

The original documents are located in Box 13, folder “Sample Schedule Proposal and Model Letters” of the Fernando E.C. De Baca Files at the Gerald R. Ford Presidential Library.

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SCHEDULE PROPOSAL

DATE: May 16, 1973

FROM: William J. Baroody, Jr.

VIA: Warren S. Rustand

MEETING:

Between the President and representatives of environmental concerns.

DATE:

At the President's convenience.

PURPOSE:

To discuss environmental issues.

FORMAT:

-location: Cabinet Room.

-participants: The President and 20 - 25 conservation leaders.

-expected length of participation: 30 min.

CABINET PARTICIPATION:

The Secretary of the Interior.

TALKING POINTS:

To be provided in briefing paper prior to the meeting.

PRESS COVERAGE:

White House photographer only.

STAFF:

Bill Baroody, Jr.
Don Webster

RECOMMEND:

Bill Baroody, Jr.

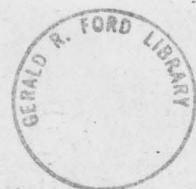
PREVIOUS PARTICIPATION:

Not applicable.

BACKGROUND:

Conservationists are eager to meet with the President. The National Wildlife Federation has suggested that, with the advent of a new Interior Secretary, this might be an appropriate time.

Such a meeting would give the President the opportunity to address environmental issues, and clarify the Administration's position with respect to these matters. While explaining the limitations imposed



BACKGROUND

(cont):

by our energy situation, the President could reassure the conservationists that his Administration remains committed to environmental progress. In my view, such an assessment would contribute significantly toward gaining greater understanding from them on the conflicts that do exist in some respects between the goals of energy self-sufficiency and environmental progress.

APPROVE _____ DISAPPROVE _____

conservation leaders.
expected length of participation: 30 min.

The Secretary of the Interior.

To be provided in briefing paper prior to the meeting.

White House photographs only.

Bill Baroody, Jr.
Don Webster

Bill Baroody, Jr.

Not applicable.

Conservationists are eager to meet with the President. The National Wildlife Federation has suggested that, with the advent of a new Interior Secretary, this might be an appropriate time.

Such a meeting would give the President the opportunity to address environmental issues, and clarify the Administration's position with respect to these matters. Many questions and conditions imposed

WB: DAV: WMM:mm



December 4, 1974

Dear Leticia:

Mr. C. De Baca is out of town until December 10, and has asked that I thank you for your kind invitation for him to attend your reception for the Honorable Jose Alvarez de Choudens, Secretary of Health, Commonwealth of Puerto Rico on December 10.

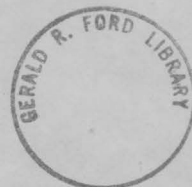
Unfortunately, previous travel commitments at the request of the President preclude his confirmation at this time and he regrets that he will be unable to attend. If there is a change in his schedule which would allow him to attend, you'll be contacted immediately.

With warm regards.

Sincerely,

Rose Marie Roybal
Administrative Assistant
White House Office of Hispanic Affairs

Ms. Leticia Diaz
9202 Cedar Lana
Bethesda, Maryland 20014



You are cordially invited to meet
The Honorable Jose Alvarez de Choudens
Secretary of Health
Commonwealth of Puerto Rico
on Tuesday, the tenth of December
Nineteen hundred and seventy-four
at the home of Pereta Balian
Leticia Diaz and Magdalena Miranda
9202 Cedar Lane
Bethesda, Maryland



R.s.v.p. Regrets only
897-8057 evenings

Cocktails
6:00 - 8:30 p.m.

(one)

Plan to stay for buffet dinner

December 7, 1974

Dear Mr. Felix:

Thank you for your correspondence regarding your interest in a position with the Federal government.

I certainly intend to share your resume with the appropriate persons here at the White House, and ask that they contact you directly on the possibility of federal employment, should a suitable position become available.

Sincerely,

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

Mr. Daniel Telles Felix
6876 Avenida Andorra
La Jolla, California 92037

FERNANDO/rc/rmr



December 9, 1974

Dear Art:

First, let me express my appreciation for your invitation to attend the seminar sponsored by the Harvard University Institute of Politics which was held in November.

Unfortunately, I was not able to attend due to commitments on behalf of the President. My first quarter in office has been filled with the activities of setting up the first White House Office on Hispanic Affairs and responding to requests of numerous Hispanic groups across the nation. In the bustle of activity your generous and warm invitation was not brought to my attention with adequate lead time to comply in line with our scheduled commitments on behalf of the President.

I am looking forward to a meeting with you, possibly the next time I am in California. My best regards and wishes for a rich holiday season for you and those dear to you.

Muy atentamente

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

Mr. Art Torres
California State Assembly
Sacramento, California 95814

FECDDB/rc/rmr



December 13, 1974

Dear Mrs. Lopez:

Thank you for your kind invitation to attend the Historic Site Dedication of The Mexican-American Cultural Center Site on the Feast Day of Our Lady of Guadalupe on December 12.

Although my sincere regret for not being able to attend was telephoned in to Mr. Tom Peterson, Jr., of the Arizona Historical Society, I did want to reach you to personally thank you.

Senator Fanin had also extended a warm and generous invitation to me for the event, which I anticipated attending before my unanticipated change in schedule.

I would have been most honored to be with you at this historic moment, but the President asked me to represent him here in Washington at that time.

My warmest personal regards.

Atentamente,

Fernando E. C De Baca
Special Assistant to the President

Mrs. Henry Lopez
Mexican-American Unity Council
32 North Linda
Tucson, Arizona 85705

FECDB/rc/rmr



December 16, 1984

Dear Mr. Nieves:

As per your request, I am enclosing
photographs and biographical materials
on Mr. Fernando E. C. De Baca, Special
Assistant to the President.

If I can be of further assistance,
please don't hesitate to let me know.

Sincerely,

Rose Marie Roybal
Administrative Assistant
White House Office of Hispanic Affairs

Mr. Hector Nieves
586 Maplewood Avenue
Bridgeport, Conn. 06605

FECDB/rc/rmr



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December 13, 1974

Mr. JOSEPH ACEVES
NATIONAL EXECUTIVE DIRECTOR
LATIN AMERICAN MANUFACTURERS ASSN.
BILTMORE HOTEL - REGENCY ROOM
515 South OLIVE ST.
LOS ANGELES, CALIF.

DEAR JOSE:

I SINCERELY REGRET I AM UNABLE TO BE WITH YOU IN
LOS ANGELES FOR THE LAMA TRADE SHOW ON DEC. 14.

COMMITMENTS ON BEHALF OF THE PRESIDENT MAKE IT
IMPOSSIBLE FOR ME TO ATTEND THIS HISTORIC MOMENT
FOR OUR PEOPLE.

MY WARMEST PERSONAL REGARDS AND WISHES FOR CONTINUED
SUCCESS.

MUY ATENTAMENTE,

FERNANDO E. C DE BACA
SPECIAL ASSISTANT TO THE PRESIDENT



December 10, 1974

Dear Gil:

Thank you for your recent letter to brief me on projected plans to have a follow up conference in Phoenix, Arizona, in late February.

It pleases me to see your stated goals and objectives focus on communication, coordination, and cooperation. With these as initial primary objectives, there is no doubt that our national Hispanic organizations can achieve a great measure of social change for all Hispanic Americans.

I was most proud to be a part of a truly historic occasion in Las Vegas. Keep in touch.

With warm regards.

Fraternalmente,

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

Mr. Gilbert R. Vasquez
President, The American
Association of Certified
Public Accountants
3435 Wilshire Blvd. #912
Los Angeles, Calif. 90010

FECDB/rc/rmr



November 8, 1974

Dear Mr. Colon:

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

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

Sincerely,

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

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

bcc: Manny Gonzalez

FECD:eb

