

I. *IMPORTANT MESSAGE TO ELIGIBLES*

In order to meet the increasing demand for qualified personnel, the Civil Service Commission has adopted emergency recruiting measures designed to eliminate all operations which do not speed up the placement of employees in the War Agencies.

On those examinations where the demand for eligibles exceeds the supply, ratings are determined only to the point of eligibility or ineligibility. If you receive a rating of 'Eligible' only, you may understand that the Commission has not assigned a numerical rating, and that your chances for early consideration for appointment are favorable. In examinations where there is need for more detailed ratings because the supply of eligibles exceeds demand, or when no additional delay or expense is involved in assigning and reporting ratings on a scale of 100, eligible ratings may be so reported.

Because of the tremendous pressure of work, no appeals of ratings will be entertained.

Please understand that the Commission is giving you every consideration it can without impeding the War Program. Do not inquire further as to your prospects of appointment. Be sure, however, to keep the Commission informed as to your current address and any changes in the conditions under which you are available. Send such new information to the office whose address is shown on your Notice of Rating.

INFORMATION FOR ELIGIBLES

It is important that you retain your Notice of Rating for future reference.

The entrance of the United States into the war makes it imperative that positions in the federal service be filled by qualified persons without unnecessary delay. To accomplish this, only the names of persons who are known to be immediately available in the locality where the vacancy exists, and at the salary the position pays, will be furnished to the appointing officers. It is important, therefore, both to the Federal Government and to you that you report any changes in the conditions under which you are willing to accept appointment. Under ordinary circumstances your name will not be furnished for appointment to a position under conditions which differ from those you have indicated are acceptable.

All appointments will be 'War Service' appointments. Unless otherwise specifically limited, these appointments will be made for the duration of the war and no longer than six months thereafter. 'War Service' appointments include such valuable privileges as inclusion under the system of retirement and disability benefits provided by the Civil Service Retirement Act, and eligibility for transfer and promotion.

For persons appointed for a period of more than one year, the first six months (sometimes one year) of service shall be a trial period, satisfactory completion of which shall be considered part of the examination. All appointments with the exception of certain temporary appointments are subject to fingerprinting.

If, when you are considered for appointment under the conditions you have specified, you signify you are not available or fail to reply to a communication, your name will be removed from the eligible list until you satisfactorily explain your reasons and specify the conditions under which you would be willing to accept appointment. When you are unable to accept an appointment you should request that your name be removed from the eligible list until you are again able to accept appointment. At any time while this list is still in use your name may be replaced in its proper position upon request.

A register established from an examination in order to fill a specific type of position at a stated salary may also be used to fill vacancies in related positions or at a lower salary. When you accept 'War Service' appointment, your name will be removed from the register. Until your name is removed, your willingness to accept a lower salary will not affect your eligibility for positions at a higher salary.

Your eligibility on this list is for an indefinite period of time, and will be continued until the eligibility of all persons on this list is terminated.

In furnishing names of eligibles to be considered for appointment, this office is governed by conditions under which eligibles say they are willing to accept appointment. It is very important, therefore, that any changes in your address or in the conditions under which you will accept appointment be reported to the office from which you received your Notice of Rating.

THE UNITED STATES CIVIL SERVICE COMMISSION