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January 14, 2002

Ms. Patricia M. Riep-Dice  
Department of Transportation  
400 7th St., SW  
C-12/Room 5432  
Washington, DC 20590

RECEIVED: 02/19/02  
DATE: 03/19/02  
FY2002-170

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**RE: Request for Information on Implementation of Executive Order 13166 and Department of Justice Policy Guidelines Issued Thereunder**

Dear Ms. Riep-Dice:

I am writing to request information regarding the [Department's/Agency's] efforts to implement, enforce, or otherwise comply with Executive Order 13166, issued August 11, 2000, and the Policy Guidelines issued by the Department of Justice thereunder, issued August 16, 2000 (hereafter jointly described as "E.O. 13166"). E.O. 13166 relates to the provision of services and benefits to persons with limited proficiency in the English language.

In that regard, please provide me with the following information at your earliest convenience:

Any Department of Transportation documents, guidelines, policies, publications, letters, memoranda or communications, not otherwise privileged or exempt from disclosure, which discuss, relate to or concern E.O. 13166, and its interpretation, enforcement, or implementation. Please include within these disclosures any request or call for comment from the public, and any response from the public, as well as any information about other contacts from the public discussing, relating to or concerning E.O. 13166.

If material is withheld from this request because of a claim of privilege or exemption from disclosure, please provide as much identifying information as possible about the withheld material and identify the claim of privilege or exemption.

Please inform me if the response to this request will take longer than ten days, or cost more than \$50.

Please contact me directly if you have any questions or comments.

Thank you.

Sincerely,

K.C. McAlpin  
Executive Director