

**ERVIN and
ASSOCIATES
INCORPORATED**

F1-150588

June 30, 1996

VIA FACSIMILE

Ms. Dorothy J. Fason
Freedom of Information Act Specialist
Executive Secretariat
U.S. Department of Housing and Urban Development
Office of the Secretary
Room 10139
451 Seventh Street, S.W.
Washington, D.C. 20410-0001

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EXECUTIVE
SECRETARIAT

Dear Ms. Fason:

In a July 28, 1995 memo to all HUD employees from Henry G. Cisneros entitled "Valuing the HUD Employee, the Secretary stated"

"Last June, I requested a complete evaluation of the Equal Employment Opportunity Function of the Department by a group of expert staff and consultants. This study has now been completed and I have approved the restructuring of the Office of Departmental Equal Employment Opportunity."

Under the provisions of the Freedom of Information Act, we are specifically requesting:

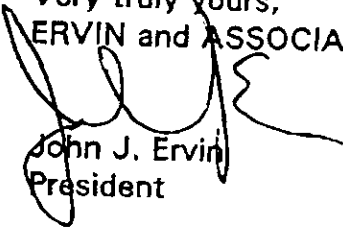
- 1) The study referred to above;
- 2) All written materials relating to the restructuring of the Office of Departmental Equal Opportunity referred to above; and
- 3) Copies of the "FAIR" and valuing of the HUD Employee two day training materials.

To the extent all information requested is not readily available, please do not delay a partial response until all information is collected to submit it to us. Instead, send us partial information as it is collected.

Ervin and Associates agrees to pay all applicable fees associated with preparing the response to our request, and we understand that HUD will inform us of the amount owed once it is determined. We would appreciate any effort that can be made to expedite this request as the timing of receipt of this information is critical. If you should have any questions, or need any further information, please do not hesitate

to call me directly at (301) 469-3410.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED



John J. Ervin
President