

DOCKET FILE COPY ORIGINAL

Before the  
**FEDERAL COMMUNICATIONS COMMISSION**  
Washington, D.C. 20554

In re Applications of	)	MM DOCKET NO. 94-10
	)	
<b>THE LUTHERAN CHURCH/</b>	)	File Nos. BR-890929VC
<b>MISSOURI SYNOD</b>	)	BRH-890929VB
	)	
For Renewal of Licenses of	)	
Stations KFUD/KFUD-FM	)	
Clayton, Missouri	)	

**MASS MEDIA BUREAU'S EXHIBITS**

## INDEX OF MASS MEDIA BUREAU EXHIBITS

1. Postcard Renewal Application for KFYO filed September 22, 1982 -- 8 pages.
2. Supplement to EEO Program Report filed December 29, 1989 -- 19 pages.
3. Petition to Deny filed January 2, 1990 -- 11 pages.
4. Letter from Glenn A. Wolfe to Paul DeVantier dated January 4, 1990 -- 1 page.
5. Letter from Glenn A. Wolfe to Ralph A. Bohlman dated April 22, 1992 -- 2 pages.
6. Letter from Reed Miller to Glenn A. Wolfe dated May 12, 1992, with attachments -- 12 pages.
7. Letter from Reed Miller to Glenn A. Wolfe dated May 19, 1992, with attachment -- 3 pages.
8. Letter from Glenn A. Wolfe to Ralph A. Bohlman dated June 26, 1992 -- 3 pages.
9. Letter from Marcia Cranberg to Glenn A. Wolfe dated July 13, 1992, with attachments -- 4 pages.
10. Letter from David Honig to Glenn Wolfe dated September 1, 1992 -- 3 pages.
11. Motion to Strike and Reply to Comments filed September 21, 1992 -- 27 pages.
12. Letter from Dennis Stortz to Lisa Higginbotham dated May 20, 1992 -- 1 page.
13. Letter from Glenn A. Wolfe to Ralph A. Bohlman dated November 17, 1992 -- 3 pages.
14. Response dated December 28, 1992 -- 72 pages.
15. Letter from Marcia Cranberg to Glenn A. Wolfe dated January 7, 1993, with attachments -- 4 pages.
16. Letter from Reed Miller to Dennis Stortz dated June 23, 1987 -- 2 pages.
17. Letter from Reed Miller to Dennis Stortz dated February 10, 1988 -- 1 page.

Federal Communications Commission

Docket No. 94-10 Exhibit No. ONE

Presented by JUDGE STEINBERG

Identified  6/20/94

Received  6/20/94

Rejected

Disposition

Reporter M. K. FLEISHMAN

Date 6/20/94

18. Letter from Reed Miller to Dennis Stortz dated April 6, 1988 -- 1 page.

19. Letter from Reed Miller to Dennis Stortz dated November 1, 1988 -- 2 pages.

20. Letter from Reed Miller to Dennis Stortz dated February 28, 1989 -- 2 pages.

21. Letter from Reed Miller to Dennis Stortz dated June 21, 1989 -- 2 pages.

22. Letter from Reed Miller to Dennis Stortz dated May 9, 1989 -- 1 page.

23. Letter from Reed Miller to Dennis Stortz dated November 21, 1989 -- 2 pages.

24. Report entitled "The Future of KFUC and KFUC-FM" dated May 1987 -- 22 pages.

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<u>Federal Communications Commission</u>	
Docket No. _____	Exhibit No. _____
Presented by _____	
Disposition	Identified ✓ 6/20/94
	Received ✓ 6/20/94
	Rejected _____
Reporter _____	
Date _____	

MASS MEDIA BUREAU  
EXHIBIT NO. 1

RECEIVED

SEP 22 1982

ARNOLD & PORTER

1200 NEW HAMPSHIRE AVENUE, N. W.

WASHINGTON, D. C. 20036

(202) 872-6700

OFFICE OF THE  
SECRETARY  
1660 LINCOLN STREET  
DENVER, COLORADO 80264  
(303) 832-2900

CABLE: "ARFOPO"

TELECOPIER: (202) 872-6720

TELEX: 89-2733

ELIZABETH ROWE COSTLE

DIRECT LINE: (202) 872-3732

September 22, 1982

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SEP 22 1982

R & T DIVISION

Mr. William J. Tricarico  
Secretary  
Federal Communications Commission  
1919 M Street, N.W., Room 222  
Washington, D.C. 20554

Re: Postcard Renewal for KFUE

Dear Mr. Tricarico:

Enclosed are two copies of the postcard Renewal Application of KFUE, two copies of the Equal Employment Opportunity Program and one copy of the combined Ownership Report for KFUE and KFUE-FM.

If you have any questions regarding these materials, please get in touch with this office.

Respectfully submitted,

*Elizabeth R. Costle*

Elizabeth R. Costle

Enclosures

APPLICATION FOR RENEWAL OF LICENSE FOR COMMERCIAL AND NONCOMMERCIAL AM, FM OR TV BROADCAST STATION

1. Name of Applicant <b>The Lutheran Church-Missouri Synod</b>		Street Address <b>500 North Broadway</b>	
Call Letters <b>KFUO</b>	City <b>St. Louis</b>	State <b>Missouri</b>	ZIP Code <b>63102</b>

2. Have the following reports been filed with the Commission:

<p>(a) The Annual Employment Reports (FCC Form 395) as required by Section 73.3612 of the Commission's rules?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No          If No, attach as Exhibit No. ___ an explanation.</p>	<p>(b) The applicant's Ownership Report (FCC Form 323 or 323-E) as required by Section 73.3615 of the Commission's rules?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No          If No, give the following information:          Date last ownership report was filed. _____          Call letters of the renewal application with which it was filed. _____</p>	<p>3. Is the applicant in compliance with the provisions of Section 310 of the Communications Act of 1934, as amended, relating to interests of aliens and foreign governments?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No          If No, attach as Exhibit No. ___ an explanation.</p>
--	---	--

4. Since the filing of the applicant's last renewal application for this station or other major application, has an adverse finding been made, a consent decree been entered or final action been approved by any court or administrative body with respect to the applicant or parties to the application concerning any civil or criminal suit, action or proceeding brought under the provisions of any federal, state, territorial or local law relating to the following: any felony; lotteries; unlawful restraints or monopolies; unlawful combinations; contracts or agreements in restraint of trade; the use of unfair methods of competition; fraud; unfair labor practices; or discrimination?  
 Yes  No If Yes, attach as Exhibit No. \_\_\_ a full description, including identification of the court or administrative body, proceeding by file number, the person and matters involved, and the disposition of litigation.

5. Has the applicant placed in its public inspection file at the appropriate times the documentation required by Section 73.3526 or 73.3527 of the Commission's rules?  
 Yes  No  
 If No, attach as Exhibit No. \_\_\_ a complete statement of explanation.

THE APPLICANT hereby waives any claim to the use of any particular frequency or of the ether as part of the regulatory power of the United States because of the previous use of the same, whether by license or otherwise, and requests an authorization in accordance with this application. (See Section 304 of the Communications Act of 1934, as amended.)

THE APPLICANT acknowledges that all the statements made in this application and attached exhibits are considered material representations and that all the exhibits are a material part hereof and are incorporated herein as set out in full in the application.

CERTIFICATION

I certify that the statements in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signed and dated this 9th day of September 19 82

Name of Applicant The Lutheran Church-Missouri Synod  
 By Signature Ralph A. Dohlsman  
 Title President

FUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT. U.S. CODE, TITLE 18, SECTION 1001

RECEIVED  
 SEP 22 1982

FEDERAL COMMUNICATIONS COMMISSION  
Equal Employment Opportunity Program

Approved by OMB  
3060 - 0113  
Expires: 1-31-83

RECEIVED

SEP 22 1982

CALL LETTERS KFUO

NAME OF LICENSEE: The Lutheran Church - Missouri Synod OFFICE OF THE  
CITY AND STATE WHICH STATION IS LICENSED TO SERVE: Clayton, Missouri  
SECRETARY

SEND NOTICES AND COMMUNICATIONS TO THE FOLLOWING NAMED PERSON AT THE ADDRESS INDICATED BELOW:

NAME Maurice Anderson, General Manager STREET ADDRESS 801 DeMun Avenue  
CITY Clayton STATE Missouri ZIP CODE 63105  
TELEPHONE NO. (314) 725-3030

INSTRUCTIONS

Broadcast station licensees are required to afford equal employment opportunity to all qualified persons and to refrain from discriminating in employment and related benefits on the basis of race, color, religion, national origin or sex. See Section 73.2080 of the Commission's Rules. Pursuant to these requirements, a license renewal applicant who employs five or more full-time station employees must file a program designed to assure equal employment opportunity for women and minority groups (that is, Blacks not of Hispanic origin, Asians or Pacific Islanders, American Indians or Alaskan Natives, and Hispanics). If minority group representation in the available labor force is less than five percent (in the aggregate), a program for minority group members need not be filed. However, a program must be filed for women since they comprise a significant percentage of virtually all area labor forces. If an applicant employs less than five full-time employees, no EEO program for women or minorities need be filed.

NOTE: Check appropriate box, sign the certification below, and return to the FCC:

Station employs less than 5 full-time employees; therefore no written program is being submitted.

Station employs 5 or more full-time employees. Our 10-point program is attached.

R & T DIVISION

CERTIFICATION

I certify that the statements made herein are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signed and dated this 9th day of September, 19 82

Signature: Ralph A. Bohlerman

title: President

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT. U.S. CODE. TITLE 18, SECTION 1001.

**EQUAL EMPLOYMENT OPPORTUNITY  
PROGRAM**

**MODEL PROGRAM**

**I General Policy**

It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

It is also our policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin or sex.

To make this policy effective, and to ensure conformance with the Rules and Regulations of the Federal Communications Commission, we have developed an Equal Employment Opportunity Program which includes the following elements:

**II Responsibility for Implementation**

(Name \_\_\_\_\_ Title), is responsible for the administration and implementation of our Equal Employment Opportunity Program. It is also the responsibility of all persons making employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program is adhered to and that no person is discriminated against in employment because of race, color, religion, national origin or sex.

**III Policy Dissemination**

To assure that all members of the staff are cognizant of our equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts are made:

- ( ) The station's employment application form contains a notice informing prospective employees that discrimination because of race, color, religion, national origin or sex is prohibited and that they may notify the appropriate local, state, or federal agency if they believe they have been the victims of discrimination.
- ( ) Appropriate notices are posted informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, state, or federal agency if they believe they have been the victim of discrimination.
- ( ) We seek the cooperation of the unions represented at the station to help implement our EEO program and all union contracts contain a nondiscrimination clause.
- ( ) Other (Specify)

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## EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

### I GENERAL POLICY

It is the policy of KFUC and KFUC-FM to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

It is also our policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin or sex.

To make this policy effective, and to ensure conformance with the Rules and Regulations of the Federal Communications Commission, we have developed an Equal Employment Opportunity Program which includes the following elements:

### II RESPONSIBILITY FOR IMPLEMENTATION

Maurice Anderson, General Manager, is responsible for the administration and implementation of our Equal Employment Opportunity Program. It is also the responsibility of all persons making employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program is adhered to and that no person is discriminated against in employment because of race, color, religion, national origin or sex.

### III POLICY DISSEMINATION

To assure that all members of the staff are cognizant of our equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts are made:

The station's employment application form contains a notice informing prospective employees that discrimination because of race, color, religion, national origin or sex is prohibited and that they may notify the appropriate local, state, or federal agency if they believe they have been the victims of discrimination.

Appropriate notices are posted informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, state, or federal agency if they believe they have been the victim of discrimination.

#### IV RECRUITMENT

With a small staff of employees, job vacancies occur infrequently. (During the past twelve months, for example, only two vacancies occurred and one part-time employee became a full-time employee. Consequently, little recruitment efforts were required.) When vacancies do occur, it is the policy of KFUD and KFUD-FM to seek out qualified minority and female applicants. We deal only with employment services, including state employment agencies, which refer job candidates without regard to their race, color, religion, national origin or sex.

When utilizing media for recruitment purposes, help-wanted advertisements always include a notice that we are an Equal Opportunity Employer and contain no indication, either explicit or implied, of a preference for one sex over another.

We encourage present employees, particularly minority and female employees to refer minority and female candidates for existing and future job openings.

#### V TRAINING

Station resources and/or needs are such that we are unable to institute specific programs for upgrading the skills of employees. However, we do encourage employees to seek additional job-related formal education. We also encourage training through workshops, seminars, etc. Approved training programs qualify employees for time off with pay while acquiring additional education and/or training.

#### VI AVAILABILITY SURVEY

Based on current information compiled by the Research and Analysis Section of the Missouri Division of Employment Security, the respective minority and female workforce in the station's recruitment area is as follows:

	<u>Women</u>	<u>Blacks, Hispanic, Oriental and American Indian</u>
Percentage in the Workforce	42.9	18.7

#### VII CURRENT EMPLOYMENT SURVEY

There has been a change in our employment profile since the filing of our last Annual Employment Report. Attached is an updated report identifying the incumbents under each FCC Form 395 category for the two week period beginning August 1, 1982 and ending August 15, 1982.

### VIII JOB HIRES

During the twelve month period beginning October 1, 1981 and ending September 30, 1982, we hired a total of two persons, one male and one female.

An analysis of our recruitment techniques, job applications, and new hires suggests that a sufficient number of qualified minorities and women are applying for available positions.

### IX PROMOTION

It is our policy to provide promotions on a nondiscriminatory basis. Further, to assure that minorities and women are given due consideration for promotional opportunities, special effort is taken to encourage minorities and women to qualify and apply for advancement.

### X EFFECTIVENESS OF AFFIRMATIVE ACTION PLAN

As is indicated in our employment report, of 17 full time employees, 6 or 35% are female. We believe this compares favorably with statistics shown. The report also indicates the level to which certain female and minorities have risen in the organization. 1 of the 6 female employees is at management level and 2 female employees including 1 black female are at the professional level.

KFUO and KFYO-FM have long been committed to Equal Employment Opportunity and will continue to act affirmatively to maintain that commitment.

Employment Report - KFVO & KFVO-FM August 1 - August 15, 1982

SECTION V FULL-TIME PAID EMPLOYEES JOB CATEGORIES <sup>1</sup>	(Section V and VI) (applicable to all respondents)												
	ALL EMPLOYEES <sup>2</sup>			MALE					FEMALE				
	Total Columns 2 + 3 (11)	Male (2)	Female (3)	MINORITY GROUP EMPLOYEES				White, not of Hispanic origin (8)	MINORITY GROUP EMPLOYEES				White, not of Hispanic origin (13)
				Black, not of Hispanic origin (4)	Asian or Pacific Islander (5)	American Indian or Alaskan Native (6)	Hispanic (7)		Black, not of Hispanic origin (9)	Asian or Pacific Islander (10)	American Indian or Alaskan Native (11)	Hispanic (12)	
Officials and Managers	6	5	1					5					1
Professionals	5	3	2					3	1				1
Technicians	3	3						3					
Sales workers													
Office and Clerical	3		3										3
Craftsmen (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
<b>TOTAL</b>	17	11	6					11	1				5
Total employment from previous report (if any)	14	9	5					9	1				4

SECTION VI PART-TIME PAID EMPLOYEES JOB CATEGORIES <sup>1</sup>	(Section VI column titles same as Section V)												
	Total Columns 2 + 3 (11)	Male (2)	Female (3)	Black, not of Hispanic origin (4)	Asian or Pacific Islander (5)	American Indian or Alaskan Native (6)	Hispanic (7)	White, not of Hispanic origin (8)	Black, not of Hispanic origin (9)	Asian or Pacific Islander (10)	American Indian or Alaskan Native (11)	Hispanic (12)	White, not of Hispanic origin (13)
Officials and Managers													
Professionals	4	4						4					
Technicians	3	3						3					
Sales Workers													
Office and Clerical													
Craftsmen (Skilled)													
Operatives (Semi-Skilled)													
Laborers (Unskilled)													
Service Workers													
<b>TOTAL</b>	7	7	0					7					
Total employment from previous Report (if any)	8	7	1					7					1

<sup>1</sup> Refer to Instructions for explanation of all title functions.  
<sup>2</sup> Include "Minority Group Employees" and others. See Instruction 7.

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<u>Federal Communications Commission</u>	
Docket No. _____	Exhibit No. _____
Presented by _____	
Disposition	Identified ✓ 6/20/94
	Received ✓ 6/20/94
	Rejected _____
Reporter _____	
Date _____	

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DEC 29 1989

MASS MEDIA BUREAU  
EXHIBIT NO. 2

**ARNOLD & PORTER**

1200 NEW HAMPSHIRE AVENUE, N. W.  
WASHINGTON, D. C. 20036  
(202) 872-6700

CABLE: "ARFOPO"  
TELECOPIER: (202) 872-6720  
TELEX: 89-2733

Federal Communications Commission  
Office of the Secretary  
1700 LINCOLN STREET  
DENVER, COLORADO 80203  
(303) 863-1000

PARK AVENUE TOWER  
65 EAST 55TH STREET  
NEW YORK, NEW YORK 10022-32  
(212) 750-5050

MARCIA A. CRANBERG  
DIRECT LINE: (202) 872-3736

December 29, 1989

BY HAND DELIVERY

Ms. Donna Searcy  
Secretary  
Federal Communications Commission  
1919 M Street, NW Room 222  
Washington, D.C. 20554

Re: Supplement to EEO Program Report (Form 396)  
The Lutheran Church/Missouri Synod  
Stations KFUE and KFUE-FM, Clayton, MO  
Renewal Applications  
FCC File Nos. BRH-890929VB and BR-890929VC

Dear Ms. Searcy:

The Lutheran Church/Missouri Synod, licensee of Stations KFUE and KFUE-FM, has pending before the FCC the above-referenced application for renewal of license.

KFUE has been requested by telephone to provide certain supplemental information to FCC staff reviewing the Equal Employment Opportunity Program Report (FCC Form 396) submitted as part of that application. Attached hereto is a supplemental statement providing the requested information.

Should there be any further questions concerning this application, kindly communicate directly with the undersigned.

Very truly yours,

*Marcia Cranberg*

Marcia Cranberg

Attachment

cc w/Attachment: Susan Simcox, EEO Branch

RECEIVED

DEC 29 1989

EEO SUPPLEMENT

Federal Communications Commission  
Office of the Secretary

III. RECRUITMENT.

a. Employment Organizations. The licensee has attempted to identify recruitment organizations which will supply it with qualified minority applicants. To this end, during the license period the licensee sent letters to a number of employment organizations in the St. Louis area. These included Roth Young Personnel Service of St. Louis, Snelling & Snelling, and Sales Recruiters Irvin-Edwards.

Each letter advised that the stations are an Equal Opportunity Employer, and requested the addressee to refer minority and female applicants to the stations. Each letter also advised that the licensee would be in direct contact when job openings arise, but requested that any qualified minority group members and/or women be referred to the stations at any time.

Attached to each letter was an acknowledgment form to be completed by the addressee and returned to the stations. The form recites the addressee's understanding that KFYO seeks qualified minority and female applicants, and asks the addressee to state what action it has taken or will take in response to the request. The stations included the acknowledgment forms to help them monitor how effective their minority

recruitment efforts are. A copy of one of the letters is provided as a sample at Attachment One.

Despite this effort, none of the letters resulted in any referrals of minority applicants. The licensee has, therefore, sought out other employment organizations which would be better sources of minority referrals. This effort has paid off with the establishment of a successful relationship with the Lutheran Employment Project of St. Louis, a clearinghouse run by the Lutheran Church for employment of members of minority groups. The Project recently referred three black female applicants to the stations to fill an open clerical position. This past November the station hired one of the three to fill this position. The licensee is presently relying on the Project to assist it in similarly filling a second job opening at the stations.

b. Educational Institutions. During the license period KFUCO sent letters identical to that included as Attachment One to virtually all of the major secondary educational institutions in the St. Louis area<sup>1</sup>. It

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<sup>1</sup> The few St. Louis area schools to which letters were not sent are either extremely small or have, with the exception of Meramec Community College, an enrollment of minority students at a level below that of all of the other schools to which letters were sent.

also sent the same letter to The Broadcast Center, which is a broadcast trade school in St. Louis.

The minority enrollment at each of the educational institutions contacted is as follows<sup>2</sup>:

University of Missouri at St. Louis	13% (9% black)
Southern Illinois Univer- sity at Edwardsville	16% (13% black)
Lindenwood College	13% (10% black)
Washington University	14% (5% black)
St. Louis Community College at Forest Park:	44% (42% black)
at Florissant Valley:	22% (19% black)
at Meramec:	5% (2% black)
The Broadcast Center	7% (5.9% black)

None of these institutions referred any minority applicants during the license period. Since there are no secondary educational institutions in the area with minority enrollments greater than those at the schools contacted, the licensee will continue to contact the institutions it has already contacted in an effort to further encourage referral of qualified minority applicants.

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<sup>2</sup> Source: Either conversations with school personnel or Peterson's Guide to Four-Year Colleges 1990.

c. Print Media. The licensee has not traditionally advertised in the print media for job applicants. However, in order to increase the number of minority applicants, the licensee has initiated a new policy of advertising all job openings in the St. Louis Argus, the local newspaper with the highest black readership in St. Louis.

d. Employee Referrals. The licensee encourages existing employees of the stations, as well as at the headquarters of the Lutheran Church/Missouri Synod, to refer qualified minority and women candidates. Every job opening is posted at the stations and in the headquarters office. (Approximately 12% of the employees in the headquarters office are members of minority groups.) Virtually all of the employees hired within the last year came to the stations by employee referrals.

IV. JOB HIRES.

As stated in the renewal application, during the twelve month period beginning October 1, 1988 and ending September 30, 1989, the station hired a total of six persons, two white males and four white females. All of these persons were hired for positions in the top four job categories. The two male employees and two of the female employees were hired for positions in the "Sales"

category; a third female was hired for a position in the "Professionals" category; and the other female was hired for a position in the "Officials and Managers" category.

VIII. OTHER INFORMATION.

Attached are a number of documents which KFUD utilized during the license period to facilitate the station's EEO efforts. The documents are as follows:

a. EEO Data Form and Applicant Flow Chart

(Attachment Two). The stations complete a data form for each applicant. The form provides information concerning the sex and race of the applicant, and disposition of the application. The form is not seen by the person making hiring decisions until after the employment decision has been made.

b. Notice to Employees and Applicants

(Attachment Three). The stations post in a conspicuous location a copy of their EEO Policy Statement, along with a notice to employees requesting that they refer qualified women and minorities who might be interested in working at the stations.

c. Policy Statement on Sexual Harassment

(Attachment Four). The stations also post this statement in a conspicuous location at the stations.

**ATTACHMENT 1**

# CLASSIC 99

KFUEO-FM

July 18, 1989

Roth Young Personnel Service of St. Louis  
120 South Central Avenue  
St. Louis, Missouri 63105

Dear Sir:

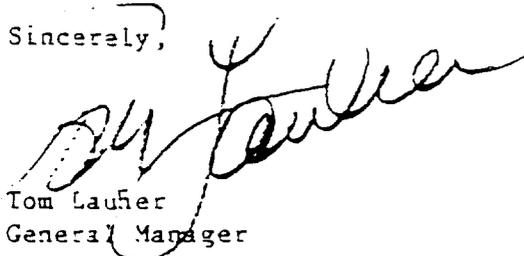
Station KFUEO-FM is an Equal Opportunity Employer. From time to time, we have job openings at our station which require a variety of skills and talents. We encourage members of minority groups and women to apply for these positions, and we seek your help in referring minorities and women to us.

We will be contacting you as job openings arise at our station. In the meantime, if you know of minority group members and/or women who might be interested in working at our station, please do not hesitate to refer them directly to me. In the event you do not presently know of any such candidates, please refer them to me whenever they come to your attention.

If you are aware of any other organization which may be of assistance to us in this regard, I would also appreciate having its name and address. I am enclosing a reply form, and ask that you complete and return it to me to acknowledge receipt of this letter.

Thank you for your assistance.

Sincerely,

  
Tom Laufer  
General Manager

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 19 1989	
FBI - ST. LOUIS	

# CLASSIC 99

This is to acknowledge that I have received a letter from Station KFUC-FM seeking female and minority referrals for job openings at the station.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The following action [has been] [will be] taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other organizations to contact:

Name

Address

\_\_\_\_\_  
\_\_\_\_\_

85 FOUNDERS LANE  
ST. LOUIS MO 63105  
(314) 725-0099

ATTACHMENT 2

INSTRUCTIONS FOR USE OF KFUO-FM DATA FORM

1. This form should be completed by or on behalf of every applicant who submits a resume and/or employment application to KFUO-FM. Anyone calling about a job opening should be asked to come to the station to complete an employment application.
2. This form must be kept separate from an applicant's resume and/or employment application, and should not be seen by the person making hiring decisions until after the employment decision has been made.
3. After an offer of employment has or has not been made, this form should continue to be maintained in a separate file. It should never be placed in an employee's personnel file.
4. In addition to making a notation on this form, you should send a letter to any applicant to whom you make an offer of employment and which is rejected, detailing the terms of the offer, and documenting the fact that the offer was rejected and any reasons given. Copies of these letters should be kept on file.
5. On a regular periodic basis, the data from these forms should be compiled on the KFUO-FM Applicant Flow Chart, maintained in the business office.

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