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November 24, 1944

FRUIT AND VEGETABLE BRANCH
ADMINISTRATIVE LETTER NO. 18

OFFICE OF THE CHIEF

The October 27 and November 10 issues of the Branch Letter carried portions of "Code of Ethics for Professional and Administrative Employees" written by the late Wells A. Sherman, former Chief of the Fruit and Vegetable Division. The last installment is published below. We hope each employee reads and rereads the entire code, for Mr. Sherman has left for posterity a most valuable contribution for everyone in the Federal Service.

Paul M. Williams
Assistant Chief

CODE OF ETHICS
FOR PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES
BY WELLS A. SHERMAN
1868-1939

Part 4. Ethics of Official Contacts

1. The Chief and the messenger have equal rights in their jobs. I must show the same respect and consideration for the rights of each.
2. The Junior is a potential Senior. I must help to prepare him by giving him all the independence and responsibility of which he proves worthy.
3. Every appointment to my force puts me on probation with the appointee. I must not allow his appointment to become permanent if he is unworthy of complete trust or so inept that normal promotion is not to be expected.
4. Failure to appraise correctly and utilize fully the abilities of my personnel is as unethical as neglect of or inattention to the most important scientific features of my project.
5. The public is entitled to the best that my organization can produce. Every member of the staff must therefore feel entirely free to make suggestions or recommendations and to file a dissenting opinion on any matter of conference.
6. The right to dissent is fundamental and must not be abridged. My subordinate must be made to realize that I want his honest opinion and must know that he will not suffer for expressing it.
7. My superior is entitled to my best opinion even when at variance with his own. If he resents its courteous presentation he is unworthy of his position and some day will be superseded. If I am right I can always afford to be patient.

8. The duty of maintaining discipline must not be shirked. Misconduct unpunished taints the whole organization and tends to lower the esteem in which every worker holds his job and his associates.

9. In theory our tenures are permanent only during good behavior. Ethical administration will make this true in practice. I must not tolerate misbehavior in a subordinate nor shield it in a superior.

10. It is unethical for me to become so dependent upon any person or any set of conditions that I cannot function efficiently without them. The nature of the service makes changes inevitable; it is therefore my moral duty to remain adaptable.

11. Every associate or subordinate who deserves advancement must know that I will further his every legitimate interest even if it results in his transfer from my force.

12. No employee shall ever be held down or denied any opportunity to show his worth because I need his aid or because I shall suffer by his advancement.

Washington Branch Office Notes

Mr. Meyer will leave Washington November 29 for Los Angeles, California where he will address the Western Growers Association on Thursday November 30, 1944. He will visit several offices of the Branch during his travel to the coast. He will return to Washington about December 11, 1944.

Mr. Williams will leave Washington November 26 to attend the meeting of the District Representatives of the Midwest region on Monday and Tuesday and also to handle certain Administrative matters at Chicago.

During the week of November 13, a series of meetings were held with the five District Market Programs Supervisors with Mr. K. W. Schaible of New York, Mr. J. C. Holton of Atlanta, Mr. W. B. Renfro of Dallas, Mr. M. W. Baker of Chicago and Mr. D. E. Wilcox of San Francisco in attendance.

Careful consideration was given in lines of work to be carried on by the Marketing Programs Division and plans were made for handling the work during 1945. The meetings were attended by as many of the Washington technical staff as could be spared from their duties from time to time. The problem in connection with the collection of information necessary for the development of the various programs of the Marketing Programs Division were carefully considered. Much of the information needed by the Market Programs Offices can be developed in cooperation with offices of other divisions in the respective districts and all offices of the Branch will be expected to cooperate with the Marketing Programs Division people in every way possible in furnishing pertinent information for their use. The two Inspection Divisions and the Market News Service can be particularly helpful.

Paul M. Williams
Assistant Chief

ADMINISTRATIVE SERVICES SECTION

Schedules of Collections

Recently we have noticed that many of our field offices depositing collections to the credit of Miscellaneous Receipts are indicating collections creditable to "124310.020". This is incorrect.

Please be certain that the proper Fund or Appropriation number is indicated in each instance before Schedules of Collections (or the covering Certificates of Deposit) leave your office. Correct Fund and Appropriation numbers were indicated in our Administrative Letter dated July 7, 1944. Please follow these instructions closely.

All Field Offices - D. O. Symbol - Collections

We have received quite a few calls from the Finance Division informing us that field offices are still using D. O. Symbol 891-804, despite the fact that this symbol has been changed to 100-8750.

Please be sure that D. O. Symbol No. 100-8750 is used in all cases in the future. This applies to collections pertaining to this fiscal year, as well as collections pertaining to any prior fiscal year. If the wrong symbol is used credits are delayed.

W. C. Hasbrouck
Administrative Officer

FRESH PRODUCTS STANDARDIZATION AND INSPECTION DIVISION

Notification to Washington Office of Certificate Corrections

If a corrected and superseding certificate is issued an FPI-101 (FDA-487) form shall be prepared to explain the correction. Some shipping point inspection office are including corrections covering several certificates on one FPI-101 form. A separate FPI-101 form should be prepared covering each certificate corrected as the forms are filed in Washington with the certificate referred to, and obviously this cannot be done if corrections of several certificates are covered on the same form. All shipping point inspection supervisors should read Shipping Point Handbook, paragraphs 394 to 403 to refresh their memories regarding the use of FPI-101 form.

Past Due Accounts

An up-to-date tabulation of past due accounts superseding the one dated August 1, 1941 will soon be sent to all offices. The following item should be removed from the list of unpaid past due accounts as this account has been paid:

●. J. Barnes Co., East Grand Forks, Minn. \$8.00

Hurricane Damage to Florida Citrus Fruit

Destination inspectors, at least for the present, should handle bruises, or dryness beneath bruises, as a condition factor unless there is reason to believe that it could not have occurred in transit. On the other hand, scars, thorn injury, and punctures should be handled as quality factors.

Notes

The residence address of Mr. Fred G. Hartz of the New Orleans office is 7444 St. Charles Ave., Apt. 3K, New Orleans, La. Telephone: Walnut 2264-J.

Mr. E. E. Conklin's new address is 1115 S. Wakefield St., Barcroft Apts., Arlington, Va. Telephone: Glebe 4400, extension 17.

Copies of U. S. Standards for Fall and Winter Type Squash, effective November 15, 1944 have been mailed to all inspectors. These standards are being issued for the first time.

Copies of "The Fruit, Vegetables and Honey Act and Regulations," issued by the Canadian Department of Agriculture were mailed to each inspector. These Regulation supersede the regulations published in the Canada Gazette dated September 26, 1942 and amendments.

Circular No. 695, "Maturity and Handling of Green Wrap Tomatoes in Mississippi" and Circular No. 713, "Freezing Injury of Fruits and Vegetables" were sent to all inspectors.

Copies of "Market Inspection Handbook for Topped Turnips or Rutabagas" dated October 1944 were sent to all inspectors.

E. E. Conklin, Chief.

FRUIT MARKETING DIVISION

Apple Sauce - Short in New York, Heavy in Appalachians

Reports from the field indicate that New York processors will fall short of using their tin allotment for apple sauce. Several packers there are not operating on apple sauce this season. The Pennsylvania, Virginia, and West Virginia district are anxious for additional tin quotas for apple sauce. The transferring of tin for apple sauce from districts that will fall short in their packs to districts that are anxious to over-pack their quota will increase the apple sauce pack, and at the same time allow the processing of apples that would otherwise go to waste in districts of plentiful supply.

Heavier Pear Pack

Reports from the Northwest show that the pear pack in that district will be larger than early estimates.

Fall Weather Favorable to California Deciduous Fruits

The State of California has had bountiful rains this fall making the ground ideal for the dormant season. The fall spraying season is just beginning and should the weather stay clear for a few weeks so that the fall spraying job can be done, the cards are set for a bumper crop of deciduous fruits in 1945.

Apple Purchase Under L-84a.

Purchase of apples, blown from trees in the Northeastern States during the hurricane of September 14, 1944, has been concluded. Approximately 541,000 bushels or 728 carloads, of these apples were purchased.

Lend-Lease apples to Great Britain

A total of 885 carloads of apples have been purchased for lend-lease shipment to Great Britain. Of this quantity, 496 carloads have been purchased in the East, and 389 carloads in the West. Limited quantities are yet to be purchased.

Slight Adjustment in Maximum Prices for Northeastern Apples

A slight increase of 15 cents per standard bushel basket or box in the f.o.b. ceiling price of apples produced in the areas affected by the hurricane of September 14, 1944, was made effective on November 23, 1944, by Amendment 73 to MPR 426. Equivalent adjustments were provided where the f.o.b. prices were on a pound basis. The area for which the increase was granted includes the New England states New Jersey, Delaware, the Hudson Valley and Champlain districts of New York state, and the Eastern Shore districts of Maryland and Virginia. The increase is applicable to the 1944 production of this area and was authorized to compensate, in part, for loss to growers through crop disaster resulting from the hurricane.

Canadian Apple Imports

To November 18 of this year a total of 1,540 cars of Canadian apples have been imported as compared with 184 cars to the same date last year. Of the 1,540 cars this year about 400 have been processor apples, leaving 1,140 cars for fresh market, including about 40 cars placed in cold storage in the United States.

There seems to be considerable misunderstanding among the trade about this Canadian apple picture and it might be advisable to clarify the matter briefly.

First, a "formula" was suggested by a joint American-Canadian apple committee at a meeting in Chicago in August. Under this "formula" about 1,300,000 bushels of packed apples are to be imported this year. Approximately a million bushels have already come in and at the present rate of shipment, the "quota" will be used up by early January. The program, including rate of shipment, was recommended by the Industry and the export permits are issued by the Canadian Department of Agriculture. Some members of the trade in the United States have the mistaken idea that we issue permits allowing the apples to come in. This is not true, and our regional men should correct this impression in their contacts with the trade.

Cranberries

The crop is very short this year, about 58 percent of the 10-year average, and with a heavy percentage being allocated for processing the fresh market has very limited supplies. Shipments to November 18 this year are 625 cars compared with 1,013 cars last year on the same date. The market is strong at ceiling prices and demand exceeds supply.

Winter Pears

The report issued by the Winter Pear Control Committee, as of November 1, 1944, shows the following packout of winter pears for the Wenatchee, Yakima, Hood River, Medford, Placerville and Santa Clara districts;

	Anjou	Bosc	Comice	Nelis	Easter, Clair-geau	TOTAL
Total packout	2,208,437	1,186,385	169,689	163,172	42,385	3,770,068
Loose	242,221	95,928	23,743	171,848	3,402	537,142
1943-44 shipments	1,307,272	772,415	193,625	221,546	30,451	2,525,309

The industry's estimate of production of the six varieties, as of July 1, was 4,067,168 packed boxes. The packout figures indicate that the production will exceed the estimate by only about 25,000 boxes. Quality of the fruit is reported good.

California Grapes

Table grape shipments from California this season, through November 22, totalled 13,642 carloads, unrevised figures, as compared with total season shipments of 18,903 carloads in 1941; 17,508 carloads in 1942; and 18,232 carloads in 1943. Juice grape shipments from the same state, through November 22, were 7,893 carloads, unrevised figures, as compared with total season shipments of 14,893 carloads in 1941; 12,630 carloads in 1942; and 3,402 carloads in 1943. Approximately 50 carloads a day of Emperor table grapes are still being shipped, while the shipping season for juice grapes is essentially completed.

The reaction of all auction markets to the removal on October 10, 1944, of the ceiling price regulations on table grapes, with comparisons for juice grapes, (for which there was no ceiling) is shown as follows:

	Season	WEEK ENDING				
		7/1/44	10/7	October 14		10/28
				Before 10/10	After 10/9	
Table, per lug	\$4.08	\$2.64	\$2.70	\$3.38	\$3.10	\$3.09
Juice, per lug	4.31	4.80	4.12	3.97	3.83	3.77

Bases for Pricing Program for Grapefruit Juice Announced

On November 10 it was announced that the maximum prices for civilian sales of canned grapefruit juice from the 1944-45 pack will be based upon the same raw material cost allowance reflected in the currently effective civilian ceiling prices. A program similar to that in effect last season will be established whereby the War Food Administration will absorb canners' raw material costs in excess of that reflected in such civilian prices up to the following per ton "on-tree" prices: Florida \$37.39; Texas \$25.00 and California-Arizona \$21.00.

A meeting of the Processed Citrus Fruit Industry Advisory Committee is scheduled for December 5 and 6 to discuss details of the Program.

D. F. McMillen
Acting Chief

MARKET NEWS DIVISION

Issuing Reports on Holidays

The question has been frequently asked by various offices as to whether any attempt should be made to issue partial reports on those National holidays when our offices remain open during the emergency, or on local holidays when markets and railroad offices are closed. Since no local information is available, and outside information will serve no local needs, no reports of any kind should be issued on such holidays. Shipments and f.o.b.'s for the day preceding the holiday should be carried on the first report following the holiday so the record of these will be continuous. On "working holidays" shipments and f.o.b.'s will be sent over the leased wire and relay offices should relay them to field offices, for use in answering local inquiries.

Circularization of Mailing Lists

When circularizing mailing lists it is no longer necessary to carry the OWI notification requiring firms or individuals to write explaining the need for reports. Circularizations may be made in the manner prescribed in the Handbook. Circularization returns carrying commendations or criticisms of the service need not be sent in to Washington. Some offices have found the use of post cards for circularization very advantageous, saving time both in mailing and in handling when revising the list.

Maintaining Files of Daily Reports

Indications from a number of field offices and also here in Washington point to an increasing number of requests for reports to be used in settlement of claims. Prospects are that a continued increase may be expected. This should be considered in maintaining local files of surplus reports. Care should be taken to see that at least one report for each date is permanently filed.

Temporary Field Offices

The list of temporary field offices is unchanged from that in the Administrative Letter of November 10 except that the Martinsburg office has closed.

Mr. Eugene E. Paulson is being transferred, to Idaho Falls to take over the operation of that office around December 1.

Around the end of the year Mr. R. G. Risser will assume charge of the Fort Worth office and Mr. C. D. Sherman will transfer to Sanford to operate the seasonal office at that point.

Change of home address for R. E. Corbin - 4937 Westwood Road, Kansas City, Mo., telephone Valentine 6012.

C. D. Schoolcraft, Chief.

VEGETABLE MARKETING DIVISION

Vegetable Goals

Goals for 1945 vegetable production for fresh market and processing were among the topics discussed with Marketing Programs regional representatives at their meeting in Washington November 13 to 16. Goals for vegetables for fresh shipment (excluding potatoes and sweetpotatoes) are for the United States as a whole 1,683,405 acres or 90 percent of the 1944 acreage and for processing 2,009,940 acres or 96 percent of the 1944 acreage. Goals are based on the estimated requirements for civilian and non-civilian use. Average yields are assumed in arriving at the indicated acreage goals.

Goals vary by commodity and for fresh market vegetables by seasons of the year. Local marketing and production situations will govern State agencies in recommending modification of the over-all goal requirements to meet state or area conditions.

Our Marketing Programs representatives will attend goal meetings to be held in various states during the next few weeks to discuss the adaptation or modification of acreage goals. The contribution of our representatives in these meetings will relate particularly to the marketing situation. It is believed that the limitations in rendering marketing assistance in handling surpluses of vegetables which may develop through over-expansion of acreage can be pointed out in advance in a more definite manner than has been done in recent years and in this way that some surplus situations may be averted.

Vegetable Surplus Purchases

Purchases of surplus onions in western states are continuing. Purchases of sweetpotatoes in the central Atlantic Coast States, especially in the Eastern Shore of Virginia under Section 32 Funds were discontinued November 15 when the Loan Program went into effect.

J. W. Park
Vegetable Marketing Division
Fruit and Vegetable Branch

Temporary or Seasonal Headquarters of Shipping Point Inspection

For LONG ISLAND potato reports wire Rochester office.

For MASSACHUSETTS potato reports wire Kenneth Williams, 47 Gothic St., Northampton, Mass.

For MASSACHUSETTS apple reports wire Walter Piper, State House, Boston, Mass., or our Boston office.

For VIRGINIA apple reports wire Federal-State Inspection Service, 417 N. Cameron St., Winchester, Va.

For WEST VIRGINIA apple reports wire Federal-State Inspection Service, Berkeley Hotel Bldg., Martinsburg, W. Va.

E. E. Conklin, Chief.