

The original documents are located in Box 11, folder “Job Applicants” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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POSITION APPLIED FOR:

Chief Deputy Clerk
U. S. District Court
Western District of Texas

APPLICANT:

Filiberto E. Martinez Jr.
7143 Cloverfield Lane
San Antonio, Texas 78227
512-674-1423

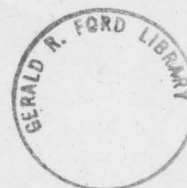
APPLICANT'S CURRENT
POSITION:

Accountant/Auditor-GS-12
U. S. Department of Labor
Office of Regional Audit
1100 Commerce Street
Dallas, Texas 75202
214-749-3528

KEY PERSONS TO CONTACT:

Judge Adrian Spears
Chief Judge U. S. District Court
Western District of Texas
P.O. Box 798
San Antonio, Texas 78298
512-225-4328

Dan Benedict
Clerk, U. S. District Court
Western District of Texas
P.O. Box 2208
San Antonio, Texas 78298
512-225-4367



February 10, 1975

Dear Chris:

Thank you for sharing a copy of your SF-171 and related personnel documents with me.

I have taken the liberty of routing your papers to Carlos Esparza at the Civil Service Commission and to William Walker of the Presidential Personnel Office to let them know of your interest in securing a meaningful staff or management position with the Federal Government in Washington, D.C.

I would encourage you to contact Juan Ramirez at DOT, Jess Quintero at DOI, John DeLeon at Treasury, Medardo Sanchez at Agriculture, Gil Florence at DOL and Manny Carrillo at HEW for additional follow up assistance. If you will call my office, my assistant will be happy to supply you with the telephone numbers and mailing addresses of the above individuals.

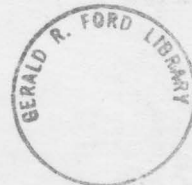
In any event, please stay in touch and keep me posted on any changes in your schedule or availability.

Atentamente,

Fernando E.C. De Baea
Special Assistant to the President

Mr. Louis Chris Diaz-Carlo
603 Avenue of the Americas
New York, New York 10011

FECDDB:fam.



December 30, 1974

MEMORANDUM FOR: David de Wilde
Acting Assistant Secretary
for Housing Production &
Mortgage Credit

FROM: Fernando E. C. De Baca
Special Assistant to
the President

SUBJECT: Vita of Jose Colon

Attached please find correspondence to Jose Colon who has expressed an interest in a position with the Federal Housing Administration in Puerto Rico.

Thank you for any consideration you can give Mr. Colon commensurate with his talents and experience.

bc: ✓ Jose Colon
FECDB:rmr/fam.



November 8, 1974

Dear Mr. Colon:

Your Vita has been referred to my office by Manny Gonzalez who indicates you are interested in the position of Director, Federal Housing Administration.

I will share your Vita with the appropriate persons in the agency and ask that they contact you directly on the possibility of federal employment in this particular position. If I can be of further assistance, please let me know.

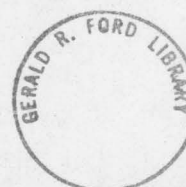
Sincerely,

Fernando E.C. De Baca
Special Assistant
to the President

Mr. Joseph Colon
Calle Hortensia #215
Urbanization Round Hills
Trujillo Alto, Puerto Rico

bcc: Manny Gonzalez ←

FECD:eb



Name

Joseph Colon

Address

Calle Hortensia # 215
Urbanizacion Round Hills,
Trujillo Alto, P.R.

Marital Status

Married - 3 children

Place of birth

San Sebastian, Puerto Rico
March 19, 1929

Education

Superior High School
University of Rio Piedras,
Licensed Real Estate Broker
in the State of New York.

Occupation

Vice-President of the
LINCOLN FINANCIAL MORTGAGEES, INC
One Mercantil Plaza,
Hato Rey, Puerto Rico.

Former

Chairman of the Board and President
HOGAR FUNDING CORPORATION,
First Puerto Rican Mortgage Banking
firm in Continental U.S.A.

ORGANIZATIONS :

President, Puerto Rican Home Owners
Association, Inc New York, N.Y.

Trustee, Lutheran Medical Center
(Hospital)

Director, INTRAMERICA LIFE INSURANCE
COMPANY.

Presidential Appointee : U.S.A.
Postal Service-New York Regional
Management Selection Board, Region 1
United States Post Offices.

Member of the Board :
Coalition Venture Corporation.

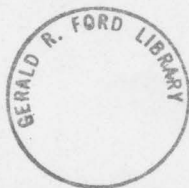
Member of the Board : Treasurer.
ST. AMBROSE HOUSING CORPORATION.

Member of the Board :
NATIONAL ECONOMIC DEVELOPMENT CORP.

Director and Organizer of
COMMONWEALTH FEDERAL SAVINGS AND LOAN
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Second hispanic savings and loan
association created in New York Stat
in the last fifteen years.

President of the Advisory Council
BROOKLYN COLLEGE

Former member of the New York Adviso
ty Board, BANCO POPULAR DE P. R.



V I T A L - D A T A

Joseph Colon, Page # 2.

OTHER FACTUAL DATA

Consultant for many New York and Puerto Rico groups and banks in the field of housing, specializing in Federal Housing Programs such as Section # 236, 22 I D 2, 221 D 4 and others. Numerous experiences in the field of land development, sub-division and packaging of projects for low and moderate income families.

Consulted by the Secretary of Housing and Urban Development. Numerous recommendations that I made were implemented into legislation in 1972 & 1973.

AWARDS

FIVE AWARDS FOR COMMUNITY LEADERSHIP

Including one from "The President of the United States of America, which reads : In grateful recognition for valuable service contributed to the nation and the selective service system in the administration of military service, Act of 1967

PERSONAL REFERENCES :

Edward Backnick, President
THE LINCOLN SAVINGS BANK
531 Broadway, Brooklyn, New York.

Rafael Carrion, Jr., Chairman of the Board
BANCO POPULAR DE PUERTO RICO, SAN JUAN P.R.

Julio Forcade, President
UNITED AMERICAS BANK
50 BROADWAY, NEW YORK CITY NY 10004

MANUEL A. GONZALEZ, ASST VICE-PRESIDENT
CONSOLIDATED EDISON COMPANY
4 Irving Plaza, New York, City N.Y.

ALFRED PLAGER, Vice-President
The Equitable Life Assurance Society of the U.S.A.
1285 Avenue of the Americas, New York NY

DELFIN H. PUPO, Former Ambassador to Canada,
Publisher and Investor,
86-15 Broadway, Elmhurst, New York NY 11373

Jorge Valdes, President
LARA DESINGS, INC 6115 Broadway, West New York, N.J.



THE WHITE HOUSE OFFICE

REFERRAL

To: David de Wilde
Acting Assistant Secretary for Housing
Production & Mortgage Credit
Dept. of Housing and Urban Development Washington, D.C.

Date: December 30, 1974

ACTION REQUESTED

- ☐ Draft reply for:
☐ President's signature.
☐ Undersigned's signature.
- ☐ Memorandum for use as enclosure to reply.
- ☐ Direct reply.
☐ Furnish information copy.
- ☒ Suitable acknowledgment or other appropriate handling.
☒ Furnish copy of reply, if any.
- ☐ For your information.
- ☐ For comment.

NOTE

Prompt action is essential.

If more than 72 hours' delay is encountered, please telephone the undersigned immediately, Code 1450.

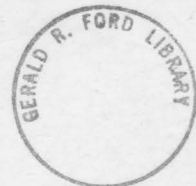
Basic correspondence should be returned when draft reply, memorandum, or comment is requested.

REMARKS:

Attached is letter to Jose Colon who has expressed an interest in a position with the Federal Housing Administration in Puerto Rico.

Description:

☒ Letter: ☐ Telegram: Other: ☐
To: Fernando E. C. De Baca
From: Jose Colon (referred by Manny Gonzalez)
Date: none
Subject: Resume



By direction of the President:

Fernando E. C. De Baca
Special Assistant to the President

(Copy to remain with correspondence)

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Acting Assistant Secretary for Housing
Production & Mortgage Credit
Dept. of Housing and Urban Development

Date: December 30, 1974

Washington, D.C.

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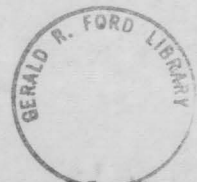
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Date: none
Subject: Resume

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Fernando E. C. De Baca
Special Assistant to the President



(Department or Agency copy)

December 30, 1974

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SUBJECT: Vita of Jose Colon

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bc: Jose Colon
FECDB:rmr/fam.



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Urbanization Round Hills
Trujillo Alto, Puerto Rico

bcc: Manny Gonzalez ←

FECD:eb



V I T A L - D A T A

Name

Joseph Colon

Address

Calle Hortensia # 215
Urbanizacion Round Hills,
Trujillo Alto, P.R.

Marital Status

Married - 3 children

Place of birth

San Sebastian, Puerto Rico
March 19, 1929

Education

Superior High School
University of Rio Piedras,
Licensed Real Estate Broker
in the State of New York.

Occupation

Vice-President of the
LINCOLN FINANCIAL MORTGAGEES, INC
One Mercantil Plaza,
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Former

Chairman of the Board and President
HOGAR FUNDING CORPORATION,
First Puerto Rican Mortgage Banking
firm in Continental U.S.A.

ORGANIZATIONS :

President, Puerto Rican Home Owners
Association, Inc New York, N.Y.

Trustee, Lutheran Medical Center
(Hospital)

Director, INTRAMERICA LIFE INSURANCE
COMPANY.

Presidential Appointee : U.S.A.
Postal Service-New York Regional
Management Selection Board, Region I.
United States Post Offices.

Member of the Board :
Coalition Venture Corporation.

Member of the Board : Treasurer.
ST. AMBROSE HOUSING CORPORATION.

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Director and Organizer of
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Second hispanic savings and loan
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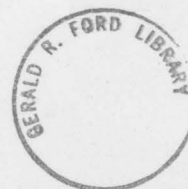
Julio Forcade, President
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50 BROADWAY, NEW YORK CITY NY 10004

MANUEL A. GONZALEZ, ASST VICE-PRESIDENT
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Jorge Valdes, President
LARA DESINGS, INC 6115 Broadway, West New York, N.J.



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Second hispanic savings and loan
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President of the Advisory Council
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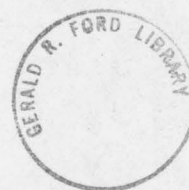
Julio Forcade, President
UNITED AMERICAS BANK
50 BROADWAY, NEW YORK CITY NY 10004

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Publisher and Investor,
86-15 Broadway, Elmhurst, New York NY 11373

Jorge Valdes, President
LARA DESIGNS, INC 6115 Broadway, West New York



December 31, 1974

Dear Ms. Vigil:

Rest assured I will move with all deliberate speed to bring your talents, skills, and experience to the attention of key persons in the State Department and the National Security Council.

Again, I thank you for your note reminding me of your area of focus.

With kind regards,

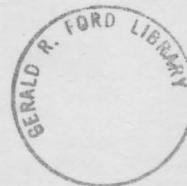
Fernando E. C. De Baeza
Special Assistant to the President

Ms. P. Elizabeth Vigil
1000 Marquez Place, D1
Santa Fe, New Mexico 87501

bc: Roger Semerad
Steve Low
Mr. Garza

w/copy of Resume

FEADB:rmr/fam.



December 31, 1974

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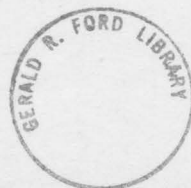
With kind regards,

Fernando E. C. De Baca
Special Assistant to the President

Ms. P. Elizabeth Vigil
1000 Marquez Place, D1
Santa Fe, New Mexico 87501

bc: Roger Semerad
Steve Low
Mr. Garza

FECDB:rmr/fam.



1000 Marquez Place, D1
Santa Fe, New Mexico 87501
December 4, 1974

Mr. Fernando E. C. De Baca
Special Assistant to the President
Hemispheric Affairs
The White House
Washington, D. C. 200

Dear Mr. De Baca:

Thank you for your letter of November 12, 1974. I
appreciate your interest and concern.

I am especially grateful for your personal contact
and your sharing my SF 171 with individuals and various
federal agencies in Washington. Inter-American Affairs
has been my specialty, and I would certainly appreciate
an opportunity to work in this area again. I have
traveled extensively in Latin America, and even at pre-
sent, am quite active in the Alliance of Pan-American
Round Tables. In October of this year, the 14th Alliance
Conference was held in Albuquerque which I was instrumen-
tal in lobbying for in Panama City in October 1972.

Again, thank you so much for your acknowledgement. I
appreciate any efforts you make in my behalf.

Sincerely,

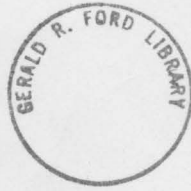
P. Elizabeth Vigil

P. Elizabeth Vigil

PEV/lv



RESUME



P. Elizabeth Vigil
1000 Marquez Place, DL
Santa Fe, New Mexico 87501
Phone: 982-8949 (home)
982-4439 (office)

POSITION OBJECTIVE

Administrative/Managerial; Program Planning, Development & Implementation; OR Information Officer-Liaison interagency related domestically or internationally. Opportunity to utilize previous experience and background.

EMPLOYMENT HISTORY & HIGHLIGHTS

- Central Intelligence Agency - (June 1957-June 1967) Position Title Classified.
2430 E. Street NW
Washington, D. C. Compilation of information, analysis and timely reporting of same. Required extensive travel abroad with Western Hemisphere as specialty area. Ability to operate on own, versatility to assume various in/out of office duties and procedures, and implement all requirements. Supervised and trained own staff. Member of Presidential Support Staffs on Presidential trips abroad and international conferences world-wide.
- ADIAW Investment Company - (Sept 1968-Dec 1969) Executive Secretary.
1231 Market Street
San Francisco, California Administrative Assistant to General Manager and two Senior Corporate Partners. Handled all executive correspondence and assisted in corporate business at hand. Direct involvement with general management of several real estate properties.
- Int'l. Center for Language - (Jan-Aug 1970) Office Manager. In charge all general office duties; student counselor; some class instruction; promotion/public relations. Students all foreign, graduate or higher level, and businessmen engaged in international or American enterprise.
Studies
Dupont Circle Building
Washington, D. C.
- Legislative Finance Committee - (May-Nov 1972) Special Projects Analyst. Conducted preliminary survey and study of New Mexico District Court records to evaluate feasibility of instituting microfilm program. Report submitted to Administrative Office of Courts, Judicial Council and Legislative Finance Committee. In charge New Mexico Historical Film Collection at State Record & Archives Center.
New Mexico State Records Center
State of New Mexico
Santa Fe, New Mexico
- North Central New Mexico - (Jan to Dec 1973) Human Resources Planner. Performed professional advisory and administrative work by coordinating all phases of federal, state, district and community planning & development. Developed and assisted in directing activities of district-wide planning research or comprehensive planning programs including regional analysis; directed & provided technical liaison for economic development; performed other related planning and development work as required.
Economic Development Dist.
P. O. Box 4248
Santa Fe, New Mexico

R E S U M E
Page 2

P. Elizabeth Vigil

American Red Cross
Project SSI Alert
237 E. De Vargas
Santa Fe, New Mexico

- (January 1974 to Present) Project Director--Jurisdiction V.
Operational responsibility for all phases of Project SSI Alert for six-county jurisdiction (Rio Arriba, Santa Fe, Los Alamos, Taos, Colfax & Mora). Implement overall program plans to maximum effectiveness by developing innovative methods of implementation, utilizing local, regional & state resources requiring thorough knowledge of jurisdictional area. Project is national concerted effort to identify and inscribe eligible persons in new Federal Supplemental Security Income Program.

EDUCATIONAL BACKGROUND

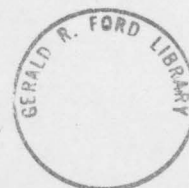
Chama High School (General) Chama, New Mexico 87520
University of New Mexico Bachelor of Arts Degree in Inter-American Affairs
Various Inter-Agency Training (Classified)
Related Training Programs within corporate and agency Structures.

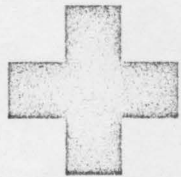
LANGUAGE ABILITY

Fluent in Spanish and Portuguese.

OTHER

Engaged in various civic and community projects, promotion and public relations - all volunteer activities. Member American Legion Auxiliary, appointed "Ambassador at Large" by Village of Chama and Liaison for Chama Chamber of Commerce. Very active in promotion and public relations for New Mexico/Colorado owned Scenic Railroad in Chama. Director of Pan American Round Table I of Santa Fe (an international volunteer women's organization dedicated to promoting better understanding and friendship among the peoples of the Western Hemisphere). Attended the 13th Conference of the Alliance of Pan American Round Tables held in Panama City October 1972 and was instrumental in getting the Alliance to select Albuquerque, New Mexico as seat of the 14th Alliance Conference scheduled for October 1974. Coordinated and hosted the International Technical Conference on the Protection of Iberic-Colonial Art in the Americas held in Santa Fe November 1972.





THE AMERICAN NATIONAL RED CROSS

People Helping People Since 1881

21 June 1974

Miss Elizabeth Vigil
Regional Director
SSI-Alert Project
Santa Fe County Chapter
American National Red Cross

Dear Elizabeth:

The SSI-Alert Project, a federally funded program which The American Red Cross agreed to assist in concert with other voluntary non-governmental organizations, to seek out persons not readily identifiable and not known to governmental agencies who might qualify for Supplemental Security Income, is now drawing to a successful close.

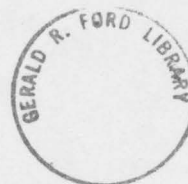
American Red Cross Chapters throughout the Nation assisted 412 district offices of Social Security in this gigantic project. We are extremely proud of the meaningful efforts put forth by you and our Division Chapters toward achieving our national contractual obligations to SSI-Alert which terminate on June 30, 1974.

The Division staff recognizes that it was through your outstanding leadership, and your exceptionally high degree of organizational skills and competency in the planning and operation of the SSI-Alert Project in your assigned area of responsibility, that led to the successful achievement of the Roadrunner Division's goals and objectives in this greatly humanitarian effort. We are, also, cognizant of the fact that because of your high interest and dedication to the task of helping those with whom you have come in contact thru this particular project, many benefits have accrued and will continue to accrue to those Red Cross Chapters in our Division which you have represented so well.

Best wishes are extended to you for continued success and satisfaction in whatever future endeavors you may pursue.

Sincerely,

Albert Whale
Manager
Roadrunner Division
American National Red Cross





THE AMERICAN NATIONAL RED CROSS

SANTA FE CHAPTER

237 E. DE VARGAS

SANTA FE, NEW MEXICO 87501

TELEPHONE 505-983-9171

TO WHOM IT MAY CONCERN:

Miss P. Elizabeth Vigil is currently employed by us as Director of Project SSI Alert. This is a different crash program to alert the aged, the blind and the disabled to apply for a new Federal Program - Supplemental Security Income. This was a six month program and will be phased out soon.

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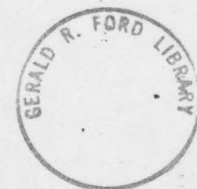
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In short we are so pleased with the job Miss Vigil is doing for us that we feel we cannot recommend her too highly.

Very Sincerely,

(Mrs.) Tomee Naumer
Executive Director

July 31, 1974



RESUME



P. Elizabeth Vigil
1000 Marquez Place, DL
Santa Fe, New Mexico 87501
Phone: 982-8949 (home)
982-4439 (office)

POSITION OBJECTIVE

Administrative/Managerial; Program Planning, Development & Implementation; OR Information Officer-Liaison interagency related domestically or internationally. Opportunity to utilize previous experience and background.

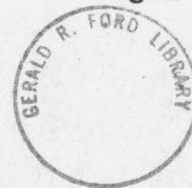
EMPLOYMENT HISTORY & HIGHLIGHTS

- Central Intelligence Agency - (June 1957-June 1967) Position Title Classified.
2430 E. Street NW
Washington, D. C.
Compilation of information, analysis and timely reporting of same. Required extensive travel abroad with Western Hemisphere as specialty area. Ability to operate on own, versatility to assume various in/out of office duties and procedures, and implement all requirements. Supervised and trained own staff. Member of Presidential Support Staffs on Presidential trips abroad and international conferences world-wide.
- ADLAW Investment Company - (Sept 1968-Dec 1969) Executive Secretary.
1231 Market Street
San Francisco, California
Administrative Assistant to General Manager and two Senior Corporate Partners. Handled all executive correspondence and assisted in corporate business at hand. Direct involvement with general management of several real estate properties.
- Int'l. Center for Language - (Jan-Aug 1970) Office Manager. In charge all general
Studies
Dupont Circle Building
Washington, D. C.
office duties; student counselor; some class instruction; promotion/public relations. Students all foreign, graduate or higher level, and businessmen engaged in international or American enterprise.
- Legislative Finance Committee - (May-Nov 1972) Special Projects Analyst. Conducted
New Mexico State Records Center
State of New Mexico
Santa Fe, New Mexico
preliminary survey and study of New Mexico District Court records to evaluate feasibility of instituting microfilm program. Report submitted to Administrative Office of Courts, Judicial Council and Legislative Finance Committee. In charge New Mexico Historical Film Collection at State Record & Archives Center.
- North Central New Mexico - (Jan to Dec 1973) Human Resources Planner. Performed
Economic Development Dist.
P. O. Box 4248
Santa Fe, New Mexico
professional advisory and administrative work by coordinating all phases of federal, state, district and community planning & development. Developed and assisted in directing activities of district-wide planning research or comprehensive planning programs including regional analysis; directed & provided technical liaison for economic development; performed other related planning and development work as required.

RESUME

Page 2

P. Elizabeth Vigil



American Red Cross
Project SSI Alert
237 E. De Vargas
Santa Fe, New Mexico

- (January 1974 to Present) Project Director-Jurisdiction
Operational responsibility for all phases of Project SSI Alert for six-county jurisdiction (Rio Arriba, Santa Fe, Los Alamos, Taos, Colfax & Mora). Implement overall program plans to maximum effectiveness by developing innovative methods of implementation, utilizing local, regional & state resources requiring thorough knowledge of jurisdictional area. Project is national concerted effort to identify and inscribe eligible persons in new Federal Supplemental Security Income Program.

EDUCATIONAL BACKGROUND

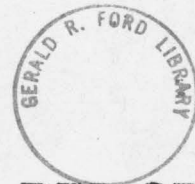
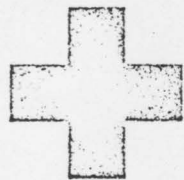
Chama High School (General) Chama, New Mexico 87520
University of New Mexico Bachelor of Arts Degree in Inter-American Affairs
Various Inter-Agency Training (Classified)
Related Training Programs within corporate and agency Structures.

LANGUAGE ABILITY

Fluent in Spanish and Portuguese.

OTHER

Engaged in various civic and community projects, promotion and public relations - all volunteer activities. Member American Legion Auxiliary, appointed "Ambassador at Large" by Village of Chama and Liaison for Chama Chamber of Commerce. Very active in promotion and public relations for New Mexico/Colorado owned Scenic Railroad in Chama. Director of Pan American Round Table I of Santa Fe (an international volunteer women's organization dedicated to promoting better understanding and friendship among the peoples of the Western Hemisphere). Attended the 13th Conference of the Alliance of Pan American Round Tables held in Panama City October 1972 and was instrumental in getting the Alliance to select Albuquerque, New Mexico as seat of the 14th Alliance Conference scheduled for October 1974. Coordinated and hosted the International Technical Conference on the Protection of Iberic-Colonial Art in the Americas held in Santa Fe November 1972.



THE AMERICAN NATIONAL RED CROSS

People Helping People Since 1881

21 June 1974

Miss Elizabeth Vigil
Regional Director
SSI-Alert Project
Santa Fe County Chapter
American National Red Cross

Dear Elizabeth:

The SSI-Alert Project, a federally funded program which The American Red Cross agreed to assist in concert with other voluntary non-governmental organizations, to seek out persons not readily identifiable and not known to governmental agencies who might qualify for Supplemental Security Income, is now drawing to a successful close.

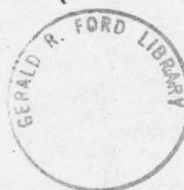
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Best wishes are extended to you for continued success and satisfaction in whatever future endeavors you may pursue.

Sincerely,

Albert Whale
Manager
Roadrunner Division
American National Red Cross



THE AMERICAN NATIONAL RED CROSS

SANTA FE CHAPTER

237 E. DE VARGAS

SANTA FE, NEW MEXICO 87501

TELEPHONE 505-983-9111

TO WHOM IT MAY CONCERN:

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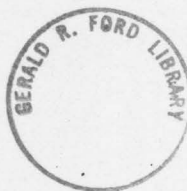
Very Sincerely,

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Executive Director

RESUME



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1000 Marquez Place, DL
Santa Fe, New Mexico 87501
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Studies office duties; student counselor; some class instruction; promotion/public relations. Students all foreign, graduate or higher level, and businessmen engaged in international or American enterprise.
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New Mexico State Records Center preliminary survey and study of New Mexico District
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RESUME

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TELEPHONE 505-983-9

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July 31, 1974

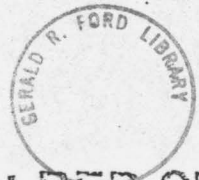
Tomee Naumer

(Mrs.) Tomee Naumer
Executive Director



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People Helping People Since 1881



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SSI-Alert Project
Santa Fe County Chapter
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Albert Whale
Manager
Roadrunner Division
American National Red Cross

THE WHITE HOUSE OFFICE

REFERRAL

To: The Honorable Caspar W. Weinberger Date: December 26, 1974
Secretary of Health, Education and Welfare
Washington, D.C. 20410

ACTION REQUESTED

- ☐ Draft reply for:
☐ President's signature.
☐ Undersigned's signature.
- ☐ Memorandum for use as enclosure to reply.
- ☐ Direct reply.
☐ Furnish information copy.
- ☒ Suitable acknowledgment or other appropriate handling.
☐ Furnish copy of reply, if any.
- ☐ For your information.
- ☐ For comment.

NOTE

Prompt action is essential.

If more than 72 hours' delay is encountered, please telephone the undersigned immediately, Code 1450.

Basic correspondence should be returned when draft reply, memorandum, or comment is requested.

REMARKS:

Please deal with appropriately for Mr. Roy O. Fuentes and Mr. Andrew Gallegos.

Description:

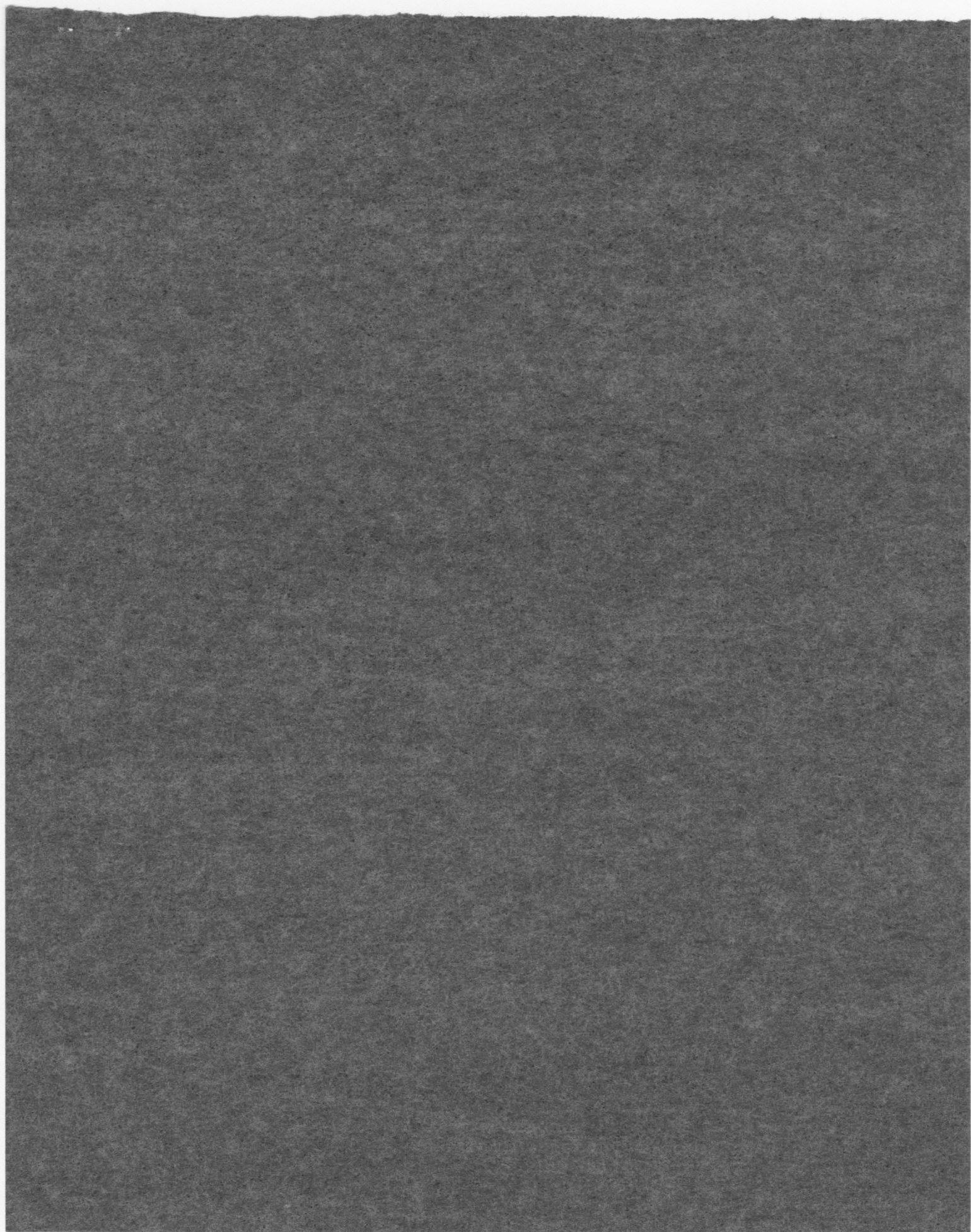
☒ Letter: ☐ Telegram: ☐ Other:
To: Fernando E. C. De Baca
From: Andrew Gallegos / Roy O. Fuentes
Date: 12/19/74 / 12/23/74
Subject: DHEW Announcement #74-294



By direction of the President:

Fernando E. C. De Baca
Special Assistant to the President
The White House
Washington, D.C.

(White House File Copy)



THE WHITE HOUSE OFFICE

REFERRAL

To: The Honorable Caspar W. Weinberger
Secretary of Health, Education and Welfare
Washington, D.C. 20410

Date: December 26, 1974

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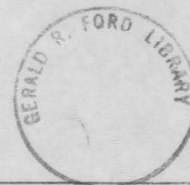
☒ Letter: ☐ Telegram: Other:

To: Fernando E. C. De Baca

From: Andrew Gallegos / Roy O. Fuentes

Date: 12/19/74 / 12/23/74

Subject: DHEW Announcement #74-294



By direction of the President:

Fernando E. C. De Baca
Special Assistant to the President
The White House
Washington, D.C.

(White House Suspense Copy)

December 26, 1974

Dear Mr. Gallegos:

Thank you for your SF-171 and expression of interest in the vacancy announcement #74-294 DHEW.

I will be sharing your SF-171 with the appropriate individuals in the White House and the Department of Health, Education, and Welfare.

With warm personal regards.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Andrew Gallegos
302 East 5th Street
Dallas, Texas 75203



bc: Secretary Weinberger FYI, For appropriate handling.
FECDB:fnr/fjo.

December 26, 1974

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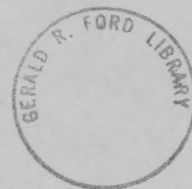
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Special Assistant to the President

Mr. Andrew Gallegos
302 East 5th Street
Dallas, Texas 75203



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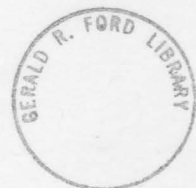
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Dallas, Texas 75203



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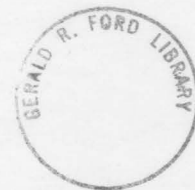
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Special Assistant to the President

Mr. Andrew Gallegos
302 East 5th Street
Dallas, Texas 75203



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December 26, 1974

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With warmest personal regards.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Roy O. Fuentes
6014 Liberty Bell Court
Burke, Virginia 22015



bc: Secretary Weinberger FYI, for appropriate handling.

FECDB:rmr/fjo.

December 26, 1974

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With warmest personal regards.

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Special Assistant to the President

Mr. Roy O. Fuentes
6014 Liberty Bell Court
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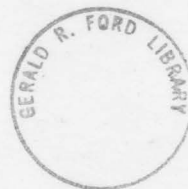
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With warmest personal regards.

Sincerely,

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Special Assistant to the President

Mr. Roy O. Fuentes
6014 Liberty Bell Court
Burke, Virginia 22015



bc: Secretary Weinberger FYI, for appropriate handling.

FECDB:rmr/fjo.



CABINET COMMITTEE ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE
1707 H Street, Northwest, Washington, DC, 20506

Programs Division (202) 382-3693

Operations Division (202) 382-4288

MEMBERS:

Secretary of Agriculture
Secretary of Commerce
Secretary of Labor
Secretary of Health, Education,
and Welfare
Secretary of Housing and
Urban Development
Secretary of the Treasury
Attorney General
Director of the Office of
Economic Opportunity
Administrator of the Small
Business Administration
Commissioner of the Equal
Employment Opportunity
Commission
Chairman of the Civil Service
Commission

December 23, 1974

Mr. Fernando De Baca
Special Assistant to the President
White House
Washington, D.C.

Dear Mr. De Baca:

It has been a great honor and privilege for me to serve the Spanish Speaking communities of this nation as a staff member of the Cabinet Committee on Opportunities for Spanish Speaking People. The termination of this agency will be a severe loss to the Spanish Speaking community.

I, like all others, can only be grateful for your presence on the President's staff. I can assure you that you have my help and commitment in your efforts on behalf of our people.

I am enclosing, with deep appreciation for your assistance, copies of my employment documents, along with the vacancy announcement for the position of Director, Office for Spanish Surnamed Americans, with the Department of Health, Education, and Welfare.

I would also be very interested in working for the Office of Economic Development, should a position become available.

I am also enclosing, for your review, a copy of the analysis that I and my staff prepared on the Program, Research and Evaluation Unit of the CCOSSP.

Again, if I can ever be of help please call on me, I would only be most willing to assist you in your efforts.

Sincerely,

Roy O. Fuentes

Roy O. Fuentes
Director, Programs, Research
and Evaluation

Enclosure





CABINET COMMITTEE ON OPPORTUNITIES FOR SPANISH SPEAKING PEOPLE
1707 H Street, Northwest, Washington, DC, 20506

Programs Division (202) 382-3693

Operations Division (202) 382-4288

MEMBERS:

December 22, 1974

Secretary of Agriculture
Secretary of Commerce
Secretary of Labor
Secretary of Health, Education,
and Welfare
Secretary of Housing and
Urban Development
Secretary of the Treasury
Attorney General
Director of the Office of
Economic Opportunity
Administrator of the Small
Business Administration
Commissioner of the Equal
Employment Opportunity
Commission
Chairman of the Civil Service
Commission

The Honorable Caspar W. Weinberger
Secretary of Health, Education and Welfare
Washington, D.C. 20410

Dear Mr. Secretary

As a result of Congressional action taken on Friday, December 22, the Cabinet Committee on Opportunities for Spanish Speaking People is due to phase out as of December 29, 1974, according to Public Law 91-181 which originated the Committee in 1969 for a five year period.

I want to take this opportunity to highly recommend Mr. Roy Fuentes, Director of Program Research and Evaluation with the Cabinet Committee. Mr. Fuentes has exhibited qualities of leadership and initiative with a highly capable ability to carry out assignments of difficulty on time.

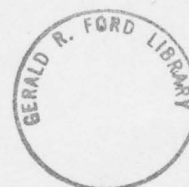
It has been brought to my attention that there is a Vacancy Announcement No. 74-294 for Director, Office for Spanish-Surnamed Americans. There is no question in my mind that as a result of Mr. Fuentes' tenure with the Cabinet Committee, which encompassed February 1972 until the present, he should receive most serious consideration for this position.

As noted before, Mr. Fuentes entered the Cabinet Committee in February 1972, rising through the ranks to become Director of one of the most important components within the Committee.

I am sure that in the event you need any further recommendation, Mr. Fernando E. C. DeBaca, Special Assistant to the President, would be more than willing to support Mr. Fuentes' consideration.

Sincerely

Reynaldo P. Maduro
Executive Director



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 01738

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Form

CREATOR'S NAME Roy Ortiz Fuentes

RECEIVER'S NAME Civil Service Commission

TITLE job applicant

DESCRIPTION SF 171

CREATION DATE 1974

COLLECTION/SERIES/FOLDER ID . 021600262

COLLECTION TITLE Fernando E.C. DeBaca Files

BOX NUMBER 11

FOLDER TITLE Job Applicants

DATE WITHDRAWN 08/15/1989

WITHDRAWING ARCHIVIST NEM

Fama - Please,
Make testing of
Resumes & send
out after assuring
there is one copy for
files

12/26/74

R.



THE WHITE HOUSE OFFICE

REFERRAL

To: Mr. Carlos Esparza, Director
U.S. Civil Service Commission, Spanish
Speaking Program

Date: November 11, 1974

ACTION REQUESTED

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REMARKS: Attached is a list of individuals Grades GS-15 and below who have forwarded their SF 171 to my office. I have acknowledged receipt, and would appreciate a follow up reply from you to each person indicating that their 171 has been forwarded to you and advising them of the requirements for securing Federal employment.

Description:

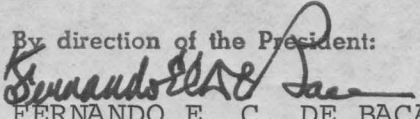
☒ Letter: _____ Telegram: _____ Other: S.F. 171

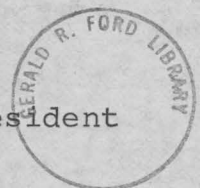
To: FERNANDO E. C. DE BACA,

From: See attached listing of individuals

Date: From September to Present

Subject: Seeking employment in the Federal government; and upper mobility opportunities.

By direction of the President:

FERNANDO E. C. DE BACA
Special Assistant to the President



(Copy to remain with correspondence)

Ms. Gladys Gallagher
2246 Brightseat Rd.
Landover, Md 20785

Mrs. Mary H. Gonzales
1701 16th Street, NW #202
Washington, DC 20036

Ms. Kathleen Donoghue Gillette
950- 25th Street, NW
Apt. 505 N
Washington, D.C. 20037

Mrs. Rita A. Calvin
3339 S. Wakefield
Arlington, VA 22206

Ms. Beatrice A. Mirabal
1535 N.16th Road, Apt 202
Arlington, VA 22209

Ms. Romanita Lucero
5840 Cameron Run Terrace #903
Alexandria, VA 20230

Ms. P. Elizabeth Vigil
1000 Marquez Place, D1
Santa Fe, New Mexico 87501

Ms. Sandra Irene Colon
2015 University Avenue - 4CS
Bronx, New York 10453

Ms. Carmen Eliz Montijo
11608 Lockwood Drive
Silver Spring, MD 20904

Ms. Maria Mercedes Pena
1200 Lebanon Street, #6
Silver Spring, MD 20903

Ms. Aida J. Gatell
6534 Lee Valley Dr. #202
Springfield, VA 22150

Ms. Aida Neff
2755 Ordway Street, N.W.
Apt. #515
Washington, D.C. 20008

Ms. Yvonne A. Legarreta
2020 N. Calvert St., #24
Arlington, VA 22201

May 14, 1975

Perdomo

MEMORANDUM FOR

MR. CARLOS ESPARZA

Would you be kind enough to assist me in getting Mr. Santiago (Jim) Perdomo's SF-171 rated for a mid-level or senior-level rating.

I attach an original and one copy of Mr. Perdomo's SF-171 and related personnel documents.

Mr. Perdomo may be reached through the office of Senator Pete Domenici should you have occasion to contact him.

Mil gracias.

Fernando E. C. De Baca
Special Assistant to the President

FECDeB:mmd:5/14/75



PETE V. DOMENICI
NEW MEXICO

five

United States Senate

WASHINGTON, D.C. 20510

May 14, 1975

Dear Fernando:

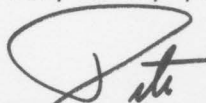
I certainly appreciate the kindness you have extended to my good friend, Jim Perdomo.

Attached is an updated #171 on Jim. I appreciate your assistance in getting his forms processed.

As you know, Fernando, I am extremely anxious to place Jim in a position here in Washington and I am most grateful for your efforts on his behalf.

Best personal regards.

Very truly yours,



Pete V. Domenici

Mr. Fernando E. C. DeBaca
The White House
Washington, D. C.



July 7, 1975

Martinez
Morales
Szalay

Dear "Porky:"

Thank you for enclosing the resumes of Reynaldo Morales and Jose Luis Martinez and for sharing a copy of Gerard Szalay's SF-171 with me,

I have taken the liberty of forwarding Messrs. Morales' and Martinez' papers to Salvador Ceja at ERDA headquarters in Germantown, Maryland and to EPA Executive Recruitment office in Washington, D. C. I would strongly suggest that Messrs. Morales and Martinez contact either Chuck Romero or Julian Romero in the Albuquerque Operations Office of ERDA to inquire into employment opportunities with ERDA (505 - 264-7231) in the Albuquerque area.

Congratulations on your appointment to the New Mexico Public Service Commission. I can think of no better qualified nor more deserving person to serve the people of New Mexico in this important capacity .

Good luck and best wishes on your new and challenging assignment.

Tu amigo,

Fernando E. C. De Baca
Special Assistant to the President

The Honorable Clarence V. Lithgow
Santa Fe City Councilman
2315 Calle Colibri
Santa Fe, New Mexico 87501

FECDdB:mmd:7/7/75



July 1, 1975

Mr. Fernando C De Baca
Specialist to the President
White House
Washington, D. C. 20500

Dear Fernando,

Enclosed are the resumes of Reynaldo Morales and Jose Luis Martinez Cortez and a copy of a resume and Personal Qualification Statement of Mr. Gerard Szalay which we discussed last week.

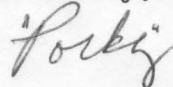
Both Mr. Morales and Mr. Cortez would make excellent candidates for top level positions within ERDA. If there is any more information you may need about either one, please let me know and it will be provided.

Mr. Gerard Szalay, whom you met in San Francisco, has sent in Standard Form 171 for examination in order to establish a GS rating. He is very much interested in going to work for the Federal Government in a senior level capacity. I have worked for him for over two years and can honestly say that I believe he would make an outstanding contribution to any agency which may need his services. Anything you can do on his behalf would really be appreciated.

I have been appointed by Governor Apodaca as a member of the Public Service Commission. Therefore, I will be leaving my position with the Los Alamos Scientific Laboratory effective July 15, 1975. However, unless we can work out a couple of problems I may not be able to start employment with them until around August 11, 1975. My home telephone number is (505)-983-8275 and my new business telephone number will be 827-2827 in case you need to reach me.

Please give me a call if you are planning a trip to this area so that we can get together. Thank you Ferdy for all your help.

Sincerely,



Clarence (Porky) Lithgow

P.S. Sid Jaffe sends his regards



Catania
APR 7 1975 *file*

Dan Anthony Catania

1100 17TH STREET N.W., SUITE NO. 315, WASHINGTON, D.C. 20036

April 3, 1975

Fernando E.C. DeBaca
Special Assistant to the President
Old Executive Office Building, Room 197
17th and Pennsylvania Avenues, N.W.
Washington, D.C. 20500

Dear Fernando:

Thank you very much for the time you gave me on Tuesday. I hope that once I am located in government service we can work together for the advancement of our fellow Hispanos in government as well as private industry.

I have received my civil service rating as a GS-13 and have interviewed with the E.E.O. Office of the Navy Material Command for the position as civilian personnel Spanish-speaking Program Coordinator.

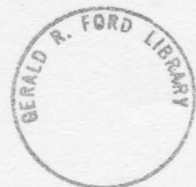
Fernando, thank you for your interest and if I need your assistance I will give you a call.

Sinceramente, su amigo



Dan Anthony Catania

DAC/kbk



Espinosa

April 16, 1975

MEMORANDUM FOR: BRAD PATTERSON
FROM: FERNANDO E. C. DE BACA
SUBJECT: J. Raul Espinosa

Thank you for the help you have already extended to Raul Espinosa in his search for an appointive or other non-career position within the Executive Branch.

If at all possible, I would appreciate a strong endorsement of Raul for the following vacant positions:

U. S. Department of Interior

Director for Heritage '76 and Special Programs (GS-14).
(I understand that this position is to be filled through ARBA)

ACTION Agency

Country Director or Deputy Director in Latin-America or an equally responsible position on John Dallenback's staff
(I understand there are currently ten major openings in Peace Corps/Latin America).

EEOC

Special Assistant to the new Chairman

Your assistance in this matter is greatly appreciated.

FECDeB:mmd:4/16/75



Heinkel

May 12, 1975

Dear Mr. Wilson:

This will acknowledge your recent letter in support of Dr. Otto A. Heinkel of San Diego, California.

I have forwarded Dr. Heinkel's papers to the Presidential Personnel Office and to the Department of Health, Education and Welfare for their consideration and will keep your office posted on all developments relative to his candidacy for a top policy-making position in the Ford Administration.

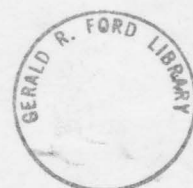
Kindest regards.

Yours sincerely,

Fernando E. C. De Baca
Special Assistant to the President

The Honorable Bob Wilson
Congress of the United States
House of Representatives
2307 Rayburn Building
Washington, D. C. 20515

FECDeB:mmmd:5/12/75



BOB WILSON
41ST DISTRICT OF CALIFORNIA
(SAN DIEGO COUNTY)

EDWARD F. TERRAR, JR.
ADMINISTRATIVE ASSISTANT

Congress of the United States
House of Representatives
2307 Rayburn Building
Washington, D.C. 20515

RANKING MINORITY MEMBER
ARMED SERVICES COMMITTEE
SELECT COMMITTEE ON AGING

SAN DIEGO OFFICE:
SUITE E285
123 CAMINO DE LA REINA
SAN DIEGO, CALIFORNIA 92108
TEL.: 714-299-2444

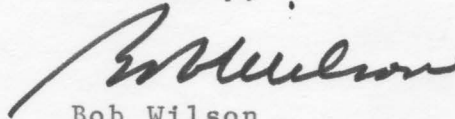
May 5, 1975

Dear Mr. DeBaca:

I'm interested in the application
for employment of Dr. Otto A. Heinkel,
and I'm hopeful his application will
be favorably received.

With kind regards.

Sincerely, .



Bob Wilson
Member of Congress

Mr. Fernando E. C. DeBaca
Special Assistant to the President
White House
Washington, D. C.



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 01739

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Form
CREATOR'S NAME Otto A. Heinkel
RECEIVER'S NAME Presidential Personnel Office
TITLE job applicant
DESCRIPTION SF 171
CREATION DATE 04/1975

COLLECTION/SERIES/FOLDER ID . 021600262
COLLECTION TITLE Fernando E.C. DeBaca Files
BOX NUMBER 11
FOLDER TITLE Job Applicants

DATE WITHDRAWN 08/15/1989
WITHDRAWING ARCHIVIST NEM

RESUME

Otto A. Heinkel
P.O. Box 2871
San Diego, California 92112

Phone: (714) 224-0394 Residence
(714) 280-7610 Office
Ext. 133

EDUCATION

Ph.D. (Human Behavior) United States International University
M.Ed. (Educational Administration) University of California at Los Angeles
B.A. (Mathematics) University of California at Los Angeles

EXPERTISE

- Administration
- Management Planning
- Management Training
- Needs Assessment
- Evaluation
- Occupational and Career Education
- Special Projects/Funding
- Research
- Legislation

FOREIGN LANGUAGE COMPETENCIES

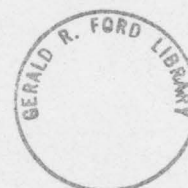
Spanish (fluent)
German (fluent)

CALIFORNIA CREDENTIALS

General Administration	Life
General Secondary	Life
General Elementary	Life

PROFESSIONAL POSITIONS

1974-Present	Director of Legislative Services/Special Projects for the San Diego Community College District
1973-1974	President, System Planning and Development Corporation
1964-1973	Director of Research and Development, San Diego Community College District
1950-1964	Instructor and administrator for various Southern California districts: Elementary, Secondary, Adult, Community College, State College



4/75

CONCURRENT PROFESSIONAL EXPERIENCE

- President of System Planning & Development Corporation: conducted management training seminars for superintendents, presidents, board members and other leaders. Over 80 community colleges have had administrators trained by me.
- Director of numerous federally funded projects, principally in the areas of evaluation and management training for Occupational Education.
- Consultant and lecturer on management, needs assessment, evaluation, and accountability for various educational institutions, state and federal agencies, and professional associations.
- Member of an U.S.O.E. task force to review career education program plans for all U.S. Regional Laboratories and Research Centers.
- Consultant to the National Consortia for Bilingual-Bicultural Education for management project planning and needs assessment.
- Independent evaluator and auditor for various educational projects.
- Proposal evaluator for California State Department of Education on Title III projects and U.S.O.E. for projects under the Cooperative Research Act.

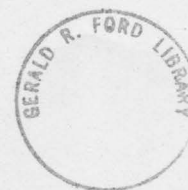
ASSOCIATION MEMBERSHIPS

- Association of Mexican-American Educators (former Executive Board Member)
- Chicano Federation (former Board Member)
- Rotary International, Charter Member
- Businessmen's Forum
- Phi Delta Kappa
- Society of Research Administrators

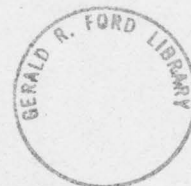
SUMMARY

Introduced system approach for management into most of the California Community Colleges; developed an operational job needs assessment system; developed an operational decision model for programs and resource allocation in community colleges.

For further information see attached list of suggested references.



Mr. Gus Guichard	Executive Vice Chancellor California Community Colleges 1238 "S" Street Sacramento, California 95814	916/445-8752
Dr. Leland Baldwin	Assistant Chancellor, Vocational Education California Community Colleges 1238 "S" Street Sacramento, California 95814	916/445-0486
Dr. Walter Garcia	Superintendent/President Rio Hondo College 3600 Workman Mill Road Whittier, California 90608	213/692-0921
	President of CCJCA	
Dr. Otto Roemmich	Superintendent San Jose Community College District 2100 Moorpark Avenue San Jose, California 95114	408/298-2181
	Legislative Committee Chairman, CCJCA	
Commander Bob Sammon	Commander (retired), Corporate Management Consultant P.O. Box 522 Coronado, California 92118	714/435-8594
Mr. Donald Ross	Member of the Board of Trustees Antelope Valley College 3041 Lancaster, California 93534	805/943-3241
	Chairman, CCCT	
Dr. Armando Rodriguez	President, East Los Angeles Community College 5357 E. Brooklyn Avenue Los Angeles, California 90022	213/263-7261
Dr. Xavier Mena	Assistant to Secretary of Health & Welfare 915 Capitol Mall, Room 200 Sacramento, California 95814	916/445-6900



May 9, 1975

Dear Otto:

Thank you for enclosing a copy of your SF 171
and resume.

You may rest assured that I will do everything
possible to assist you on this end.

Mil gracias y saludos a todos.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Otto A. Heinkel
P. O. Box 2871
San Diego, California 92112

FECDeB:mmd:5/9/75





SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 CAMINO DEL RIO SOUTH

SAN DIEGO, CALIFORNIA 92108

TELEPHONE (714) 280-7610

SAN DIEGO CITY COLLEGE
SAN DIEGO MESA COLLEGE
SAN DIEGO EVENING COLLEGE
SAN DIEGO MIRAMAR COLLEGE
SAN DIEGO ADULT SCHOOLS

April 30, 1975

Mr. Fernando de Baca
Special Assistant to the President
The White House
Washington D. C. 20500

Dear Mr. de Baca,

Attached is the application that was sent to Mr. Thomas Driscoll. He is the Staffing Specialist for the Executive Recruiting Division, Room B-404 Buzzards Point, 330 Independence Avenue, S. W., Washington, D. C. 20201.

I have contacted Congressman Bob Wilson's office as you suggested. They are following through. It is great to have good friends like you.

Ay-te-wacho!

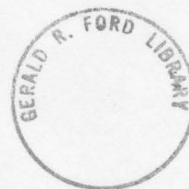
Sincerely,

Otto Heinkel

P.S. In addition to the association memberships included in my resume, I am a member of the Capitol Hill Club in D.C. and an associate member of the California Central Republican Committee.

OH:et

Attachments:



Peña

May 15, 1975

Dear Ed:

I want to take this opportunity to bring you up to date on the status of the Wage and Hour Administrator's vacancy in the Department of Labor.

Last week I met with the DOL Executive Recruiter in the Presidential Personnel Office regarding your interest in the Wage and Hour Administrator's position. I mentioned the substantial Congressional interest surrounding your candidacy for the position.

This week I plan to meet with Secretary Dunlop. I will explore the matter further and keep you posted on progress.

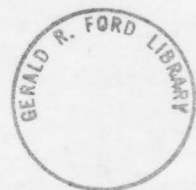
Kindest personal regards.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Ed Peña, Jr.
13517 Collingwood Terrace
Silver Spring, Maryland 20904

FECDeB:mmnd:5/15/75



May 15, 1975

MEMORANDUM FOR:

AARON SPAULDING

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

Eduardo Peña, Jr.

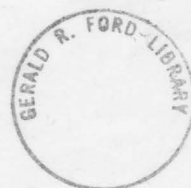
Attached are various letters in support of Eduardo Pena for the position of Administrator of the Wage and Hour Division of the Department of Labor.

Mr. Peña, you will recall, is the gentleman I spoke to you about several weeks ago. He is currently serving as Director of Compliance, GS-17, with the Equal Employment Opportunity Commission and possesses a wealth of experience in the compliance field. In addition to his 3-1/2 years experience as Director of Compliance for EEOC, he has worked as a Wage and Hour Investigator for the Department of Labor and in various supervisory positions in DOL and other agencies.

Would you be kind enough to inform me of the status of the above position and of the status of Mr. Peña's candidacy for the position?

Thank you.

FECDeB:mmnd:5/15/75



July 8, 1975

Dear Mr. Rivera:

I want to thank you for taking the time to inform me of your job availability and your interest in working for the Federal Government. I was deeply troubled to learn of the problems you have experienced as a result of the change in Administration in Ohio.

As you are probably aware, regulations prohibit White House staff from referring individual candidates for career positions in the Civil Service System. However, I would be pleased to share your name and interest with the Spanish Speaking Program Coordinators in selected agencies and ask that they contact you directly. It will, of course, be necessary that you apply directly to those agencies for consideration in accordance with Civil Service rules and procedures.

Again, thank you for your interest in the Federal Government and best wishes for a rich and rewarding future.

Sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Fernando L. Rivera
438 Beaver Avenue
Columbus, Ohio 43213

FECDeB:mmd:7/8/75



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 01740

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Letter
CREATOR'S NAME Fernando L. Rivera
RECEIVER'S NAME Fernando De Baca
TITLE job applicant
DESCRIPTION correspondence and SF 171
CREATION DATE 06/30/1975

COLLECTION/SERIES/FOLDER ID . 021600262
COLLECTION TITLE Fernando E.C. DeBaca Files
BOX NUMBER 11
FOLDER TITLE Job Applicants

DATE WITHDRAWN 08/15/1989
WITHDRAWING ARCHIVIST NEM

Appointments for

Lydia Amigo

for

Wednesday, July 16, 1975

1:30 PM Mr. Jones

633 Indiana Ave., N. W., Room 358

from there to

Mr. Rogers of Personnel

And then the Director of the Institute
or a member of his/her staff

relating to this position:
Social ~~Asientist~~- Scientist
Depart. of Justice Career Opportunities
Announcement No. 75-51

(Law Enforcement Assistance Administration)

NOTE:

Ask questions about Mr. Jos Jones'
position, title and first name if you
want to from Ruby Morro, LEAA SS
Coordinator at 376-3768



Cano

July 25, 1975

Dear Joe:

Enclosed is a copy of Eddie Cano's resume. Eddie is that super capable fellow I spoke to you about last week.

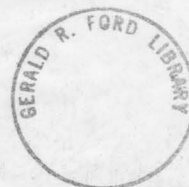
I would greatly appreciate your personal transmittal of Eddie's papers to Supervisor Hahn at your earliest convenience and any help you might be able to offer him to insure that he gets a fair review of his qualifications.

Many thanks for your help.

Tu amigo,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Joseph Pollard
Washington Representative
Los Angeles County Board of Supervisors
1735 New York Avenue, N. W.
Washington, D. C. 20006



July 25, 1975

Dear Eddie:

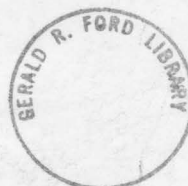
Thank you for forwarding your papers so promptly. I have sent them on to Joe Pollard for his endorsement and for his transmittal to Supervisor Hahn. I would allow Joe about five days to make his input prior to contacting Kenneth Hahn directly.

Saludos a todos.....especialmente a Dora y a los ninos.

Tu amigo,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Eddie Cano
1216 Bubbling Well Road
West Covina, California 91790



DATE

June 20 6pm

DYCLE

LINE

MMD:

FYI I sent a xerox copy of
letter to Mr. Saenz and
made one for you too.

(This
Ps Also sent original
to Sec Hill

MESSAGE

☐ RETURNED YOUR CALL

☐ WISHES AN APPOINTMENT

☐ WILL CALL AGAIN

☐ IS WAITING TO SEE YOU

☐ PLEASE CALL →

CODE/EXT.
PHONE NO.

OF (01/00/10/00/00)

☐ YOU WERE CALLED BY

☐ YOU WERE CALLED BY

TO:

OF CALL
MEMORANDUM



**MEMORANDUM
OF CALL**

TO:

☐ YOU WERE CALLED BY—

☐ YOU WERE VISITED BY—

OF (Organization)

☐ PLEASE CALL



PHONE NO.
CODE/EXT.

☐ WILL CALL AGAIN

☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL

☐ WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY

DATE

TIME

STANDARD FORM 63

REVISED AUGUST 1967

GSA FPMR (41 CFR) 101-11.6

GPO : 1969-048-16-80341-1 232-359

63-108

THE WHITE HOUSE
WASHINGTON

June 19, 1975

Saenz

Dear Madam Secretary:

As you are no doubt aware, the President is keenly interested in providing executive level opportunities for qualified Spanish speaking persons interested in Government service.

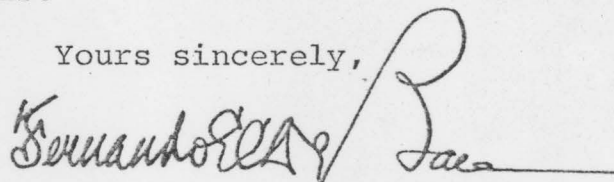
It is my understanding that Mr. Adolph B. Saenz is applying for the position of Deputy Director of the Inspections Staff of Housing and Urban Development. Both Senator Montoya (D-NM) and Senator Dominici (R-NM) have endorsed Mr. Saenz for that position.

Mr. Saenz' qualifications should be judged on their merit. He presently occupies an executive level position in the United States Foreign Service and is at this time assigned to the Inspections and Investigations Staff of the Auditor General, A.I.D., U. S. Department of State.

Your consideration of Mr. Saenz for the above position would be greatly appreciated.

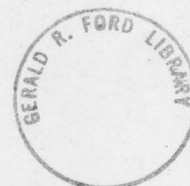
Best wishes and warm regards.

Yours sincerely,



Fernando E. C. De Baca
Special Assistant to the President

The Honorable Carla Hill
Secretary of Housing and Urban
Development
541 Seventh Street, S. W.
Washington, D. C. 20410



Saenz

June 12, 1975

The Honorable Carla A. Hills
Secretary of Housing and
Urban Development
Washington, D. C. 20410

Dear Madam Secretary:

One of my principal concerns is providing opportunities for qualified Spanish-speaking persons to serve in positions of executive responsibility in the Federal service. In this connection, I should much appreciate your reviewing the qualifications of Mr. Adolph B. Saenz, whose Standard Form 171 is enclosed, for the position of Deputy Director, Office of Inspector General in the Department of Housing and Urban Development, which I understand is presently vacant. His credentials are outstanding, and I commend them to you.

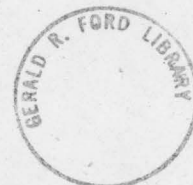
Mr. Saenz is currently with the Office of Inspections and Investigations in the Agency for International Development. His office and home telephone numbers are 235-9734 and 780-6063 respectively. I hope that you or a member of your staff will be able to meet with Mr. Saenz one day soon at your convenience.

With best wishes.

Sincerely,

Joseph M. Montoya
Chairman, Subcommittee on
Treasury, Postal Service
and General Government

CS/DC/ald
Enclosure



JENNINGS RANDOLPH, W. VA., CHAIRMAN
EDMUND S. MUSKIE, MAINE
JOSEPH M. MONTOYA, N. MEX.
MIKE GRAVEL, ALASKA
LLOYD BENTSEN, TEX.
QUENTIN N. BURDICK, N. DAK.
JOHN C. CULVER, IOWA
ROBERT MORGAN, N.C.
GARY HART, COLO.
HOWARD H. BAKER, JR., TENN.
JAMES L. BUCKLEY, N.Y.
ROBERT T. STAFFORD, VT.
JAMES A. MC CLURE, IDAHO
PETE V. DOMENICI, N. MEX.

M. BARRY MEYER, CHIEF COUNSEL AND CHIEF CLERK
BAILEY GUARD, MINORITY CLERK

United States Senate

COMMITTEE ON PUBLIC WORKS
WASHINGTON, D.C. 20510

June 10, 1975

Mrs. Carla Hill, Secretary
Department of Housing and Urban Development
451 Seventh Street, S. W.
Washington, D. C. 20410

Dear Mrs. Hill:

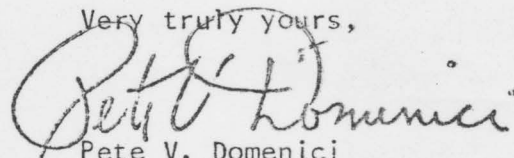
It is my understanding that Mr. Adolph B. Saenz has applied to your office for the position of Deputy Director, Inspector General's Office of Housing and Urban Development.

It is my pleasure to recommend Mr. Saenz for this position based on his excellent credentials and his ability to be judged on merit. Mr. Saenz is a career Foreign Service Officer with an outstanding record. A copy of his SF-171 outlining his qualifications is enclosed for your information.

Thank you for your consideration and assistance on the behalf of Mr. Saenz.

Kindest regards.

Very truly yours,


Pete V. Domenici
United States Senator

PVD:hc
enclosure



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 01741

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Letter
CREATOR'S NAME Albert R. Garcia
RECEIVER'S NAME Leonard Gilman
TITLE President, United California
 Mexican-American Association
DESCRIPTION re deportation case
CREATION DATE 06/14/1975

COLLECTION/SERIES/FOLDER ID . 021600262
COLLECTION TITLE Fernando E.C. DeBaca Files
BOX NUMBER 11
FOLDER TITLE Job Applicants

DATE WITHDRAWN 08/15/1989
WITHDRAWING ARCHIVIST NEM

Espinosa, R.

July 25, 1975

Dear Raul:

Thank you for your thoughtful note and for the copy of your letter to Mike Mehrer. I am enclosing a copy of the position description for the position of Peace Corps Country Director. Please keep it for your reference and personal files.

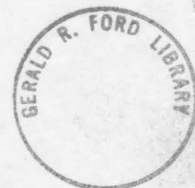
Let's definitely stay in touch. You know you can count on my support.

Tu amigo,

Fernando E. C. De Baca
Special Assistant to the President

Mr. J. Raul Espinosa
Vice President, Corporate Relations
Cayman Petroleum Marketing
Corporation, Ltd.
1100 17th Street, N. W.
Washington, D. C. 20036

FECDeB:mmmd:7/28/75





CAYMAN

PETROLEUM MARKETING CORPORATION, LTD.

(A Subsidiary of The Cayman Corporation)

WASHINGTON OFFICE

1100 17th STREET N.W. • WASHINGTON, D. C. 20036
(SUITE 1100)

July 21, 1975

Mike Mehrer, Acting Director
Latin America Region
PEACE CORPS
806 Connecticut Ave., N.W.
Washington, D.C.

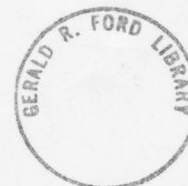
Dear Mike:

I wanted to thank you for taking time out to see me last Wednesday. I enjoyed meeting you and sharing your candid views about life in Latin America as a Peace Corp Country Director.

As you probably gathered during our conversation, I am indeed interested in being considered as a candidate for a Directorship in Latin America. I feel certain that my background and experience would be excellent for it. I am hopeful, for that matter, that you would personally favor my candidacy after you have had the opportunity to carefully examine and review all of my qualifications.

Please note that due to my recent transfer to this company, my present position--for which I am well compensated-- is not included in my SF-171. Should you need any information on my duties and/or responsibilities, I would be most happy to provide them to you.

The attached information (provided solely for your own review) pertains to my experience in formulating and managing budgets in excess of \$150,000.00. This particular one (\$265-390,000.00) comes from the office I both created and directed at the Republican National Committee. I may add also that in 1971-72, I managed

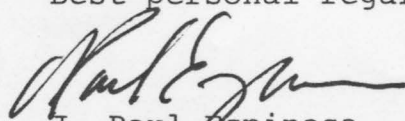


Mike Mehrer July 21, 1975 p.2

a similar budget (\$165,000.00) as Division Director of the now defunct Cabinet Committee on Opportunities for Spanish Speaking People (CCOSSP). I would hope that this information, which I would appreciate getting back, would help you determine further my chances for the position in question.

I am due to go to Europe for a couple of days next month, however, I would be willing to postpone the trip if any serious development affecting my chances of making the "finalists" were to take place. Please keep me posted!

Best personal regards,



J. Raul Espinosa
Vice President
Corporate Relations

P.S. I am also sending you -- for your information -- a couple of letters of recommendations.

enc.



Cano

THE WHITE HOUSE
WASHINGTON

July 25, 1975

Dear Eddie:

Thank you for forwarding your papers so promptly. I have sent them on to Joe Pollard for his endorsement and for his transmittal to Supervisor Hahn. I would allow Joe about five days to make his input prior to contacting Kenneth Hahn directly.

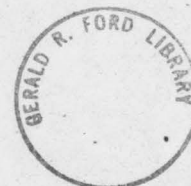
Saludos a todos.....especialmente a Dora y a los ninos.

Tu amigo,

for *Fernando E. C. De Baca* (cec)

Fernando E. C. De Baca
Special Assistant to the President

Mr. Eddie Cano
1216 Bubbling Well Road
West Covina, California 91790



THE WHITE HOUSE

WASHINGTON

July 25, 1975

Dear Joe:

Enclosed is a copy of Eddie Cano's resume. Eddie is that super capable fellow I spoke to you about last week.

I would greatly appreciate your personal transmittal of Eddie's papers to Supervisor Hahn at your earliest convenience and any help you might be able to offer him to insure that he gets a fair review of his qualifications.

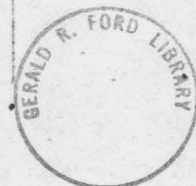
Many thanks for your help.

Tu amigo,

Fernando E. C. De Baca

Fernando E. C. De Baca
Special Assistant to the President

Mr. Joseph Pollard
Washington Representative
Los Angeles County Board of Supervisors
1735 New York Avenue, N. W.
Washington, D. C. 20006



Amigo'

August 4, 1975

Dear Jay:

Thank you for your letter regarding Lydia Amigo. I had the pleasure of assisting Lydia a few weeks ago by arranging several job interviews for her. It was learned, after her return to Cleveland, that she is not an American citizen, thus making it difficult to qualify her for appointment to senior level positions in the career service.

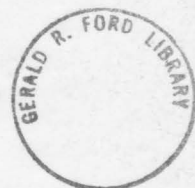
It's always good to hear from you. Please stay in touch.

Yours sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. J. M. Niemczyk
Director
Heritage Groups Division
Republican National Committee
301 First Street, S. E.
Washington, D. C. 20003

mmd:FECdeB:mmd:8/4/75





**Republican
National
Committee**

Julian M. Niemczyk

July 30, 1975

The Honorable Fernando De Baca
Special Assistant to the President
for Hispanic Affairs
The White House
Washington, D.C. 20500

Dear Fred:

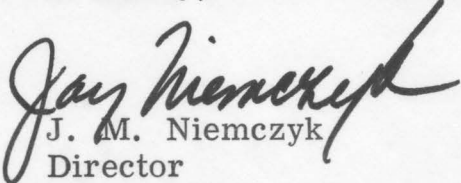
Sorry, I haven't been in touch with you in some while, but I find myself involved more and more as 1976 looms in the horizon.

Lydia Amigo, of Cleveland, Ohio, called me today to say that you had assisted her in trying to get located in a government job in the Washington, area.

Are you able to tell me anything about her status or chances of success in this search? Is she qualified? Can your office assist?

Any information you can provide will be appreciated. I look forward to seeing you soon in the near future.

Sincerely,


J. M. Niemczyk

Director
Heritage Groups Division

JN:pr





(201) 645-6013

Miguel A. Sandoval

EQUAL OPPORTUNITY SPECIALIST

UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

9 CLINTON ST.,

NEWARK, N. J. 07102

APPLICATION FOR JOB VACANCY

DATE

(Use typewriter or print. Complete items down to For use by Personnel Office only)

August 22, 1975

TO:
Personnel Unit

REFERENCE

ANNOUNCEMENT NUMBER

RFA 4-76

CLOSING DATE

9/2/75

POSITION APPLIED FOR

TITLE
Equal Opportunity Specialist(Employment)GRADE
GS-160-9

LOCATION

OFFICE/CITY

Washington District Office
Washington, D. C.

REGION/DISTRICT/HQS EEOC

Washington, D. C.

DOCUMENTS ATTACHED



SF 171, APPLICATION FOR FEDERAL EMPLOYMENT



EEOC FORM 173, EMPLOYEE PERFORMANCE APPRAISAL



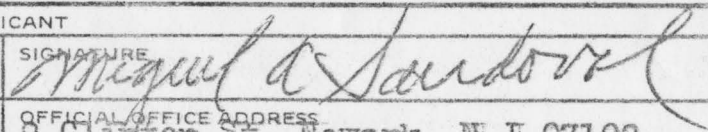
EEOC FORM 183, MERIT PROMOTION QUALIFICATIONS STATEMENT

APPLICANT

NAME

Miguel Angel Sandoval

SIGNATURE



CURRENT JOB TITLE AND GRADE

Equal Opportunity Specialist(Employment)GS-160-9

OFFICIAL OFFICE ADDRESS

9 Clinton St. Newark, N.J.07102

Rivera

July 24, 1975

(for his
files)

Dear Tony:

It's good to have people like you to work with--people who are genuinely concerned about the welfare and upward mobility of our Spanish speaking Americans; and not only concerned, but efficiently doing something about it!

My secretary told me that you had phoned to fill in some blanks in the records with regard to Ms. Amigo, and to let us know that although you were unable to reach her in Cleveland, you are willing to assist her should she return to the area seeking employment.

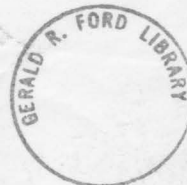
We look forward to receiving the roster of available positions, vacancies to be filled, etc. and appreciate your remembering that we are always on the look-out for those good jobs for our Spanish speaking constituents.

Keep up the good work. Again, thanks.

Sincerely yours,

Fernando E. C. De Baca
Special Assistant to the President

Mr. Tony Rivera
HQ. Spanish Speaking Program
Coordinator
Drug Enforcement Administration
1405 Eye Street, N.W. - Room 736
Washington, D. C. 20537



mmd for
FECDeB:mmd:7/24/75

Mercado

November 3, 1975

Dear Mr. Mercado:

Thank you for your recent letter requesting information on possible job opportunities in Puerto Rico.

I would suggest that you contact the U. S. Civil Service Commission (CSC) Area Office in San Juan, Puerto Rico for information on Federal job opportunities on the Island. You might also wish to contact Mr. Santiago Rodriguez with CSC in Washington, D. C. (202 632-6800) or Mr. Phil Garcia at HUD (202 755-5974) for more information on job prospects in the area. Please feel free to use my name in your contacts with Messrs. Rodriguez and Garcia.

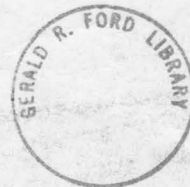
Thank you for the opportunity to be of assistance to you in this matter and best of luck.

Yours sincerely,

Fernando E. C. De Baca
Special Assistant to the President

Mr. James Mercado
2931 Peyton Randolph Drive
Falls Church, Virginia 22044

FECDeB:mmd:11/03/75



2931 Peyton Randolph Dr.
Falls Church, VA. 22044
October 27, 1975

MR. Fernando E. C. DeBaco
Special Assistant to the President
for Hispanic Affairs
The White House
Washington, D.C. 20500

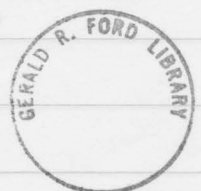
Dear Sir:

I am presently employed with the
Executive Protective Service, U.S. Secret Service
here at the White House.

Sir, I was wondering if there are any jobs
opportunities in San Juan, Puerto Rico ~~the~~ with
the Federal Government.

Thank you very much, Sir:

Sincerely yours,
James Mercado





UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C. 20415

Vigil
IN REPLY PLEASE REFER TO

YOUR REFERENCE

MAY 14 1975

Ms. Priscilla Elizabeth Vigil
1000 Marquez Place, Apartment D-1
Santa Fe, New Mexico 87501

Dear Ms. Vigil:

Your Standard Form 171, "Personal Qualifications Statement", was referred to us by Mr. Fernando E. C. de Baca, Special Assistant to the President.

Enclosed you will find a Mid-Level Data Sheet which is essential for obtaining a mid-level rating. If you should need more information please contact our area office in New Mexico. The exact location is 421 Gold Avenue S.W. (87101) and its telephone is (505) 766-2906. However, once your forms are completed mail the Data Sheet with your Standard Form 171 to:

Houston Area Office
U.S. Civil Service Commission
702 Caroline Street
Houston, Texas 77002

Thank you for your interest in the Federal Government.

Sincerely,

Ana A. Ortiz
Spanish Speaking Program

c.c. Fernando E. C. de Baca

