

FEDERAL RESERVE BOARD

WASHINGTON

X-7595

ADDRESS OFFICIAL CORRESPONDENCE TO
THE FEDERAL RESERVE BOARD

September 20, 1933.

SUBJECT: Appointment of Examiners at Federal Reserve Banks.

Dear Sir:

In view of the necessity for exceptional care in the selection and approval of examiners at Federal reserve banks the Board has decided that the procedure set out in this letter shall be followed hereafter.

Whenever a new examiner is to be added to the examination division in a Federal reserve agent's department, the field of possible appointees should be carefully canvassed in order to obtain the services of the applicant best fitted for the position. When a decision is reached as to such a person, the Federal reserve agent's recommendation should be submitted to the Board with detailed information in regard to the experience and qualifications of the person recommended. In order that the Board may be advised fully it is suggested that the report cover the matter along the following lines:

1. Applicant's name, date of birth, nationality, marital status, condition of health, physical defects if any.
2. Education, including names of schools and colleges attended, periods of attendance, degrees obtained, other training, special examinations and results thereof, and diplomas or certificates received.
3. Previous employment, names and addresses of employers, periods of employment, positions held and nature of work, salary received in each case, reasons for leaving previous positions, and information obtained from previous employers as to quality of applicant's work. In this connection, care should be exercised to ascertain independently of the applicant the attitude of

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previous employers with respect to his services and the reasons for termination thereof.

4. All other experience which would have a bearing on applicant's qualifications as an examiner.
5. Information as to applicant's indebtedness, if any, whether indebted to member banks, their subsidiaries or affiliates, when indebtedness was contracted, its original amount, progress being made in liquidation, and whether, if tendered appointment by the Federal reserve bank as an examiner, the applicant will resign any official connection he may have with other business concerns and discontinue any other existing relationship which may have an undesirable effect upon his service as an employee of the Federal reserve bank.
6. Any other information which will be of assistance in the consideration of the recommendation.

Upon receipt of the recommendation, accompanied by the information requested above, it will be referred to the Chief of the Board's Division of Examinations with the request that he make such investigation as may appear to him to be desirable with regard to the qualifications of the applicant and his fitness for the position, and that he submit a recommendation to the Board with regard to approval of the appointment. Upon submission of the recommendation of the Chief of its Division of Examinations, the Board will consider the proposed appointment in the light of the information and recommendations received, and the Federal reserve agent will be advised promptly of the action taken.

Very truly yours,



L. P. Bethea,
Assistant Secretary.

TO ALL F. R. AGENTS.