

*J. M. Hart*

May 20, 1954

Mr. John R. Kountz  
125 Central Square  
Pittsburgh 28, Pennsylvania

Dear Mr. Kountz:

I have discussed our telephone conversation of yesterday with Mr. Demmler. If this still meets with your approval you can start work with the Commission on July 1, 1954, at a salary of \$3410. Upon your admission to the bar, you will automatically receive a pay increase ~~to~~ \$4205. The Civil Service Commission normally restricts the length of this service, prior to admission to the bar, to nine months. However, I think that any details can be worked out.

It is our plan to assign you to the Cleveland Office, which is a branch of the Chicago Regional Office. During the month of July Mr. Hart, the Chicago Regional Administrator, wants you to work in the Chicago Office for training. You will receive a per diem of \$9.00 per day for the time in Chicago, plus travel expenses from your home station, which would be Cleveland.

If you have any further questions, please write me. You will probably hear from our Personnel Director, William E. Becker, in the near future. Contact him on any question concerning the District of Columbia bar examination.

I have enclosed for your study -- after your final examinations -- the pamphlet "The Work of the Securities and Exchange Commission." I previously sent you a copy of our most recent "Annual Report".

Sincerely yours,

Edward T. Tait  
Executive Assistant  
to the Chairman

Enclosure