

May 28, 2004

Dear Manager:

1. In accordance with the provisions of 47 C.F.R. § 76.77(d) of the Commission's Equal Employment Opportunity (EEO) rules (a copy of which is attached), your employment unit has been randomly selected for an audit of its EEO program.
2. If your unit is not required to have an EEO recruitment program due to its size (employing fewer than six full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you need only provide us a list of your unit's full-time employees, their job titles, and number of hours they are regularly assigned to work per week, and a response to question 3(d) below.
3. **Audit Data Requested.** If your unit employs six or more full-time employees, provide the following information in your response to this letter, including an explanation for any information you are unable to provide:
  - (a) Provide the employment unit's most recent EEO program information, described in 47 C.F.R. § 76.1702(b).
  - (b) For each full-time position filled during the period covered by the above EEO program information, or since your acquisition of the unit(s) if more recent, provide dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position. Include copies of job announcements sent to any organizations (identified separately from other sources) that have notified the unit that they want to be notified of job openings at the unit, as described in § 76.75(b)(1)(ii).
  - (c) Provide documentation demonstrating performance of recruitment initiatives described under § 76.75(b)(2) during this time period such as participation at job fairs, engaging in mentoring programs, etc. Specify the unit personnel involved in the recruitment initiatives.
  - (d) Describe any pending or resolved complaints filed during the past five years before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the unit(s) on the basis of race, color, religion, national origin, age, or sex. If there have been any complaints, provide a brief

description of the complaint(s), including the persons involved, the date of the filing, the court or agency, the file number (if any), and the disposition or current status of the matter. All complaints must be reported, regardless of their status or disposition.

(e) In accordance with § 76.75(f), describe how the unit has analyzed its recruitment program to ensure that it is effective in achieving broad outreach and how the unit has addressed any problems found as a result of such analysis.

(f) In accordance with § 76.75(g), describe the unit's efforts to analyze its EEO policies and employment practices to examine seniority, promotions, pay, benefits, selection techniques, and tests to ensure that they provide equal opportunity and do not have a discriminatory effect, and if the unit has a union agreement, describe how the unit cooperates with the union(s) to ensure EEO policies are followed for the unit's union-member employees and job applicants. Address any problems found as a result of the § 76.75(g) analysis and how the unit has resolved them.

5. Your response must be mailed to us within 30 calendar days of the date of this letter. The response must be in the form of a sworn statement signed by an officer of the owner of the unit. Send the response to EEO Staff, Policy Division, Media Bureau, Federal Communications Commission, 445 12<sup>th</sup> Street, S.W., Washington, DC 20554. To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (*see* 18 U.S.C. § 1001; *see also* 47 C.F.R. § 1.17), and/or forfeiture (47 U.S.C. § 503). Should you have any questions regarding this matter, please contact the EEO Staff at (202) 418-1450.

6. In accordance with 47 C.F.R. § 76.79 of the Commission's rules, a copy of this letter and your response will be placed in the Commission's public file on your unit.

Sincerely,

Lewis Pulley  
Assistant Chief, Policy Division  
Media Bureau

Attachment