



Friday, May 28<sup>th</sup>, 2010

FCC Warehouse  
ATTN: EEO Staff, Policy Division  
Media Bureau  
9300 E. Hampton Drive  
Capital Heights, MD 20743

RE: April 19, 2010 notice of FCC EEO audit

EEO Staff:

Attached is information requested by your letter of April 19, 2010.

3 (a): Annual EEO Public File Reports covering May 22, 2008 to May 21, 2009 and May 22, 2009 to May 21, 2010 marked Exhibit A and Exhibit B. KCWY station website address is <http://www.kcwy13.com>. The link to FCC EEO file is under the "Jobs" tab. (See Exhibit Q).

3 (b): See Exhibits A, B, C, D, E, F, G, H, I, J, R, S, T, U, V, W, X, Y

3 (c): See Exhibits A & B

3 (d): See Exhibits A, B, K & L. Station personnel involved with recruitment initiatives are those who have the authority to hire an employee (see Exhibits for individual names and titles). Station currently employs 33 Full-Time employees. The market has a population of 52,089 according to US Census Bureau 2006 estimate, <http://quickfacts.census.gov/qfd/states/56/5613150.html>. Station is required to complete four (4) initiatives in a two-year period.

3 (e): There have been no complaints filed during the reporting years.

3 (f): The hiring manager sends Corporate Human Resources (located in Las Vegas, Nevada) the Notice Of Position Availability (NOPA) (Exhibit M) for each job opening. The NOPA is posted with Broadcast Compliance Services (BCS). In addition to BCS, to ensure broad outreach, Corporate Human Resources posts open positions with local papers (depending on the position), job boards, job websites (TVJobs.com, JobSpider.com, Jobello.com, LostRemote.com, KCWY website, etc.), education institutions, internal bulletin boards at all stations and an ad is often run on station airtime (depending on the position) (See Exhibits S, T, U, V, W, X, Y). Applicants must send applications to Corporate Human Resources where the application is logged in and

forwarded to the hiring manager at the station. Corporate Human Resources monitors hiring procedures of personnel at the station to assure compliance. Among the paperwork turned in are the Hire Authorization (See Exhibit O) and the Interviewer's Report (See Exhibit P). Any issues are discussed with the station's General Manager.

Employees are informed of the company's EEO policies and procedures during a formal orientation performed by Human Resources at the time of hire. An Equal Employment Opportunity & Non-discrimination statement is also found on page 6 of the employee handbook (See Exhibit N). Additionally, all job postings state our EEO policy and it is also found in the employment application (See Exhibit Z).

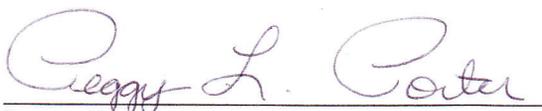
3 (g): Periodically Station General Manager and Corporate Human Resources discuss recruitment programs and alternatives. This led KCWY to go to the BCS program through the Wyoming Association of Broadcasters. Information gathered from new hire paperwork is entered into the EEO Report when an applicant is hired. This enables station to review effectiveness of outreach for the job postings. Further, the annual EEO report is analyzed for accuracy and completeness.

3 (h): Station holds quarterly department head meetings to discuss station, employee and hiring issues and policy changes. Benefits are uniform throughout the company and are reviewed on a yearly basis by corporate. Benefits reviewed include plan options, claims, costs of insurance, usage, needs of employees, and out-of-pocket expenses. Prior to posting a position, station ensures salary amount is in accordance with previous and current employee salary levels. This further ensures there is no discrimination in salaries. In addition to open positions being posted on a broad outreach level, they are also posted internally for possible internal promotion. The station has no unions and does not utilize tests.

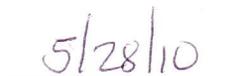
3 (i): Not Applicable

4. KCWY is not a time brokerage station

Signed,



Peggy L. Porter  
General Manager KCWY-TV  
Casper, Wyoming



Date