

The original documents are located in Box 6, folder “1975/07/15 - FAA Luncheon Speech, Washington DC” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

file

FOR: MR. DE BACA FROM: mmd
SUBJECT: Format for your speech on Tuesday, July 15, 1975

TIME: 11:55 AM

PLACE: Front entrance to FAA building on Independence, S.W.

CONTACT: Spanish Speaking Coordinator, Louie Gonzales, who
will meet you as you leave the White House car

TYPE AFFAIR

Luncheon; buffet

Informal atmosphere

Small room

GUESTS & PARTICIPANTS

Principals:

Director of Civil Rights Office of FAA - Leon Watkins

Deputy Director - Howard King

Spanish Speaking Coordinator - Louie Gonzales

Number: 20-30

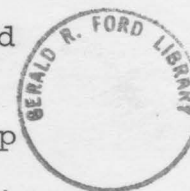
Level: GS-13, 14, 15's of the Staff of the Spanish
Speaking section

FORMAT OF AFFAIR:

You will not be introduced until all are seated. The
Director Mr. Watkins will introduce you.

After introduction, your speech

1. Ten minutes' duration, approx. is expected
(scheduled and hoped for!)
2. Inspirational mood, directed to this group
as a united group to foster and promote
the Spanish Speaking within the agency, to
serve as guiding light, to attract SS talent
from the field (in addition to their other
many duties, of course)
3. On policy



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NOTES:

This is Mr. Gonzalez's first official duty--geting this thing together.

The purpose of the FEDERAL AVIATION ADMINISTRATION (part of the Department of Transportation): To assure safety in the air.

(Shall I ask for the car to pick you up at 11:45 AM?)

