

COPY

June 7, 1938

The President
The White House

My dear Mr. President:

Mr. James J. Caffrey, recently appointed Regional Administrator of the New York Office of this Commission, has requested that Mrs. Eleanor J. Townsend be transferred to New York so that she may take up the duties of Administrative Assistant in that office -- a position now vacant. This position is CAF-7 under classified Civil Service, which is the same title and grade now held by Mrs. Townsend in an exempt status as Administrative Assistant to the Chairman -- a position she has held since September 17, 1934, less than three months after this Commission was established.

The maintenance of the morale of the office makes it imperative that someone of executive ability who is familiar with the personnel and administrative functions of the Commission be appointed immediately. This is the only Administrative Assistant position in the New York Office and we have no one in our classified personnel with the necessary qualifications.

Mrs. Townsend has a long record of efficient and loyal service. Her unusual administrative abilities make her invaluable for a permanent place in governmental work. In as much as Mrs. Townsend has the requisite qualifications, and has had a corresponding rating (CAF-7) since June 11, 1935, it is my sincere hope that she may be rendered available for this position by Executive Order so that she may take up these duties at the earliest possible moment.

Yours faithfully,

William O. Douglas
Chairman