

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410

OFFICE OF THE SECRETARY

October 25, 1966

*Check carefully*  
*J*

Honorable Ivan Allen  
Mayor  
Atlanta, Georgia

Dear Mayor Allen:

The Secretary, Department of Housing and Urban Development, desires to appoint you for a period of 60 days, as Consultant, \$100.00 per day under authority of Section 15, Public Law 600. A member of the Secretary's Staff will advise you of the days on which he desires your services during this period of employment. When you are in an authorized travel status, your travel expenses will be paid, and in addition, a \$16.00 per diem allowance in lieu of subsistence will be paid.

You will serve as Consultant to advise the Secretary on Urban Development matters.

The Civil Service Commission requires that we furnish you a copy of the Department's Standards of Conduct regulations. Please note that they identify employees in the category to which you are being appointed as "Special Government Employee", and requires them, at the time of employment to supply the Department with a statement of other employment and financial interests. The enclosed Form HUD-844-A, "Statement of Employment and Financial Interest," should be completed and the original returned in the self-addressed envelope furnished with this letter. The duplicate copy is for your records. The information you furnish will be accessible only to those Department employees having official duties in connection with your appointment.

If this appointment is acceptable to you, please so indicate by signing on the space provided on the enclosed copy of this letter and return it to this Office.

Sincerely yours,

*Douglas E. Chaffin*

Douglas E. Chaffin  
Director of Personnel

Enclosures