

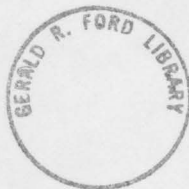
The original documents are located in Box 12, folder “Office of Hispanic Affairs - Personnel, Procedures and Maintenance” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE
WASHINGTON



Rose Marie,

I thought you'd get a
kick out of this.

Kab

RECEIVED
JAN 29 1975
CENTRAL FILES

show that we weren't merely perfect bodies), we would be Discovered. And being Discovered, everybody knew, leads to fame, riches and being able to spit in the eye of everyone who ever laughed at you since you were three.

Chase, having mastered all the qualifications, was

book. She quotes Marlene Dietrich's troubles with men who act "like mutts around a phlegm." An imaginary Russian dance talent scout admires "dot leetle dense vair you hop from wan foo to dahther" and declares she has "natchell rim." She tries to follow Dione Lucas' cooking instructions on televi-

points out, as an important actresses are lookers" and you can't have faith in the supermodels who tell you they just use "a little eyeliner and a blusher" because "why, if you accidentally slap a model in the face, does a piece of her cheek chip off?"

Hers is more practical.

to an extremely personal question. 2. The tactful way to get rid of a guest who overstays his welcome." Chase suggests "1. None of your beeswax. 2. Haven't you got a home?"

Her professional secrets extend to commercials, although she admits they are

sloppier efforts in praise of The Theater.

But that's the kind of mush that keeps the dreamers dreaming. That, and the hope that, as she puts it, one day "Federico Fellini will spot you and cable your agent, 'Attza one I gotta have it.'"

ANN LANDERS: *What a Piece of Work Is Man*

Dear Ann Landers:

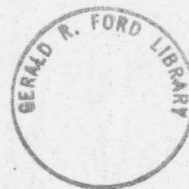
I'm sending a column that I have saved since March,

"Man is what Woman marries. Generally speaking, he has two hands and two feet.

should enjoy kissing a stubby-chinned, tobacco-and-bourbon-scented thing like

woman in gay colors, eye makeup and the startling hat.

husband works from 4 p.m. to midnight. (He loves this shift and there is no way I could get him off of it. The



ADVANCEMENT OF WOMEN

Shortly after her appointment as Counsellor to the President, Mrs. Armstrong established the White House's first Office of Women's Programs to act as an advocate for progress and change, both in the Government and in the private sector. This Office acts as her liaison with national women's organizations so that assistance can be given where it is required.

This Office also has a public information function to disseminate information about statutes and regulations that deal with issues of sex discrimination and to channel complaints of this type to the proper officials in Government.

As an integral part of the White House staff, the Office has several functions which we believe have provided a new approach to the advancement of women, both in government and in the private sector.

They include:

- 1) helping to place more women in top-level government jobs;
- 2) helping to encourage the hiring, placement and upward mobility of women at all levels in the Federal Government;
- 3) maintaining liaison with national women's groups on issues of common concern;
- 4) providing information and clarification to the public on government policies, programs, and statutes dealing with sex discrimination and other issues that affect women;
- 5) working closely with government departments and agencies to advance the concerns of women in

FUNCTIONS

File

THE WHITE HOUSE
WASHINGTON

August 23, 1974

MEMORANDUM FOR: ANNE ARMSTRONG

FROM: PAT LINDH
KAREN KEESLING

SUBJECT: Goals for the Office of Women's
Programs

1. To act as a liaison between the Administration and the women and women's organizations in the United States.
2. To shape and help to construct the Administration programs and policies for IWY and to carry these through the Bogota Conference and into the Bicentennial Year with accurate measurements of the impact of these proposals until 1985.
3. To facilitate the entry of women into all meetings between the Administration/private sector--the Economic Summit and all future meetings relating to the good of the country.
4. To reflect the Administration's encouragement of women in the area of civil rights and to show the Administration's responsiveness to all kinds of discrimination based on sex.
5. To work with Departments and Agencies in shaping the regulations to avoid any semblance of discrimination against women; and, in conjunction with this to aid the Administration in its legislative proposals as well.
6. To recruit and encourage qualified women to seek top level jobs within the Federal Government, and to facilitate their entry into the top levels of the Federal Government.
7. Preparation of an agenda of needed legislation of interest to women, to be set forth as a special section of the President's 1975 State of the Union Message (in recognition of IWY). This should include another Presidential call for passage of the ERA in the 1975 State of the Union Message.



Memorandum



THE WHITE HOUSE
WASHINGTON

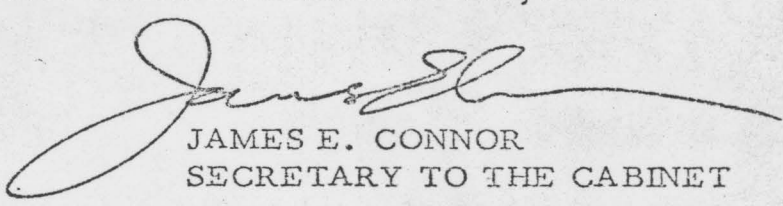
February 5, 1975

MEMORANDUM FOR

THE VICE PRESIDENT
THE SECRETARY OF THE TREASURY
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH, EDUCATION AND WELFARE
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE ACTING ATTORNEY GENERAL
THE ACTING SECRETARY OF TRANSPORTATION

SUBJECT: Talking Points on Supplemental Assistance for
Cambodia and South Vietnam

Talking Points on supplemental assistance for Cambodia and South Vietnam were requested at the Cabinet Meeting on January 29th. General Scowcroft has prepared the attached material for your use in this connection.


JAMES E. CONNOR
SECRETARY TO THE CABINET

Attachment

bcc: Counsellor to the President Hartmann
Counsellor to the President Marsh
Counsel to the President Buchen
Assistant to the President Rumsfeld
Alan Greenspan, Chairman, CEA
William Seidman, EPB
Richard Cheney
William Baroody ✓
Max Friedersdorf
Ron Nessen
Jerry Warren



TALKING POINTS

Supplemental Assistance for Cambodia and South Vietnam

General Situation

Cambodia

-- The situation in Cambodia is serious. The Communists -- no doubt encouraged by the low level of our aid -- continue to believe a total military victory is possible. They are now conducting an all-out offensive. We believe they will only come to the bargaining table when they see they cannot defeat the Cambodian army on the battlefield.

-- The Cambodian Government has shown it can thwart Communist advances if given the means to defend itself. A year and a half ago, many predicted the imminent collapse of the Government. In fact, the opposite has occurred: The Government and its forces have kept up the fight. They are now holding their own and have kept the Mekong River open so that supply convoys can reach Phnom Penh.

-- They are, however, in danger of defeat for lack of the material means to defend themselves. Funds currently available for military assistance will be totally exhausted and the army out of ammunition by April. At the current levels of economic aid, the Cambodian economy will probably experience a serious downturn in April and could collapse in June or July.

South Vietnam

-- The situation in South Vietnam is also serious. The South Vietnamese have also shown they are fully capable of defending themselves if given adequate levels of assistance. The recent tenacious stand by the garrison at Phuoc Binh in the face of armor attacks and against great odds, proves beyond any doubt that the South Vietnamese are willing to defend themselves.

-- The problem is that the present level of U.S. assistance does not allow them to adequately defend themselves. Our aid was sufficient until last June (1974) when cuts were imposed by the Congress. This



forced a reduction in ammunition expenditure. At the same time, the Communists stepped up attacks. The result was a great increase in casualties, a loss of mobility and a deterioration in the military situation. Government casualties were higher in 1974 than any previous year except 1972 (the year of a major Communist offensive). At the same time, ammunition expenditure dropped nearly 70 percent between 1972 and 1974.

-- Some have argued that if we cut our aid we would force a political settlement. Last year the Congress cut our assistance in half. The result was just the opposite. Hanoi saw Saigon in a weakened state and opted for increased military action. Cutting aid actually increased the fighting and the dying.

-- What is needed in both cases are relatively small increases to cover costs of ammunition, gasoline and other basic items.

U. S. Commitment

-- Some have said that granting additional aid would mean making a recommitment in Indochina.

-- We are not asking for a new commitment which would lead us down the path to greater involvement. We are just seeking to insure survival.

-- We are on the way out, not in.

-- We have already spent 98 percent of what it will take to end our involvement. The final two percent is critical to preserving what we built there.

Implications of Not Providing Adequate Aid

International

-- We have made a commitment to a friend. The depth of that commitment, in the eyes of the world, is measured not just by what we say but by the tens of thousands of American lives which have been lost and the many tens of billions of dollars which have been spent. The world



is watching us and the constancy of our pledges. If, after demonstrating the depth of that commitment through the expenditure of so much blood and treasure, we withdraw, who can have faith hereafter in our word?

-- Two years ago we signed an agreement that climaxed the longest military undertaking in our country's history. The agreement was endorsed by every great power in the Western World. Now, two years later a country of 13 million people has torn it to shreds and the survival of an American ally is threatened -- and we apparently stand helpless, our fidelity in question, our word at stake. Under the terms of that agreement we established the right to provide replacement items of equipment so that the South Vietnamese could take care of their own security. Now, in the face of massive infusion of Communist arms and supplies, we aren't even exercising that right. Current funds will allow only for the provision of critically needed fuel and ammunition. If we fail to do even that, our credibility as an ally will be totally lost.

-- The repercussions could be enormous. If our adversaries see our constancy and determination lacking here, they may be tempted to test our will in other areas of the world.

-- And, with our friends, the message is even more vital. We ask them to trust us, to work with us. In this world of ours, it is not without hazard to be a friend of the U.S. While our power is obvious, it is the strength of our will which is the vital ingredient in inducing our friends to stand at our side.

-- We are now involved in delicate negotiations in the Middle East. The success of these negotiations may well rest on whether the other parties believe we will keep our word and honor the commitments we make.

-- Like it or not, the burden of leadership of the western world is ours. Friend and foe alike judge us by our performance. If we falter, those who rely on us will be quick to make other accommodations to protect themselves. The results would be an alien world in which the costs for our survival would dwarf anything we have ever known.

Domestic

-- The Vietnam war seriously divided this country. Vietnam must not be allowed to become the central issue of American domestic politics. The question of American reinvolverment is not at issue. If we do not



provide sufficient aid, the danger of an all-out Communist victory will be very real. Should this come to pass, we will have to choose whether we are going to abandon an ally or become directly involved in Vietnam again. Whichever choice is taken will rend the country and leave a stain which we may never be able to erase. To keep this question from arising, we must provide the South Vietnamese with the modest amounts necessary for their self defense. With sufficient money, Saigon can stand alone and defend itself. The question of American involvement need never arise.

-- How we end our involvement is vitally important. We have made many sacrifices and have a tremendous investment: Fifty thousand Americans died and we were spending \$30 billion a year. We achieved our purpose. South Vietnam remained free to choose its own course and was strong enough to defend itself. Now for want of a small amount, it all may have been for naught.

-- By providing what is needed now, our aid can be significantly reduced in the near future.

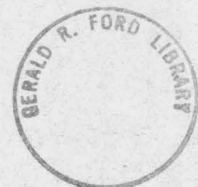
The Best Way to End Our Involvement

-- The South Vietnamese do not want to go on fighting, they want peace. On three separate occasions they have called for full implementation of the Paris Agreement with a specific date set for elections. The Communists have turned down these offers and broken off negotiations. They also have refused to let us search for our missing men, refused to contribute to the ICCS peacekeeping budget and attacked and overrun 11 government district capitals and one province capital.

-- As long as their survival is threatened, the South Vietnamese will fight back. All they ask is that we give them the wherewithal to defend themselves.

-- Giving them the means to do this is the best way to end America's involvement in Indochina.

-- America has never abandoned a friend. The American people do not want such an end for Vietnam and Cambodia.



FACT SHEET

U. S. Military and Economic Assistance to
Cambodia and Vietnam for FY 75

	<u>Administration Request</u>	<u>Authorized</u>	<u>Appropriated</u>	<u>Additional Amounts Requested</u>
<u>South Vietnam</u>				
Military	\$1.45 billion	\$1.0 billion	\$700 million	\$300 million
Economic	\$750 million	\$449.9 million	appropriation process now underway	0
<u>Cambodia</u>				
Military	\$362.5 million	\$200 million ¹	appropriation process now underway	\$222 million
Economic	\$110 million	\$100 million	" "	0 ²

¹The Foreign Assistance Act also authorizes the President to use "drawdown authority" to provide an additional \$75 million of military stocks to the Cambodian Army. The President authorized the use of these funds in early January 1975. The \$75 million of drawdown authority is not included in the ceiling on aid to Cambodia.

²There is no need for any additional economic assistance funds for Cambodia. The problem is that the Foreign Aid Authorization Act sets a ceiling of \$377 million on total aid to Cambodia during FY 75. With \$200 million for military assistance and \$100 million for economic aid, this leaves only \$77 million for commodity assistance within the PL-480 program. Originally \$77 million was thought to be enough. However, due to the significant number of new refugees created by the current Communist offensive, price rises and some initial inaccurate estimates, it is now clear that additional assistance, mainly food for refugees, is required. The commodities are available. No additional appropriation is required. However, unless the ceiling is lifted, they cannot be sent.



THE WHITE HOUSE
WASHINGTON

February 13, 1975

*In case
circulate to
staff?*

MEMORANDUM FOR: BILL BAROODY
THROUGH: PAUL A. THEIS *PAT*
FROM: ELISKA HASEK *EH.*

In order to ensure the most efficient handling of correspondence typed for the President's signature, I would appreciate your completing the attached form and enclosing it with each letter which you submit for signature. If there are a number of identical letters as part of a robot project, for instance, only one form will be necessary to cover the whole project.

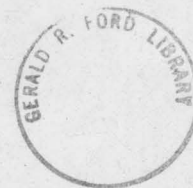
By way of explaining the attached form, information for the "research" category should include a brief notation of the source of any figures, statistics or quotations, etc., used in the letter. The "cleared by" category should have the name and initials of each staff member who cleared the text.

It would be most helpful if personal Presidential correspondence in which a recipient's first name is used in the salutation were separated in some way from the more routine letters. Also, mail that needs to be dispatched right away should be red-tagged and separated from less urgent material.

Although you are free to make photocopies of this form to submit with requests, my office will keep an ample supply on hand for your use if you prefer. Please do not hesitate to call us.

I am grateful for your cooperation and welcome any suggestions you may have. Caron McConnon of my staff will be coordinating all letters submitted to my office for signature. If you have any questions, call her on extension 2836.

Att.



CLEARANCE FOR PRESIDENTIAL SIGNATURE

Date: _____

TO: ELISKA HASEK
Room 121, OEOB

FROM: _____

SUBJECT: _____

Requested by: _____

Research material,
if any, supplied by: _____

Cleared by: _____

SPECIAL INSTRUCTIONS

1. Date needed (if for special occasion): _____

2. Suggested signature (check one): () Gerald R. Ford

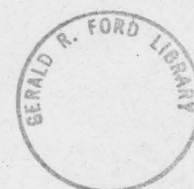
() Jerry Ford

3. After signature, please:

() Send to Stripping Desk for mailing.

() Return to me for handling.

() Other _____



THE WHITE HOUSE

WASHINGTON

February 4, 1975

FEB 11 1975

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: WARREN S. RUSTAND *WSR*

SUBJECT: Scheduling Office Procedure

1. Attached is a new format for Schedule Proposals. The President has indicated his desire to have Members of the Cabinet participate in most substantive meetings. When submitting the schedule proposal, please indicate the name (s) of Cabinet officers who are involved in the area to be discussed or who have a special interest in the subject matter.
2. The Presidential Spokesman's operation is now being coordinated by the Scheduling Office. Our purpose is to match the good fixed forum with an outstanding Administration spokesman. We will be calling on you to speak at major forums in various parts of the country. We appreciate your cooperation and responsiveness to invitations which we will offer you.
3. If you want the Vice President to consider an invitation, please submit it through our office. This will enable us to coordinate it with the President's schedule and the requests he has made of the Vice President. At the suggestion of Don Rumsfeld and Ann Whitman, we are working closely with the Vice President's staff on scheduling items.
4. Finally, we have moved. Our new location is: OEOB; Room 188 $\frac{1}{2}$. Our new phone number is: 456-7070.

Attachment



SCHEDULE PROPOSAL

DATE:

FROM:

VIA: Warren S. Rustand

MEETING: Or Greeting - Drop-by - Address - Reception, etc.

DATE: Day and date proposed. Indicate OPEN if no specific time is required.

PURPOSE: Explicitly state why the President should do the event.

FORMAT: -location (room, office or city and specific place in the city)
-participants (those participating in the meeting. if more than five lines, attach list of participants)
-expected length of participation

CABINET PARTICIPATION: Names of Cabinet Officials involved in substantive way or having a special interest in event.

SPEECH MATERIAL: Specify type of speech material necessary: speech, remarks, toast, talking points, etc.

PRESS COVERAGE: State what type of press and photo coverage, if any, you recommend to accomplish the objective.

STAFF: Name of the individual responsible for setting up the meeting and submitting the briefing paper.

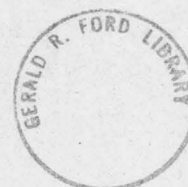
RECOMMEND: Names of those who support the proposal. Be sure to include any pertinent comments.

OPPOSED: Names of those who fail to recommend the proposal and their reasons.

PREVIOUS PARTICIPATION: State if the President has seen officials or participated in meetings and when.

BACKGROUND: Briefly state pertinent information about the meeting, event, etc.

APPROVE _____ DISAPPROVE _____



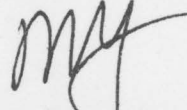
THE WHITE HOUSE

WASHINGTON

November 25, 1975

MEMORANDUM FOR ALL WHITE HOUSE/OEOB STAFF

FROM: MIKE FARRELL



SUBJECT: District of Columbia Council on Clothing for
Kids Drive, November 27 - December 24, 1975

The White House is participating along with other departments and agencies in the District of Columbia Council on Clothing for Kids Drive. Your assistance can provide good, clean used clothing for needy District of Columbia school children. While contributions of new shoes are welcome, for health reasons used shoes cannot be accepted. Clothing for pre-school through high school age children is needed. The clothing will go to the Children's Boutique, 2728 Sherman Avenue, N. W., where children and parents will be able to select from racks in a store-like setting.

There will be pick-up boxes in the following locations:

East Wing Basement (outside East Wing Messenger's
office)

West Wing Basement (ground floor entrance, West
Executive Avenue)

OEOB Ground Floor (near Cafeteria)

OEOB First Floor (north entrance hallway, Pennsylvania
Avenue)

Although we will have the boxes up until Christmas, the drive will officially conclude on December 13, 1975.

Thank you for your help.



742
md

THE WHITE HOUSE
WASHINGTON

11/18/75

Margaret -

The ticket for Mr. Taylor is enclosed.

Also, I wish to thank you very much
for the kind memo to Mr. Farrell in
my behalf.

Hazel Fulton



MAR 6 1975

THE WHITE HOUSE

WASHINGTON

March 5, 1975

MEMORANDUM FOR: ALL WHITE HOUSE / EOB STAFF

FROM: MICHAEL J. FARRELL

SUBJECT: BLOOD DRIVE - Friday, March 14, 1975
TIME: 10:00 a.m. - 3:45 p.m.
PLACE: Room 445 OEOb

The American Red Cross Blood Bank Program, of which the White House is a member, has asked us to participate in their Annual drive, and we are asking you to help us with this worth-while program which has aided many of our staff in the past.

While participation is voluntary, of course, it is important for us to have a blood supply available for any emergency. We are again sponsoring a special Blood Donor Bank on Friday, March 14, 1975, Room 445 OEOb. The hours will be from 10:00 a.m. to 3:45 p.m. Donors will be scheduled at 15 minute intervals. Each donation takes approximately 45 minutes from registration to completion.

We would very much appreciate your completing and returning the bottom portion of this memorandum to Mrs. Dora R. Tennant, Room 100 East Wing, at your earliest convenience. You will then be contacted and provided with an appointment. If additional information is needed, please call Mrs. Tennant on extension 2200.

Thank you.

MEMORANDUM FOR: DORA R. TENNANT, Room 100 East Wing

FROM: _____ Ext. _____

I wish to participate in the Blood Bank Program and I have checked the time period that would be convenient for me.

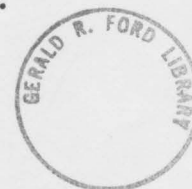
10:00 - 11:00 a.m.

1:00 - 2:00 p.m.

2:15 - 3:00 p.m.

11:15 - 12:00 noon

3:15 - 3:45 p.m.



THE WHITE HOUSE

WASHINGTON

May 7, 1975

*file
Revised
on 5/8/75
JW*

MEMORANDUM TO THE WHITE HOUSE STAFF

FROM: Ron Nessen
Press Secretary to the President

SUBJECT: "Ground Rules" Regarding Interviews with Newsmen

Most White House officials have occasion to be interviewed by the news media concerning matters pending before them or to discuss general Administration policy. The President supports and encourages increased accessibility to the media, balanced, of course, with the need to insure a proper and timely flow of information to the public.

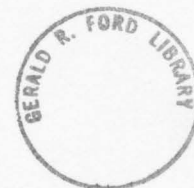
There are certain ground rules to be observed when talking to a reporter. The most important rule -- and the one most often misused or misunderstood -- concerns the attribution of information given to a newsman by someone on the White House staff.

It is the responsibility of the person releasing the information to set the level of attribution -- on the record, on background, on deep background, off the record, or for guidance.

It is the reporter's job to seek the highest level of attribution for his story. If no discussion of attribution occurs, the reporter is correct to assume the information is on the record.

The five types of attribution under which the Press Office operates are as follows:

ON THE RECORD: All statements are directly quotable and attributable, by name and title, to the person who is making the statement.



ON BACKGROUND: All statements are directly quotable, but they cannot be attributed by name or specific title to the person commenting. The type of attribution to be used should be spelled out in advance: A White House official, an Administration spokesman, a government lawyer, or whatever.

ON DEEP BACKGROUND: Anything that is said in the interview is usable but not in direct quotation and not for attribution. The reporter writes it on his own, without saying it comes from any government department or official.

NOTE: Reporters generally dislike this form of attribution and it should be used only in the most delicate circumstances and urgent news. Too often, government officials use "deep background" to plant or leak stories or to get the reporter to stick his neck out when the official has only part of the information.

OFF THE RECORD: Information given "off the record" is for the reporters' knowledge only and is not to be printed or made public in any way. The information also is not to be taken to another source in hopes of getting official confirmation. This form is mainly used to prevent reporters from speculating along inaccurate lines.

NOTE: Reporters do not like to obtain information "off the record" because they have to sit on it while their competitors are able to get it "on background" somewhere else and print it. Some absolutely refuse to hear it, so it is essential to secure a reporter's agreement before going "off the record." But if there is good reason -- and the reason is clear -- they will go along with it.

GUIDANCE: Reporters often will ask for "guidance" on the particular timing or status of an event. In this case, they believe they are receiving the information on a "background" basis, and not "off the record," and the information will be used in stories which say "White House sources predicted that the appointment would be made this week." It must be made clear when giving a reporter "guidance" whether he can use the information in a story.



It is important to understand that the terms "off the record," "background," "deep background," and "guidance" are much misused, even by reporters themselves. To avoid confusion which might have serious consequences, make sure you and the reporter know exactly how he is receiving his information and to whom he can attribute it before the interview begins.

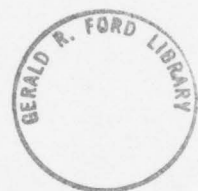
You should both understand not only which of the categories you are speaking under, but exactly what that category means to the other person.

One of the most commonly misunderstood uses of attribution is by the government official who says to a reporter that he is supplying the information off the record and not to quote him. By saying, "Don't quote me," the source is really talking "on background" and not "off the record," so the reporter feels he is entitled to use the information as long as he doesn't attribute it to a specific source.

Those who choose to talk to reporters on something other than an "on the record" basis should be aware that they, as well as the reporter, have a responsibility for keeping the conversation confidential. An official who tells someone he has been interviewed by a reporter can't complain if he is later identified with something written by the reporter.

Finally, the Press Office strongly recommends that White House officials speak "on the record." It is by far the safest policy.

We also encourage you to speak to reporters openly and fully about matters within your area of responsibility and personal knowledge -- but you should be aware of the dangers of uninformed speculation or talking about something not within your field of expertise.



TUESDAYS AT THE WHITE HOUSE

THE WHITE HOUSE
WASHINGTON

MAR 5 1975

file

February 27, 1975

MEMORANDUM FOR:

✓ FERNANDO DEBACA
JEFF EVES
VIRGINIA KNAUER
PAT LINDH
TED MARRS
PAM POWELL
STAN SCOTT
WAYNE VALIS
DON WEBSTER

FROM:

BILL BAROODY, JR. (B)

John Unland on the staff will begin a central file on all Tuesday at the White House meetings and Wednesday Meetings. If you are staffing such a meeting, it would be most helpful if you contacted John at extension 6262 or I. O. 277, to discuss what materials would be appropriate for such a file.



NEWSMEN

THE WHITE HOUSE
WASHINGTON

MAR 5

1975 *file*

March 3, 1975

MEMORANDUM FOR:

THE WHITE HOUSE STAFF

FROM:

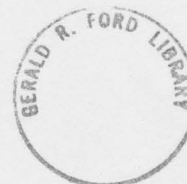
RON NESSEN *RHN*

SUBJECT:

Appointments with Newsmen

It has come to my attention that some newsmen who have appointments to interview members of the White House staff have been cleared to enter and wait in the West Basement and West Lobby.

Since these locations are places where government officials and visitors to the White House often discuss official and private business, I suggest that all newsmen who have appointments with White House staff members be cleared to enter and wait in the Press Room. When it is time for the appointment, these press members would then be notified and escorted from the Press Room to the appropriate office.



FEB 05 1975

THE WHITE HOUSE

WASHINGTON

February 5, 1975

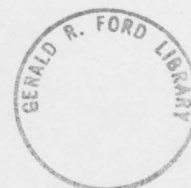
MEMORANDUM FOR: WILLIAM J. BAROODY, JR.
FROM: DAVID C. HOOPES *DS*
SUBJECT: Famia Ortega Detail

Ms. Famia Ortega's temporary detail has been extended until
February 28, 1975.

Thank you.

cc:

Fernando E. C. DeBaca ✓
Jane Dannenhauer
James Rogers



January 30, 1976

MEMORANDUM FOR: ROBERT LINDER
FROM: FERNANDO E. C. DE BACA
SUBJECT: Extension of detail of Jackie Headen

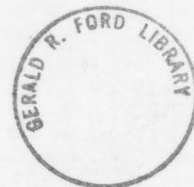
I am dire need of Mrs. Headen's services for another two weeks in view of my secretary's continued illness.

I would greatly appreciate your approval of an extension for Mrs. Headen through February 13, 1976.

Should you have any questions regarding this request, please feel free to call me at extension 6219 or 2827.

Thank you.

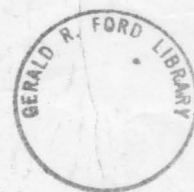
cc: Bill Baroody



November 18, 1975

MEMORANDUM FOR: WILBUR JENKINS
FROM: FERNANDO E. C. DE BACA
SUBJECT: Request for alphabetical listing

The list which you requested in your Memorandum earlier
this week is attached.



OFFICE OF HISPANIC AFFAIRS

DE BACA, Fernando E. C. (The Honorable)
1255 New Hampshire Avenue, N. W.
Apartment 1015
Washington, D. C. 20036

DRESS, Margaret M. (Ms.)
2475 Virginia Avenue, N. W.
Apartment 906
Washington, D. C. 20037

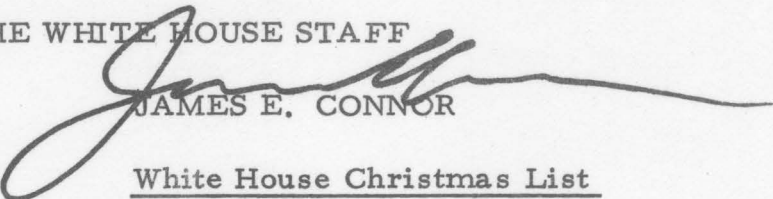


MEMORANDUM

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:


JAMES E. CONNOR

SUBJECT:

White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

We will need an alphabetical list of each person in your office, along with a complete home address. The list should be typed on plain white bond paper as shown in the sample below.

Send the list to Mr. Wilbur Jenkins, Administrative Officer, West Wing, not later than December 1, 1975.

SAMPLE LISTING

OFFICE OF THE PRESIDENT

ABEL, John W. (Mr.)

1234 Connecticut Avenue, NW.
Washington, D. C. 20015

BAKER, John W. (The Honorable and Mrs.) (Wife's name)

Address

CAREY, John W. (Mr. and Mrs.) (Wife's name)

Address

DOE, Jane E. (Miss)

Address

EDSON, Jane E. (Mr. and Mrs. John W.)

Address



THE WHITE HOUSE
WASHINGTON

November 5, 1975

MEMORANDUM FOR: JAMES E. CONNOR
FROM: *16 -* ~~FERNANDO E. C. DE BACA~~
SUBJECT: Request for "The Social
List of Washington"

I understand the Bicentennial issue of the
GREEN BOOK is available and it would be very
greatly appreciated if we might have a copy
for this office.

*Fixed - No funds to
buy this. You'll have to purchase
your own cc if you need it.
Otherwise borrow from Social Sec.*

*3:15 P.M.
Ordered office
copy 11/10/75
mmd*

JCH

11-6-75



August 19, 1975

MEMORANDUM FOR: WILLIAM J. BAROODY, JR.
FROM: FERNANDO E. C. DE BACA
SUBJECT: Painting of office

On Thursday, August 21 and Friday, August 22, this office is scheduled to be painted, which means it will have to be vacated by staff.

Would you have any suggestion as to where we might move our operations base temporarily on Thursday (we will not require space for Friday, as I will be out of town and Mrs. Dress will take annual leave)? We thought there may be a possibility of setting up a small working area in another office that may be vacated due to vacationtime.

mmd:8/19/75



November 5, 1975

MEMORANDUM FOR:

MARJORIE WICKLEIN

FROM:

FERNANDO E. C. DE BACA

Would you be kind enough to furnish my office with 15 sets of your Presidential souvenir cuff links and tie clasps and 15 (ladies) brooches? I would also appreciate having one set of ceramic cuff links and tie bar for my use in connection with official appearances.

Please furnish also a box of souvenir ballpoint pens.

The above items are needed for use over the next three months in connection with several planned Presidential and surrogate public meetings and appearances.

Thank you.

FECDeB:nmd:11/05/75



FOR: CAROLYN RINELLI
FROM: OFFICE OF HISPANIC AFFAIRS
SUBJECT: Request for Progress Report

Another season has arrived and we were wondering if you had heard anything about our request for redecorating the offices? We'll appreciate hearing any news.
Thanks so much.

Margaret Dress
Secretary to
Fernando E. C. De Baca

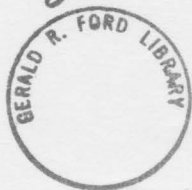


Margaret -

I am sorry I have
not gotten back to you.
But the line in your
office are always busy!
So I decided to write you
a note.

Unfortunately, Mr. DeBaca
approval was turned
down - I have enclosed
a copy.

Sorry -



Carol Ranelli
(G.S.A)

GENERAL SERVICES ADMINISTRATION - REGION 3
PUBLIC BUILDINGS SERVICE
BUILDINGS OPERATION DIVISION

REQUEST FOR WHITE HOUSE
AREA BUILDINGS SERVICES

TO: WHITE HOUSE AREA MANAGER
3 PFX - ROOM 44
EXECUTIVE OFFICE BUILDING

FROM: (Office Name)

LOCATION:
EAST WING ☐

WEST WING ☐

EXECUTIVE OFFICE
BUILDING ☒

ROOM
NO. 171

BRIEF DESCRIPTION OF REQUESTED SERVICE:

NEW CARPET (PRESENT CARPET IS WORN AND PATCHED) (850 YD) @ \$12.75 = \$10837.50
NEW DRAPERIES, 3 PAIRS (PRESENT DRAPERY ARE 4 YEARS OLD, HAVE 10 YD) @ \$140.00 = \$420.00
LABOR = \$350.00

JUSTIFICATION OR BACKGROUND:

REUPHOLSTER ONE SOFA, ONE SETTEE, ONE LOUNGE CHAIR, THREE
SIDE CHAIRS: FABRIC = \$420.00 LABOR = \$725.00

TOTAL = \$2902.00

NAME, TITLE, and SIGNATURE OF PRINCIPAL REQUESTING OFFICER:

PROJECT COORDINATOR: (Name)

PHONE NO:

ROOM NO.

TO:

MR.

THE WHITE HOUSE

THIS REQUEST FOR BUILDING SERVICES
IS FORWARDED FOR YOUR COMMENT AND/OR
APPROVAL.

REMARKS BY WHITE HOUSE AREA MANAGER:

SIGNATURE: (White House Area Manager)

DATE:

TO:

WHITE HOUSE AREA MANAGER
3 PFX - ROOM 44
EXECUTIVE OFFICE BUILDING

REQUEST FOR BUILDING SERVICES:

APPROVED ☐

SEE COMMENT ☐

DISAPPROVED ☒

SEE ME ☐

COMMENT BY WHITE HOUSE STAFF ASSISTANT:

SIGNATURE (White House Staff Assistant)

DATE:

September 30, 1975

MEMORANDUM FOR:

PHOTO OFFICE

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

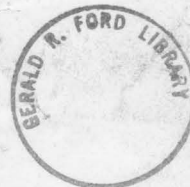
Request for black and white
photographs

I would appreciate very much your making up another
fifty 8 x 10" black and white glossy photographs from
your Official Photograph White House file -

1 OC 74 A11384-11A

Thank you very much.

Room number: OEOB 171
Telephone: X6219



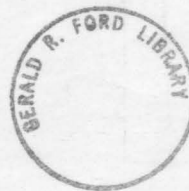
October 21, 1975

MEMORANDUM FOR: TRAVEL & TICKET SERVICE
FROM: OFFICE OF HISPANIC AFFAIRS

Would you please send us (Room 171, EOB)
some of the Travel Request forms which
Dr. Connor wants us to use?

Thank you very much.

Margaret Dress
Secretary to
Fernando E. C. De Baca



Broadcasting

The newswEEKly of broadcasting and allied arts

INVOICE

A MEMBER OF THE AUDIT BUREAU OF CIRCULATIONS
1735 DE SALES STREET, N.W. • WASHINGTON, D.C. 20036

Mr. Fernando E.C. DeBaca
Special Asst. to the President
1171 Old Executive Office
Bldg.
Washington, DC. 20500

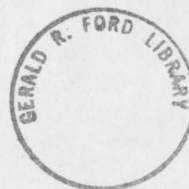
DATE Sept. 3, 1975

YOUR ORDER # phone order

Federal Employee I.D. No. 53-003-8720

IMPORTANT: RETURN THIS PORTION WITH YOUR REMITTANCE

QUANTITY	DESCRIPTION	AMOUNT
	One 1975 Broadcasting Yearbook sent Aug. 28	\$20.00
	<i>Pld ? Doug Scott</i>	
	D	



Broadcasting
The newswEEKly of broadcasting and allied arts

A MEMBER OF THE AUDIT BUREAU OF CIRCULATIONS
1735 DE SALES STREET, N.W. • WASHINGTON, D. C. 20036

October 6, 1975

Dear Commander Jackson:

The enclosed payment is composed of two checks adding up to the \$191.92 billing to Guest Fund by Mr. De Baca.

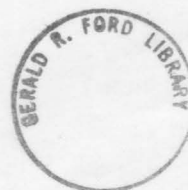
We are very sorry to be so long about it, but there has been a bit of confusion about it and it was thought it might have been taken care of sometime ago by Mr. Connor's office.

Thanks for your patience.

Sincerely,

Margaret Dress
Secretary to
Fernando E. C. De Baca

Commander Ronald Jackson
Room 402, EOB



August 28, 1975

MEMORANDUM FOR: JAMES E. CONNOR
FROM: FERNANDO E. C. DE BACA
SUBJECT: Request to order certain publications

There are a number of publications this office needs and I would like to order them, if possible. One is the newsweekly of broadcasting and allied arts, the Broadcasting Year Book for 1975.

Also I would appreciate approval for payment of this attached bill, which is in the amount of \$12 for a year's subscription to the bi-weekly THE TIMES OF THE AMERICAS, the National weekly about all of Latin America.

Thank you so much.

nmad:d:8/28/75



Your Subscription Is About to Expire

THE TIMES OF THE AMERICAS

The National Weekly About All of Latin America

ADDRESS MAIL TO:

The Times of the Americas
Woodward Building
Washington, D. C. 20005

Telephone:

202-638-4119

5986 MR. FERNANDO De BACA
Special Assistant
to the President
The White House
Washington, DC 20500

PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE

For Subscription from 9/30/75 to 9/30/76

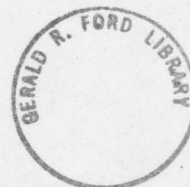
Pay This Amount----- **\$ 12.00**

Postal regulations require that mail subscriptions be paid in advance.

Regular mail: \$12.00 yearly; foreign \$18.00. Air Mail \$20.00; foreign \$30.00. (Special education rate to bona fide students \$8.00)

Bulk education rates for orders of 10 or more copies to same address in single bundle:
\$4.00 for 9-month school year; \$3.00 for 4-month term. Group rates include complimentary copy for teacher.

Mail to: The Times of the Americas
Woodward Building
Washington, D. C. 20005



August 4, 1975

*mon or
Tues.
Aug.*

MEMORANDUM FOR:

OFFICER KOZINA

FROM:

MIKE FARRELL

SUBJECT:

Fernando DeBaca
West Executive Avenue #60

*14 or 15th
will be*

Kindly issue a duplicate West Executive Avenue parking permit for Space #60 to Fernando DeBaca and notify him directly when it is ready to be picked up.

Thank you.

*hand -
carried to this
office
- mmd
8/7/75*

cc: Jim Connor
Fernando DeBaca ✓



July 3, 1975

MEMORANDUM FOR:

DR. DAVID C. HOOPES

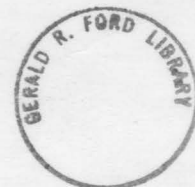
FROM:

FERNANDO E. C. DE BACA

Sometime ago I sent a memorandum to Jerry Jones requesting that the offices presently occupied by the Office of Hispanic Affairs be painted. These offices in OEOB include Rooms 171 and 173. Would you be kind enough to check into the status of this request.

Since I now must commute by private automobile to and from the office, would you also check into the status of my parking place request? I drive a 1967 blue Rambler station wagon, license number BKM-184 (new Mexico). Thank you very much.

FECDeB:mmd:7/3/75



July 24, 1975

(Name changed to Farrell in Mr. Baroody's
office on the original and sent on)

MEMORANDUM FOR:

~~JAMES CANNON~~

J. Farrell

THROUGH:

WILLIAM J. BAROODY, JR.

FROM:

FERNANDO E. C. DE BACA

SUBJECT:

Parking Space

The purpose of this memorandum is to request the assignment of a parking space for my private automobile.

As you know, I have been physically working in the White House complex since September 1, 1974. I waived my parking space during this period in the interest of having someone use the space while I was without an automobile. My car has now been transported to Washington, D. C. and I shall now require a parking space to commute from Virginia.

The vehicle for which I would like the permit extended is a 1967 Rambler S/W, New Mexico license BKM-184, blue in color.

Thank you.

FCEDeB:mmd:7/24/75



July 3, 1975

MEMORANDUM FOR:

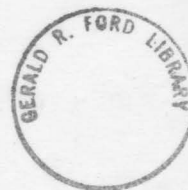
DANIEL SPALDING

FROM:

FERNANDO E. C. DE BACA

Sometime ago I sent a memorandum to Jerry Jones requesting that the offices presently occupied by the Office of Hispanic Affairs be painted. These offices in OEOB include Rooms 171 and 173.

Would you be kind enough to check into the status of this request.



July 3, 1975

MEMORANDUM FOR:

DR. DAVID C. HOOPES

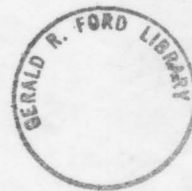
FROM:

FERNANDO E. C. DE BACA

Sometime ago I sent a memorandum to Jerry Jones requesting that the offices presently occupied by the Office of Hispanic Affairs be painted. These offices in OEOB include Rooms 171 and 173. Would you be kind enough to check into the status of this request.

Since I now must commute by private automobile to and from the office, would you also check into the status of my parking place request? I drive a 1967 blue Rambler station wagon, license number BKM-184 (new Mexico). Thank you very much.

FECDdB:mmd:7/3/75



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 8, 1975

MEMORANDUM FOR:

ALL EMPLOYEES ON THE WHITE HOUSE PAYROLL

Due to the holiday, September 1, 1975, the Computer Center requests all T&A cards for the pay period #5 (8/17/75-8/30/75) be submitted to the PAYROLL OFFICE, ROOM #7, NO LATER THAN 10:00 A.M. on Thursday August 28, 1975 for payroll processing.

If any T&A cards need to be amended, they should be submitted the following pay period for the adjustment.

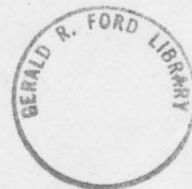
It is imperative that the correct T&A card be submitted and properly completed, as there will not be time for corrections.

All T&A's must be forwarded to Jo Reddy, Rm. #7 EOB.

Thomas J. English

THOMAS J. ENGLISH
CHIEF OF ACCOUNTING

*Thurs. am
Aug. 28*



file

March 26, 1975

MEMORANDUM FOR: JERRY JONES
THROUGH: WILLIAM J. BAROODY, JR.
FROM: FERNANDO E. C. DE BACA
SUBJECT: Request for personnel action

This is in reference to a recent personnel action involving my secretary, Margaret M. Dress, social security number 262-64-1892.

Ms. Dress was formerly employed as a career GS-7, step 2, in the office of the Regional Administrator of the Federal Energy Administration in San Francisco, California, until her resignation and transfer to the White House office on March 3, 1975.

Ms. Dress has worked as a Federal civil servant for more than ten years. Prior to her relocation to San Francisco in 1970, she served as an administrative officer at the GS-9, step 5 level with the Smithsonian Institution, reporting directly to the Secretary, S. Dillon Ripley. She left government service in September of 1973 and re-entered on duty as a GS-6 in the FEA office in San Francisco. Due to her impressive credentials and outstanding work, she received a promotion to GS-7 in May 1974.

Ordinarily an employee would not be eligible for promotion to the next higher grade prior to the completion of a year in that grade. In this case, however, Ms. Dress's former service at the GS-9 level would appear to entitle her to re-employment at that level or, at the very least, to be compensated at or near that level.

The purpose of this memorandum is to request your approval for a grade level adjustment for Ms. Dress from GS-7, step 2 to GS-9 to compensate her for the increased responsibilities of her new position. Not only would such action be technically proper and well deserved, but it would serve to partially compensate her for the costs of relocating clear across the country.

Please advise me at your earliest opportunity of your decision in this matter.

FECDeB:mmd:3/26/75



NAME (Print or type—Last, First, Middle Initial)

DRESS, Margaret M.

ORGANIZATIONAL UNIT

Executive Office of the President, White House

TYPE ☒ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form.
LEAVE ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)

IDENTIFICATION NO.

FROM (Mo., Day, Hr.)

8/29/ 9:00 A a.m.
p.m.

TO (Mo., Day, Hr.)

9/2/ 5:30 P a.m.
p.m.

NO. OF
HOURS

16

REMARKS Since the office can't be left alone long, I ask only for sometimes long-weekends.

SIGNATURE OF EMPLOYEE

M M Dress

DATE

8/11/75

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

Samuel R. [Signature] 8/14/75

STANDARD FORM 71
Revised November 1965

71-108

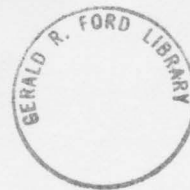
APPLICATION FOR LEAVE

U.S. CIVIL SERVICE COMMISSION
FPM SUPPL. 990-2

EMPLOYEE (If applying for sick leave)	DURING THIS ABSENCE I WAS:	INCAPACITATED FOR DUTY BY: ☐ SICKNESS ☐ ON-THE-JOB INJURY ☐ OFF-THE-JOB INJURY ☐ PREGNANCY AND CONFINEMENT			☐ UNDERGOING MEDICAL, DENTAL, OR OPTICAL EXAMINATION OR TREATMENT
	☐ REQUIRED TO CARE FOR A MEMBER OF MY FAMILY WITH A CONTAGIOUS DISEASE (Give name and relationship of member of family, and name of disease)		☐ REQUIRED TO BE ABSENT BECAUSE OF EXPOSURE TO CONTAGIOUS DISEASE (Give name of disease and circumstances of exposure)		
CERTIFICATE OF PHYSICIAN OR PRACTI- TIONER	NAME OF EMPLOYEE		PERIOD UNDER PROFES- SIONAL CARE	FROM (Mo., Day, Year)	
	POSITION OCCUPIED			TO (Mo., Day, Year)	
	REMARKS				
	THE EMPLOYEE NAMED WAS UNDER MY PROFESSIONAL CARE DURING THE PERIOD STATED ABOVE. From the medical standpoint, his condition during this period was such that I considered it inadvisable for him to report to work.				
SIGNATURE _____ DATE _____					

MEMORANDUM

THE WHITE HOUSE
WASHINGTON



JUNE 24, 1975

MEMORANDUM FOR:

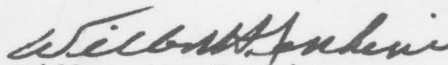
ALL EMPLOYEES ON THE WHITE HOUSE PAYROLL

Due to the holiday, 7/4/75, the Computer Center requests all T&A cards for the pay period #1 (6/22/75-7/5/75) be submitted to the Payroll Office, room #7, NO LATER THAN 10:00 A. M. ON THURSDAY July 3, 1975 for Payroll processing.

If any T&A cards need to be amended, they should be submitted the following pay period for the adjustment.

It is imperative that the correct T&A card be submitted and properly completed, as there will not be time for corrections.

In the future, all T&A's must be forwarded to Jo Reddy, Rm #7 EOB.


Wilbur H. Jenkins
Administrative Officer

THE WHITE HOUSE

WASHINGTON

May 30, 1975



F. De Baca Jr

MEMORANDUM FOR: OFFICE OF PUBLIC LIAISON
STAFF

FROM: BILL BARODY, JR.

(B)

As we approach the summer months, we enter into the vacation period. My suggestion would be to focus on this subject with all the members of your staff and to work out a schedule that will enable your people to take vacations, but in such a way as not to impose undue burdens on the operation of your office, and with the objective that there will always be available on duty a senior staff person who can carry on in your absence or the absence of other key people.

I would appreciate your furnishing me a copy of your vacation schedule by June 4th.

Thank you.

June 2, 1975



MEMORANDUM FOR: WILLIAM J. BAROODY, JR.
FROM: FERNANDO E. C. DE BACA
SUBJECT: Summer Vacation Schedule

The following is the vacation schedule for personnel of this office which you requested in your memorandum of May 30, 1975:

Fernando E. C. De Baca
6/5 - 6/13

Margaret Dress
8/28- 9/5

Because of the obvious limitations inherent in a "one person" office, it is simply impossible to keep from imposing "undue burdens" on the operation of the office when the principal must be away for any length of time. For this reason, I have kept my vacation plans somewhat brief in duration.

I am scheduled to deliver the Commencement Address at Albuquerque High School, Albuquerque, New Mexico on Wednesday, June 4, 1975, and then am scheduled to undergo a routine but complete physical examination at the Veteran's Hospital in Albuquerque during the period June 9-13, 1975. The routine exam is required by VA regulations arising out of my Vietnam Era service-connected disability.

I plan to return to the office on Monday, June 16, 1975. During the period, June 5-13, I may be reached at (505) 836-5249 or at 3200 Gonzales Road, S. W., Albuquerque, New Mexico 87105.

FECDeB:mmd:6/2/75

MEMORANDUM

THE WHITE HOUSE
WASHINGTON



May 19, 1975

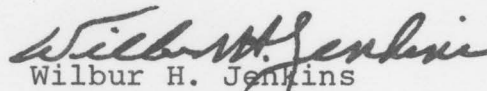
MEMORANDUM FOR:

ALL EMPLOYEES ON THE WHITE HOUSE PAYROLL

Due to the holiday, 5/26/75, the Computer Center requests all T&A Cards for pay period #24 (5/11-5/24/75) be submitted to the payroll office NO LATER THAN 10:00 A.M. on Friday, May 23, 1975, for payroll processing.

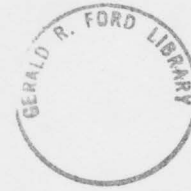
If any T&A Cards need to be amended, they should be submitted the following pay period for the adjustment.

It is imperative that the correct T&A Card be submitted and properly completed, as there will not be time for corrections.


Wilbur H. Jenkins
Administrative Officer

MEMORANDUM

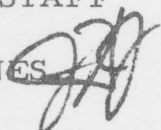
THE WHITE HOUSE
WASHINGTON



May 14, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY JONES 

SUBJECT:

Annual leave policy for the
White House Office

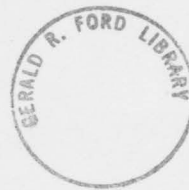
General policy. Annual leave is an important and significant benefit for employees. Supervisors and employees have a mutual responsibility to plan and schedule the use of annual leave to avoid forfeiture. Employees should be given the maximum opportunity to use leave at those times which are personally beneficial, provided that absences do not interrupt or delay the work of the office.

Leave approval. The head of each staff office or operating unit has the authority to approve annual leave requests. This authority may be delegated to any supervisory official reporting to the office head. It is the responsibility of the approving official to insure that an Application for Leave (Standard Form 71-109) is completed and filed with the Payroll Section, Room 7 EOB, prior to the time an employee goes on annual leave. Specific procedures are outlined below.

Requests for annual leave. To provide for the orderly administration of leave policy, the following procedures will apply:

1. Annual leave in excess of three consecutive days will be requested on a SF 71-109. The approving official will approve or disapprove the request by completing the form and notifying the employee. Approved forms will be sent to the Payroll Section.

Annual leave of three consecutive days or less need not be applied for on a SF 71-109, but should be approved in advance by the approving official and proper notations made on the Time and Attendance cards.



2. Ordinarily, annual leave may be accumulated for later use until a total of 240 hours is reached. Annual leave accumulated in excess of 240 hours must be used by the end of the leave year or be forfeited. (This forfeiture does not apply to annual leave credited to an employee in excess of 240 hours at the end of the 1952 leave year.)
3. Public Law 93-181 permits the restoration of forfeited annual leave if such leave was scheduled in advance but was later cancelled due to exigencies of public business or sickness. Leave may also be restored if there was administrative error in computing leave balances. The procedures for requesting the restoration are outlined in a separate memorandum to the staff entitled "Restoration of forfeited annual leave," dated May 14, 1975.
4. Annual leave will be charged against the current leave year unless the employee makes a request, in the Remarks section of SF 71-109, that restored annual leave from a prior year be used. Attached is a sample SF 71-109. In addition, a salmon colored Time and Attendance card should be turned into the Payroll Section when using leave from prior year balances. Salmon colored T&A's may be obtained from the Payroll Section.

Attachment



NAME (Print or type-- Last, First, Middle Initial) DOE, Jane J.		IDENTIFICATION NO.	
ORGANIZATIONAL UNIT Office of the Staff Secretary		FROM (Mo., Day, Hr.) 4/14/75 9:00 AM ^{a.m.}	NO. OF HOURS 40
TYPE OF LEAVE ☒ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP" ☐ SICK—Complete other side of this form. ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)		TO (Mo., Day, Hr.) 4/18/75 5:30 PM ^{p.m.}	
REMARKS Leave to be charged to 1974 leave year	SIGNATURE OF EMPLOYEE /s/		DATE April 1, 1975
INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.			
OFFICIAL ACTION ON APPLICATION			
☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)		SIGNATURE AND DATE John Smith 4/2/75	
STANDARD FORM Revised September 1970		71-109	
APPLICATION FOR LEAVE		U.S. CIVIL SERVICE COMMISSION FPM SUPPL. 990-2	

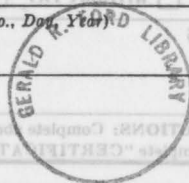


GS	GENERAL SCHEDULE - 5 U.S.C. 5332(a)										Amt. of Step Incr.
	1	2	3	4	5	6	7	8	9	10	
1	\$5294	\$5470	\$5646	\$5822	\$5998	\$6174	\$6350	\$6526	\$6702	\$6878	176
2	5996	6196	6396	6596	6796	6996	7196	7396	7596	7796	200
3	6764	6989	7214	7439	7664	7889	8114	8339	8564	8789	225
4	7596	7849	8102	8355	8608	8861	9114	9367	9620	9873	253
5	8500	8783	9066	9349	9632	9915	10198	10481	10764	11047	283
6	9473	9789	10105	10421	10737	11053	11369	11685	12001	12317	316
7	10520	10871	11222	11573	11924	12275	12626	12977	13328	13679	351
8	11640	12028	12416	12804	13192	13580	13968	14356	14744	15132	388
9	12841	13269	13697	14125	14553	14981	15409	15837	16265	16693	428
10	14117	14588	15059	15530	16001	16472	16943	17414	17885	18356	471
11	15481	15997	16513	17029	17545	18061	18577	19093	19609	20125	516
12	18463	19078	19693	20308	20923	21538	22153	22768	23383	23998	615
13	21816	22543	23270	23997	24724	25451	26178	26905	27632	28359	727
14	25581	26434	27287	28140	28993	29846	30699	31552	32405	33258	853
15	29818	30812	31806	32800	33794	34788	35782	36776*	37770*	38764*	994
16	34607	35761	36915*	38069*	39223*	40377*	41531*	42685*	43839*		1154
17	40062*	41397*	42732*	44067*	45402*	General Schedule — Effective October 13, 1974 Office of Personnel					
18	46336*										

534589

*The salary for employees at these rates is limited by 5 U.S.C. 5308 to the rate for level V of the Executive Schedule (\$36,000 as of the effective date of this salary adjustment).

EMPLOYEE (If applying for sick leave)	DURING THIS ABSENCE I WAS:	INCAPACITATED FOR DUTY BY: ☐ SICKNESS ☐ ON-THE-JOB INJURY ☐ OFF-THE-JOB INJURY ☐ PREGNANCY AND CONFINEMENT				☐ UNDERGOING MEDICAL, DENTAL, OR OPTICAL EXAMINATION OR TREATMENT
	☐ REQUIRED TO CARE FOR A MEMBER OF MY FAMILY WITH A CONTAGIOUS DISEASE (Give name and relationship of member of family, and name of disease)			☐ REQUIRED TO BE ABSENT BECAUSE OF EXPOSURE TO CONTAGIOUS DISEASE (Give name of disease and circumstances of exposure)		
CERTIFICATE OF PHYSICIAN OR PRACTI- TIONER	NAME OF EMPLOYEE		PERIOD UNDER PROFES- SIONAL CARE	FROM (Mo., Day, Year)		
	POSITION OCCUPIED			TO (Mo., Day, Year)		
	REMARKS					
THE EMPLOYEE NAMED WAS UNDER MY PROFESSIONAL CARE DURING THE PERIOD STATED ABOVE. From the medical standpoint, his condition during this period was such that I considered it inadvisable for him to report to work.						
SIGNATURE _____ DATE _____						



NAME (Print or type—Last, First, Middle Initial)

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

FROM (Mo., Day, Hr.)

NO. OF
HOURS

a.m.

p.m.

a.m.

p.m.

TYPE ☐ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form.
LEAVE ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)

TO (Mo., Day, Hr.)

REMARKS

SIGNATURE OF EMPLOYEE

DATE

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

☐ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

STANDARD FORM 71
Revised November 1965

71-108

APPLICATION FOR LEAVE

U.S. CIVIL SERVICE COMMISSION
FPM SUPPL. 990-2

NAME (Print or type—Last, First, Middle Initial)

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

FROM (Mo., Day, Hr.)

NO. OF
HOURS

TYPE ☐ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form.
LEAVE ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)

TO (Mo., Day, Hr.)

a.m.
p.m.
a.m.
p.m.

REMARKS

SIGNATURE OF EMPLOYEE

DATE

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

☐ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

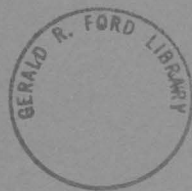
STANDARD FORM 71
Revised November 1965

71-108

APPLICATION FOR LEAVE

U.S. CIVIL SERVICE COMMISSION
FPM SUPPL. 990-2

EMPLOYEE (If applying for sick leave)	DURING THIS ABSENCE I WAS:	INCAPACITATED FOR DUTY BY: ☐ SICKNESS ☐ ON-THE-JOB INJURY ☐ OFF-THE-JOB INJURY ☐ PREGNANCY AND CONFINEMENT ☐ UNDERGOING MEDICAL, DENTAL, OR OPTICAL EXAMINATION OR TREATMENT			
	☐ REQUIRED TO CARE FOR A MEMBER OF MY FAMILY WITH A CONTAGIOUS DISEASE (Give name and relationship of member of family, and name of disease)		☐ REQUIRED TO BE ABSENT BECAUSE OF EXPOSURE TO CONTAGIOUS DISEASE (Give name of disease and circumstances of exposure)		
CERTIFICATE OF PHYSICIAN OR PRACTI- TIONER	NAME OF EMPLOYEE		PERIOD UNDER PROFES- SIONAL CARE	FROM (Mo., Day, Year)	
	POSITION OCCUPIED			TO (Mo., Day, Year)	
	REMARKS				
	THE EMPLOYEE NAMED WAS UNDER MY PROFESSIONAL CARE DURING THE PERIOD STATED ABOVE. From the medical standpoint, his condition during this period was such that I considered it inadvisable for him to report to work.				
SIGNATURE _____			DATE _____		



Hallmark

6/14/75

Dear Mrs. Dress,

I hope this finds you in the best of health amidst your never ending work.

I certainly did enjoy working alongside you and helping out in any way I could.

It was a wonderful experience!

Sincerely,
Rita Delgado

Dear Mrs. Dress,

Just a quick little note to wish you well and to say that I truly enjoyed working with you. I hope you have some help now and that the work has by miracle, of course, become less.

Sincerely,
Agueda Mora

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOCUMENT	Social Security number Yolanda Chavez (1 page)	1975	C

File Location:

Fernando E.C. De Baca Files, box 12. Folder: Office of Hispanic Affairs - Personnel, Procedures and Maintenance

RESTRICTION CODES

JJO 9/06/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

March 26, 1975

MEMORANDUM FOR: JERRY JONES

FROM: WILLIAM J. BAROODY, JR.

SUBJECT: Request for clearance into
The White House Office of
Hispanic Affairs for volunteer
worker

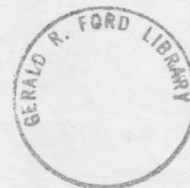
Because of the heavy workload in Fernando De Baca's office and the lack of adequate staffing, Miss Maria Rita Delgado has been helping several times each week with the duties there.

Miss Delgado is a student at New Mexico State University at Las Cruces, New Mexico, and is in Washington, D. C. at this time doing volunteer work as credit for field experience in her bid for her Master's Degree in Educational Administration.

It will be greatly appreciated if the volunteer work of Miss Delgado's could continue at this critical time in the organization of Mr. De Baca's office. Her place of birth is El Paso, Texas, date of birth--July 10, 1949.

If any further information about Maria Rita Delgado is required for clearance purposes, please get in touch with Margaret Dress, secretary to Mr. De Baca. (IO 299, X6219)

cc: Jane M. Dannenhauer
mund:d:3/26/75



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOCUMENT	Social Security number Margaret Dress (1 page)	1975	C

File Location:

Fernando E.C. De Baca Files, box 12. Folder: Office of Hispanic Affairs - Personnel, Procedures and Maintenance

RESTRICTION CODES

JJO 9/06/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

February 21, 1975

Dear Mrs. Dress:

This will confirm our offer of employment with the White House Office as Secretary to the Special Assistant to the President for Hispanic Affairs.

This offer is made at the GS-9 grade level under Schedule A hiring authority with service at the pleasure of the President.

In order to facilitate your security clearance and issuance of your building pass, I am enclosing several forms for your completion. Please complete the attached forms at your earliest opportunity and return them to my office for processing. Also, please notify my office of your expected departure date from San Francisco and your anticipated date of arrival in Washington, D.C. so that we may set your actual reporting date for payroll purposes.

I am looking forward to working with you in the months ahead in your new and challenging assignment at the White House.

With my warmest personal regards, I remain.

Yours sincerely,

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

Mrs. Margaret M. Dress
260 Bay Street
San Francisco, California 94133

FECDDB:fam.



FEB 28 1975

Mr. De Baca - 722 mmd

260 Bay St., Apt. 208, San Francisco 94133
February 25, 1975

Personnel Office
The White House
Washington, D. C. 20500

Attention: Mr. Mobley

Subject: GS rating possibility

Here is a copy of the Smithsonian Institution's SF 6GA08000 showing the action of basic pay change, when I gained the step 4 of the GS-9 rating. I went on to step 5 before I left in the spring of 1970.

This is sent to you because it occurs to me that I might possibly qualify for a higher step than the first of the GS-9, afterall, even though my job at the Smithsonian was in the private sector, and not the Federal?

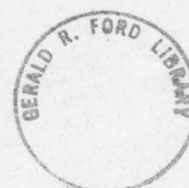
At any rate, I want you to see this, in case I omitted it from the papers I sent you last week.

Sincerely yours,

Margaret Dress

Mrs. Margaret M. Dress
(reporting for work in Mr. Fernando De Baca's office
on Monday, March 3, 1975)

Enclosure



1. Organization USMNH-Secretary's Bird Laboratory	2. Payroll period	3. Block No.	4. Slip No.
5. Employee's name DRESS, Margaret M.	6. (For agency use)	7. Social Security No.	

PART A—NOTIFICATION OF BASIC PAY CHANGE

8. Nature of action CODE 892 891	892 Quality increase 893 Within gr. increase 894 Pay adjustment	896 Administrative pay increase 897 Administrative pay decrease Other (specify)	9. Effective date 05-22-66	10. Date of last equiv. increase 05-22-66	11. Old salary \$7,987 per annum
12. (For agency use)	13. Grade or level GS-9	14. Step or rate 4	15. New salary \$8,241 per annum <i>8,237 actual yearly pay</i>		
☒ 16. Work is of an acceptable level of competence.	18. Signature <i>J. Kennedy</i>		Date 06-29-66 lbs		
☒ 17. Performance is satisfactory or better.					

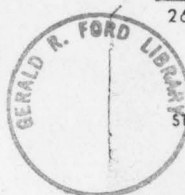
PART B—DATA ON UNPAID ABSENCE

19. Period(s)	20. Total excess	21. In pay status at end of waiting period? 1. Yes 2. No	22. Initials
---------------	------------------	---	--------------

PART C—PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FED. TAX	BOND	F.I.C.A.	ST. TAX	LIFE INS.	HEALTH	NET PAY
23. Prev. norm.												
24. New norm.												
25. This prd.												

26. Remarks 2080 HRS. PER YR. AT \$3.96 PER HR. <i>my notation</i>	27. Appropriation(s) 1012
28. Prepared by	29. Audited by



STANDARD FORM NO. 1126a (5-part)
6 GAO 8000 1126-213

PAYROLL CHANGE SLIP—EMPLOYEE'S COPY

☆ GPO: 1963 OF-705-663—P.O. 50-C

my notation

December 11, 1974

MEMORANDUM FOR: Fernando E. C. De Baca
THROUGH: Rose Marie Roybal
FROM: Robert A. Coca
SUBJECT: Participation in Planning Meeting (Cooperative Ed.)

Mr. Medardo Sanchez, Spanish Speaking Program Coordinator for Dept. of Agriculture, has asked me to attend a meeting on Thursday Dec. 12 at 2:00 p.m.

-The session will involve initiating a Time Line for developing a Cooperative Education program agreement between Dept. of Agriculture and Chicano colleges.

-The following individuals will take part in the meeting:

Dr. Sullivan
Mr. Pruden
Mr. Gil Chavez

Dr. Henry Casso
Mr. Amos Martinez
Mr. Medardo Sanchez

An important factor in the LDP Program is direct involvement by Fellows in program planning and informational meetings. This involvement will enable us to better serve our rural communities upon our return home.

December 3, 1974

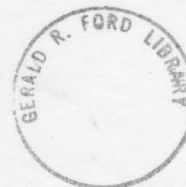
MEMORANDUM FOR: Jerry Jones
THROUGH: Jane Dennenhauer
FROM: Fernando E. C. De Baca
SUBJECT: Temporary Assignment of
Robert A. Coca

Your approval is requested for the temporary assignment of Robert A. Coca, Ford Foundation Leadership Development Fellow, to my office during the period December 4, 1974 through February 28, 1975. A copy of Mr. Coca's resume is attached for your reference.

Mr. Coca's services are required to perform essential research functions to this office. He has been working in the Office of Spanish Speaking Affairs, Office of Education, HEW, as a research fellow over the past 90 days. Mr. Coca will work under my close supervision and will perform essential research and statistical gathering duties in the fields of bilingual education and bilingual job training.

Your assistance is requested not only in approving the non-reimbursable detail of Mr. Coca to this office but in securing a temporary 90-day pass privilege effective Dec. 4, 1974.

Thank you for your assistance on this matter.



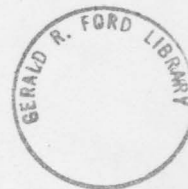
THE WHITE HOUSE
WASHINGTON

November 22, 1974

MEMORANDUM FOR: PERSONNEL OFFICE *FER*
FROM: FERNANDO E. C. DE BACA
SUBJECT: Enrollment in the Federal
Employees Health Benefits
Program

Attached is a Health Benefits Registration Form which I have taken the liberty of completing during the current open enrollment period.

I am requesting enrollment in the Service Benefit Plan, high option, code 102. I understand that coverage will commence for me and my family as of the first pay period in January 1975 and that an appropriate pay deduction will be made to cover cost of premiums.



December 2, 1974

MEMORANDUM FOR: Reynaldo P. Maduro
FROM: Fernando E. C. De Baca
SUBJECT: Ms. Maria Landeros

This has reference to my memorandum of November 1974 and to previous correspondence pertaining to the above employee.

I am informed that a personnel notice terminating Ms. Maria Landeros as an employee of the Cabinet Committee was issued by the GSA Personnel Servicing Office. The notice was post-marked November 26, 1974, and received on November 29, 1974. Additionally, as we are both aware, you forwarded an earlier letter to Ms. Landeros advising her of her pending separation which gave rise to my earlier memorandum to you.

Because of existing budget constraints it will of course be necessary to separate Ms. Landeros prior to December 31, 1974. I would, however, request that the date of separation be changed from close of business, November 30, 1974 to end of pay period, December 7, 1974. The additional time is needed to enable Ms. Landeros to close out her temporary assignment with this office.

Thank you for your prompt attention to this matter.



December 2, 1974

MEMORANDUM FOR: Reynaldo P. Maduro
FROM: Fernando E. C. De Baca
SUBJECT: Rose Marie Roybal

This has reference to my memorandum of November 1974, and to previous correspondence pertaining to the above employee.

I am informed that a termination notice was erroneously issued to Ms. Rose Marie Roybal by the GSA Personnel Servicing Office terminating her services effective close of business, November 23, 1974.

As you are well aware, Ms. Roybal has been performing a vital administrative liaison function for our two offices. Beyond that, she has been instrumental in bringing to my attention and to the attention of Domestic Council staff many of the principal research activities of the Cabinet Committee. Additionally, she has undertaken numerous research activities for our two offices.

In view of Ms. Roybal's critical liaison role, it will be necessary that her employment with the Cabinet Committee be extended through close of business, December 31, 1974. Please initiate the necessary paperwork to extend Ms. Roybal's assignment through December 31, 1974, and advise this office in writing upon completion of such action.

Thank you for your usual prompt attention to this matter.



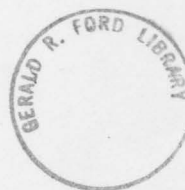
THE WHITE HOUSE
WASHINGTON

December 23, 1974

MEMORANDUM FOR: THEODORE C. MARRS
FROM: FERNANDO E. C. DE BACA *[Signature]*

This is in response to your invitation of December 20 to join you in a meeting with Mr. Paul Deac, Executive Vice President, National Confederation of American Ethnic Groups.

I would be pleased to join you in this meeting but would suggest that the meeting be scheduled sometime after January 6, 1975. Please have Velma advise my office of the time and place. I would also be interested in any informational materials on the Confederation.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 13, 1974

MEMORANDUM FOR: John Vickerman
FROM: Rose Marie Roybal *RMR*
SUBJECT: Temporary Pass Extension
for Maria Landeros

I have just been informed that Ms. Landeros temporary pass privileges will terminate 23 November. Please assist in extending her privileges to 23 December.

Thank you for your cooperation.



THE WHITE HOUSE

WASHINGTON

October 9, 1974

MEMORANDUM FOR:

OFFICE SENIOR STAFF

FROM:

JOHN VICKERMAN

SUBJECT:

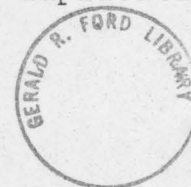
Coordination of Executive
Recruitment Request

In order to facilitate our own internal handling of recruitment requests, as well as incoming job applicant correspondence, we have asked Fred Slight to assume additional administrative responsibilities for coordination of these matters.

Attached is a suggested response booklet for your assistance in preparing replies for Mrs. Armstrong's signature. This item is not designed as an inflexible and rigid rule book, but rather as a tool for your guidance in providing an appropriate response to correspondence which is to bear her signature. When you are responding to mail from Congressmen, Administration officials, or other notables, please be sure to indicate a blind carbon copy to Fred Slight, along with a copy of the incoming letter (this is to apply to correspondence sent to Mrs. Armstrong and also correspondence sent directly to your office).

All correspondence (with the exception of women's resumes) and WHPO vacancy notices coming in directly to Mrs. Armstrong will be sent to Fred for entry into a control log and when required, subsequent distribution to you for appropriate handling and response. Please be sure to forward back through Fred any items which are to receive Mrs. Armstrong's attention. Fred will also be responsible for subsequent follow-up with the WHPO, and to facilitate this process please indicate any follow-up you desire on his carbon copy.

I am hopeful that this alteration of procedures will increase our internal coordination and thereby reduce any duplication or oversights which may have existed previously.



LETTER WITH NORMAL RECOMMENDATION FOR CANDIDATE

(NO SPECIFIC POSITION)

Dear ____:

I appreciated receiving your letter of recommendation on _____. [He/She] appears to be outstanding, and I have forwarded [his/her] resume to the appropriate persons in the White House.

As you know, I am always pleased to learn of qualified individuals to recommend for positions in the Administration, and I appreciate your calling [him/her] to my attention.

With very best wishes,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: (Appropriate WHPO staff member): for appropriate handling.



LETTER WITH STRONG RECOMMENDATION FOR CANDIDATE

(NO SPECIFIC POSITION)

Anne Armstrong Recommends also.

Dear _____:

Thank you for your recent letter recommending _____
for [appointment to an advisory commission./ a position
in the Administration.]

I, too, have the highest regard for _____ and will be
pleased to do anything I can on [his/her] behalf.
Be assured that [he/she] will be given the most serious
consideration for appointment.

With best regards,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: (appropriate WHPO staff member): I would appreciate
your all-out effort on this one. Please forward a copy of
whatever action is taken to my office. Thank you.



LETTER WITH NORMAL RECOMMENDATION ON CANDIDATE FOR
SPECIFIC POSITION

Dear _____:

Thank you for your letter recommending _____
for the _____.

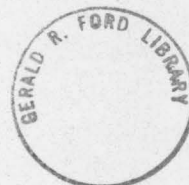
You will be pleased to know that I forwarded your letter
to the appropriate persons and can assure you that [Mr./
Mrs./Miss] _____ will receive the most serious consid-
eration for this appointment.

Thank you for your interest in writing.

Sincerely,

Mrs. Tobin Armstrong

bcc: (appropriate WHPO staff member): for appropriate
handling.



LETTER WITH STRONG RECOMMENDATION ON CANDIDATE FOR
SPECIFIC POSITION
Anne Armstrong Recommends Also.

Dear _____:

Thank you for your recent note expressing your strong support for _____ for a position with the _____.

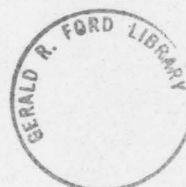
You will be pleased to know that I have forwarded [his/her] biographical data, along with your good recommendation and mine, to the appropriate persons. Be assured that [he/she] will be given the most serious consideration.

With best regards,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: [appropriate WHPO staff member]: _____ appears to have excellent qualifications. Please keep me advised on what you can do for [him/her].



REQUESTS TO JOIN ARMSTRONG STAFF

[Women/Spanish-Speaking and Others]

Dear _____:

Thank you so much for your recent letter expressing your interest in joining my staff.

At the present time, my immediate staff is complete; however, I have taken the liberty of forwarding your biographical data to

[Miss Beverly Splane/the appropriate persons here in the White House]

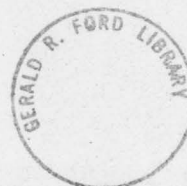
[who has the responsibility of recruiting women for positions with the Administration/ who are responsible for personnel recruitment.] I am hopeful you will be contacted if and when a suitable position becomes available.

With best wishes,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: [Beverly Splane/appropriate WHPO office]: for appropriate handling.



LETTER REQUESTING POSITION WITH FORD ADMINISTRATION

(Women/Spanish-Speaking and Others)

Dear _____:

Thank you for your letter of _____ expressing your interest in securing a position with the Ford Administration.

I have forwarded your biographical data to [Miss Beverly Splane/the appropriate officials] here at the White House, who [has/have] the responsibility of recruiting [women/persons] for positions with the Administration. Be assured that you will be contacted if and when a suitable position becomes available.

With best wishes,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: [Beverly Splane/appropriate WHPO office]: for appropriate handling.



FOLLOW-UP TO APPLICATION PREVIOUSLY SUBMITTED
(NEGATIVE RESPONSE)

Dear _____:

This is in response to your recent letter inquiring as to whether your application for employment with the Federal Government is still under consideration.

I have checked with the appropriate persons here at the White House and regret to inform you that the prospects do not look hopeful at this time. However, in the event a position which may be of interest to you becomes available, you will be contacted.

Thank you for your interest in writing.

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: [appropriate WHPO staff member]: for your information.



STRONG RECOMMENDATION FOR PERSONAL FRIEND

Dear _____:

I am just elated over your interest in serving on the _____ . [As you know, _____ called me recently and told me even more good things about you than I had already heard.]

I have spoken in your behalf to [Bill Walker] who is responsible for personnel recruitment here at the White House. He is most pleased with your interest in joining the Administration and has assured me that you will receive very serious consideration as a strong contender.

With best personal regards,

Sincerely,

Mrs. Tobin Armstrong
Counsellor to the President

bcc: [Bill Walker]: for appropriate handling.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 26, 1974

MEMORANDUM FOR: David Hoopes

FROM: Fernando E. C. De Baca *F*

SUBJECT: 30-Day Extension for
Maria Landeros; 90-Day Pass
for Robert Coca

Please extend the temporary pass privileges of Maria Landeros for an additional 30 day period to perform necessary work in this office.

Also, please provide a temporary 90-day pass privilege for Robert Coca to become effective Monday, December 2. Mr. Coca is currently a Leadership Development Program Fellow and will be working in this office from December 2 - February 28, 1975.

Thank you for your cooperation and consideration.

THE WHITE HOUSE
WASHINGTON

JOHN VICKERMAN

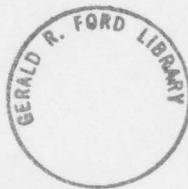
No, sorry. They should use
the regular WH pads, which are
free and available from the
supply office.

Thank you.



DAVID HOOPES

Novembetr 8, 1974



THE WHITE HOUSE

WASHINGTON

TELEPHONE MEMORANDUM

, 19

	TIME		NAME	ACTION
	PLACED	DISC		
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
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OUT	AM			
INC	PM			



THE WHITE HOUSE
WASHINGTON

Date: Nov. 8, 1974

MEMO TO: DAVID HOOPEs

FROM: JOHN VICKERMAN

For your information _____

Please handle _____

Per your request XX

Here's the sample you requested
of the forms we would like to
order - copy of my earlier memo
also attached.



November 6, 1974

MEMORANDUM FOR: JERRY JONES
FROM: JOHN VICKERMAN
SUBJECT: SPECIAL ORDER AUTHORIZATION

Could you please authorize the special order of ten (10) "Efficiency - While You Were Out Forms" (No. 4725) for the office of Fernando E.C. De Baca, Special Assistant to the President, Room 197 EOB.

These forms can be purchased for \$3.00 each at Ginn's Stationery.

I would appreciate it if you could expedite the purchase approval for these forms. Thanks very much.

bcc: Rose Marie Roybal



To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL

Message _____

Operator

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL

Message _____

Operator

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL

Message _____

Operator

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

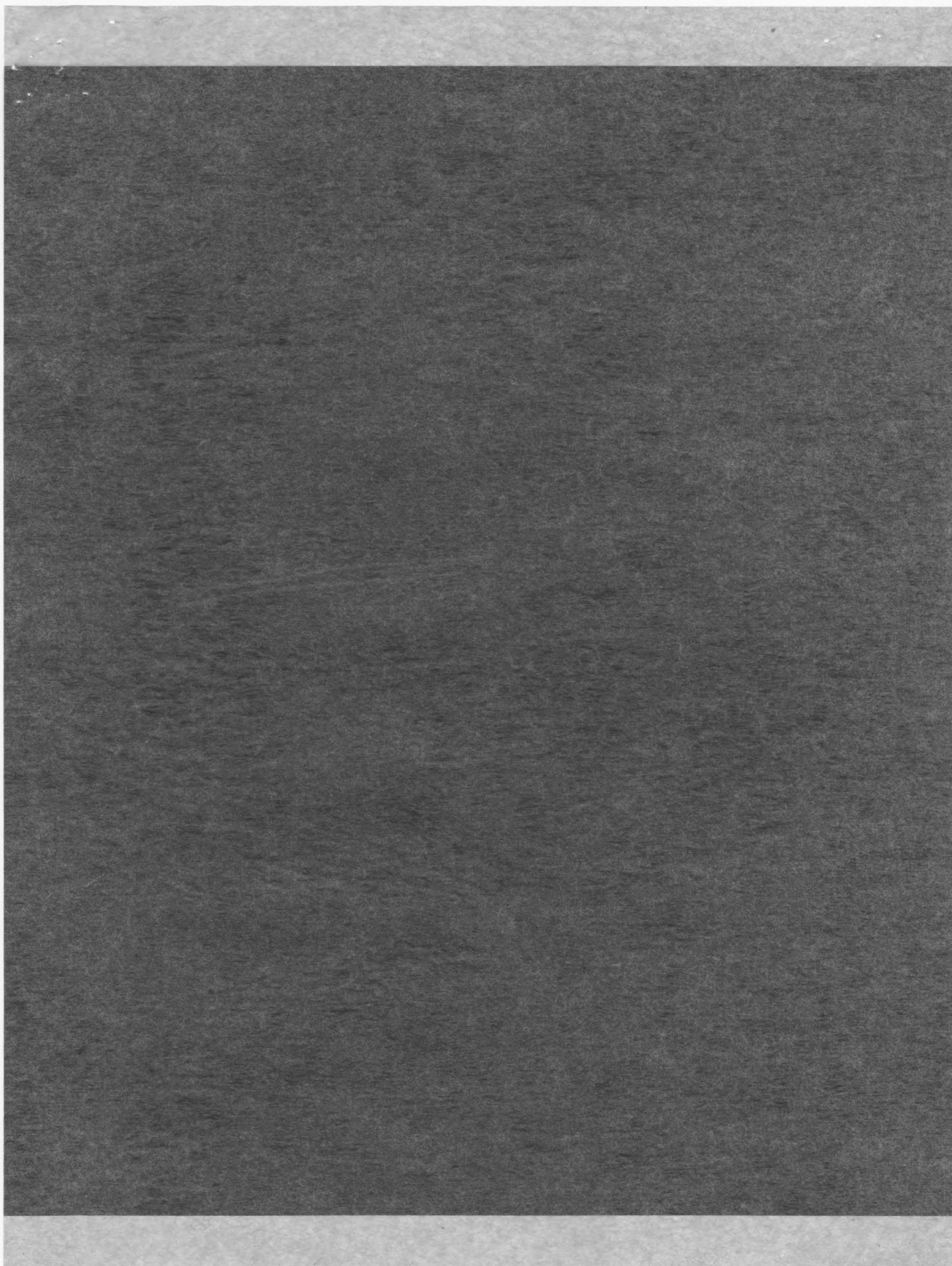
Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL

Message _____

Operator

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT



To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL ☐

Message _____

Operator _____

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL ☐

Message _____

Operator _____

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL ☐

Message _____

Operator _____

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT

To _____

Date _____ Time _____

WHILE YOU WERE OUT

M _____

of _____

Phone _____

Area Code	Number	Extension
TELEPHONED	PLEASE CALL	
CALLED TO SEE YOU	WILL CALL AGAIN	
WANTS TO SEE YOU	URGENT	

RETURNED YOUR CALL ☐

Message _____

Operator _____

EFFICIENCY® LINE NO. 4725 AN AMPAD PRODUCT





DEC 5 1974

From the desk of
YOLANDA RUIZ

Rosemary:

Sorry for the delay in sending you
announcements for our Xmas Party.

Please relay to Fernando that I will
be looking forward to seeing him
again. I spoke to him yesterday and
he verified the fact he would be
participating.

Warm requerodos

yolanda



December 5, 1974

MEMORANDUM FOR: Jerry Jones
FROM: Fernando E. C. De Baca
SUBJECT: Publication Purchase
Authorization

Please authorize purchase of the following items:

-Diplomatic List, August 1974

U.S. Dept. of State
U.S. GPO Publication 1894
(3 copies @ \$1.00 per copy)

-Diccionario Academia Real

(2 copy @ \$30.00 per copy)

-A Practical Spanish Grammar for Border Patrol
Officers

U.S. Dept. of Justice
U.S. Immigration and Naturalization Service
Stock # 2702-0214
(5 copies @ \$1.25 per copy)

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR: Mr. De Baca
FROM: M. M. Dress *m*
SUBJECT: Request for
annual leave

May I take Friday, July 25 off to
go to the country for a weekend
returning in time for Monday's
work?

2297
I believe you are scheduled to go
to Albuquerque from 24-27th?

*OK. Probably a good idea
to give you some rest from these*

7/17/75-



2/15/22



to find out some more from [unclear]
Mr. [unclear] & [unclear] [unclear]

6504

to [unclear] from 34-3143

I believe you are scheduled to do
work

returning in time for Monday, &

do to the country for a weekend

may I take Friday, July 32 off to

SUBJECT:

FROM:

MEMORANDUM FOR:

should leave
Wednesday for

Mr. M. Dress

Mr. De Bess

M

WASHINGTON
THE WHITE HOUSE

November 6, 1974

MEMORANDUM FOR: JERRY JONES
FROM: JOHN VICKERMAN
SUBJECT: SPECIAL ORDER AUTHORIZATION

Could you please authorize the special order of ten (10) "Efficiency - While You Were Out Forms" (No. 4725) for the office of Fernando E.C. De Baca, Special Assistant to the President, Room 197 EOB.

These forms can be purchased for \$3.00 each at Ginn's Stationery.

I would appreciate it if you could expedite the purchase approval for these forms. Thanks very much.

/ bcc: Rose Marie Roybal



11/5/74

THE WHITE HOUSE

WASHINGTON

TO: JOHN VICKERMAN

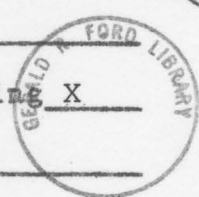
FROM: ROSE MARIE ROYBAL

RM.R.

For your information _____

For appropriate handling X

Per your request _____



Remarks: I would appreciate your assisting this office in securing these particular telephone memorandum forms for our office use as soon as possible.

If I can provide you any other information, please let me know.

Come today 11/6
P.D. Could you check on our request for 2 newspaper?

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

D R A F T

D R A F T

November 5, 1974

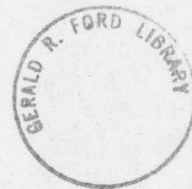
MEMORANDUM FOR: JERRY JONES
FROM: JOHN VICKERMAN
SUBJECT: SPECIAL ORDER AUTHORIZATION

Could you
1 Please authorize the special order of ten (10)
"Efficiency -- While You Were Out Forms: (No 4725)
for the office of Fernando E. C. De Baca, Special
Assistant to the President, Room 197, *EBB*.

They can be purchased for \$3.00 each at Ginn's
Stationary on 1801 "K" Street, N.W.

it if you could
I would appreciate ~~your~~ expediting the purchase
approval of these forms ~~at your earliest convenience.~~

Thanks very much



THE WHITE HOUSE

WASHINGTON

January 31, 1975

MEMORANDUM FOR: JERRY JONES
ATTN: DR. DAVID C. HOOPES

THROUGH: WILLIAM J. BARODY, JR.

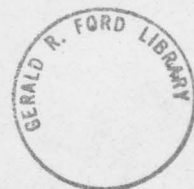
FROM: FERNANDO E. C. DE BACA

SUBJECT: Request for Extension of
Detail

This has reference to your memorandum of December 27, 1974 regarding the temporary detail of Ms. Famia Ortega for an initial 30 day period from January 1 - January 31, 1975.

The purpose of this memorandum is to request your approval for an extension of Ms. Ortega's detail for the period February 1 through February 28, 1975. This request is based on the need for sufficient time to process for hire and orient a suitable bilingual person to assume the role of permanent secretary to my office. There is also the need for a backup secretary to handle an enormous backlog of correspondence over a three to four week period with which Ms. Ortega could assist.

During the month of January 1975, I conducted an extensive search for a permanent secretary. This search included a total of 22 personal interviews from among 40 candidates who were considered for the position. From this screening process, I identified three principal candidates who met all or nearly all of the requirements for the job. All three have indicated an interest in the position and I plan to make a tentative selection on Tuesday, February 4, 1975. The three are:

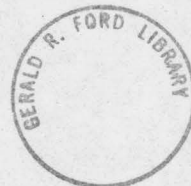


- Lee Gonzalez; (Mexican-American) GS-9, formerly with the Cabinet Committee on Opportunities for Spanish Speaking People.
- Aida Ortiz Neff (Puerto Rican), currently employed within the private sector in the District of Columbia.
- Kyle Macrafi presently a member of the White House staff.

I regret the short time frame involved in the submission of this request but had hoped that I could have had someone on board prior to the expiration of the existing detail.

Please advise me of your decision in this matter at your earliest opportunity.

FECDB:fam/1-31-75.



THE WHITE HOUSE
WASHINGTON

TO: CDB

FROM: FAM *FAM*

Could you please give this letter to Mrs. Dress when she reports next week. I feel she should be aware of the things I outlined in the letter.

Thanks.

*For you, Margaret -
Please review and
welcome aboard.*



THE WHITE HOUSE

WASHINGTON

February 28, 1975

Mrs. Margaret Dress
Secretary to
Fernando E. C. De Baca
Room 171, OEOB

Dear Mrs. Dress:

I'd like to take this opportunity to explain some of the things which have to be attended to daily or weekly for the office on which you may have some questions.

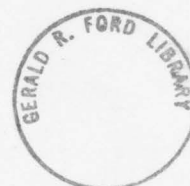
1. Visitor Clearance List. Form is attached. Also a copy of an old list is attached FYI. List is sent to Room 060, OEOB the day before the meetings occur.
2. Public Appearance Log. Prepared Bi-weekly for Margurite in Room 197 before 5:00 on Wednesday's.
3. Meeting Log. Prepared weekly for Margurite in Room 197,x6246. Due on Friday before 5:00.
4. Correspondence Log. Prepared daily.
5. Files. A filing system has not been effectively developed because of the great turn-over in office help. I'm sure you can finally set up a good system which you are familiar with, now that you are the permanent secretary.
6. Inter-office phone directory. Would be helpful to you.
7. Various forms mentioned are in folders at bottom of shelf in the file cabinet behind your desk.

If there is anything you can't find, or if I may be able to help you in anyway, don't hesitate to call me at 634-6850.

Sincerely,

Famia J. Ortega

Famia J. Ortega



EXECUTIVE PROTECTIVE SERVICE

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on _____, 19____

for _____ of _____ :
(Name of person to be visited) (Agency)

MEETING LOCATION

Building _____

Room No. _____

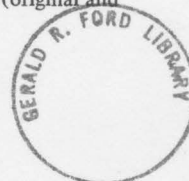
Requested by _____

Room No. _____ Telephone _____

Date of request _____

Additions and/or changes made by telephone should be limited to three (3) names or less. Please submit new list (original and three copies) for additions and/or changes of more than three (3) names.

APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742



EXECUTIVE PROTECTIVE SERVICE

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on January 20, 1975, 19____
for Fernando E. C. De Baca of White House :
(Name of person to be visited) (Agency)

11:00 Arturo Hevia
3:00 Myrna Montanez
3:30 Joe Reyes
5:00 Charles Gomez
Carlos Romero
6:00 Pepe Barron
Gilbert Chavez
Raul Yzaguirre
Paul Sedillo

MEETING LOCATION

Building OEOB
Room No. 197

Requested by Fernando E. C. De Baca
Room No. 197 Telephone x2701
Date of request January 20, 1975

Additions and/or changes made by telephone should be limited to three (3) names or less.

DO NOT DUPLICATE THIS FORM.

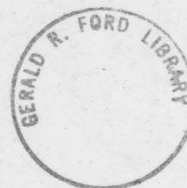
APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742



OFFICE OF PUBLIC LIAISON

PUBLIC APPEARANCES

Staff	Group	Date	Time	Place	Nature of Appearance
Fernando E. C. De Baca	Washington Metromedia TV	2-8-75	1:00 p.m.	Wash.D.C.	30 minute TV Program dealing with the President's economy and energy program and it's impact on Hispanic Americans
	Congressman John Rhodes/Phoenix Mayor Tim Barrow AFL-CIO/Management	2-14-75	1:30 p.m.	Phoenix, Az	Planning workshop on Rio Salado Project, multimillion dollar labor apprenticeship program for minorities

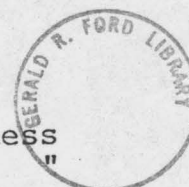


OFFICE OF PUBLIC LIAISON

MEETING LOG

Date	Staff	Organization	Subject
2-5-75	Fernando E. C De Baca	Bert Gallegos/OEO Arturo Casillas/MACEP Paul Sedillo/U.S. Catholic Conference Alex Armendaris/OMBE	National Hispanic Scholarship Fund
		Raphael Semmes/National Association of Farmworkers	Farmworker Programs
2-6-75		Joe Pollard	Lunch
		Ed Archuleta	Presentation of Photo Album

The following are meetings not appearing on the log for the week of January 27-31, 1975.			
1-28-75	Allen Otten/Wallstreet Journal		Interview
1-30-75	Ruby Luna/Congressional Constituent		
	Luis Ramirez/OEO Tommy Espinoza/Chicanos Por La Causa, Inc. Pete Garcia/ Ed Mercado/ EEOC N.Y. Reg. Director Larry Ramirez/EEOC Dallas Reg. Director		
1-31-75	Luis Acle Tony Lucero/Nat'l Park Service Eddie Benavidez/La Raza Nat'l Law Students Association Arturo Casillas/MACEP Luis Ramirez/OEO Fernando Hernandez/MACEP Nick Reyes/Interview Arturo Esquibel/Harvard Grad. School of Business Arnoldo Beltran/ " " " " " " " " " " " "		



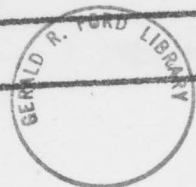
DATE _____

TELEPHONE EXT. _____

ONE ITEM TO A LINE

DO NOT WRITE BELOW THIS LINE

BY



THE WHITE HOUSE

WASHINGTON

February 28, 1975

Mrs. Margaret Dress
Secretary to
Fernando E. C. De Baca
Room 171, OEOB

Dear Mrs. Dress:

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Sincerely,

Famia J. Ortega

Famia J. Ortega



191 4. 20 1971



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOCUMENT	Security clearance for Maria Rita Delgado (5 pages)	1975	C

File Location:

Fernando E.C. De Baca Files, box 12. Folder: Office of Hispanic Affairs - Personnel, Procedures and Maintenance

RESTRICTION CODES

JJO 9/06/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.