widower, if there is no child, 45 percent, if wholly dependent for support, by reason of his physical or mental disability, upon the deceased employee at the time of her death.

c. To a widow or widower with children; 40 percent plus an additional 15 percent for each child, the total not to exceed 75 percent.

d. To the children if there is no widow or widower; 35 percent for one child and 15 percent for each additional child, the total not to exceed 75 percent.

e. To other dependents—varying percentages are given to wholly or partially dependent parents, grandparents, grandchildren, brothers, and sisters.

f. Burial expenses of up to $400 may also be paid.

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CHAPTER XV



Leaving the Service

When an employee leaves the Department, building passes, identification cards and other credentials or Government property must be surrendered to the appropriate administrative office, and any indebtedness to the Government for travel advances, leave used but not earned, and the like must be liquidated before final salary payment will be made.

When these requirements have been met, the employee will receive compensation through his last day of work or leave with pay, and unless he is accepting employment in another Federal agency to which his annual leave may be transferred, he will receive a lump-sum payment for any unused annual leave to his credit as of the effective date of his separation which does not exceed 30 days or the amount carried over to his credit at the beginning of the leave year, whichever is greater.

RESIGNATION OR TRANSFER

If you are thinking of resigning because you are dissatisfied with your position, by all means consult your supervisor or personnel office first. It may be possible to reassign you to another job in the Department or to otherwise make an adjustment which would result in your being better satisfied.

However, you are free to leave on reasonable notice, if you wish. As a general rule, you should give at least 2 weeks' notice of your resignation so that plans can be made for continuing your work.

SEPARATION FOR CAUSE

It is the responsibility of your supervisor and personnel officer to separate any employee whose conduct or capacity is such that his removal will promote the efficiency of the service. Any career, career-conditional, or indefinite employee who has successfully completed his probational or trial period and any veterans preference employee who has currently served in an excepted position continuously for 1 year or more will receive notice in writing of the reasons for any proposed removal action. He will also be given an opportunity to reply, stating why, in his opinion, the action should not be

to tenure of appointment. Each group is subdivided into subgroups according to whether the employees do or do not have veterans preference.

Group I.—Career employees who have completed probation and who do not occupy positions reserved for employees who have reemployment rights as a result of military service or transfer to a defense agency.

Subgroup I A.—Veteran preference eligibles
Subgroup I B.—Nonveterans

Group II.—Career employees who are serving probationary periods, career-conditional employees, and career employees serving in positions reserved because of military service or transfer to a defense agency.

Subgroup II A.—Veteran preference eligibles
Subgroup II B.—Nonveterans

Group III.—Indefinite employees and employees serving under temporary appointments pending establishment of registers.

Subgroup III A.—Veteran preference eligibles
Subgroup III B.—Nonveterans

Strictly temporary employees—those holding job appointments limited to a year or less—are dropped to the bottom of the retention list and are dismissed following the separation of any employees with "Unsatisfactory" performance ratings but before any employees from the groups listed above.

Within each subgroup, employees are ranked by total retention credits. One point or credit is given for each full year of Federal service (civilian or military), and four points are added for a current "Outstanding" performance rating.

Selection of employees to be separated or furloughed is made from the bottom of the retention register. Thus after separation of temporaries, Group III employees would be released first, then Group II, then Group I. Nonveterans would go before veterans in each group.

Employees with other than strictly temporary appointments are given at least a 30-day notice prior to separation by reduction in force. Whenever possible they are continued in a duty status during this notice period.

Career and career-conditional employees who are reached for separation must be considered for placement in other jobs in the competitive civil service for which they are qualified and which are occupied by employees in a lower subgroup. This is popularly known as "bumping." In every case, however, they must be able to perform the duties of the new job without undue interruption to the work.

Employees affected by reduction-in-force action may appeal to the Civil Service Commission.

Excepted Positions

Reductions in force affecting excepted positions are also conducted in accordance with rules of the Civil Service Commission. However, persons oc-

UNEMPLOYMENT COMPENSATION

Eligibility

Most employees of the Department except those paid on a contract or fee basis are entitled to unemployment compensation following separation under certain conditions. An employee's benefit rights are determined by the law of the State or Territory, including the District of Columbia, in which he had his last official station. In general the following conditions must be met in order for an employee to be eligible for unemployment compensation:

1. He must have had a certain amount of employment or have earned a certain amount of wages within a base period specified in the State law. In some States the base period is the most recent 52 weeks before the claim is filed.
2. He must file a claim and must register for work at a local State employment office.
3. He must be unemployed.
4. He must be available for work and able to work.
5. He must continue to report at the local employment office, as directed.

The most common reasons for disqualification for benefits under State laws are:

1. Quitting a job voluntarily without good cause.
2. Being discharged for misconduct.
3. Refusing a suitable job without good cause.

Amount and duration of benefits

The weekly benefit amount and the number of weeks payable depends upon the law of the State having jurisdiction over an employee's claim. State laws provide varying amounts of weekly benefits, depending on earnings, with maximums ranging from $20 to $35, and maximum periods ranging from 16 to 26 weeks in a benefit year.

Where and how to file a claim

When an employee is transferred to an organization serviced by a different payroll office or when he is separated, he will be given a "Notice to Federal Employee about Unemployment Compensation," Standard Form 8. Upon separation he should take all these forms which have been issued to him for the past 2 years, together with the notice of personnel action, Standard Form 50, which effected his separation, to the local office of the State Employment Service to register for work and claim unemployment benefits.

A WORD OF ADVICE

Remember that when you leave a position, you also leave impressions behind you which can greatly influence your future success in obtaining other

CHAPTER XVI



Special Provisions for Overseas Employees

In general, the material included in the preceding chapters is applicable to United States citizens employed by the Department, both within and outside the continental limits of the United States. However, there are certain features of overseas employment that differ from employment within the continental limits of the United States. These distinctive aspects of overseas employment may be summarized broadly as follows:

PAY AND ALLOWANCES

Classification of Positions

Overseas positions are generally subject to the Classification Act in the same manner as other similar positions in the Department (see chapter III). However, the positions of those employees who are assigned to International Cooperation Administration projects overseas are classified into ICA grades and salaries in accordance with a salary schedule established by the International Cooperation Administration pursuant to law.

Within-Grade Salary Increases

These increases are given to overseas employees on the same basis as other employees, except that for those employees who are assigned to International Cooperation Administration projects, the waiting period for the within-grade increase is 52 calendar weeks irrespective of grade or salary level.

Allowance and Differentials

1. *Eligibility.*—To be eligible for a foreign or territorial differential or allowance (except for territorial cost of living allowances), an employee must be a citizen or national of the United States, and his presence at the post must be due to his employment by the United States.

2. *Territorial Allowances and Differentials.*—Eligible employees stationed in territories may receive the following:

An employee who satisfactorily completes an agreed period of service and agrees in writing to serve another tour of duty at the same or other overseas post is entitled to round trip transportation to his home, at Government expense, for himself and his family for the purpose of taking leave.

LEAVE

The annual and sick leave provisions described in chapter V apply to overseas employees except that:

1. A maximum accumulation of not to exceed 45 days is authorized for most overseas employees except: (*a*) employees assigned to International Cooperation Administration projects; (*b*) United States nationals who are permanent residents of the area in which employed; and (*c*) dependents accompanying citizens hired for or assigned to overseas employment, who later accept employment in the overseas area.

This compares with the normal maximum leave accumulation of 30 days.

2. Employees who are assigned to International Cooperation Administration projects may be eligible for additional benefits known as "home leave." Home leave is earned at the rate of 15 days per year. Home leave is granted after an employee has completed 2 continuous years of service overseas and contemplates returning to an ICA post of duty abroad immediately afterward. It may be taken only in the United States, its territories and possessions. Home leave is not payable in a lump-sum, and is forfeited when the employee does not return to a foreign post for another period of service.

3. Employees who are eligible for a maximum leave accrual of 45 days as indicated in paragraph 1 above or who are assigned to International Cooperation Administration projects and are returning to the States for leave purposes from overseas duty are not charged for leave for the period of time required for direct travel to and from their post of duty to their residence in the States. Delays en route may be charged to annual leave. However, this benefit applies to only one period of leave in each 24-month period.

ALLOTMENTS

Overseas employees are authorized to make allotments from their pay for the support of their families or their relatives, for their own savings, or for other purposes of a similar nature.

CONDUCT

Employees who serve their Government overseas must realize at all times that they are representatives of the United States and that their acts, both public and private, are watched and appraised by the citizens of their host

YOUR EMPLOYMENT RECORD

This is for your use in keeping a complete record of your Federal employment. You are urged to keep it up to date. Enter every personnel action as you receive notice from your Personnel Officer—appointment, promotion, change in position, transfer, etc. You will find it a handy reference in filling out various forms and establishing your complete record of service.

NAME				DATE OF BIRTH
NATURE OF ACTION	POSITION AND GRADE	BASIC SALARY	EFFECTIVE DATE	DEPARTMENT, BUREAU, AND LOCATION

NATURE OF ACTION	POSITION AND GRADE	BASIC SALARY	EFFECTIVE DATE	DEPARTMENT, BUREAU, AND LOCATION

U. S. GOVERNMENT PRINTING OFFICE: 1958 O - 448190

country. For this reason every overseas employee should conduct himself in a manner which will contribute toward a favorable impression of our Government and its citizens.

Accepting Gifts or Decorations

No employee may, without the consent of Congress, ask for, or receive for himself or any other person, any present, emolument, pecuniary favor, office, decoration, or title from any foreign government.

Political Activities Abroad

Employees of the Department may not engage in any form of political activity in a foreign country to which assigned.

Business Activities Abroad

Except as authorized by the head of his primary organization unit, an employee may not directly or indirectly transact, be interested in, or engage in any private business or other activity for profit in a foreign country to which he is assigned.

U. S. GOVERNMENT PRINTING OFFICE: 1956 O—374370

(a) *Post differential.*—Additional salary paid to an employee when stationed at a hardship post.

(b) *Territorial cost of living allowances.*—Are granted to compensate the employee for the added cost of living. The total of territorial post differential, and cost of living allowances may not exceed 25 percent of basic compensation.

3. *Foreign Allowances and Differentials.*—The principal differentials and allowances provided for employees in foreign areas are as follows:

(a) *Post differential.*—Additional salary is paid to employees stationed at hardship posts. The rate of differential ranges from 10 to 25 percent of basic salary.

(b) *Post (cost of living) allowance.*—This allowance is intended to compensate the employee for basic living expenses at the post, exclusive of quarters, in excess of the cost of living in Washington, D. C.

(c) *Quarters allowance.*—Employees are either furnished quarters or given an allowance to help defray the cost of living quarters.

(d) *Transfer allowance.*—In clearly meritorious cases an employee may be paid a lump-sum allowance for necessary expenses, not otherwise compensated for, incident to his transfer from one climatic zone to another.

(e) *Separation allowance.*—This allowance may be given to an employee who is compelled to meet the additional expense of maintaining his wife and/or minor children elsewhere than in the country of assignment.

(f) *Education allowance.*—This allowance may be granted in connection with elementary and secondary education of dependents where normal facilities at the post are considered inadequate.

4. *Income Tax.*—Territorial cost of living allowances and foreign post allowances are not subject to Federal income tax. Territorial and foreign post differentials are subject to Federal income tax.

APPOINTMENTS

Minimum Period of Service

Persons appointed to overseas positions must agree in writing to serve in such positions for a minimum period of time, which is established at 2 years in most areas.

Transportation Expenses

Expenses of travel and transportation to posts of duty outside the continental limits of the United States and return (including dependents and household goods, if authorized) will be paid provided the employee agrees in writing to remain in the Government service for a specified period of time (usually 2 years) following his appointment to the overseas position. To be eligible for the return transportation to the United States at Government expense, the employee must fulfill the terms of the agreement or his failure to do so must be for reasons outside his control.

employment. You can leave a favorable impression if you time your leaving, if possible, to take the workload of your office into consideration, lend a willing hand in training your replacement, and in every way continue to perform your official duties thoroughly and efficiently through your last day on duty.

cupying excepted positions do not compete with persons holding positions in the competitive service. If a reduction in force affects excepted positions, employees in interchangeable excepted positions are ranked on retention registers as follows:

Group I.—Employees serving in excepted positions with no conditions or restrictions.

Subgroup I A.—Veteran preference eligibles
Subgroup I B.—Nonveterans

Group II.—Employees in excepted positions whose appointments are conditional solely because they occupy military or defense-transfer vacancies, or where tenure is otherwise conditional without specific time limitations.

Subgroup II A.—Veteran preference eligibles
Subgroup II B.—Nonveterans

Strictly temporary employees are placed at the bottom of the retention register.

When an employee in an excepted position is reached for layoff, he has no job reassignment rights to any position outside those listed on his particular retention register. However, he may be assigned to a vacant position if it is available.

Excepted employees affected by reduction-in-force action may appeal to the Civil Service Commission.

SEPARATION FOR MILITARY DUTY

Existing legislation provides positive reemployment rights for any career or career-conditional employee or any employee serving in an excepted position without time limitation who:

1. Leaves his position and enters military service.
2. Serves not more than 4 years (exclusive of any additional service imposed by law).
3. Receives a certificate of satisfactory completion of training and service.
4. Makes application for reemployment within 90 days after discharge.
5. Is qualified to perform the duties of the position.

These reemployment rights also apply to employees holding "indefinite" appointments except that "indefinite" employees cannot be reemployed if the positions which they left, as well as all other positions for which they are qualified, are being held by other employees with higher retention standing for reduction in force purposes.

An employee who leaves for active duty in the Armed Forces of the United States, and who is entitled to reemployment rights, becomes eligible for periodic and longevity pay increases and is considered for promotion during his absence on military duty as though he were on the payroll.

Detailed information regarding reemployment rights is furnished in writing to the employee at the time he is separated for military duty.

taken. After consideration of the employee's answer, the personnel officer will notify the employee of the final decision of the Department. This decision can be appealed within the Department as described in Chapter VIII of this handbook, and he may also appeal the action to the Civil Service Commission.

If the employee is temporary, has not completed his trial or probationary period, or is a nonveteran occupying an excepted position, he may be dismissed upon notice from the personnel officer without reference to the procedure described above.

SEPARATION—DISQUALIFICATION

All appointments are subject to investigation.

The Civil Service Commission investigates each employee appointed to a competitive civil service position within 18 months following the date of his appointment. If the investigation reveals that the employee is not qualified for Federal employment because: (*a*) He has made false statements on his application for Federal employment; or (*b*) he is found to be unsuitable because of character or some other reason, either the Department or the Commission may require the employee's separation.

Employees appointed to "excepted" positions are subject to similar investigation by the Department, for a period of 3 years after appointment. These employees will likewise be separated if found disqualified for Federal employment.

REDUCTION IN FORCE

It is sometimes necessary to reduce employment or abolish a position because of lack of work or funds or for other reasons. When this is necessary, your peronnel office will make every effort to effect the necessary reduction through reassignment of employees to other jobs, placement of employees in other bureaus or agencies, not filling vacancies, and through other measures designed to protect employees from adverse effects. If the reductions cannot be accomplished through these measures in the time allowed, it becomes necessary to make involuntary separations. This is known as reduction in force, usually referred to as "RIF."

Civil Service Positions

When reductions in force become necessary they are conducted under rules and regulations prescribed by the Civil Service Commission. Under these rules employees in various kinds and groups of jobs within a particular bureau and within a particular geographic area are considered to be in competition with each other for retention. They are therefore ranked on a retention register for each kind and level of job in three groups according

and make full use of them when necessary. When any injury requires more than first-aid, your supervisor will insure that immediate arrangements are made through the first-aid unit, administrative office, or personnel office, with an authorized doctor or hospital, or a public health dispensary. Such treatment costs you nothing if you use Government authorized facilities.

ACCIDENT REPORTING

When an accident involves personal injury, property damage or both, you are required to report it to your supervisor no matter how slight the incident may appear. Forms for reporting accidents or for making claims are available from supervisors, first-aid attendants, and safety officers. These officials will also assist you in completing these forms.

The Department requires the prompt reporting of accidents for two principal reasons. A record of an accident protects the employee's rights in case of compensation or other claims. Of equal importance, complete accident reports furnish important data regarding the causes of injury. These are used to correct any hazard which may still exist. It is important to remember that accident reports are not used to place "blame" on any individuals.

INJURY OR DEATH BENEFITS

The Federal Employees' Compensation Act provides compensation, full medical care, and other benefits for injury, occupational diseases, or death sustained in line of duty by employees. Itemized below are the common features of the law. You should remember that the benefits apply only if you are injured, become diseased, or die in line of duty.

1. If you are totally disabled for a temporary period and have a dependent, you will receive 75 percent of the first $420 of your monthly salary and 66⅔ of the remaining portion of your salary as long as the disability lasts.

If the total disability is permanent and you have a dependent, you will receive 75 percent of your monthly salary without regard to the $420 limitation.

If you have no dependents you receive 66⅔ of your monthly salary, whether the total disability is permanent or temporary.

The maximum amount allowable monthly is $525; the minimum is $112.50.

2. If your injury causes you to sustain a loss of earning capacity due to disability, compensation will be paid for as long a period as your earning loss persists. You may be paid two-thirds (three-fourths with a dependent) of the difference between your regular monthly pay and your monthly wage-earning capacity after the beginning of such partial disability.

3. You may choose to use sick or annual leave for all or a portion of the disability time; however, you may not receive compensation concurrently with sick leave or annual leave.

tion center, the Department of Commerce will know which of its employees are ready for work, will be able to locate persons with critical skills, and will arrange for you to be utilized on the work on which you are most needed.

WHAT YOU DO

Keep Your Card up to Date

If you lose your card set, or if it is inaccurate, you should get a new set immediately from your personnel office or administrative office. If you change the type or grade level of work you do, or if you move to an organization unit other than the one shown on your card, be sure to get a new card and enter the correct information.

Separation From Government Service

If you resign or are separated from Government employment, your card set should be returned to your personnel officer or administrative officer.

Keep the Card Set With You

You should keep the card set with you at all times. The card set will fit in a wallet or purse. Do not leave it at home or in the office. *Your pay status in an emergency may depend on your having the card set properly filled out, in your possession, and then used in accordance with these instructions. Keep it with you.*

Procedure After Attack

Certain declared emergencies or any attack on Washington will put the registration plan into effect. Regardless of the extent of damage caused by the initial attack, this plan will be carried out at once.

If an attack occurs, follow the procedure outlined below, and do not attempt to contact your office until you receive a notice to return to work.

1. *Complete the Card Set After Attack.*—If there is an attack, *after you learn where you will be staying for a few days,* fill out the parts of the card set marked "Complete After Attack."

(a) In the two spaces (one on each card of the set) for addresses, write the address at which you are located *after* the attack.

(b) Answer the questions on the registration card about any injuries you may have received and about any civil defense work you may be doing.

2. *Replace Cards Lost During Attack.*—If you should lose the cards during an attack, get a replacement at the nearest post office or Federal installation and complete it to the best of your ability. If you cannot get a card set in those circumstances, a letter or card with the necessary information will do. Include your name, address, current job title, agency and sub-

You can also make arrangements for surgical service from doctors of your own selection. This includes obstetric service. If you are in the middle or lower income brackets, the cost of these services will be covered in full.

You can join Group Hospitalization within 60 days following your appointment to the Patent Office. If you don't join during your first 60 days, you will have to wait until new memberships are solicited, which is usually once a year. You may secure additional information concerning the plan from your personnel office or by calling Group Hospitalization, REpublic 7–5000. See your supervisor or the personnel division if you want to join.

BULLETIN BOARD

The central bulletin board for Patent Office employees is located in the reception room of the employment branch, room 6318. Notices to be posted should be on 3 by 5 cards and notices are normally removed at the end of each month. Notices typically include advertisements for riders in car pools, rooms or apartments wanted or for rent, and articles, such as law books, for sale.

HEALTH ROOM

The Health Room for the Commerce Building is located in room 6046. Our nurses treat your minor accidents and ailments and give you advice concerning more serious ones. They can also answer your questions about medical facilities in Washington.

Visit the Health Unit for counseling on any health problem such as diet, chronic fatigue, sleeplessness, and the prevention of illness.

If you are injured while on duty, obtain first-aid treatment from the Health Room. If you cannot go to the Health Room have someone call a nurse. She will give you emergency care and help you get whatever additional treatment you may need.

RECREATION

The Patent Office Recreation Association is concerned with: (1) The welfare of employees, in whose interest it furnishes commercial and other worthwhile benefits; and (2) recreational facilities, whereby it encourages employee participation in a variety of sports, and sponsors and equips teams in softball, golf, tennis, basketball, and bowling. The membership fee is fifty cents ($0.50) per year. If you don't know the officials of the Recreation Association you may contact them through the personnel division.

room 5729 and its hours are from 11 a. m. to 2 p. m., except on payday and the Monday after payday when the hours are from 10 a. m. to 2 p. m.

The simple requirements for membership may be obtained by telephone or in person. As a member you may deposit money and receive interest on it. In addition, career and career-conditional employees are eligible to obtain loans upon approval of the respective credit committees. The rate of interest is reasonable and the balance may be repaid at any time.

In addition, for any amount up to $1,000 that you have on *deposit* the Credit Union carries $1,000 insurance on your life. Similar protective insurance pays off your *loan* not to exceed $1,000 in the event of disability or death.

EMPLOYEE UNION

There is a local of an employee union in the Patent Office. The broad objective of the Union is the general welfare of Patent Office employees. Specific objectives from time to time include higher pay and better working conditions and civic and recreational activities. You are free to join or refrain from joining this or other employee organizations as you wish without interference, coercion, restraint, or fear of discrimination or reprisal because of such membership or lack of such membership. The names of current Union officials may be obtained from the personnel division.

You may not be a member of any organization of Government employees that asserts the right to strike against the Government.

SAVINGS BONDS

The Payroll Savings Plan for United States Defense Bonds provides an excellent way for you to save. All you need to do to participate in the plan is to fill out a form (which your supervisor can obtain for you) indicating the amount you wish deducted. The deduction may be as small as $3.75 each pay period. When the deductions add up to the price of a bond, it will be delivered to you with your pay check. This is an easy way to save before you start to spend your take home pay. It is also a safe way to save with a reasonable rate of interest.

COMBINED CHARITIES PROGRAM

In order to reduce the repeated and persistent pressure on employees for various charitable contributions throughout the year, and to reduce interference with the work of the Department, a one-package Combined Charities Campaign is conducted in the Washington metropolitan area.

This single campaign is conducted annually for raising money for distribution to the various charitable and welfare organizations. No other Department-wide collections are made.

3. To assist in stimulating creative thinking, the exercise of individual initiative, the demonstration of competence, and the fostering of group cooperation and accomplishment, which will be designed to strengthen all democratic processes of administration and to increase appreciation by all employees of the privilege of working for the Government of the United States.

THE INCENTIVE AWARDS PROGRAM

In carrying out the objectives, the program has two parts of interest to you—

Suggestion

A continuously open door is provided for suggestions which you want to submit and which are designed to improve any phase of Government work—within your work assignment or outside your particular job.

You may submit a suggestion with the help of your supervisor, or you may place it in a suggestion box, or you may send it to your incentive awards program officer.

If your suggestion is accepted for adoption by a responsible official, even though it is expected to be placed into effect at some later date, you will receive a cash award and the Department's Certificate of Award in appreciation of your extra effort.

Other Awards of Value

Available to you for superior performance on your job and other personal efforts to increase the economy and efficiency of Government operations, and to improve the service to and the relations with the public, are the following awards: For superior performance, up to $300 in cash. For exceptional and meritorious contributions, the Department's Gold and Silver medals, respectively. For contributions made to other Departments of the Government, there is an Interdepartmental Award. Topping all awards is the Presidential Award, which may be cash or honor or both.

YOU ARE INVITED TO HELP

Won't you join your fellow-employees in this request to help make your job a better job and our agency a better place to work?

DIGEST OF THE INCENTIVE AWARDS PROGRAM

Awards result from	*What may the award be?*	*How are contributions evaluated?*	*Who determines the award?*
1. Suggestion by any employee, or group of employees, which is adopted for the improvement of Government operations.	Cash and/or Honor	Monetary Savings and Intangible Benefits.	For each adopted suggestion: Incentive Awards Committee of the P.O.U., up to $350. Incentive Awards Board of the Department, $350–$5,000. CSC, $5,000 to $25,000.
2. Exceptional Service to the Department.	Gold Medal	Outstanding contribution to public service, the Nation or humanity.	Incentive Awards Board on recommendation of P.O.U. Incentive Awards Committee.
3. Meritorious Service to the Department.	Silver Medal	Service of unusual value to the Department.	Incentive Awards Board on recommendation of P.O.U. Incentive Awards Committee.
4. Sustained Superior Performance.	$100–$300	Beyond normal performance on the job.	Incentive Awards Committee of P.O.U.
5. Special Acts and Services	$10–$25,000 and/or Honor	Monetary Savings and Intangible Benefits within or outside job responsibilities	Incentive Awards Committee of P.O.U. up to $350, then same as 1 and 2 above.
6. Receiving "Outstanding" Performance Rating.	$100–$300 and/or Honor	If additional reward is warranted.	For cash, Incentive Awards Committee; for honor, same as 2 above.
7. Receiving any of the above awards.	Promotion	Due weight to awards received in selecting and qualifying employees for promotion.	Supervisor.
8. Successful stimulation of the interest and participation of subordinate employees by supervisor.	Due recognition in promotion and developmental programs.	If warranted	Supervisor's recommendation of subordinate supervisor aided by Incentive Awards Committee and the Personnel Office of P.O.U.
9. Length of Service	Length of Service Emblem	10 year intervals of satisfactory service to the Government.	Personnel Officer.

1. Widow or dependent widower will receive ½ employee's earned annuity beginning immediately.

2. Children who received more than ½ of support from deceased employee who is survived by wife or husband—each child receives:

(*a*) 40 percent of average salary divided by number of children, or
(*b*) $600, or
(*c*) $1,800 divided by number of children—whichever is least.

3. Children only—each child receives:

(*a*) 50 percent of average salary divided by number of children, or
(*b*) $720, or
(*c*) $2,160 divided by number of children, whichever is least.

B. *Survivor annuity payable after death of annuitant*

1. Widow or widower will receive annuity (only if retiring employee so elected) of ½ of so much of the annuitant's earned rate before reduction as is designated by him, beginning immediately.

2. Children will receive annuity computed on the same basis as described in subsection A above.

Designating your beneficiary

If there is no designated beneficiary living, any lump-sum benefit which becomes payable after the death of an employee or former employee will be payable to the first person or persons listed below who are alive on the date title to the payment arises:

1. To the widow or widower.

2. If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.

3. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.

4. If none of the above, to the executor or administrator of the estate of the decedent.

5. If none of the above, to the next of kin under the laws of the State in which the decedent was domiciled.

If you wish to name as your beneficiary some person or persons not included above, or in a different order, you should secure a Standard Form 2808, "Designation of Beneficiary," from your personnel or administrative office and complete it according to instructions contained thereon.

Additional information

At the time you become covered by the civil-service retirement system, you will be given a "Certificate of Membership." This certificate contains detailed information about rights and benefits under the retirement system including the following:

If you become separated from the service after 5 or more years of civilian service and do not request a refund, you will be entitled to retirement benefits at age 62, or your survivors to lump-sum death benefits consisting of all the money remaining in your account plus interest computed as described above.

Eligibility for retirement

A. *On full annuity.*—You may retire under the following conditions with no reduction in annuity:

1. At age 60 after 30 years of service.
2. At age 62 after 5 or more years of civilian service.
3. After 5 years' creditable civilian service, regardless of age, if you have an accident or illness which leaves you too disabled to do your work or other work to which you may be assigned. Disability retirement must be approved by the Civil Service Commission on the basis of a medical examination.

B. *On a reduced annuity.*—You may retire on a reduced annuity under the following circumstances:

1. Between the ages of 55 and 60 after 30 years of service.
2. At any age if separated involuntarily and not for cause, after completing 25 years of service.
3. At age 50 or above if separated involuntarily and not for cause, after completing 20 years of service.

C. *Mandatory retirement.*—You must retire at age 70 if you have 15 years or more of service.

Computation of Employee Annuities

A. *Basic annuities.*—Basic annuities are computed under the following formulae:

All computations are based on the average annual salary for the highest 5-year period, which is referred to below as "average salary."

First 5 years of service.—1½ percent of average salary (or 1 percent plus $25, if higher) times years of service not exceeding 5.

Next 5 years of service.—1¾ percent of average salary (or 1 percent plus $25, if higher) times years of service in excess of 5 but not more than 10.

Service in excess of 10 years.—2 percent of average salary (or 1 percent plus $25, if higher) times years of service more than 10.

Here are three examples of computations of annuities of employees retiring at age 60 on full benefits:

Example 1.—30 years service, average of highest consecutive 5 years salary $6,000.

1½% x 6,000 x 5	$450
1¾% x 6,000 x 5	525
2% x 6,000 x 20	2,400
Annuity	$3,375

Insurance Schedule—Amount of Insurance

If annual basic compensation— *is more than*	*not more than*	*Amount of Insurance*	*Amount of deduction for biweekly pay period*
$2,000	$3,000	$3,000	$0.75
3,000	4,000	4,000	1.00
4,000	5,000	5,000	1.25
5,000	6,000	6,000	1.50
6,000	7,000	7,000	1.75
7,000	8,000	8,000	2.00

Each month, beginning on the first day of the second calendar month following the date of your retirement or 65th birthday, whichever is LATER, your life insurance will be reduced by 2% of the amount in force before the first such reduction. Your insurance cannot be reduced below 25% of the amount in force before any reduction.

The Government contributes one-half as much as you do toward the cost of the insurance.

An employee who is placed in a non-pay status retains insurance coverage without cost during the period of leave without pay but not to exceed 12 months from his last day in a pay status.

BECOMING INSURED

When you enter on duty in the Government, you automatically become insured on the first day you are in a pay status unless you sign a Waiver of Life Insurance Coverage, Standard Form 53. This waiver can also be signed at any later time if you wish to discontinue your coverage. Any employee who has waived his opportunity to coverage may cancel the waiver and become insured only if he meets the following conditions:

1. He is under age 50 on the date he requests the insurance.
2. At least 1 year has elapsed since the effective date of waiver.
3. He furnishes satisfactory evidence of insurability (normally including a satisfactory medical examination).

You can readily see the desirability of becoming insured at the beginning of your employment and continuing your insurance in effect.

WHO RECEIVES YOUR DEATH BENEFITS

Payment of any benefit due upon the death of an insured or retired employee will be made to the person or persons who survive the employee under the following order of precedence unless otherwise designated by the insured employee:

1. To the widow or widower.
2. If there is no widow or widower, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.

organization of more than 40,000 employees and keep everybody satisfied all the time.

For this reason, procedures have been established whereby any employee who is dissatisfied with aspects of his day-to-day working conditions and relationships which are outside his control has a right to present his complaint for consideration in an orderly manner.

An employee will not be discriminated against as a result of the exercise of this right in a reasonable and orderly manner. However, while a grievance is being considered, the employee concerned is expected to continue to perform his assigned duties and responsibilities to the best of his ability and to avoid disturbing other employees about his grievance.

If you should have a problem or a complaint concerning your work, you should normally discuss it with your supervisor. If you do not wish to do this for some reason, you may discuss your problem with your administrative officer or with an appropriate representative of the personnel office. If this does not result in a satisfactory adjustment or if you do not wish to follow this course of action, you may file a formal grievance under the procedures which are prescribed by the Department. Under these procedures you may have your grievance considered, if necessary, at progressive levels up to and including the head of your bureau or field office. These procedures are designed to assure that everything possible is done to assure the fair handling of your case.

You can get complete details concerning the grievance procedure from your personnel or administrative office.

Appeals

If you hold other than a temporary appointment, and have completed your probational or trial period, you may appeal any specific official personnel action which directly involves you within 10 days after receipt of a final notice of a personnel action, by submitting a written appeal to the head of your bureau or his representative. Your appeal must state any and all reasons which you have for believing the action unjustified and you must furnish any evidence that you have in support of your appeal.

Your appeal will be referred to an appropriate board which will investigate the appeal and make a recommendation to the head of your organization. The head of your organization will then notify you of his decision on your appeal and the corrective action which will be taken, if any.

Specific appeals procedures have been established for performance ratings, position classification and reduction in force. Also, certain veterans' preference employees and certain nontemporary employees occupying competitive positions may appeal separation, suspension or demotion actions to the Civil Service Commission. These special appeal rights are discussed in the chapters of this handbook which deal with the subject involved.

Offenses	*Penalties*		
	First Offense	*Second Offense*	*Third Offense*
PERFORMANCE OF DUTY			
47. Performance of duty—continued incompetence in the performance of work assignments (not correctable by demotion or reassignment to more suitable work).	Separation (inefficiency).		
MISCELLANEOUS OFFENSES			
48. Violation of any administrative regulation which does not provide a penalty:			
a. Minor offense	Oral admonishment to 1 day suspension.	Written reprimand to 5 days suspension.	5 days suspension to removal.
b. Major offense	5 days suspension to removal.	Removal.	

Offenses	*Penalties*		
	First Offense	*Second Offense*	*Third Offense*
CONDUCT ON THE JOB—Continued			
26. Unhygienic practices which annoy or jeopardize the health of others.	Oral admonishment to 1 day suspension.	1–5 days suspension.	5 days suspension to removal.
27. Conducting personal affairs while in duty status. .	Oral admonishment to removal.	Written reprimand to removal.	5 days suspension to removal.
28. Loafing, willful idleness, wasting time, etc. . . .	Oral admonishment to 3 days suspension.	Written reprimand to removal.	5 days suspension to removal.
29. Sleeping on duty:			
a. Where safety of persons or property is not endangered.	Written reprimand to 5 days suspension.	5 days suspension to removal.	Removal.
b. Where safety of persons or property is endangered.	5 days suspension to removal.	Removal.	
30. Failure or excessive delay in carrying out orders or assignments.	Oral admonishment to 3 days suspension.	3 days suspension to removal.	Removal.
31. Improper use of official credential card.	5 days suspension to removal.	10 days suspension to removal.	15 days suspension to removal.
32. Unethical use of official authority or information. .	15 days suspension to removal.	Removal.	
33. Gifts to official supervisors—soliciting contributions for gift or present to those in superior official positions, accepting gifts or presents from Government employees receiving lower salary, or making donations as a gift or present to official supervisors.	Removal (required by statute) (5 U.S.C. 113)		
34. Acceptance of voluntary services for the Government contrary to statute.	Removal (required by statute) (31 U.S.C. 665).		

Offenses	*Penalties*		
	First Offense	*Second Offense*	*Third Offense*
CONDUCT ON THE JOB—Continued			
12. Intoxication:			
a. Reporting for duty or being on duty while under the influence of intoxicating liquor.	3 days suspension to removal.	Removal.	
b. Excessive use of intoxicants while off duty with disreputable effects.	Written reprimand to 15 days suspension.	5 days suspension to removal.	Removal.
c. Selling intoxicating liquors on premises occupied by the Department.	Removal.		
d. Unwarranted possession or use of intoxicating liquors on premises occupied by the Department.	3 days suspension to removal.	10 days suspension to removal.	Removal.
13. Promotion of gambling or lotteries on Government premises or while in duty status.	5 days suspension to removal.	Removal.	
14. Gambling on Government premises or while in duty status.	Written reprimand to removal.	5 days suspension to removal.	Removal.
15. Lending and borrowing:			
a. Borrowing money or obtaining co-signature from subordinates.	Written reprimand to removal.	Removal.	
b. Lending of money to other employees at usurious rates of interest.	15 days suspension to removal.	Removal.	
16. Creating a disturbance which tends to affect production or is embarrassing to the Department.	Written reprimand to removal.	3 days suspension to removal.	Removal.
17. Conduct which violates common decency or morality or use of improper or obscene language.	Written reprimand to removal.	30 days suspension to removal.	Removal.

TABLE OF OFFENSES AND PENALTIES

1. When disciplinary action becomes necessary, this table will be used as a general guide in order to assure comparable action throughout the Department is taken in comparable cases. Penalties for disciplinary offenses usually will fall within the ranges indicated, but in unusual circumstances greater or lesser penalties may be applied unless otherwise provided by law.

2. For determining the disciplinary action to be taken in a specific case, consideration will be given to the record of the employee, and, when there is a repetition of offenses, to the time interval between offenses.

3. When an employee has committed a combination or series of different offenses, a greater penalty than is listed for a single offense should be considered.

4. The list of offenses is not meant to be all inclusive. For offenses not listed, penalties may be imposed which are consistent with penalties listed in the table for offenses of comparable gravity. (See Chapter C2, Federal Personnel Manual, for a list of other offenses of a less common nature and prescribed penalties.)

Offenses	*Penalties*		
	First Offense	*Second Offense*	*Third Offense*
RELATIONSHIPS WITH PUBLIC			
1. Failure to obtain any required clearance of official speech or article. (See Administrative Order Nos. 201-4 and 201-5.)	Written reprimand to removal.	Removal.	
SECURITY REGULATIONS			
2. Violation of a security regulation.....	Oral admonishment to removal.	5 days suspension to removal.	Removal.

Unethical Relationships with other Employees

An employee may not use, directly or indirectly, knowledge gained as a result of his employment, concerning other employees of the Department to promote any nongovernmental interest.

Supervisors and administrative officials are expected to avoid personal relationships with any employee over whom they have direct or indirect supervision or control which tend to result in favoritism or prejudice, or a reasonable appearance thereof, with respect to the employee.

Supervisors and administrative officials may not conduct any outside business activity which could reasonably be construed as tending to prevent them from treating employees directly or indirectly under their supervision in an impartial manner.

Official Credential Cards

Official credential cards may be used only for the official purpose for which they are issued.

Clothing During Working Hours

The Department expects its employees to maintain a neat, clean, business-like appearance to the maximum practicable extent during working hours. Clothing must be appropriate to the conduct of Government business in an efficient but reasonably dignified manner.

There are a number of other elements of "Conduct on the Job" equal in importance to those discussed above. They are enumerated in the table which is included at the end of this Chapter.

PERSONAL CHARACTER

General

In accordance with the policy of the Government that its employees should be honest, reliable, trustworthy, and of good character and reputation, the Department will consider factors of character and reliability in determining the suitability of individuals for continued employment in the Department. Persons failing to meet the Department's requirements of good character will be separated.

Debt Complaints

Employees are expected to pay their just debts and maintain a reputation in the community for honoring debts. The reputation of Department employees as good credit risks must be protected against any detrimental effect of the action of a small minority. For these reasons the failure of an employee to:

1. honor valid private debts or to adhere to satisfactory arrangement for settlement,

11. *Fiscal Irregularities*—

a. No officer or employee may convert to his own use, loan or deposit in any bank, or exchange for other funds, any public money entrusted to him, except as specifically allowed by law (U. S. C. 653).

b. No officer or employee may make false entries in official records with intent to defraud or make false reports concerning money or securities. (18 U. S. C. 2073.)

12. *Theft or Unlawful Use of Government Property.*—No officer or employee may steal or unlawfully appropriate any article of Government property for his own use. (18 U. S. C. 641.)

13. *Improper Use of Franking Privilege.*—The use of the franking privilege to avoid payment of postage on private mail is prohibited. (18 U. S. C. 1719.)

14. *Embezzlement.*—Any officer or employee who, having received public money which he is not authorized to retain, fails to render his accounts for same as provided by law is guilty of embezzlement. (18 U. S. C. 643.)

15. *Converting Property of Another.*—An officer or employee is prohibited from embezzling or wrongfully converting for his own use the money or property of another which comes under his control as the result of his employment. (18 U. S. C. 654.)

16. *Use of Appropriated Funds To Influence Legislation.*—The use of official time, facilities, supplies, or funds of the Department to influence, directly or indirectly, a member of Congress to favor or oppose, by vote or otherwise, any legislation or appropriation by the Congress is prohibited. (18 U. S. C. 1913.)

17. *Solicitation of Political Contributions.*—No officer or employee may solicit or receive any contribution for any political purpose whatsoever, from any other officer or employee. (18 U. S. C. 602.)

REPORTING APPARENT VIOLATIONS OF TITLE 18, UNITED STATES CODE (CRIMINAL CODE)

In any situation in which you have reason to believe that a violation of Title 18 of the U. S. Code may have occurred involving any officer or employee of the Department you should:

1. Immediately inform the responsible official of your bureau designated to handle such matters or the Security Control Officer of the Department, or both, in writing, furnishing all available specific details known at the time. If the urgency of the situation so indicates such notification may be made by telephone or in person with confirmation in writing.
2. Where it appears from the information at hand that immediate investigative or preventive action is necessary, such as in cases involving the offer or solicitation of a bribe, theft of government property, etc., you should, simultaneously with notification to bureau and Department officials, notify the nearest office of the Federal Bureau of Investigation by telephone, with confirmation in writing, furnishing that agency with all available details known at the time.

edge, or have taken, or may take action, in connection with your official duties.

10. You may not do indirectly (by, through, or with other persons) what you may not do directly under the foregoing rules.

Employment by a State or Local Government

If you should desire to become a candidate for office, or hold or accept office or employment, in a State or local Government other than as a teacher or instructor in a school or university, you should check with your personnel officer to be sure that your holding such office or employment coincident with your Federal employment would not constitute a violation of law or regulation.

Foreign Employment and Interests

The rules in subsection 1 above apply to foreign employment and interests. In addition, you may not accept employment with any foreign government, corporation or other interest without prior approval from the Office of Personnel Management.

Teaching

1. All outside teaching activities must be conducted entirely as official business or entirely as private business, but not as both. If you are in doubt as to which it should be, consult your personnel or administrative office.

2. Teaching activity conducted as private business must conform with the rules in subsection 1 above.

3. You may not instruct, directly or indirectly, or be concerned in any manner with the instruction of any person or class of persons with a view to their special preparation for a Civil Service examination.

4. You may not perform any teaching activity for profit which relates in any way to your official job without approval from the Department.

Dual Employment or Dual Compensation by the United States

Except under certain limited circumstances you may not accept two positions with the Government. Neither may you, as a rule, receive two different compensations from the United States. Before accepting any dual employment or dual compensation, you should be sure that it is not prohibited. In case of doubt consult your personnel office.

LEGAL RESTRICTIONS ON THE CONDUCT OF FEDERAL EMPLOYEES (CRIMINAL CODE)

In addition to the restrictions on the conduct of employees set forth in the foregoing sections of this chapter, there are a number of restrictions imposed by the Federal criminal laws as set forth in Title 18 of the U. S. Code. It is not possible in this Handbook to set forth all those restrictions, but a considerable number are summarized below. The employee has the responsibility for consulting the full text of the applicable statute if there is any doubt as to whether his action may violate the law.

instructions on this subject. Before undertaking any such speaking or writing activities, you should be sure that you understand these instructions. If you are in doubt about the propriety of a specific speaking or writing activity, you should seek the advice of the appropriate officials in your bureau or office.

Safeguarding Information

1. *Unclassified Information.*—You must not disclose any information which comes into your possession as a result of your employment in the Department and which represents a matter of confidence or trust, or the disclosure of which is prohibited by law.

2. *Classified Information.*—(*a*) If you have access to classified information (Confidential, Secret or Top Secret), you are responsible for having a knowledge of, and for complying with, the Security Regulations of the Department.

(*b*) If you, at any time, have any knowledge or physical custody of classified information, no matter how it was obtained, you must maintain the security of such information.

4. *Influencing Legislation*

You may not, as an employee of the Government, attempt in any way to influence a member of Congress with respect to any matter under consideration by, or proposed for consideration of, the Congress, except in accordance with instructions from or approval of the Department. (This requirement does not, however, bar any employee, acting solely as a private citizen and without identification as an employee of the Department, from petitioning Congress or any member thereof.)

OUTSIDE EMPLOYMENT AND INTERESTS

Public employment, like a public office, is a public trust. No public employee can lawfully engage in business activities which are incompatible with the duties of his office. He cannot, in either a private or official character, enter into engagements in which he has, or can have, a conflicting personal interest. He cannot allow his public duties to be neglected by reason of attention to his private affairs.

The President has publicly amplified these points substantially as follows: The Administration will not tolerate any deviation from an uncompromising code of honesty and ethics in Government service from top to bottom. A man is not to be considered suited for public employment merely because he has done nothing illegal; his actions must be impeccable from the standpoint of ethics as well as law. Moreover, a public officer or employee has a duty to avoid any indiscretion that leans in the direction of improperly using his employment or even gives the appearance that the employment might be used improperly.

to your assigned job, the extent to which wou take advantage of on- and off-the-job self-development opportunities, your conduct, and your capacities.

It is recognized that some employees may not be able to succeed in their jobs despite their best efforts. If this is the case and there appears to be a reasonably good chance that an employee will succeed on another available job, he will be reassigned to such job and given a further opportunity to succeed. However, in some cases no readjustment is possible either because of lack of a suitable vacancy or because it appears that the employee will be entirely unable to adjust to Federal employment. In such case it becomes necessary to terminate his services in fairness to the Department, the employee and the public.

Your supervisor has the primary responsibiilty for seeing that you are trained to do your work well. He is responsible for helping you learn what to do and the best way to do it. You are responsible for following instructions carefully, asking questions when you are not clear about what you are to do or how you are to do it, and then performing your duties intelligently and with initiative. Through this on-the-job training you increase your skill and abilities. Every time you learn a new task or meet and solve a new problem, you are advancing in your training and experience. By being alert to learn as much as you can on your job, you will get much valuable training which will help prepare you for a better job.

In addition to the training you receive from your supervisor, you may receive training in preparation for assuming another job or other training depending on what you may be required to do on your job. Other types of training may include classroom instruction, staff meetings, conferences, reading manuals, or other instructional material, and rotating through different assignments.

The top jobs in the Department go to the best qualified persons available. In picking persons for these jobs consideration is given not only to experience, but also to capacity to understand and act intelligently in connection with difficult and complex responsibilities.

There are often opportunities to supplement the training and experience you get on the job with after-hours study in local schools and universities. If you are interested in developing yourself in this way, your supervisor or your personnel officer may be able to give you helpful suggestions.

Although the Department provides certain training opportunities, you are largely responsible for your own self-improvement. The extent to which you take advantage of training opportunities available to you, both on and off the job, will materially influence your progress in the Department.

PROMOTIONS

Promotion usually is the result of: (1) Doing a good job on any task to which you are assigned no matter how small or how large it may seem; (2) demonstrating your capacity to get along with other people; and (3) developing yourself through taking advantage of training opportunities available to you both on and off the job.

The policy throughout the Department is to fill jobs of higher grade by promoting its own employees, whenever this results in the selection of the best qualified person for the job. As you become acquainted with employees in the Department you will see employees at every level who have been promoted "up through the ranks." Promotions are based solely on qualifications and merit.

Your personnel office has a systematic method for identifying employees who should be considered for promotion to higher grade jobs when available. The personnel office studies and compares the records of employees and applicants who are qualified by training and experience for each vacancy and presents this information to the appropriate supervisory officials. The

purposes of training. This leave is limited to 15 calendar days in any one calendar year unless it is with the D. C. National Guard. You will, of course, need to present your orders and discuss the matter with your supervisor.

MATERNITY LEAVE

Absence from duty may be authorized in maternity cases. Such absence is chargeable to sick leave during the time that the employee is incapacitated for duty. In addition to sick leave, annual leave and leave without pay may be granted to cover any additional period during which the employee is incapacitated for duty.

TARDINESS

If you are unavoidably absent from duty or late for work for less than 1 hour, you may be excused for adequate reasons. Absences of 1 hour or more, however, must be charged to annual leave, sick leave, or leave without pay. Habitual tradiness, even if it's only 5 or 10 minutes a day, can cost you annual leave and possibly your job!

Remember, a good leave record is a little like good credit. It increases your chances of being granted leave whenever you need it.

OTHER APPROVED ABSENCES

Various types of absences from duty without loss of pay are not charged to annual leave. Examples are: Special holidays, time spent for voting, and closing offices on account of weather conditions.

If a bona fide emergency occurs requiring you to remain away from work without prior approval, you must communicate with your supervisor at the earliest possible moment on the first day of your absence.

If you are absent from duty without prior approval except for a bona fide emergency or illness one or more of the following actions may be taken:

1. A charge to annual leave with a warning.
2. A charge to absence without official leave with a warning.
3. Suspension from duty without pay or dismissal.

All full-time employees earn annual leave as follows:

1. *Employees with less than 3 years Federal service.*—4 hours each biweekly pay period, or 13 working days per year.

2. *Employees with more than 3 but less than 15 years service.*—6 hours each biweekly pay period, or 20 working days per year.

3. *Employees with 15 or more years service.*—8 hours each biweekly pay period or 26 working days per year.

Part-time and WAE (when-actually-employed) employees who are eligible for annual leave will earn it on a pro rata basis.

You cannot take annual leave until you have been on the Federal payroll continuously for 90 calendar days. Any leave you take during this first 90 days will be without pay unless it is properly chargeable to sick leave.

You accumulate and carry forward into a succeeding year annual leave of not to exceed 30 days (or if you had accumulated annual leave in excess of 30 days immediately following the end of the last pay period in 1952, you can carry over such maximum accumulation until used). If you leave the Government, you will be paid in a lump sum for any unused leave that does not exceed 30 days or the amount carried over to your credit at the beginning of the leave year, whichever is greater.

SICK LEAVE

Sick leave is a benefit which you may use only under the following conditions:

1. You are *unable to work* because of sickness, injury or pregnancy or confinement.

2. When because of exposure to contagious disease, your presence would jeopardize the health of others or when a member of your immediate family is afflicted with a *contagious* disease and requires your care and attendance.

3. For medical, dental or optical examination or treatment.

Here are a few simple rules on the use of sick leave for you to follow:

1. Use sick leave as little as possible and only for the reasons given above. Sick leave cannot be used for rest, minor indispositions or to supplement annual leave.

2. If you are too sick to come to work, let your supervisor know before or as soon as possible after the time you are scheduled to report for duty.

3. Ask your supervisor in advance when you want to use sick leave for medical, dentist, or optical examination or treatment.

SCHEDULE OF ANNUAL SALARY RATES BY GRADE

(Authorized by the Classification Act of 1949, as amended by Public Law 462, 85th Congress, approved June 20, 1958)

GS grade [1]	*Regular steps within grade*							*Longevity steps*		
1	$2,960	$3,055	$3,150	$3,245	$3,340	$3,435	$3,530	$3,625	$3,720	$3,815
2	3,255	3,350	3,445	3,540	3,635	3,730	3,825	3,920	4,015	4,110
3	3,495	3,590	3,685	3,780	3,875	3,970	4,065	4,160	4,255	4,350
4	3,755	3,850	3,945	4,040	4,135	4,230	4,325	4,420	4,515	4,610
5	4,040	4,190	4,340	4,490	4,640	4,790	4,940	5,090	5,240	5,390
6	4,490	4,640	4,790	4,940	5,090	5,240	5,390	5,540	5,690	5,840
7	4,980	5,130	5,280	5,430	5,580	5,730	5,880	6,030	6,180	6,330
8	5,470	5,620	5,770	5,920	6,070	6,220	6,370	6,520	6,670	6,820
9	5,985	6,135	6,285	6,435	6,585	6,735	6,885	7,035	7,185	7,335
10	6,505	6,655	6,805	6,955	7,105	7,255	7,405	7,555	7,705	7,855
11	7,030	7,270	7,510	7,750	7,990	8,230	.....	8,470	8,710	8,950
12	8,330	8,570	8,810	9,050	9,290	9,530	.....	9,770	10,010	10,250
13	9,890	10,130	10,370	10,610	10,850	11,090	.....	11,330	11,570	11,810
14	11,355	11,595	11,835	12,075	12,315	12,555	.....	12,795	13,035	13,275
15	12,770	13,070	13,370	13,670	13,970	.....	.....	14,210	14,450	14,690
16	14,190	14,430	14,670	14,910	15,150	.....	.....	No longevity increases are given to persons in grades 16, 17 and 18.		
17	15,375	15,615	15,855	16,095	16,335	.....	.....			
18	17,500	.....	.....	.....	.....	.....	.....			

[1] If you are in grade 1 through 10, you receive an increase every 52 weeks; in grade 11 through 17, every 78 weeks.

after a total of 78 calendar weeks of creditable service in step 2. Employees who have done outstanding work may be advanced to step 3 after only 52 calendar weeks in step 2.

OVERTIME AND HOLIDAY PAY

Whenever you are officially required to work in excess of 40 hours during the regular work week, you will be compensated by additional pay at overtime rates or by time off from duty later. However, if you are assigned to a wage schedule job, there is no provision for time off in lieu of overtime pay. To be eligible for overtime pay or time off, you must be in a pay status (at work or on leave with pay) for 40 hours during the work week.

If you are required to work on an official holiday, you will also receive additional pay.

The rates for overtime and holiday work are computed as follows:

1. The overtime rate for an employee whose salary rate is the minimum rate of GS–9 or less is time and one-half.
2. The overtime rate for GS employees whose salary rate is above the minimum rate of GS–9 is one and one-half times the minimum rate of GS–9.
3. The overtime rate for all WS employees is time and one-half.
4. All employees are paid for holiday work at twice their regular rate of compensation.

It may be that you will desire to be granted compensatory time off rather than to be paid for overtime work. If you are paid at a rate equal to or less than the maximum rate of GS–9, it will be necessary for you to request in writing that you be granted compensatory time in lieu of overtime pay. On the other hand, if your rate exceeds the maximum of GS–9, your agency may decide that it will be more desirable to grant you compensatory time in lieu of overtime pay. The agency has the election if your rate of pay is in excess of the maximum rate of GS–9. There is no provision for the granting of compensatory time for work performed on holidays. Such work must be compensated for at the holiday rates.

ADDITIONAL PAY FOR NIGHT WORK

You may be required to work on a regularly scheduled assignment between the hours of 6 p. m. and 6 a. m. If you are paid under the Classification Act, you will receive additional pay in the amount of 10 percent of your basic straight time pay for hours worked during that period. If you are under a prevailing rate system, the amount of additional compensation is usually based on the practice in your community, as indicated in your wage schedule.

PAY DEDUCTIONS

Deductions will be made from your pay as follows:

1. If you are subject to the Retirement Aet, 6 percent of your base pay is deducted.

the Department is evaluated by the personnel office through a systematic method of classification which groups positions together according to their duties, responsibilities, and qualification requirements. Like jobs are treated alike for purposes of pay, recruiting, promotion, transfer and reduction in force. Under this system, each job is classified by: (*a*) The type of work and the skills needed for the work, e. g., stenographer, physicist and statistician; and (*b*) by level of difficulty, which is identified by a grade. Accordingly, we have physicists, GS–7 and GS–9; stenographers GS–2, GS–3, and GS–4, etc.

When the grade of a particular position is determined by this system, the appropriate Classification Act salary scale or wage schedule rate for that grade will apply. Anyone who has not had previous Government service with a higher salary will normally start out at the lowest rate in the grade established for his job.

A description of the principal duties of your job furnishes the personnel office with the basic information upon which the classification of your job is determined. At the time you enter on duty in a particular position, this description will already have been prepared and evaluated. When new duties are added to your job or if your duties change in some other way, you may be asked to rewrite your job description to bring it up to date. You can see the importance of supplying the correct job information so that your job can be properly graded.

In this connection, you should keep in mind that it is the *duties of the job* that are evaluated for the purpose of determining its grade, *not the person* occupying it. Your job is normally classified on the basis of standards which, for employees subject to the Classification Act are set by the Civil Service Commission. Copies of these standards are available in your personnel office. Your own qualifications and performance are taken into consideration in other matters such as consideration for promotion or reassignment but not in the classification of your job.

If at any time you feel that the grade of your job is not correct, you should talk the matter over with your supervisor. If you still are not satisfied, you should get in touch with your personnel office. If the personnel office representative is unable to satisfy you, he will be glad to advise you concerning your right of appeal, which for employees subject to the Classification Act is to the Civil Service Commission and for other employees is to the Office of Personnel Management. It is desirable to submit appeals through your own personnel office.

OTHER PAY SYSTEMS

In addition to the pay system established by the Classification Act and the Wage Schedule systems described above, there are several other systems in effect in the Department for positions that are excluded from these systems:

1. Positions which have duties similar to those of positions which normally are subject to the Classification Act, will normally have their salary rates set according to the methods and the salary scale of the Classification Act. For example, some clerical positions in the Census Bureau are not subject

APPOINTMENT INVESTIGATIONS

All initial appointments are made "subject to investigation" as to character, employment history, and security requirements. Additional investigation is required in connection with jobs that are designated as "sensitive" from the standpoint of national security. Your appointment is conditional on favorable findings from investigations. Unfavorable findings as a result of such investigations will result in termination of the appointment.

PHYSICAL REQUIREMENTS

Employees normally will have secured a physical examination prior to entrance on duty. In addition, those employees appointed to positions in the Washington, D. C., area must take a chest X-ray examination within 5 days after entrance on duty. If an employee fails to qualify on the required physical or X-ray examination, he must be separated from the service.

he is engaged is being carried out in accordance with the President's wishes, it is important that such positions be filled with persons who are in sympathy with the programs and policies of the President. Consistent with this requirement, where applicable, excepted positions in the Department will be filled on the basis of merit by the best qualified persons available.

TYPES OF CIVIL SERVICE APPOINTMENT

Career and Career Conditional

Career conditional appointments are given to persons who pass competitive civil service examinations and are selected for continuing positions in regular order from lists of eligibles established as a result of the examination. At the end of 3 years' satisfactory service, career conditional employees automatically receive career (permanent) appointments:

1. *Rights and benefits of career employees.*—Career employees may be promoted, reassigned to another job in the Department, transferred to another agency, or be reinstated without time limitation after leaving the Federal service without having to take another competitive civil service examination. This eligibility is permanent and is called "competitive civil service status," or more popularly, "competitive status," "civil service status," "permanent status," or just plain "status."

Career employees can be removed only for cause and only after being presented with charges in writing and given an opportunity to reply and to have their reply considered carefully.

In the event of a reduction in force, a career employee has retention and reassignment rights superior to those of other civil service employees.

2. *Rights and benefits of career conditional employees.*—Career conditional employees enjoy many of the rights and privileges of career employees, but some of them are limited.

After 3 months of service, career conditional employees may be reassigned, transferred, or promoted (if they meet time in grade and qualification requirements), without having to take another competitive civil service examination. This eligibility is known as "competitive civil service status," as indicated above. After 1 year of satisfactory service, they have the same protection against removal as career employees. They rank just below career employees but above other civil service employees with respect to retention and reassignment rights in reductions in force.

Career conditional employees who leave the service and who are nonveterans may be reinstated by exercise of their competitive civil service status without open competition only within 3 years after leaving the service. However, career conditional employees with veterans preference have this eligibility permanently (i. e., have permanent "status").

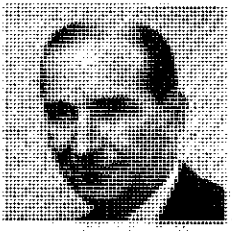
Career conditional employees who transfer to defense agencies may not be granted reemployment rights.

Career conditional employees are under the Civil Service Commission retirement system.

Know Your Department Officials



The Secretary
Frederick H. Mueller



The Under Secretary
Philip A. Ray



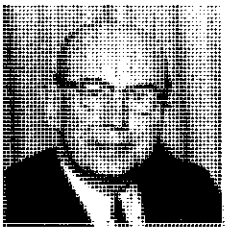
Assistant Secretary
for Administration
George T. Moore



Under Secretary
for Transportation
John J. Allen, Jr.



Assistant Secretary for
International Affairs
Henry Kearns



Assistant Secretary
for Domestic Affairs
Carl F. Oechsle



General Counsel
Robert J. Dodds, Jr.

Federal highway programs. These programs provide assistance to all of the States, District of Columbia, Alaska, Hawaii, and Puerto Rico, and to certain foreign countries in the development and improvement of their highway transportation facilities. Included are the design and construction of national parkways and roads in our national parks and forests in cooperation with the National Park Service of the Department of the Interior and the Forest Service of the Department of Agriculture.

Public Roads conducts research on the physical, economic, and financial problems of highway development including studies of road materials and methods of road construction.

The NATIONAL BUREAU OF STANDARDS carries on four main types of work:

1. *Research in physics, chemistry, mathematics, engineering, and physical science.*—This involves studies of fundamental physical phenomena and the basic properties of matter. It includes the application of basic knowledge to development of new scientific and technological processes and materials; determination of the physical characteristics of industrial materials, structures, and equipment, and the investigation of physical phenomena in connection with the development of technical devices.

2. *Development* of instruments, instrumentation techniques, standards of measurement, commodity testing techniques, materials, and technological processes. This also includes the design, construction, or technical evaluation of special devices important to national welfare and defense.

3. *Testing, calibration, and formulation of specifications.*—This involves calibration of instruments, analysis and preparation of standard samples of physical measurement; formulation of standards and specifications for purchasing; acceptance testing of commodities used by the Federal Government; and related technical and advisory services to governmental agencies.

4. *General Services.*—The Bureau compiles and disseminates its scientific and technical data, produces special materials for specific needs of the Federal Government, operates special technical installations, and provides consultative service.

The principal phases of the subject matter covered by the Bureau's activities include electricity, optics and metrology, heat and power, atomic and radiation physics, chemistry, mechanics, organic and fibrous materials, metallurgy, mineral products, building technology, applied mathematics, electronics, and radio propagation.

The WEATHER BUREAU carries out the following major functions:

1. Makes observations, measurements and investigations of atmospheric phenomena in order to obtain, in advance, information as to the probable weather conditions, and furnishes forecasts, warnings, and advices needed by agriculture, commerce, industry, navigation and aviation.

2. Coordinates work in connection with the meteorological requirements of the United States in order to maintain standard observations, and promotes and develops meteorological science.

and (8) makes gravimetric and astronomical observations to provide basic data for geodetic surveys and for scientific studies of the figure of the earth.

The BUREAU OF FOREIGN COMMERCE fosters and promotes the foreign trade of the United States. It furnishes a wide range of statistical and analytical foreign trade information vital to the Government in carrying out the defense program, and to the business community in the conduct of international trade and business abroad. Through the exercise of export control authority it regulates the flow of United States commodities to foreign countries in accordance with national security and foreign policy objectives.

The Bureau promotes growth of international trade and cooperates with other nations and international organizations in the solution of trade problems. It participates with other governmental agencies in the formulation of American foreign trade policies.

The FEDERAL MARITIME BOARD has two types of functions; regulatory and subsidy. The regulatory functions include control over rates, services, practices, agreements, charges and tariffs of common carriers by water engaged in foreign commerce, and persons engaged in furnishing wharfage, dock, warehouse, and terminal facilities of such common carriers.

The subsidy functions include the awarding of ship construction and ship operating differential subsidy contracts for the purpose of placing United States shipbuilding and ship operation on a parity with foreign construction and operation.

The MARITIME ADMINISTRATION carries on major activities as follows:

1. *Construction of ships.*—Designs, constructs, reconstructs, or reconditions ships for Government account whenever such ships are essential to a well-balanced American merchant marine and the construction of such ships is not practicable by private citizens of the United States. Recommends to the Federal Maritime Board construction subsidies on privately constructed vessels of the type, speed, size, and other requirements essential to the foreign and domestic trade of the United States and administers the provisions of all construction subsidies. Otherwise, develops and promotes the maintenance of an adequate American merchant marine necessary to the carrying of the country's foreign commerce and capable of utilization in time of war or emergency through the making and administering of contracts for mortgage aid, trade-in allowances and payment of national defense features in connection with the construction and reconditioning of ships not involving construction subsidy. Approves any contract, agreement, or understanding to construct a ship within the United States for or to be delivered to a noncitizen of the United States, and approves the construction of ships in foreign countries by citizens of the United States to be operated under foreign flag.

2. *Vessel operations.*—Investigates and determines ocean services, routes, and lines essential for our foreign commerce, and recommends to the Federal Maritime Board the approval of operating-differential subsidy contracts and, upon Board approval, administers such contracts. Charters and admin-

The OFFICE OF PUBLICATIONS is responsible for coordinating the Department's publications work, project and editorial control, program review of publications, sales promotion of the Department's publications, and operation of the Department's printing, duplicating and distribution services.

The SECURITY CONTROL OFFICE develops and administers policies and procedures for effective physical and personnel security control throughout the Department.

The OFFICE OF THE GENERAL COUNSEL is the chief law office of the Department. The General Counsel acts as legal adviser to the Secretary and other top officials of the Department. He also supervises and coordinates the development of the legislative program of the Department, and his office is the focal point for handling Congressional relations.

The BUSINESS AND DEFENSE SERVICES ADMINISTRATION performs functions relating to current defense production, long range industrial preparedness, and service to the business community as follows:

1. Uses priorities and allocations as necessary to support and expedite the accomplishment of current military and atomic energy programs.
2. Develops practical programs for the mobilization of industry, and provides the framework for the integration of defense production and mobilization programs with industry's long-range plans for maintaining civilian production and employment on a sound basis.
3. Provides a focal point in Government for consideration of the domestic interests of business and industry in their relations with Government agencies and cooperates in assuring consideration of the domestic needs of small business enterprises.
4. Acts as a clearing house for Government technological information of interest to business.
5. Provides a focal point in the Department for the retail, wholesale, and service trades and for all others engaged in the domestic distribution of goods and services.

The OFFICE OF AREA DEVELOPMENT is responsible for advising and assisting States and local communities in economic development matters, providing guidance to industry and Government regarding the Federal industrial dispersion program, and serving as a focal point in the Government for area groups seeking assistance to relieve local area unemployment.

The OFFICE OF TECHNICAL SERVICES carries out four major activities as follows: (1) Collects and compiles scientific and technical information for dissemination to business enterprises; (2) assists industries to develop and agree upon commercial standards as to quality, testing, and ratings; (3) serves as the point of contact with trade associations and other nonprofit trade groups for the purpose of encouraging their cooperation and obtaining recommendations with respect to the domestic commerce program and activities of the Department; and (4) brings to the attention of American

Other Primary Organization Units:

BUSINESS AND DEFENSE SERVICES ADMINISTRATION
Office of Area Development
Office of Technical Services

OFFICE OF BUSINESS ECONOMICS
BUREAU OF THE CENSUS
COAST AND GEODETIC SURVEY
BUREAU OF FOREIGN COMMERCE
FEDERAL MARITIME BOARD (partly autonomous)
MARITIME ADMINISTRATION
PATENT OFFICE
BUREAU OF PUBLIC ROADS
NATIONAL BUREAU OF STANDARDS
WEATHER BUREAU

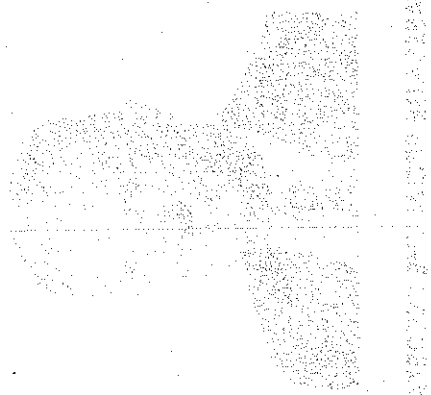
Associated Activities:

NATIONAL INVENTORS COUNCIL
BUSINESS ADVISORY COUNCIL
FOREIGN TRADE ZONES BOARD
(Staff work under Assistant Secretary for International Affairs)

The OFFICE OF PUBLIC INFORMATION directs the distribution of Department news to the daily press, magazines, radio, television and other channels. Acting as the Secretary's representative, this Office guides and assists the Department's officials and bureaus in keeping the public and interested groups fully and accurately informed of Commerce activities and services.

The DEFENSE AIR TRANSPORTATION ADMINISTRATION is responsible for planning and directing the mobilization of civil aviation resources and facilities, and performing related functions such as: The allocation of civil transport aircraft to direct military support and to the War Service Air Pattern; leadership to industry in cooperation with the Air Force to develop and maintain the standby organization and detailed plans necessary for immediate operation of the Civil Reserve Air Fleet; the development and administration of an air priorities system; development and maintenance of adequate aviation manpower resources for wartime use; participation in the accelerated tax amortization program for aircraft and ground facilities; participation in the defense loan program; and development of an aviation war risk insurance program.

The ADVISORY COMMITTEE ON EXPORT POLICY is made up of representatives of U. S. Government departments and agencies, including the Departments of Commerce, State, and Defense, which are concerned with aspects of domestic and foreign policies and operations having an important bearing on export controls. The Committee provides the Secretary of Commerce



Using Your Handbook