



Office of Thrift Supervision
Department of the Treasury

Richard M. Riccobono
Deputy Director

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6853

September 13, 2002

MEMORANDUM FOR: CHIEF EXECUTIVE OFFICERS

FROM:

Richard M. Riccobono

SUBJECT:

Emergency Contact Information

The next time you file your TFR, the electronic filing software will ask you for some emergency contact information. All the federal banking agencies are collecting the same emergency contact information from institutions they regulate. We will use this information if we need to contact you in an emergency. We will ask for a primary contact and backup contact (senior level official with decision-making authority). We will ask for the same information for each name: title, telephone number, email address, and fax number.

The emergency contact information may or may not be the same as the information you submitted in response to CEO Memo 151, dated October 5, 2001, Request Relating to Information Pertaining to the Terrorist Attacks. We will continue to use the information you submitted pursuant to CEO Memo 151 for FBI alerts and control list information. The control list contains names of individuals and entities that law enforcement agencies believe are relevant to their criminal investigations. To reduce the filing burden, we also ask that you use the electronic filing software to update the control list contact information. We will compare it to the information we have on file and notify you of any differences.

The instructions will read:

- The federal banking agencies are asking for this information so they can distribute critical, time sensitive information to emergency contacts. Pursuant to CEO Memo 168, please provide information for a primary contact, preferably a senior official with decision-making authority. If available, provide equivalent information for a secondary contact. Please provide the e-mail address and fax number unless there is none available. Emergency contact information is for the confidential use of the Agencies and will not be released to the public.
- Pursuant to CEO Memo 151, please enter your thrift's control list contact information.

Thank you for your cooperation in this matter. If you have any questions please call Kathy Willard at (202) 906-6789.